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WELCOME

Introduction of Trainer
Introduction of Class Participants
Housekeeping Details
Agenda

NOTE: All screens depict fictitious names and identifiers.

CAPS Training Outline

I. WELCOME

- A. Introduction of Trainer and Guest Speakers
- B. Introduction of Class Participants
- C. Housekeeping Details
- D. Agenda

II. SYSTEM OVERVIEW

- A. Security
- B. Accessing and exiting the system
Explain training database/logon ID's
Password Maintenance
- C. Keyboard Functionality
- D. Online Help Resources
Help Desk
- E. Screen Functions
Fast Path
Messages
Screen Headings
List/Detail concept
- F. Menus
- G. Screen List

III. REPORT/REFERRAL

- A. Intake and Referral
 - PERS Person Search
 - PERL Person List
 - PERD Person Detail
 - RRRL Report/Request List
 - RRD1 Report/Request Intake Detail 1
 - RRD2 Report/Request Intake Detail 2
 - RRD3 Report/Request Intake Detail 3

IV. PROVIDER ENTRY

- A. Provider Setup
 - PROS Provider Search
 - PROL Provider List
 - PROE Provider Entry
 - PROD Provider Detail

- B. Licensing
 - FACD Facility Detail
 - PADL Provider Address List
 - PADD Provider Address Detail
 - FALL Facility Licensing List
 - FALD Facility Licensing Detail
 - PRPL Provider Person List
 - PRPD Provider Person Detail
 - CLTL Client Types List
 - CLTD Client Types Detail
 - PTID Provider Tax Identification Detail
 - FSPL Facility Services Provided List
 - PRFL Provider/Facility List

- C. Provider Information Detail
 - PRRL Provider Rates List
 - PRPH Provider Placement History
 - PRTL Provider Training List
 - PRTD Provider Training Detail
 - PRCL Provider Contact List
 - PRCD Provider Contact Detail
 - PBID Provider Banking Detail
 - FASL Facility Assessment List
 - FASD Facility Assessment Detail
 - PREL Provider Event List
 - FCLL Facility Caseload List
 - PAKD Provider/Facility AKA Detail
 - PASL Provider Active Services List

- D. Provider Warrant Information
 - WRNH Provider Warrant History
 - WRND Provider Warrant Detail

V. MAINTENANCE SCREENS

- A. Worker Maintenance Screens
 - ALER Alerts
 - AKAD Person Name AKA Detail
 - STFL Staff List
 - AXED Assignments Transfers Detail
 - USMD User Maintenance Detail
 - USML User Maintenance List
 - PIGD Provider Information (General) Detail

- B. Notes and Document Generation Processes

VI. CLIENT DETAILS

| | |
|------|--|
| A. | Adoption Case Management Documentation |
| RELL | Relationship List |
| RELD | Relationship Detail |
| ACTL | Activity List |
| ACTD | Activity Detail |
| ACT2 | Activity Detail 2 |
| IARL | Initial Assessment and Review List |
| IARD | Initial Assessment and Review Detail |
| PPHL | Permanency Plan Hearing List |
| PPHD | Permanency Plan Hearing Detail |
| CRTL | Court List |
| CRTD | Court Detail |
| CPHL | Client Placement History List |
| PLAD | Placement Detail |
| PLSH | Placement Status History |
| LICH | Placement License History |
| ADOD | Adoption Detail |
| GARD | Guardianship Detail |
| SERL | Services List |
| SERN | Services Detail: Non-Payable |
| SERP | Services Detail: Payable |
| SSJD | Supplemental Service Justification |
| SPND | Special Needs Detail |
| APPL | SSI Application List |
| APPD | SSI Application Detail |
| EDHL | Education History |
| MEDS | Medical Summary |
| MMHD | Medical/Mental Health Detail |
| MDTD | Medication/Treatment Detail |

SYSTEM OVERVIEW

Security

Logging On & Logging Off

Keyboard Functions

Help Resources

Screen Functions

Menus

System Overview

LOGGING IN



- Security clearance is tied to the User ID and to the Worker Type (within CAPS)
 - CAPS security includes access to screens and approval authority
- Double click the Mainframe icon (sometimes labeled as BlueZone) to access the Entry Validation screen

GENERAL SCREEN INFORMATION

Colors

The different colors on CAPS screens mean certain things. Of course, you do have the ability to change your color scheme, so the colors identified below are valid if you are using the standard color scheme in CAPS.

| | |
|-------------------|--|
| Green | Header/Title (not modifiable) |
| Light Blue | Not enterable/not modifiable On certain screens, light blue also indicates that the entry is DPHHS related |
| Yellow | Enterable/modifiable Indicates a payment is a trust account payment (CBPL) |
| Red | System messages, typically in the bottom left corner of the screen |
| Dark Blue | On certain screens, dark blue indicates that the entry is DOC related |
| Pink | Indicates read only access to a report, client or facility Highlights the Child Abuse/Neglect (CAN) flag on PERL Indicates a payment is in INCOMPLETE status (PAYA) Indicates a payment has been put on HOLD (CBPL) |
| White | Informational messages, typically in bottom left corner of screen Highlights the detail when DELETE is selected in order to confirm |

Passwords

CAPS Security



- At the Entry Validation Screen
 - Enter your User ID and Password
 - Your password can be changed by tabbing to “Change Password” and selecting Y (Yes)
 - Once ENTER is pressed, a screen will appear asking you to type in your new password and to confirm the new password
 - Your password must be 8 alphanumeric characters, containing a minimum of one letter and one number
 - Your password cannot use repeating characters (zz, 22, etc)
 - Your password cannot begin with:

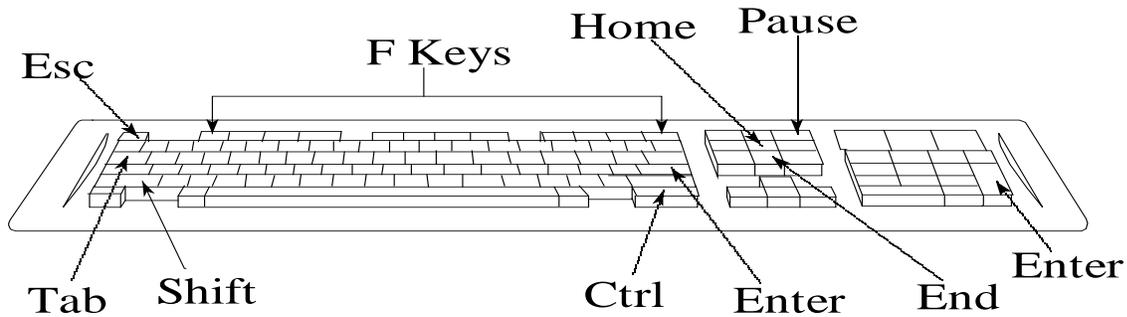
| | | | | | | | | |
|------|-------|------|------|-------|------|-------|-------|-----|
| ADM | AGR | APPL | APR | ASDF | AUG | BASIC | CADAM | DEC |
| DEMO | DEQ | DLI | DOA | DOC | DOJ | DOR | DOT | DPH |
| FEB | FOCUS | FWP | GAME | GOV | HHS | IBM | JAN | JUL |
| JUN | LIV | LOG | MAR | MAY | MDT | MONT | MPERA | MT |
| NET | NEW | NOV | OCT | PASS | PER | REV | ROS | SEP |
| SIGN | SYS | TEST | TSO | VALID | VTAM | XXX | 1234 | |
 - Passwords must be kept for a minimum of 15 days
 - Your password expires and must be changed every 60 days
 - You will receive a warning seven days before your password expires
 - The new password cannot match your previous 6 passwords
 - If you type your password incorrectly three times in the same day, you will be locked out and you will need to contact the DPHHS Help Desk at 444-9500 or dphstech@mt.gov
 - More details on mainframe passwords are available at: <https://mainframe.mt.gov/pwchange/>
- Once the User ID and Password have been entered, press **Enter** to access the Supersession menu
 - Select **CICS PRODUCTION CICS SYSA** to access CAPS Production
 - If you receive a screen of **CICS/NEWS**, press **F3** to exit this screen
 - From the menu select **CAPS PRODUCTION SYSTEM FS01**

CAPS Production System Availability

The CAPS system is a 24 hour 7 day a week system. There will be, however, certain off-hour time periods when the system will be available in “INQUIRE” mode only. This schedule will document when the system should be available under normal operating circumstances. As with any computer system, there are times when hardware and/or software may fail which are beyond the control of anyone. If there are any planned outages the users will be notified as early as possible. Anytime CAPS is put into “INQUIRE” mode all users will be logged off, but they can log right back on. The weekly schedule is as follows:

| | | |
|------------------|--|--|
| Sunday | 2am to 2:30am 8am to noon | Database backups Normal computer maintenance time period. System may be down but users will be notified in advance |
| Monday | 1am to 6am 2am to 2:30am 6pm to 9pm | CAPS inquire mode only for double backup Database backups CAPS inquire mode only for batch production. 9pm is an approximation - it could be sooner or later |
| Tuesday | 1am to 4am 2am to 2:30am 6pm to 9pm | CAPS inquire mode only for backup Database backups CAPS inquire mode only for batch production. 9pm is an approximation - it could be sooner or later |
| Wednesday | 1am to 4am 2am to 2:30am 5am to 5:30am 6pm to 9pm | CAPS inquire mode only for backup Database backups CAPS is unavailable for CICS weekly recycle CAPS inquire mode only for batch production. 9pm is an approximation - it could be sooner or later |
| Thursday | 1am to 6am 2am to 2:30am 6pm to 9pm | CAPS inquire mode only for double backup Database backups CAPS inquire mode only for batch production. 9pm is an approximation - it could be sooner or later |
| Friday | 1am to 4am 2am to 2:30am 6pm to 9pm | CAPS inquire mode only for backup Database backups CAPS inquire mode only for batch production. 9pm is an approximation - it could be sooner or later |
| Saturday | 2am to 2:30am 7am to 10am | Database backups Normal time for database maintenance and CAPS will be inquire mode only. Users will be notified in advance of scheduled maintenance during this time. |

Key Board



SO-05

- TAB - Moves cursor to the next enterable field
- SHIFT/TAB - Moves cursor back one field
- HOME - Moves the cursor to the first enterable field at the top of the screen
- HOME/SHIFT/TAB will move the cursor to the PATH field
- END - Erases to the end of the field, everything to the right of the cursor
- PAUSE - Begins the logoff process/exits CAPS - **VERY IMPORTANT!**
- ENTER - Executes the command to update
- CTRL – (right) Moves the cursor down the screen like the return on a typewriter
- ESC - Unlocks the keyboard when an execution error has occurred

| <u>Keyboard Hints</u> | | |
|-------------------------------|---------------------------------|--|
| <i>Tab</i> | Next enterable field | <i>End</i> Erases data to right of cursor |
| <i>Shift+Tab</i> | Previous enterable field | <i>Ctrl</i> Moves down to next line (carriage ret.) |
| <i>Home</i> | 1 st Enterable field | <i>Esc</i> Unlocks keyboard |
| <i>Home, Shift+Tab</i> | PATH field | <i>Enter</i> Sends data to mainframe; returns msg. |

```

CAFSPERD                                PERSON DETAIL                                07/13/2016    11:33
USER ID : C84852  ADD
CAPS ID : 00000000  00  NAME:

LAST NAME   : DOE                                ASSIGNED WORKER INFORMATION
FIRST NAME  : JANE                                WORKER ID:   RGN:   CNTY:
MIDDLE NAME :                                  CAN:        NAME:
SUFFIX     :   P SSN VERIF:   PHONE NO:   EXT:
SEL P/S-- SSN ---- SEL P/S-- SSN ----  SECONDARY:
A  F1
DRIVERS LICENSE ST:  -  NUMBER:   ----- ADDRESS -----
BIRTH DT :   VERIF:   AGE:  0 LINE1 :

Field: P/S

Updated on screen(s): PERD

Notes: select with a "P" if it is the primary social security Number,
or with an "S" if it is the secondary number.

_ F3=Exit _____ Scroll: 010 _____

```

- Field-level and screen-level Help explains the purpose of a field or the screen
- For Field Help
 - Press F1, information about that field will be displayed
 - If information is needed for a non-enterable field, use arrow keys to get to the protected field
- For Screen Help
 - Move the cursor anywhere on the screen that is not an input field (place you can't access with Tab) to obtain screen-level Help
 - Press F1 to display screen-level Help
 - Multiple pages of information may exist

Northrop Grumman Help Desk



- CAPS Help Desk is available Monday through Friday from 7:30am - 5:30pm
 - Local number is 444-4125
 - Email: HHSNGCHelpDesk@mt.gov. May want to use ALT+PrtScn to email them a screen shot of a CAPS screen
 - Out of the Helena area call 1-800-285-2361
 - FAX number is 449-3981
 - Contact them for problems while working in CAPS or Docgen (i.e., help in how to fill out a screen, Docgen problems, screen abends)

- DPHHS Help Desk is available Monday through Friday from 7:00am - 5:00pm
 - Phone number is 444-9500
 - Contact them for problems OUTSIDE of CAPS (i.e., hardware problems, email, password/user ID problems, system down)

- Problems will be documented for 'fixing'
 - You will be notified when your reported problem has been fixed

WHO TO CALL FOR HELP

The agency operates two separate help desks: the Northrop Grumman Help Desk at 444-4125 (local) or 1-800-285-2361, and the DPHHS Help Desk at 444-9500 or DPHHSSTech@mt.gov. Problems may also be faxed to the Northrop Grumman Help Desk at 406-449-3981. The Northrop Grumman Help Desk can also accept email messages. The address is HHSNGCHelpDesk@mt.gov.

The DPHHS Help Desk assists department employees in resolving problems related to local area networks (LANs), communications, equipment/hardware, the RS6000 computer, the mainframe, the AS400 computer, the JOBS system and PC software programs. For example, the DPHHS Help Desk should be called if a printer isn't working properly or if system response time is slow. DPHHS Help Desk hours are from 7:00 a.m. to 5:00 p.m. Monday through Friday.

Help Desk staff may ask callers for up to six items of information: their C#, name, phone number, division name and location, terminal ID or PAMS number and a description of the

problem. A “trouble ticket” number is assigned to each problem called in to the DPHHS Help Desk. Callers should ask for this number. It can be used as a point of reference if the caller later wishes to check on the status of a problem report. Although the Help Desk operators are able to resolve many problems while the caller is on the phone, the resolution of some issues may require more research or a particular expertise that the Help Desk operator does not have. Issues that cannot be resolved immediately are referred on to the appropriate individual. Once a problem is resolved, the caller is notified.

The Northrop Grumman Help Desk assists the workers and clients that utilize several different computer systems (CAPS is only one of them). Questions pertaining to these systems should be directed to the Northrop Grumman Help Desk. Mary Goyins, Jacki Huff and Peggy Huntington staff the Northrop Grumman Help Desk from 7:30 a.m. to 5:30 p.m. Monday through Friday. Because of the type of software program used to track problem reports, and the large volume of calls received by the Northrop Grumman Help Desk, problem report numbers are not always assigned at the time a call is taken. Although the Help Desk staff is quite knowledgeable, they will not always be able to immediately resolve the caller’s problem. It may be necessary to research a problem and then get back to the caller. If it is necessary to refer the issue to a system programmer, a problem report will be filed and the caller notified when the problem has been resolved or fixed. Problems requiring programmer intervention generally take longer to resolve than those not requiring research, analysis and/or changes to the program code. In these instances the caller should not expect an immediate response. Once a problem has been called in to the Help Desk, the caller can assume it will be addressed and should set the problem case aside. The caller should NOT attempt to rework the case using incorrect data in order to bypass the problem.

Northrop Grumman operators are not program policy specialists. Questions relating to program policy should be directed to the appropriate program staff from within the Department.

What about CAPS DocGen? During normal business hours (8 – 5), you should call the Northrop Grumman Help Desk for any DocGen related questions or problems. After hours, you should call the ITSD Operator (444-2000) if you are having problems logging into the system and you suspect the system may be down. Any “problem” with an actual document or document change request will also need to go through the Northrop Grumman Help Desk.

CAFSMAIN
USER ID : CS4566

MAIN MENU

03/30/2009 15:54

| SEL | PATH | DESCRIPTION |
|-----|------|----------------------------|
| - | RRRM | REPORT/REQUEST MENU |
| - | PSNM | PERSON IDENTIFICATION MENU |
| - | SERM | SERVICES MENU |
| - | INTM | INTERFACE MENU |
| - | WOPM | WORKPLAN MENU |
| - | PRIM | PROVIDER INFORMATION MENU |
| - | CONM | CONTRACT MENU |
| - | PAYM | PAYMENTS MENU |
| - | UTLM | UTILITIES MENU |
| - | TRAM | TRUST ACCOUNT MENU |

TO VIEW CAPS SYSTEM UPDATE INFORMATION, POSITION CURSOR
HERE ==> _ <== AND PRESS F1
LAST UPDATED 02/26/1999

WELCOME TO THE CAPS QA SYSTEM

PATH:

- Menus, Sub-Menus, List/Detail type screens
 - You will see only those screens/menus for which you have security clearance
 - **List screens** display all of the detail records that have been added or may be used to initiate the ADD function
 - **Detail screens** are used to add (or view or modify) the actual detail of an item
- Select any Menu by placing the cursor on the SEL (select field) and pressing ENTER
- Error messages are displayed at the bottom of the screen
 - The field in error will be highlighted in red type
- When entering data, type in all lower case letters; CAPS will convert to all caps when the screen is updated
- Dates and numbers (SSN) may be typed without the dashes or slashes
 - Erase any remaining zeros in date fields by pressing END

```

CAFSSERL                SERVICES LIST                07/13/2016    11:41
USER ID : C84852                PAGE NO: 001
CAPS ID : 00002107    25    NAME: DOE, JUNIOR

TO SELECT ENTER: I=INQUIRE, M=MODIFY, D=DELETE    TO ADD=F11 + FASTPATH
START FROM:                SERVICE CODE:

                                APPRV
S RSN SERVC DESCRIPTION        FACILITY NAME    OPEN DATE    CLOSE DATE S A C
- PT SEMRM REMOVAL            ZANY FRANK AND  01/09/2011  99/99/9999
- PT PFRS1 FOSTER FAMILY-ROOM ZANY FRANK AND  01/09/2011  99/99/9999 A
- MP STRNS TRANSPORTATION    ZANY FRANK AND  01/09/2011  99/99/9999 A
- MP SCALL CLOTHING ALLOWANCE ZANY FRANK AND  01/10/2011  01/10/2011 A

                                PATH: █

```

- The CAPS ID or Provider number in the header or “global” will remain the same from screen to screen until changed.
- Most screens require specific selection (SEL) code, and the options are indicated on each screen:
 - I = INQUIRE
 - M = MODIFY
 - D = DELETE
 - A = ADD
 - S = SELECT
- The selection code determines in which “mode” (inquire, modify, etc.) the screen is accessed
- Use your KEY TEMPLATE for “F” (function) key instructions
- When entering dates in CAPS, you must enter the full year. For example: January 2, 2014 would be entered **01022014** or **01/02/2014**

MAIN - Main Menu

```
CAFSMAIN                MAIN MENU                03/30/2009    15:54
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    RRRM  REPORT/REQUEST MENU
-    PSNM  PERSON IDENTIFICATION MENU
-    SERM  SERVICES MENU
-    INTM  INTERFACE MENU
-    WOPM  WORKPLAN MENU
-    PRIM  PROVIDER INFORMATION MENU
-    CONM  CONTRACT MENU
-    PAYM  PAYMENTS MENU
-    UTLM  UTILITIES MENU
-    TRAM  TRUST ACCOUNT MENU

      TO VIEW CAPS SYSTEM UPDATE INFORMATION, POSITION CURSOR
      HERE ==>  _  <== AND PRESS F1
      LAST UPDATED 02/26/1999

WELCOME TO THE CAPS QA SYSTEM                PATH:
```

- This screen is accessible to all users. Certain areas of the system will not be accessible to all users
- This display screen has one select field for each menu option
 - Type any character at the select line or place the cursor at a select line and press ENTER or
 - Type the four-character screen acronym in the PATH field
- General Guidelines for screen acronyms:
 - ✚ 1 word screen acronym is generally the first 4 letters of the word: Alerts = **ALER**
 - ✚ 2 word screen acronym is generally the first 3 letters of the first word and 1 letter of the 2nd word. Person Search = **PERS**
 - ✚ 3 word screen acronym is generally the first 2 letters of the first word and the first letter of the words 2 and 3: Group Services List = **GRSL**
 - ✚ 4 word screens are the first letter of each word. Client Placement History List = **CPHL**
- The appropriate screen is displayed when Enter is pressed
- Press F3 from any screen to access MAIN
- To display CAPS system update information, position the cursor in the appropriate space and press the F1 key. Update information will include: physical screen changes, screen functionality changes, code table additions, etc.

COTL - Code Table Lookup

```
CAFSCOTL          CODE TABLE LOOKUP          06/01/2009   11:59
USER ID : CS4566                                PAGE NO:    8

TABLE NAME : RELATIONSHIP

TO SELECT, ENTER S=SELECT          START CODE: T

SEL CODE          DESCRIPTION
-   SFR           STEP FATHER
-   SIS           SISTER
-   SLF           SELF
-   SMR           STEP MOTHER
-   SON           SON
-   SPD           STEP DAUGHTER
-   SPO           SPOUSE
-   SPS           STEP SON
-   SPT           SPEECH THERAPIST
-   SRO           OTHER SRS STAFF
-   SSR           STEP SISTER, MARRIAGE RELATED
-   STB           STEP BROTHER - MARRIAGE RELATED
-   SWS           DFS SOCIAL WORK SUPERVISOR
-   TCH           TEACHER

                                           PATH: RRD1
```

Quick Tip: Press Home to use the START CODE field. Type the first character(s) of the item you want. This jumps down to codes beginning with the entered letter(s). You can then F8 to scroll forward.

- This screen is accessed by pressing F12 in a field and will display a list of code possibilities for that particular field
- **Select the code with an “S” and press ENTER** to bring the code back to the field
- To leave this screen without selecting a code, just press Enter

ALPHABETICAL SCREEN LIST

| | |
|-------------|--------------------------------------|
| ACTD | Activity Detail |
| ACTL | Activity List |
| ACT2 | Activity Detail 2 |
| ADDD | Address Detail |
| ADDL | Address List |
| ADOD | Adoption Detail |
| AKAD | Person Name AKA Detail |
| ALER | Alerts |
| AXED | Assignments/Transfers Detail |
| CBPD | Client Based Payment Detail |
| CBPL | Client Based Payment List |
| CLID | Client Detail |
| CLPD | Client Payment Detail |
| CLPH | Client Payment History |
| CPHL | Client Placement History List |
| CRTD | Court Detail |
| CRTL | Court List |
| CSLL | Caseload List |
| EDHL | Education History |
| EVEL | Event List |
| FACD | Facility Detail |
| FALD | Facility Approval/Licensing Detail |
| FALL | Facility Approval/Licensing List |
| FASD | Facility Assessment Detail |

| | |
|-------------|--|
| FASL | Facility Assessment List |
| FCLL | Facilities Caseload List |
| FSPL | Facility Services Provided List |
| GARD | Guardianship Detail |
| GRSL | Group Services List |
| IARD | Initial Assessment and Review Detail |
| IARL | Initial Assessment and Review List |
| ICAD | Interstate Compact Action Detail |
| ICPD | Interstate Compact Detail |
| ICPL | Interstate Compact List |
| LICH | Placement License History |
| MDTD | Medication/Treatment Detail |
| MEDS | Medical Summary |
| MIHL | Medicaid Issuance History |
| MMHD | Medical/Mental Health Detail |
| PADD | Provider/Facility Address Detail |
| PADL | Provider/Facility Address List |
| PAFD | Payment Funding Detail |
| PAKD | Provider/Facility AKA Detail |
| PASL | Provider Active Services List |
| PAYA | Payment Approval List |
| PERD | Person Detail |
| PERL | Person List |
| PERS | Person Search |
| PIGD | Provider Information (General) Detail |

| | |
|-------------|---|
| PLAD | Placement Detail |
| PLSH | Placement Status History |
| PPHD | Permanency Plan Hearing Detail |
| PPHL | Permanency Plan Hearing List |
| PRCD | Provider Contact Detail |
| PRCL | Provider Contact List |
| PREL | Provider Event List |
| PRFL | Provider/Facility List |
| PROD | Provider Detail |
| PROE | Provider Entry |
| PROL | Provider List |
| PROS | Provider Search |
| PRPD | Provider Person Detail |
| PRPH | Provider Placement History |
| PRPL | Provider Person List |
| PRRL | Provider Rate List |
| PRTD | Provider Training Detail |
| PRTL | Provider Training List |
| PTID | Provider Tax Identification Detail |
| RBCL | Report Background Check List |
| RELD | Relationship Detail |
| RELL | Relationship List |
| RRD1 | Report/Request Intake Detail 1 |
| RRD2 | Report/Request Intake Detail 2 |
| RRD3 | Report/Request Intake Detail 3 |

| | |
|-------------|------------------------------------|
| RRRL | Report/Request List |
| SEAL | See All Client Screens |
| SERL | Services List |
| SERN | Service Detail: Non-Payable |
| SERP | Service Detail: Payable |
| SPND | Special Needs Detail |
| USMD | User Maintenance Detail |
| USML | User Maintenance List |
| WRND | Provider Warrant Detail |
| WRNH | Provider Warrant History |

REPORT/REFERRAL

Person Search

Person Details

Report/Referral Intake Process

Person Search



RR-02

- The database index contains all persons with a CAPS ID
- Search for all people before entering them into the system
- After search criteria is entered, a list of matches will be displayed
- A person with a CAPS ID does not have to be made a client in CAPS
- A person becomes a client when:
 - A CAPS ID has been assigned to a worker on the AXED (Assignments/Transfers Detail) screen

PERS - Person Search

```
CAFSPERS                PERSON SEARCH                07/13/2016    11:59
USER ID : C84852
CAPS ID : 00002107    25    NAME: DOE, JUNIOR

                                LAST NAME : pickle
                                FIRST NAME : p
                                MIDDLE NAME :
                                PHONETIC SEARCH : N

                                SSN :

                                DATE OF BIRTH :

                                RESIDENCE COUNTY :

                                SEX :

                                CAPS ID :

                                                                PATH:
```

- Use this screen to lookup or find out if a person is known to CAPS. If the person is already in CAPS, do not add the person again.
 - Type search criteria, press ENTER
 - PERL (Person List) will display a list of all persons known to CAPS, beginning with the person on the list *directly above those that match the search criteria*, or a message displays indicating no matches were found

- Search criteria is one of the following:
 - Name, SSN, or CAPS ID
 - If the search criteria entered is the CAPS ID or SSN, only an exact match will be displayed if a match exists.
 - The name search can also be more refined by entering a combination of item (e.g. Last name and Date of Birth)

- Search by:
 1. SSN or CAPS ID, if available
 2. Last Name (as little as one letter can be used to do a search). CAPS will do an alphabetic search based on the character(s) you've entered.
 3. Last Name (or partial Last Name) with Y entered in the Phonetic Search. Useful for multiple word names & names that could be spelled/entered different ways.

- If a name contains a space, CAPS sorts it before the A's, alphabetically.

PERL - Person List

```

CAFSPERL                PERSON LIST                07/06/2016    9:19
USER ID : C81285        PAGE NO: 2    MORE
CAPS ID : 00000000    00    NAME:

TO SELECT, ENTER S=SELECT, I=INQUIRE OR M=MODIFY

SEL CAPS ID  NAME                DOB      AGE SEX  SSN      CNTY  CAN
- 00001214  PICKLE, PARKER            10/10/2010  5  M  352-15-2351
- 00001215  PICKLE, PATRICIA         02/05/2007  9  F  685-23-6985
- 00001209  PICKLE, PATTY            03/25/1980 36  F  951-59-5159
- 00001212  PICKLE, PAUL             02/15/2007  9  M  965-89-6589 15
- 00001211  PICKLE, PAULA            08/05/2003 12  F  365-23-6523 25
- 00001218  PICKLE, PAYTON           05/15/1995 21  M  582-58-5258 15
- 00001221  PICKLE, PEARCE           05/05/1990 26  M  658-52-1473
- 00001224  PICKLE, PEARL            10/10/2011  4  F  852-14-6397

CAN/P: Child Abuse Neglect/Provider
- C = Involved in a CPS investigation where allegations were
  substantiated, and then took off.
- P = Person associated to a licensed provider/facility. Could be a
  group home employee, foster parent, etc.
- B = Both (C + P both apply to this individual)

PATH:
  
```

A person's CAPS ID stays the same forever.

- Displays information for persons that met the search criteria entered on PERS
- The select functions are listed at the top of the screen under the CAPS ID and NAME
- To change any detailed information for the person, type “M” in the SEL field next to the person for whom you want to modify information
 - The PERD screen will be displayed
- If a person is selected with an “I”, PERD will be displayed in INQUIRE only - no changes may be made at this time
- “S” (select) can only be used if an F12 lookup is being done from CAPS ID field on another screen. This will “select” the person and bring the info back to the other screen.
- If person exists/is listed on PERL, use it. Have the assigned worker transfer if necessary.
- To add a new person to the database, press F11
 - The PERD (Person Detail) screen will be displayed in ADD mode
- F2 will return you back to PERS (Person Search)

PERD - Person Detail

Display only (AXED).
If blank, person is not a client.

A(dd)
P(rietary)
(SSN)

```

CAFSPERD                PERSON DETAIL                07/14/2016    10:40
USER ID : C84852      ADD
CAPS ID : 00000000    00      NAME:
.

LAST NAME  : pickle
FIRST NAME : paxton      AKA:
MIDDLE NAME :           CAN:
SUFFIX     :           P SSN VERIF:
SEL P/S-- SSN ---- SEL P/S-- SSN ----
a  p 123456789
DRIVERS LICENSE ST: -   NUMBER:
BIRTH DT  : 01011999   VERIF:   AGE: 0
PLACE     :
DATE DECEASED :
SEX CODE   : m
ETHNICITY  : ca
HSPNC ORGN : n   IDENTITY VERIF:
MARITAL STATUS: nm   DATE: █

ASSIGNED WORKER INFORMATION
WORKER ID:           RGN:   CNTY:
NAME:
PHONE NO:           EXT:
SECONDARY:

----- ADDRESS -----
LINE1 :
LINE2 :
CITY   :
STATE  :   ZIP CODE : -
COUNTY:
TELEPHONE :
TV-E WAIVER: N

----- EMPLOYMENT -----
NAME :
PHONE:           INCOME :
OCC:           STATUS :
START DATE:
END DATE:

PATH:
    
```

Display only (ADDD)

Display only (EMPL)

- The Person Detail screen is used to enter or display general information about persons in the system
 - This information is available to all workers
- If the ADD function (F11) was performed on PERL, CAPS will assign the CAPS ID when you press ENTER to update the screen. After Enter is pressed, you can F11 on PERD to add another person, as long as the last name is the same.
- For SSN's, indicate on the select field A (ADD), M(MODIFY), D(DELETE) and whether it is a P(Primary) or S(Secondary)
- ASSIGNED WORKER INFORMATION will be displayed once the person has been assigned to a worker on AXED (Assignment/Transfers Detail)
- RESIDENT ADDRESS information will be displayed once the ADDD screen is completed
- EMPLOYMENT information will be displayed once the EMPL screen is completed
- Last Name and First Name are the only fields required in order to create a CAPS ID

Display only on PERD

- Verifications for SSN and Date of Birth are received through an interface with the CHIMES system. Verifications for Identity are received through an interface with CHIMES, or entered by IVE unit staff. These verification fields are populated when the person is a Client, going into paid care, who has applied for Medicaid. These items verified via Interface (IN) cannot be updated in CAPS.

```

CAFSPERD                PERSON DETAIL                07/14/2016    10:46
USER ID : C84852        MODIFY
CAPS ID : 00002196     00        NAME: PICKLE, PAXTON

LAST NAME   : PICKLE                ASSIGNED WORKER INFORMATION
FIRST NAME  : PAXTON                AKA:          WORKER ID:          RGN:    CNTY:
MIDDLE NAME :                    CAN: N        NAME:
SUFFIX      :                    P SSN VERIF:  PHONE NO:          EXT:
SEL P/S-- SSN ---- SEL P/S-- SSN ---- SECONDARY:
_ P 123-45-6789 _
DRIVERS LICENSE ST:  NUMBER:          ----- ADDRESS -----
BIRTH DT : 01/01/1999 VERIF:  AGE: 17  LINE1 :
PLACE :                               LINE2 :
DATE DECEASED :                       CITY :
SEX CODE    : M MALE                  STATE :          ZIP CODE :          -
ETHNICITY   : CA                      COUNTY:
HSPNC ORGN  : N IDENTITY VERIF:  TELEPHONE :
MARITAL STATUS: NM DATE:              IV-E WAIVER: N
----- EMPLOYMENT -----
NAME :                               STATUS :
PHONE:                               INCOME :          START DATE:
OCC:                                 END DATE:
SHFT+F10=CLRSSN
PATH:

```

- Up to six (6) ethnicity codes can be entered in the ETHNICITY field. When the worker presses F12 (code table lookup), six codes can be selected at one time. ABANDONED AT BIRTH, DECLINED, PARENT(S) INCAPACITATED and DECLINED are options.
- When Ethnicity field is entered, HSPNC ORGN field becomes required. Choices are Y, N, D, or U. Guidelines for this field are as follows:
 - 1) Type Y if the person is a Mexican, Puerto Rican, Central or South American person or person of other Spanish origin, regardless of race.
 - 2) The U means UNABLE TO DETERMINE and should be used rarely - only if the child is very young or is severely disabled and no person is available to determine whether or not the child is of Hispanic origin.
 - 3) The D means DECLINED and should be used if the person/client declines to provide this information.

CONSISTENT ENTRY OF PERSONS AND PROVIDER NAMES INTO CAPS

Little typographical errors cause **BIG** trouble

This information is intended to bring consistency to the way a person or a provider are entered in CAPS.

While some of the practices which will create consistency may seem silly, the difference in a CAPS user's entry of a person, first name last or last name first, with spaces or without spaces, or with or without punctuation marks, can affect the success of the search.

Please adhere to the following practice when doing person or provider entry:

1. BE CERTAIN that you are at the BEGINNING of the field when you type in the person's/provider's name and the provider's abbreviated name. Using the tab key will ensure you are at the beginning of the field. Some users have inadvertently spaced and then entered the person name.

RIGHT... LAST NAME:HOLLING
FIRST NAME:PAULA
WRONG... LAST NAME: HOLLING
FIRST NAME:PAULA

The wrong entry (with the initial space) will cause HOLLING PAULA to be at the beginning of the person name list (PERL).

The result is:
HOLLING, PAULA
ALBERTSON, JOE
ANDERSON, SUSAN

The same problems can result when entering provider names.

RIGHT... PROVIDER NAME:CASEY FAMILY PROGRAM INC
WRONG... PROVIDER NAME: CASEY FAMILY PROGRAM INC

The wrong entry (with the initial space) will cause CASEY FAMILY PROGRAM INC to be at the beginning of the provider name list (PROL).

The result is:
CASEY FAMILY PROGRAM INC
ALBERTSONS INC
ALLISON, FRED AND NANCY

2. When entering a provider/person name, enter LAST NAME FIRST(space)(NO comma)FIRST NAME LAST.

RIGHT... PERSON NAME:HOLLING PAULA
WRONG... PERSON NAME:PAULA HOLLING

3. DO NOT use any punctuation marks ever, ever, ever in either the person name or AKA name fields.

RIGHT... LAST NAME:HOLLING ANDERSON
FIRST NAME:PAULA
WRONG... LAST NAME:HOLLING-ANDERSON
FIRST NAME:PAULA

RIGHT... LAST NAME:OTOOLE
FIRST NAME:MARGIE
WRONG... LAST NAME:O'TOOLE
FIRST NAME:MARGIE

RIGHT... LAST NAME:ST JAMES
FIRST NAME:HENRY
WRONG... LAST NAME:ST. JAMES
FIRST NAME:HENRY

The same rules apply to entering provider names and provider abbreviated names.

RIGHT... PROVIDER NAME:OTOOLE MARGIE
WRONG... PROVIDER NAME:O'TOOLE, MARGIE
RIGHT... PROVIDER NAME:AKELSTAD MURPHY JOHN AND MARY
WRONG... PROVIDER NAME:AKELSTAD-MURPHY, JOHN & MARY

RIGHT... ABBREVIATED NAME:YTC
WRONG... ABBREVIATED NAME:Y.T.C.

RIGHT... PROVIDER NAME:CASEY FAMILY PROGRAM INC
WRONG... PROVIDER NAME:CASEY FAMILY PROGRAM, INC.

RIGHT... ABBREVIATED NAME:CASEY
WRONG... ABBREVIATED NAME:C.A.S.E.Y.

4. When a provider is a couple as with many foster or adoptive parents, always enter the man's name first (to support consistency and easily locating these providers)

RIGHT... AKELSTAD MURPHY JOHN AND MARY
WRONG... AKELSTAD MURPHY MARY AND JOHN

5. LESS IS MORE when doing a name search. Enter ANDER and you will get a list that shows all the ANDERSEN, ANDERSENS, ANDERSON and ANDERSONS. This is especially useful if you're not exactly sure how the name is spelled. It also helps in avoiding duplicate entries.

DUPLICATE CAPS IDS

Greetings from the Help Desk!



The best way to avoid creating the problems associated with duplicate ID#s is to do a thorough search before adding someone to the system:

- Perform a phonetic search when entering a new person in CAPS. Take time to go through the screens to ensure that the person being added is not already there.
- Search under all known names for a person.
- If a person has a first name such as Robert or Rebecca, search for other first name possibilities such as Bob, Rob, Bobby, Becca, or Becky.
- If a person has a last name that is more than one word (for example, Rides Horse), do a search for Rides Horse and Rideshorse. A space is considered alphabetically prior to the letter "A".
- Do multiple searches if the information is known – name, SSN, name/DOB, etc.
- Look at the relationship list (RELL) for each of the ID#s. If the list of relationships is completely different, chances are they are not the same person.
- Be aware of fathers/sons and mothers/daughters that have the same name.

BOTTOM LINE: It is worth it to spend a few minutes up front doing a thorough person search rather than waste time entering a bunch of information only to discover the information was already there on another CAPS ID number.

* * * * *

What to do when you find duplicate CAPS ID #s...

When you find duplicate ID numbers in CAPS, please notify Margaret Jennings-Jeffrey at mjenningsjeffrey@mt.gov. Remember, duplicate ID numbers means the same person is listed multiple times on PERL with **different** CAPS ID numbers. **Please do not alter any information when you find duplicate ID#s. Let Margaret work with the Help Desk to resolve the duplicate problem before you update any information.**

Requests must be made via e-mail (mjenningsjeffrey@mt.gov) and if known, please state the following information:

- √ The **“good”** CAPS ID # you want to **keep**
- √ The **“bad”** CAPS ID # you want to **delete**

Reminders...

- If there is a worker attached to one of the CAPS ID#s, that is the # we need to keep.
- If both CAPS ID#s show a worker attached, the workers must be the same person if the CAPS ID# being deleted is for an open client.
- If both CAPS ID#s have services/assessments, the bad number must have a CLO review entered and approved on IARD.
- You may not replace a client with a person.
- The “bad” client ID# can not be deleted for a person with a name in CAPS of ‘UNK CAPS’
- The “bad” client ID# can not be deleted if trust account monies exist for the client. You would need to contact Susan Austad to have the monies moved to the “good” ID#.

* * * * *

RRRL – Report/Request List

```

CAFSRRRL          REPORT/REQUEST LIST          06/20/2006   11:41
USER ID : CS4566          PAGE NO: 1

TO SELECT, ENTER I=INQUIRE, M=MODIFY, V=INQUIRE(CID1), OR C=MODIFY(CID1)

R/R NO:          CAPS ID:          PROV:          000  WORKER ID:
START FROM:      CO:          R/R CAT:          R/R STAT:

SEL  RPT NO  DATE RECEIVED  R/R CAT  STS  REPORT NAME  DETERMIN  WORKER
                                END DATE  ASSGND
-    0001028  12/09/2004  CPS  0  ABBO  R/R CAT:  C7TR15
-    0001014  12/09/2004  CPS  0  BACO  Report/Referral  C7TR16
-    0001015  12/09/2004  CPS  0  COLI  Category  C7TR17
-    0001016  12/09/2004  CPS  0  DRYE  LIC = Licensing  C7TR18
-    0001017  12/09/2004  CPS  0  ENH  LI = Licensing  C7TR19
-    0001018  12/09/2004  CPS  0  FISA  Information  C7TR20
-    0001019  12/09/2004  CPS  0  GAF  CPS = Child Protective  C7TR21
-    0001020  12/09/2004  CPS  0  HALI  Services.  C7TR22
-    0001021  12/09/2004  CPS  0  KNU  CPI = Child Protective  C7TR23
-    0001022  12/09/2004  CPS  0  LAN  Information.  C7TR24
-    0001023  12/09/2004  CPS  0  MYE  CFS = Child Protective  C7TR25
-    0001024  12/09/2004  CPS  0  PRI  Services, Request for  C7TR26
                                PATH: █

```

- This screen displays all of the Report/Request events in order by:
 - Date received
 - Most recent report on that date (if more than one referral on a specific date)
- The worker can INQUIRE/MODIFY (RRD1), or VIEW/CHANGE (CID1) up to fifty (50) referrals at one time. When the worker presses ENTER, RRD1 or CID1 will be displayed for the first referral. To page through the referrals selected, press F8 (forward) or F7 (backward).
 - NOTE: Workers cannot mix I/M select codes with V/C select codes
- Place the cursor under the WORKER ASSGND field and press F12 – the identifying information for that worker will be displayed.
- Available search criteria is R/R number, CAPS ID, PROVIDER ID, WORKER ID, Start From Date, County, Category and Status

“V” – Inquire CID1 Information

- If a CI worker or field worker selects a report/request that was originally added on CID1

with a 'V', the worker will be taken to CID1 in INQUIRE mode

- If a CI worker or field worker selects a report/request that was originally added on RRD1 with a 'V', a message will display that says "CID1 DOES NOT EXIST"

"M" – Modify RRD1 Information

- If a field worker selects a report/request that was closed on CID1 with an 'M', a message will display that says "USER DOES NOT HAVE UPDATE ACCESS"
- If a field worker selects a report/request that is assigned to a CI worker with an 'M' a message will display that says "USER DOES NOT HAVE UPDATE ACCESS"
- If a CI worker selects a report/request that was originally added on RRD1 with an 'M', a message will display that says "USER DOES NOT HAVE UPDATE ACCESS"

"I" – Inquire RRD1 Information

- A CI worker will be able to select all report/requests with an 'I'
- A field worker will be able to select all non-tribal report/requests with an 'I'

RRD1 - Report Request Intake Detail 1

```
CAFSRRD1          REPORT/REQUEST INTAKE DETAIL 1      07/14/2016   11:12
USER ID : C84852   ADD                                REPORT    1
R/R NUMBER:       R/R CATEGORY: LII PRIORITY:   TAKEN BY: C84852   PRIORS:
INV START DATE: 02/10/2010  TIME: 11:05  ASSIGNED TO: C84852
----- REPORTER DETAIL -----
REPORTER: ANN ABBOTT          REL: SLF SLFRPT: Y  PH: 406 447-3233
RPTR DETAIL:

----- REPORT GENERAL INFORMATION -----
REPORT NAME: ABBOTT ANN          PROV NO:      000
ADDRESS   : BOX 4235            PROV PHONE: 406
CITY/ST/ZIP: HELENA            MT 59601    COUNTY: 025
PHONES:(1) 406 443-4100  REL: SLF W/H/C: W (2) 406    REL:      W/H/C:
INVESTIGATION SUMMARY: ANN REQUESTED INFO ON BECOMING A YOUTH FOSTER HOME; I
MAILED A PACKET TO BOX 4235.

ACTION TAKEN codes (max.10) must be
entered prior to LII closure. (R/R STATUS: C)

DRUG USE SUSP:   DRUG LAB/MFG:   DRUGS:
FIRST CNTCT DT:   FIRST CNTCT TIME:   :   DETRM END DT:
R/R STATUS:  C    ACTION TAKEN: NTR PAC  █

PATH:
```

```

CAFSRRD1          REPORT/REQUEST INTAKE DETAIL 1      07/14/
USER ID : C84852  MODIFY                                REF
R/R NUMBER: 0001025 R/R CATEGORY: LIC PRIORITY: 0 TAKEN BY: C84852
INV START DATE: 02/10/2011 TIME: 11:47 ASSIGNED TO: C84852
----- REPORTER DETAIL -----
REPORTER: JANE DOE                                     REL: PRT SLFRPT: N P 406
RPTR DETAIL: PARENT OF CHILD IN FACILITY, CONCERNED PROVIDER IN VIOLATION
OF MAX CAPACITY
----- REPORT GENERAL INFORMATION -----
REPORT NAME: LASTNAME PAULA                           PROV NO: 0005005 001 TINY TOTS DAY
ADDRESS      : 2801 COLONIAL                           PROV PHONE: 406
CITY/ST/ZIP: HELENA                                  MT 59601 COUNTY: 025 LEWIS & CLARK
PHONES:(1) 406 REL: W/H/C: (2) 406 REL: W/H/C:
INVESTIGATION SUMMARY: FRS SMITH FOUND ON 2/10/11 THAT TINY TOTS HAD 2 EXTRA
CHILDREN AND PAULA WAS GIVEN A COMPLIANCE WARNING.

To close LIC's, enter FIRST CNTCT DT and TIME, DETRM END
DT, R/R STATUS (C), & ACTION TAKEN codes (max.10)

DRUG USE SUSP: DRUG LAB/MFG: DRUGS:
FIRST CNTCT DT: 02/10/2011 FIRST CNTCT TIME: 13:52 DETRM END DT: 02/10/2011
R/R STATUS: C ACTION TAKEN: CPW INV █

PATH:

```

LIC's require more info: PROV NO (F12 to search/select).

To close LIC's, enter FIRST CNTCT DT and TIME, DETRM END DT, R/R STATUS (C), & ACTION TAKEN codes (max.10)

- Most of the information displayed on RRD1 is a “workable copy” of the information that was entered on the CID1 screen, if this report/request was initially entered by CI (LIC ones for example).
- PRIORS (upper right hand corner). This field is display only on RRD1 – it is entered by Centralized Intake unit staff on the CID1 screen when necessary
- INVESTIGATION SUMMARY. This field is used to enter a summary of the investigation when a report/request is about to be closed. Once closed, you can't make further updates. Additional investigation notes and documentation should be entered on RRD3 or as a note in Doc Gen. Centralized Intake use this area of RRD1 to help them to determine PRIOR history.

RRD3-Report/Request Intake Detail 3

```
CAFSRRD3          REPORT/REQUEST INTAKE DETAIL 3      04/10/2008    15:37
USER ID : CS4566   MODIFY
R/R NUMBER: 0001350  CATG: CPS CHILD PROT   DATE: 03/01/08  ASSGN TO: C74142SW

THIS SCREEN CAN BE USED TO RECORD MISCELLANEOUS INFORMATION REGARDING THE INTAKE
AND/OR THE INVESTIGATION. THIS SCREEN IS NOT REQUIRED. THE WORKER HAS 18 LINES
OF AVAILABLE SPACE FOR TEXT.

                                     PATH:
```

- This screen is used to enter additional comments associated with the report/referral from RRD1 and/or RRD2.
- To access this screen type RRD3 in the PATH from either RRD1 or RRD2. (Be sure to UPDATE RRD1/RRD2 before accessing RRD3)
- Up to 18 lines of comments can be written

R/R CATEGORIES - WHEN TO USE A CODE, AND WHO GETS ALERTED

- ✚ If the report category is CPS, a provider number IS entered on CID1/RRD1, and individual CAPS IDs are NOT entered on CID2/RRD2:
 - 1) The provider number will automatically carry over to CID2/RRD2.
 - 2) An alert is generated to the assigned worker of the provider/facility (Report ##### on provider ##### please read.)
 - 3) An alert is generated to the assigned worker of any client placed with that provider/facility (Allegation recd for provider #####. Check client #####.)
 - 4) An allegation and determination must be entered for the provider on RRD2 before the system will allow closure of the report.
 - 5) Because the category is CPS, only CPS-related allegations and determinations can be entered on CID2/RRD2. For example, the system will not allow an allegation of LIC (Licensing Violation) or determinations of LVS/LVU (Licensing Violation Substantiated/Unsubstantiated.)

- ✚ If the report category is CPS, a provider number IS NOT entered on CID1/RRD1, and individual CAPS IDs ARE entered on CID2/RRD2:
 - 1) If a CAPS ID on CID2/RRD2 is identified as a perpetrator, an alert is generated to the assigned worker of any facility that ID is associated with (Provider ##### / Employee ##### indicated as perpetrator) as long as that individual has been entered on PRPL/PRPD for the facility.
 - 2) An allegation and determination must be entered on RRD2 before the system will allow closure of the report. Because allegations/determinations are not tied to a perpetrator, individual CAPS IDs for victims would also need to be entered on CID2/RRD2.
 - 3) An alert is generated to the assigned worker of a client if they are an individual associated to a report regardless if they are identified as a perpetrator or a victim (Report ##### received for client ##### on 01/01/02.)

- ✚ If the report category is CPS, a provider number IS entered on CID1/RRD1, and individual CAPS IDs ARE entered on RRD2:
 - 1) All of the above would apply, depending on what the worker entered (i.e., is the allegation against the provider/facility as a whole, or against an individual associated with that provider/facility.) Either way, as long as the person is associated to the provider/facility on PRPL/PRPD, the assigned worker for that provider/facility will receive an alert that the report was received.
 - 2) If the allegation is against an INDIVIDUAL associated with the facility, that individual's name should be what is entered in the REPORT NAME field on CID1/RRD1.

✚ If LIC is used:

- 1) LIC should only be used if the allegation is a licensing issue (i.e., exceeding maximum number of children licensed for, license has expired but still providing care, etc.) If the allegation is one of abuse or neglect, then the category of CPS should be used.
- 2) LIC category will require a provider number on CID1/RRD1.
- 3) An allegation and determination must be entered on RRD2 before the system will allow closure of the report.
- 4) Because the category is LIC, only LIC-related allegations and determinations can be entered on CID2/RRD2.
- 5) An alert is generated to the assigned worker of the provider/facility (Report ##### on provider ##### please read.)
- 6) An alert is generated to the assigned worker of any client placed with that provider/facility (Allegation recd for provider #####. Check client #####.)

✚ If LII is used:

- 1) LII should only be used for licensing information requests (somebody not currently licensed and wanting to become licensed) or for referrals against a non-licensed provider.
- 2) NO ALERT is sent out for LII requests because they are not tied to a specific provider number. For example, if it is a report being called in on somebody that is providing care to several children, and the reporter does not believe that person is licensed, it is up to the worker entering the report or the assigned worker of that report to follow up with any investigation on these issues.

REPORT/REQUEST CHANGES AFTER CLOSURE

Once a report has been closed on RRD1, you can no longer modify any of the information that is displayed on the RRD1, RRD2 or RRD3 screens for that report. However, there is an individual in each region that has the “supertask” authority to make changes to that information on closed reports.

This is how the process works:

If you make an error entering the report, such as the wrong information and the report has been closed or those fields are protected, you would contact your supervisor and identify what you need changed. The supervisor would review the request for change and send it to the supertask person in the region to make the change. This person would then make the change. If there is a disagreement regarding if a change should be made, the regional administrator has the final decision.

If a supervisor or regional administrator, upon case review, disagrees with the determination made on a report, they would contact the supertask person in the region who makes the changes (cc to the RA, if applicable) with that information and comments as to why the change is being requested. This person would then make the change, adding the comments to Docgen Notes or RRD3 as appropriate. If there is disagreement regarding proposed changes, the regional administrator has the final decision.

If a case is reviewed and changed by the substantiation review panel, the panel coordinator will notify the supertask person in the region (cc to the RA) and give them the information from the review. This person would then enter the information in NOTES (DocGen) or RRD3 and if the determination was reversed, they would also make that change (a determination code of UNX- Unsubstantiated After Review will be used for determinations that were changed after review.)

Drug tracking information can also be changed by the supertask person after the report has been closed, if necessary.

To obtain a list of staff who have the ability to change data on a report once it has been closed, access the SPTK (Supervisory Task List) screen, TAB to the SUPERTASK CODE field and enter RRC (Report Review Committee.) This will give you the list of workers, by region. Workers identified with a “P” level are the primary contact. Some Central Office staff is listed in order to make updates on reports when fair hearings are requested/conducted.

PROVIDER LICENSING & INFORMATION

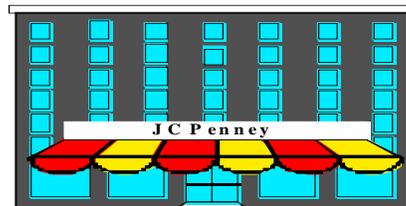
Provider Search & Details

Facility Details

Licensing Screen Flow

Provider/Facility History Screens

PROVIDER SEARCH/MATCHING



PI-02

- Search by provider name or match client needs with providers by entering criteria
- Match is based on type of provider needed and profile of the client
- All licensed foster family homes, adoptive homes, daycare, and agency/facilities are included in provider index for search or matching
- Will allow greater access to providers throughout the state and more detailed provider information

PROS - Provider Search

```
CAFSPROS                PROVIDER SEARCH                07/20/2016    17:17
USER ID : C84852
PROV NO : 0000000 000      PROV NAME:
                          FACIL NAME:

PLEASE ENTER ALL OR A PORTION OF THE PROVIDER'S NAME

PROVIDER NAME : MISSOULA YOUTH
OR
PROVIDER NUMBER :
OR
FEDERAL TAX ID NUMBER :

PATH:
```

- This screen provides a means for locating providers who have been entered into the system
 - This includes Day care, Foster families, adoptive families and agencies and facilities like group homes
 - For facilities, search on the facility name in the PROVIDER NAME field; for 'family-type' providers, type the Last name in the PROVIDER NAME field (or for common last names, can search on last name followed by first initial: Smith J)

- You can search for a specific provider by entering one of the following criteria
 - PROVIDER NUMBER
 - FACILITY NUMBER
 - First two or three characters of the providers LAST NAME
 - Federal Tax ID Number

- The more search criteria that you have the more limited your search will be
- The system will take you to PROL (Provider List) screen after performing a search
- Be thorough in your search in order to avoid entering duplicate providers into the system

PROL - Provider List

```

CAFSPROL                PROVIDER LIST                07/20/2016    17:18
USER ID : C84852                PAGE NO: 1
PROV NO : 0000000  000          PROV NAME:

DISPLAY A=ACTIVE OR B=BOTH(ACTIVE AND INACTIVE LICENSES: B
TO SELECT, ENTER S=SELECT, I=INQUIRE OR M=MODIFY
SEL PROV-NO LOC  PROVIDER NAME                TYP
- 0003745                MISSOULA YMCA                A
- 0010409 001 MISSOULA YOUTH HOMES                X 024 LAKE
- 0007001 003 MISSOULA YOUTH HOMES                W 032 MISSOULA
- 0007001 005 MISSOULA YOUTH HOMES                X 032 MISSOULA
- 0007351 001 MISSOULA YOUTH HOMES                W 032 MISSOULA
- 0010066 001 MISSOULA YOUTH HOMES                W 032 MISSOULA
- 0013027 001 MISSOULA YOUTH HOMES (HALLIGAN)      W 032 MISSOULA
- 0006827 001 MISSOULA YOUTH HOMES INC            X 041 RAVALLI
- 0007001 009 MISSOULA YOUTH HOMES INC            W 032 MISSOULA
- 0007001 006 MISSOULA YOUTH HOMES INC            X 032 MISSOULA
- 0007001 013 MISSOULA YOUTH HOMES INC            W 032 MISSOULA
- 0006536 001 MISSOULA YOUTH HOMES, INC          X 041 RAVALLI
- 0007001 010 MISSOULA YOUTH HOMES, INC          W 032 MISSOULA
- 0007001 012 MISSOULA YOUTH HOMES, INC.         W 032 MISSOULA
- 0007001 012 MISSOULA YOUTH HOMES, INC.-SIL     F 032 MISSOULA

                                PATH: █
  
```

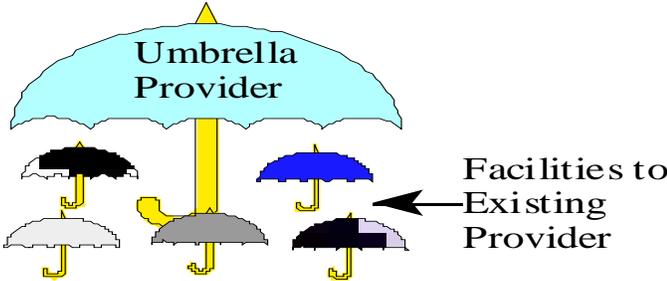
Defaults to Both (Active and Inactive). Change to Active.

- This screen will display all matches to the search criteria from PROS (Provider Search)
- Providers may have multiple rows, partially due to the TYP field.

| | |
|---|---|
| P | Provider |
| F | Facility |
| A | Abbreviated |
| X | Extra (like an alias, but for a provider) |
| W | Warrant (like for the provider's check/warrant) |
| C | CCUBS (Child Care system) |

- You can SELECT, INQUIRE or MODIFY an individual provider on this screen
- To add a new provider, after a provider search has been completed, press F11
 - PROE (Provider Entry) will be displayed
- You may select a provider and use the fast PATH to access further information
- You may choose to select providers who only have active licenses or providers who have both active and inactive licenses

PROVIDER ENTRY



PI-03

- Select the type of provider that you will be entering information on
- Default flow of screens specific to the type of provider selected
- Additional information screens may be selected to ADD, MODIFY or INQUIRE on

PROE - Provider Entry

```
CAFSPROE                PROVIDER ENTRY                06/20/2006   13:52
USER ID : CS4566
PROV NO : 0000000 000   PROV NAME:

                TO SELECT, ENTER S=SELECT

    S ADD ADOPTIVE/FOSTER/KINSHIP/GUARDIANSHIP PROVIDER
    _ ADD UMBRELLA PROVIDER
    _ ADD FACILITY TO EXISTING PROVIDER
    _ ADD NON LICENSED/NON CONTRACTED PROVIDER

FACILITY TYPE: █

PROVIDER NAME:
ABRV NAME:

                                PATH: FACD
```

- This screen is used to add a new service provider
- Selecting a particular option from this screen will display ADDITIONAL data below the menu
 - This data must be filled out before ADD processing will continue
- The appropriate Detail screen will appear upon SELECTION
 - Selection 2 and 4 will continue to PROD (Provider Detail) screen
 - Selection 1 and 3 will continue to FACD (Facility Detail) screen

PROD - Provider Detail

```
CAFSPROD                PROVIDER DETAIL                04/05/2007    10:31
USER ID : CS4566    MODIFY
PROV NO : 0007001  000          PROV NAME: YOUTH HOMES INC.

AGENCY/PROVIDER NAME : YOUTH HOMES INC.
      ABRV NAME : YHI          CPIS PROVIDER      : P
      FISCAL AUDIT DATE :          CPIS NOTIFY       : N
      TERMINATION DATE :          PROVIDER COUNTY    : 032  MISSOUL
      TERMINATION REASON :          ORIGINAL DATE E0/AA : 10/01/1990
                                          E0/AA DESK AUDIT :

      CPIS EMAIL :
WARRANT ADDRESS
NAME      : YOUTH HOMES INC.
LINE 1    : PO BOX 7616
LINE 2    :
CITY/STATE : MISSOULA          MT
ZIP       : 59807 - 7616    COUNTY: 32
FOREIGN ADDR:
COUNTRY   :
CANDN PROUNC:
TELEPHONE : 406 721-2704
START DATE : 06/30/1983    END DATE: 99/99/9999

PATH: █
```

CPIS – CAPS
Provider Inquiry
System

- This screen is used to record/maintain detailed provider information
- PROVIDER COUNTY is required
- If you are adding a NLC (Non Licensed/Contracted Provider, selection 4 from PROE) the address will be required
- The ADDRESS will be verified by Finalist, which is the post office address verification system
- A signed, original copy of the provider's W9 form should be sent in to Central Office/Fiscal as soon as possible for compliance with federal requirements

CAPS COUNTIES

Note: Judicial Districts indicated in parenthesis; used on CRTL, Court Jurisdiction field

| | | | |
|----|--------------------|----|-------------------|
| 1 | BEAVERHEAD (5) | 29 | MCCONE (7) |
| 2 | BIG HORN (22) | 30 | MEAGHER (14) |
| 3 | BLAINE (17) | 31 | MINERAL (4) |
| 4 | BROADWATER (1) | 32 | MISSOULA (4) |
| 5 | CARBON (22) | 33 | MUSSELSHELL (14) |
| 6 | CARTER (16) | 34 | PARK (6) |
| 7 | CASCADE (8) | 35 | PETROLEUM (10) |
| 8 | CHOUTEAU (12) | 36 | PHILLIPS (17) |
| 9 | CUSTER (16) | 37 | PONDERA (9) |
| 10 | DANIELS (15) | 38 | POWDER RIVER (16) |
| 11 | DAWSON (7) | 39 | POWELL (3) |
| 12 | DEER LODGE (3) | 40 | PRAIRIE (7) |
| 13 | FALLON (16) | 41 | RAVALLI (21) |
| 14 | FERGUS (10) | 42 | RICHLAND (7) |
| 15 | FLATHEAD (11) | 43 | ROOSEVELT (15) |
| 16 | GALLATIN (18) | 44 | ROSEBUD (16) |
| 17 | GARFIELD (16) | 45 | SANDERS (20) |
| 18 | GLACIER (9) | 46 | SHERIDAN (15) |
| 19 | GOLDEN VALLEY (14) | 47 | SILVER BOW (2) |
| 20 | GRANITE (3) | 48 | STILLWATER (22) |
| 21 | HILL (12) | 49 | SWEETGRASS (6) |
| 22 | JEFFERSON (5) | 50 | TETON (9) |
| 23 | JUDITH BASIN (10) | 51 | TOOLE (9) |
| 24 | LAKE (20) | 52 | TREASURE (16) |
| 25 | LEWIS & CLARK (1) | 53 | VALLEY (17) |
| 26 | LIBERTY (12) | 54 | WHEATLAND (14) |
| 27 | LINCOLN (19) | 55 | WIBAUX (7) |
| 28 | MADISON (5) | 56 | YELLOWSTONE (13) |

FACD - Facility Detail

```
CAFSFACD                      FACILITY DETAIL                      07/08/2016    15:51
USER ID : C81285    MODIFY
PROV NO : 0001057  001          PROV NAME: JESTER FOSTER HOME
CCUBS PROV NO :
FACILITY NAME : JESTER FOSTER HOME
  ABRV NAME : JESTERFH                      CPIS PROVIDER: N
WARRANT NAME :                               CPIS NOTIFY : N
CONTACT ID/NAME : 00001161  JESTER, JENNIFER
DIRECTOR ID/NAME : 00001162  JESTER, JOHN
MEDICAID NUMBER :                               ASSIGNED WORKER INFORMATION
PROVIDER COUNTY : 025                          WORKER ID: C74145FS  RGN: 6  CNTY: 015
  LOCKED/UNLOCKED : U                          NAME: SMITHERS, SUSAN
TERMINATION DATE :                               PHONE NO: 406
REASON:                                           SCNDRY:
CPIS EMAIL:
-----NATIVE AMERICAN FOSTER FAMILY INFORMATION-----
FOSTER MOTHER/ID: 00001161  JESTER, JENNIFER
AFFILIATION: CR  CROW                      MEMBERSHIP STS: SI  SELF IDENTIFIED
:
FOSTER FATHER/ID:
AFFILIATION:                               MEMBERSHIP STS:
:
                                           PATH: _
```

- This screen is used to add or modify information about a specific facility operated by a provider. To re-open a terminated facility, press SHIFT+F1.
 - A signed, original copy of the provider's W9 form should be sent in to Central Office/Fiscal as soon as possible for compliance with federal requirements
- The WORKER ID field is not an enterable field
 - The system will default in the C# of the worker updating the screen. If this is not who the assigned worker should be, once the screen has been updated the facility will need to be transferred to the appropriate worker using the AXED (Assignments/Transfers Detail) screen.
- The DIRECTOR ID/NAME must be entered, this is a person with a CAPS ID
- The CCUBS PROV NO is populated either by:
 - An automatic interface with CCUBS for "daycare only" facilities
 - A resolution made by the CAPS licensing worker for "dually licensed" facilities
- Native American Foster Family information should be entered, if applicable, for the provider

PADL - Provider Address List

```
CAFSPADL          PROVIDER/FACILITY ADDRESS LIST          07/20/2016    17:22
USER ID : C84852          PAGE NO: 1
PROV NO : 0007001  012    PROV NAME: YOUTH HOMES
                           FACIL NAME: MISSOULA YOUTH HOMES, INC.-SIL

TO SELECT, ENTER I=INQUIRE, M=MODIFY, OR D=DELETE
START
SEL   DATE   TYP ACT   STREET ADDRESS          CITY/TOWN          ST  LOC  DIR
-    04/01/2003 W   Y   PO BOX 7616            MISSOULA           MT  012  N

                                     PATH: █
```

- This screen displays a history of a provider's addresses
- You can INQUIRE, MODIFY, or DELETE an existing address
 - If an address is CHANGING (especially WARRANT address type), don't modify the existing address - put an end date on the old address and add the new address. This is important for history purposes
- Use F11 (ADD) to add a new address
- Only one address per type (See Code Table) can be active at a time
- To display all the addresses for a provider with multiple facilities, enter the first part of the provider number (7 digits) followed by 000
 - Be sure that if a provider's address is changing or ending that you check the address for ALL facilities associated to that provider

PADD - Provider/Facility Address Detail

```
CAFSPADD PROVIDER/FACILITY ADDRESS DETAIL 07/20/2016 17:23
USER ID : C84852 INQUIRE
PROV NO : 0007001 012 PROV NAME: YOUTH HOMES
FACIL NAME: SUSAN TALBOT HOME FOR BOYS
LAST UPDT: 03/31/2003 BY: C77777 S : , BETSY
CONTACT NAME : 00000000
DIRECTOR NAME : 00010049 BIRNBAUM, GEOFFREY L

ADDRESS TYPE : W WARRANT PAYMENT ADDRE
ADDRESS 1 : PO BOX 7616
ADDRESS 2 :
CITY : MISSOULA
STATE/ZIP : MT 59801 - 7616
COUNTY : 32 MISSOULA
FOREIGN ADDR :
COUNTRY : CANADIAN PROVINCE:
TELEPHONE :
START DATE : 04/01/2003 END DATE : 99/99/9999
DIRECTIONS :
:
```

- This screen is used to record/display address information about a provider or facility
- You can use this screen to INQUIRE, ADD or MODIFY addresses
- If a provider has a residential address AND a mailing address, enter each one as a separate address
- The screen will display the date and name of the worker that last updated the screen
- Alerts:
 - Sent to the Licensing Family Resource Specialist when a physical address is modified
 - Sent to the CPS worker when the physical address of the provider changes and they have a child placed with the provider

FALL - Facility Approval/Licensing List

```

CAFSFALL          FACILITY APPROVAL/LICENSING LIST    07/08/2016    15:57
USER ID : C81285          PAGE NO: 001
PROV NO : 0001054  001    PROV NAME: FINKLE FOSTER HOME
                          FACIL NAME: FINKLE FOSTER HOME

TO SELECT, ENTER I=INQUIRE, M=MODIFY,          START FROM:
D=DELETE, C=COPY OR S=SELECT  FACILITY TYPES:
  FAC  STATUS
SEL  TYP  CUR  PREV  APRV  APPLICATN  ISSUED  EXPIRATION  RENEWAL  TERMINATION
-   YGH  REG          Y   06/15/14  07/01/14  06/30/15
-   ADP  APP          Y   12/15/11  01/01/12  12/31/15  01/01/15
-   YFH  REG          Y   12/15/11  01/01/12  12/31/16  01/01/16
-   YFH  REG          Y   12/15/10  01/01/11  12/31/11

                                     PATH: _

```

- This screen displays all of the events related to the licensing of a specific facility
- A worker can ADD, INQUIRE, MODIFY or DELETE a particular entry
 - DELETE is only allowed if a license has not yet been approved
 - If the licensing process has begun, but not completed, and the provider decides not to proceed, you should enter WTD (withdrawn) in the approval status field on FALD. WTD status cannot be deleted from FALL (in order to maintain a history of applications for a facility), but the facility will no longer appear on the worker's FCLL (Facility Caseload List)
- It is VERY IMPORTANT that if a provider is changing license types (i.e., foster care to kinship care) that the licensing worker check PRPH (Provider Placement History) and PASL (Provider Active Services List) to see if any clients are placed with/receiving services with that provider. The assigned worker for the client needs to be contacted so they can close the existing service and/or placement if necessary to accommodate the new license as this may affect service codes, rates, etc
- A facility with a PRO (Provisional) license type cannot be paid with IVE funds.

FALD - Facility Licensing/Approval Detail

```
CAFSFALD          FACILITY APPROVAL/LICENSING DETAIL    07/08/2016    15:55
USER ID : C81285   MODIFY
PROV NO : 0001057 001          PROV NAME: JESTER FOSTER HOME

LICENSE NAME      : JESTER FOSTER HOME
LICENSE TYPE      : YFH YOUTH FOSTER HO          OOS PLACEMENT TYPE:
APPROVAL STATUS   : REG REGULAR                  ORIENTATION COMPLETE: N
APPLICATION DATE  : 12/15/2010                   FAIR HEARING STATUS :
ISSUANCE DATE     : 01/01/2011                   KINSHIP INT OR NIN DATE:
MAX CAPACITY(M/F): 5 / 5 TOTAL: 5               FIRE SAFETY DATE    : 12/15/2010
LICENSED FOR AGES: 0 -                           LIAB INS. EXP. DATE :
RENEWAL DATE     : 01/01/2016                   CRIMINAL CHECK : N   PROT SERV CHECK: N
EXPIRATION DATE  : 12/31/2016                   DFS33 SENT DATES: 12/15/2010
NEXT REVIEW DATE : 12/31/2016                   DFS33 RECEIVED : N   DFS33A RECEIVED:
DENIAL DATE      :                               REF LETTERS SENT: 12/15/2010
REASON:                                                 RECEIVED DATE : 01/10/2011 01/10/2011
TERMNTN DATE:
REASON:                                                 NATIVE AMER PREF:
LICENSED FOR:

----- APPROVALS -----
WORKER: C74145FS APPR: Y SUPERVISOR: A BY: C74145S DATE: 03/14/2016
APPROVAL REQUIRED : N R.A. : BY: DATE:
SHFT+F10=RENEWAL

PATH: _
```

- This screen captures and displays detail of the licensing history of a specific facility
- Displays the type of service a provider is licensed to provide. A provider may have more than one license type but will always have only one PROV NO
- If any work has been done on a license for a provider, and something happens that results in the license not being issued, the worker should change the APPROVAL STATUS to WITHDRAWN, rather than deleting the PENDING license from FALL. This helps keep accurate statistics of licenses that have been applied for but not necessarily issued
- When a license is ready for approval enter a “Y” in the APPR field
 - A license cannot be printed in DOC GEN until it has been approved
- When a YFH or KIN license is entered, FSPL will automatically be updated with these service codes: STRNS, SRESP, SDALL, SCALL, PFRS1 (YFH), PRRS1 (KIN)
- The FIRE SAFETY DATE and LIABILITY INSURANCE EXPIRATION DATE verify that the facility has met these requirements
- A provider event is created when any modification occurs
- If you are terminating a provider FOR WHATEVER REASON (burned out, moving, etc), check PRPH and PASL in order to contact assigned workers of clients, and also

please notify Central Office so overpayments can be recovered if necessary

- Press F12 (lookup) in the ID field to identify who the approving worker/supervisor is
- Upon supervisor approval, an ADP (Adoption) license type will automatically set the Regional Administrator approval flag to “Y”. Theresa Becker will complete ADP approvals at the R.A. level. All other license types will automatically set the Regional Administrator approval flag to “N”
- For KIN and TKI license types, a status of INT (Intending to be Licensed) or NIN (Not Intending to be Licensed) can be entered. If either code is entered, the KINSHIP INT OR NIN DATE will be required. When an INT status is entered, the EXPIRATION DATE will default to six months from the INT date. Remember, before a regular license can be paid, the kinship license must have a closure date.

HOW TO RENEW A LICENSE (EVEN AN EXPIRED ONE):

1. Path to FALL on the provider you are renewing;
2. Tab to the FAC TYP license that you need to renew (if a dually licensed provider);
3. Enter a “M” selection in front of the license with the most recent expiration date (this will likely be the license at the top of the list);
4. Hit Enter. This will take you to FALD;
5. On FALD hit Shift + F10, this will put you in license renewal mode, whereby three fields will be modifiable: RENEWAL DATE, EXPIRATION DATE, NEXT REVIEW DATE;
6. Enter the backdated renewal date;
For example: The license expired on 12/15/04, the actual calendar date that you are renewing the license is 01/03/05. You do not want a lapse in the license so you enter 12/16/04 in the RENEWAL DATE field.
7. Enter the new license expiration date;
For example: 12/15/05.
8. Enter the next review date; and
For example: You would like 45 days lead time to send out renewal notices, application, etc., so you enter 11/01/05.
9. Press ENTER. When you receive UPDATE SUCCESSFUL, the license is ready for your approval and supervisor’s approval.

NOTE: If a license is NOT going to be renewed, it is important that the license be terminated or they will remain on your Facility Caseload List screen (FCLL).

PRPL - Provider Person List

```
CAFSRPL          PROVIDER PERSON LIST          07/06/2016    10:53
USER ID : C74142FS          PAGE NO: 001
PROV NO : 0001057 001      PROV NAME: JESTER FOSTER HOME
                           FACIL NAME: JESTER FOSTER HOME

TO SELECT, ENTER I=INQUIRE, M=MODIFY, S=SELECT, OR D=DELETE
                           LIC
SEL CAPS-ID  NO  RLT  LAST, FIRST, M.I.      33 33A  CRC  PSC  AFFILIATION
- 00001162 001 DIR  JESTER, JOHN          99/99/9999
- 00001161 002 CNT  JESTER, JENNIFER      99/99/9999

                           PATH: _
```

- This screen displays the name, DFS33 & DFS33A indicators, Criminal Check and Protective Services check indicators and the Employment End date for an adoptive or foster family person who is part of a provider family
- A PROV NO (provider number) must be entered in order to access information and to proceed to PRPD
 - Press F12 with cursor on PROV NO to search for a provider or type in the provider number
- A worker can use the F10 RELL function to search for and select individuals to add to this screen
 - If a person already exists on PRPL they will not be added again
 - After one or more persons are selected from the Relationship List (RELL) PRPD will then be displayed to add detail for the selected person(s)

PRPD - Provider Person Detail

```

CAFSRPD          PROVIDER PERSON DETAIL          07/06/2016    10:50
USER ID : C74142FS MODIFY
PROV NO : 0001054 001          PROV NAME: FINKLE FOSTER HOME
CCUBS PROV NO :              FACIL NAME: FINKLE FOSTER HOME

CAPS ID : 00001156          START DATE : 01/08/2013
LICENSEE NO : 001          END DATE   : 99/99/9999
RLNSHP : DIR DIRECTOR      DFS33 HLTH STMT REC:
FIRST NAME : FELICITY          TB :      IMMUNIZATION :
MIDDLE NAME :              DFS33A SENT :
LAST NAME  : FARMER          REC :
SSN       : 657-48-9321      CRIMINAL CHECK REC :
BIRTH DATE : 04/23/1968     PROT SERV CHECK REC:
BIRTH PLACE :              MARITAL STATUS: NM NEVER MARRIE
ETHNICITY  : AI AMERICAN INDIAN      DATE :
RELIGION   :              PLACE:
SEX        : F FEMALE        MAIDEN NM :
LAST GRADE COMPLETED :      PREVIOUS MARRIAGE :
CCUBS PERSON ID :              NAME:

EMPLOYER NAME:
PHONE   :              INCOME:              STATUS:

                                           PATH: _
  
```

- This screen is used to capture and display detailed information on an individual who is part of an adoptive or foster family or that is an employee of the provider
- If the provider person is a member of the household, the person is classified by their relationship in the household
- If the provider person is an employee, the person is classified by their role
 - Example: Doctor, Nurse, etc.
- After updating, the F11 ADD function allows the worker to enter a new provider person without returning to the PRPL screen
- The CCUBS PROV NO and CCUBS PERSON ID are populated either by:
 - An automatic interface with CCUBS for “daycare only” facilities. All persons associated with daycare facilities on CCUBS will display with a CCP (Child Care Provider) relationship
 - A resolution completed by the CAPS licensing worker for “dually licensed” facilities

CLTD - Client Types Detail

```
CAFSCLTD          CLIENT TYPES DETAIL          07/11/2016    12:07
USER ID : C74142FS MODIFY          PAGE NO:    1
PROV NO : 0001054 001          PROV NAME: FINKLE FOSTER HOME
                                FACIL NAME: FINKLE FOSTER HOME

FACILITY TYPE: YFH  YOUTH FOSTER HOME
SEX (M,F,B) : B   (SEX OF CLIENT THE FACILITY WILL PROVIDE SERVICE)
AGE BANDING : 0 -   (AGE OF CLIENTS THE FACILITY WILL PROVIDE SERVICES)

TO SELECT, ENTER A=ADD, D=DELETE OR M=MODIFY
SEL CD  DESCRIPTION          SUB  DESCRIPTION
-   EMD EMOTIONALLY DISTURBED    ANX ANXIETY DISORDER
-   EMD EMOTIONALLY DISTURBED    CON CONDUCT DISORDER
-   VHI VISUALLY OR HEARING IMPAIRED  BLI LEGALLY BLIND
-   VHI VISUALLY OR HEARING IMPAIRED  DEA DEAF
-   VHI VISUALLY OR HEARING IMPAIRED  HEA HEARING IMPAIRED
-
-
-
-
-
SHIFT+F10=ADD MORE SPECIAL NEEDS

                                PATH: _
```

- This screen is used to indicate the sex and special needs of clients that a facility has agreed to provide services for
- You can ADD or MODIFY the SEX code value or ADD, DELETE or MODIFY the list of SPECIAL NEEDS handled by a specific provider by selected SERVICE type
- A new SPECIAL NEED may be ADDED on a blank line, if no blank lines are available press SHIFT + F10 to display additional blank lines

PTID – Provider Tax Identification Detail

```
CAFSPTID          PROVIDER TAX IDENTIFICATION DETAIL    07/06/2016 11:05
USER ID: C81285   MODIFY
PROV NO: 0001054 001  PROV NAME: FINKLE FOSTER HOME

ADDRESS TYPE: WARRANT PAYMENT ADDRESS
LINE 1          : 345 FARKLE RD
LINE 2          :
CITY/STATE     : HELENA             MT
ZIP            : 59601 -           COUNTY: 025
FOREIGN ADDR:
COUNTRY        :
CANDN PROVNC:
TELEPHONE      : 406 443-1234
FEDERAL TAX ID: 546454654 FEDERAL TAX ID TYPE: S
ENTITY TYPE    : 09 INDIVIDUAL
SABHRS COMMON VENDOR ID :
1099 REQUIRED FLAG (Y/N): Y
1099 INFORMATION VERIFY DATE: 07/21/2015 BY: C74150A   AAFEDT, MARY
CAPS LICENSE TYPE: YFH  YOUTH FOSTER HOME

PATH: _
```

- This screen is used by Central Office staff to update the federal tax identification and 1099 information for a provider/facility
- Information displayed includes the facility address, federal tax ID, tax ID , SABHRS Common Vendor ID, 1099 required information and current/active license types
- This screen must be updated before the worker can enter a “Y” in the worker approval field for the license on the FALD (Facility Approval/Licensing Detail) screen
 - Once the Federal Tax ID has been entered, the assigned worker for the facility will receive an alert notifying them that they can now enter their approval on FALD
- The Federal Tax ID field can also be updated by the Regional Fiscal Officer. 1099 information can only be updated by Central Office Fiscal staff

Licensing Flows

NON-LICENSED/NON-CONTRACTED PROVIDER (Facility Type: NLC)

PROS – PROVIDER SEARCH

|

PROL – PROVIDER LIST

|

F11 (if provider not found)

|

PROE – PROVIDER ENTRY (select ‘add non-licensed/non-contracted provider’ option)

|

PROD – PROVIDER DETAIL

|

FSPL – FACILITY SERVICES PROVIDED LIST (work with your regional fiscal officer)

|

PTID – PROVIDER TAX IDENTIFICATION DETAIL (work with your regional fiscal officer)

ADOPTIVE/FOSTER FAMILY

PROS – PROVIDER SEARCH

|

PROL – PROVIDER LIST

|

F11 (if provider not found)

|

PROE – PROVIDER ENTRY (select ‘add adoptive/foster/kinship/guardianship provider’ option)

|

FACD – FACILITY DETAIL

|

PADL – PROVIDER ADDRESS LIST

|

F11 (takes you to PADD in ADD Mode)

|

PADD – PROVIDER ADDRESS

|

F2 (to PADL where you can F11 to add another address or enter to continue on with the default path.)

|

FALL – FACILITY APPROVAL/LICENSING LIST (modify displayed license, or

|

F11 (takes you to FALD in ADD Mode)

|

FALD – FACILITY APPROVAL/LICENSING DETAIL

|

F2 (to FALL where you can F11 to add another license or enter to continue on with the default path.)

|

PRPL – PROVIDER PERSON LIST (modify DIRECTOR and CONTACT person information, or

|

F11 (takes you to PRPD in ADD Mode)

|

PRPD – PROVIDER PERSON DETAIL

|

F2 (to PRPL where you can F11 to add another person or enter to continue on with the default path.)

|

CLTL – CLIENT TYPES LIST

|

F11 (takes you to CLTD in ADD Mode)

|

CLTD – CLIENT TYPES DETAIL

|

FSPL – FACILITY SERVICES PROVIDED LIST (work with your regional fiscal officer)

|

PTID – PROVIDER TAX IDENTIFICATION DETAIL (work with your regional fiscal officer)

UMBRELLA PROVIDER

PROS – PROVIDER SEARCH

|

PROL – PROVIDER LIST

|

F11 (if provider not found)

|

PROE – PROVIDER ENTRY (select ‘add umbrella provider’ option)

|

PROD - PROVIDER DETAIL

|

FACD – FACILITY DETAIL

|

PADL – PROVIDER ADDRESS LIST

|

F11 (takes you to PADD in ADD Mode)

|

PADD – PROVIDER ADDRESS

|

F2 (to PADL where you can F11 to add another address or enter to continue on with the default path.)

|

FALL – FACILITY APPROVAL/LICENSING LIST (modify displayed license, or

|

F11 (takes you to FALD in ADD Mode)

|

FALD – FACILITY APPROVAL/LICENSING DETAIL

|

F2 (to FALL where you can F11 to add another license or enter to continue on with the default path.)

|

PRPL – PROVIDER PERSON LIST (modify DIRECTOR and CONTACT person information, or

|

F11 (takes you to PRPD in ADD Mode)

|

PRPD – PROVIDER PERSON DETAIL

|

F2 (to PRPL where you can F11 to add another person or enter to continue on with the default path.)

|

CLTL – CLIENT TYPES LIST

|

F11 (takes you to CLTD in ADD Mode)

|

CLTD – CLIENT TYPES DETAIL

|

FSPL – FACILITY SERVICES PROVIDED LIST (work with your regional fiscal officer)

|

PTID – PROVIDER TAX IDENTIFICATION DETAIL (work with your regional fiscal officer)

ADD FACILITY TO EXISTING PROVIDER

PROS – PROVIDER SEARCH

|

PROL – PROVIDER LIST

|

F11 (if provider not found)

|

PROE – PROVIDER ENTRY (select ‘add facility to existing provider’ option)

|

FACD – FACILITY DETAIL

|

PADL – PROVIDER ADDRESS LIST

|

F11 (takes you to PADD in ADD Mode)

|

PADD – PROVIDER ADDRESS

|

F2 (to PADL where you F11 to add another address or Enter to continue on with the flow)

|

FALL – FACILITY APPROVAL/LICENSING LIST (modify displayed license, or

|

F11 (takes you to FALD in ADD Mode)

|

FALD – FACILITY APPROVAL/LICENSING DETAIL

|

F2 (to FALL where you F11 to add another license or Enter to continue on with the flow)

|

PRPL – PROVIDER PERSON LIST (modify DIRECTOR and CONTACT person information, or F11 (takes you to PRPD in ADD Mode)

|

PRPD – PROVIDER PERSON DETAIL

|

F2 (to PRPL where you F11 to add another person or Enter to continue on with the flow)

|

CLTL – CLIENT TYPES LIST

|

F11 (takes you to CLTD in ADD Mode)

|

CLTD – CLIENT TYPES DETAIL

|

FSPL – FACILITY SERVICES PROVIDED LIST (work with your regional fiscal officer)

|

PTID – PROVIDER TAX IDENTIFICATION DETAIL (work with your regional fiscal officer)

FSPL - Facility Services Provided List

| CAFSFSPL | | FACILITY SERVICES PROVIDED LIST | | | 07/08/2016 | | 16:36 | |
|--|-------|---------------------------------|--------|-----|--------------------------------|------------|------------|---------|
| USER ID : C81285 | | MODIFY | | | PAGE NO: 001 | | MORE | |
| PROV NO : 0001054 | | 001 | | | PROV NAME: FINKLE FOSTER HOME | | | |
| | | | | | FACIL NAME: FINKLE FOSTER HOME | | | |
| TO SELECT, ENTER A=ADD, M=MODIFY OR D=DELETE | | | | | | | | |
| SEL | SVC | DESCRIPTION | RATE | UNT | AGE | EFFECTIVE | END | FAC CON |
| | | | | TYP | RANGE | DATE | DATE | TYP IND |
| - | SUPAD | UNDERPAID ADOP | | DAY | - | 01/01/2012 | 99/99/9999 | ADP P |
| - | SUPAA | UNDERPAYMENT A | | DAY | - | 01/01/2012 | 99/99/9999 | ADP P |
| - | STRNX | TRANSPORTATION | 3.13 | DAY | - | 01/01/2012 | 99/99/9999 | P |
| - | STRNS | TRANSPORTATION | 87.50 | MTH | - | 01/01/2012 | 99/99/9999 | P |
| - | STRNE | TRANSPORTATION | | DAY | - | 01/01/2012 | 99/99/9999 | P |
| - | SSPAW | SPAW MEETINGS | | | - | 01/01/2015 | 99/99/9999 | N |
| - | SRESP | RESPIRE | 4.00 | HOR | - | 01/01/2012 | 99/99/9999 | P |
| - | SNAAF | ADOPTION COSTS | | | - | 01/01/2012 | 99/99/9999 | ADP N |
| - | SDALL | DIAPER ALLOWAN | 1.32 | DAY | 0 - 2 | 01/01/2012 | 99/99/9999 | P |
| - | SCRTC | COURT COSTS - | | | - | 01/01/2014 | 99/99/9999 | N |
| - | SCOUN | COUNSELING | | HOR | - | 01/01/2012 | 99/99/9999 | N |
| - | SCMFA | CASE MANAGEMEN | | MTH | - | 01/01/2012 | 99/99/9999 | P |
| - | SCDTX | CHEMICAL DEPEN | | HOR | - | 03/01/2015 | 99/99/9999 | P |
| - | SCANS | CANS ASSESSMEN | 150.00 | SES | - | 01/01/2015 | 99/99/9999 | N |

PATH: _

- This screen displays a list of the types of services available from a provider/facility
 - A service can be added to the list at any time
- The list displays the service code and description of the service, the date the provider began offering the service and the date the provider stopped offering the service
- When entering a service, DO NOT enter a rate if one does not default in from the system
 - Entering a rate automatically ends the service at the end of the fiscal year and payments may be held up until a new detail line is added
 - Entering a rate on FSPL will cause that to be the default rate on SERP (Services Detail: Payable). If another worker needs a different rate, it would then need to be overridden and an additional level of approval will be required. However, if no rate is entered here, each worker can request the rate they need on SERP
- If there are additional services, a MORE indicator will display in the upper right corner of the screen.
- **Note: this screen can only be updated by regional fiscal officers (DPHHS), regional administrative officers (DOC) and certain individuals in Central Office.**

PRFL - Provider/Facility List

```
CAFSRFL          PROVIDER/FACILITY LIST          07/06/2016    10:19
USER ID : C74142SW          PAGE NO: 1
PROV NO : 0001074 000      PROV NAME: GRIFFIN FOSTER HOME

TO SELECT, ENTER I=INQUIRE OR M=MODIFY

SEL  LOC    FACILITY NAME          COUNTY
--  --
001  GRIFFIN FOSTER HOME    025
002  GRIFFIN2 FOSTER CARE   025
003  GRIFFIN3 FOSTER CARE   025
004  GRIFFIN4 FOSTER CARE   025
005  GRIFFIN5 FOSTER CARE   007
006  GRIFFIN6 FOSTER CARE   007
007  GRIFFIN7 FOSTER CARE   007
008  GRIFFIN8 FOSTER CARE   007
009  GRIFFIN9 FOSTER CARE   032
010  GRIFFIN10 FOSTER CARE  032
011  GRIFFIN11 FOSTER CARE  032
012  GRIFFIN12 FOSTER CARE  032
013  GRIFFIN13 FOSTER CARE  056
014  GRIFFIN14 FOSTER CARE  056
015  GRIFFIN15 FOSTER CARE  056

FS900001 NEW INFORMATION DISPLAYED          . PATH: _
```

- This screen displays a list of facilities associated with a specific provider
- To see all facilities associated with a provider, enter the PROV NO followed by 000
- If you select MODIFY or INQUIRE you will be transferred to the PROD (Provider Detail) or FACD (Facility Detail) screens to view additional information about the provider
- If you choose to ADD a new provider to this screen you will be taken to the PROE (Provider Entry) screen

PRRL - Provider Rates List

| CAFSPRRL | | PROVIDER RATES LIST | | | 07/06/2016 | | 10:55 | |
|-----------------------------|-------|-------------------------------|--------|---------|--------------|----------------|----------|---------|
| USER ID : C74142FS | | | | | PAGE NO: 001 | | | |
| PROV NO : 0001057 000 | | PROV NAME: JESTER FOSTER HOME | | | | | | |
| DISPLAY ONLY FACILITY : 000 | | | | | | | | |
| LOC | SVC | DESCRIPTION | RATE | UNT TYP | AGE RANGE | EFFECTIVE DATE | END DATE | CON IND |
| 001 | SUPAD | UNDERPAID ADOPTION | | DAY | - | 01/01/11 | 99/99/99 | P |
| 001 | SUPAA | UNDERPAYMENT APPLIC | | DAY | - | 01/01/11 | 99/99/99 | P |
| 001 | STRNX | TRANSPORTATION | 3.13 | DAY | - | 01/01/11 | 99/99/99 | P |
| 001 | STRNS | TRANSPORTATION | 87.50 | MTH | - | 01/01/11 | 99/99/99 | P |
| 001 | STRNE | TRANSPORTATION FOR E | | DAY | - | 01/01/11 | 99/99/99 | P |
| 001 | SRESP | RESPIRE | 4.00 | HOR | - | 01/01/11 | 99/99/99 | P |
| 001 | SNAAF | ADOPTION COSTS-ATTY | | | - | 01/01/11 | 99/99/99 | N |
| 001 | SDALL | DIAPER ALLOWANCE | 1.32 | DAY | 0 - 2 | 01/01/11 | 99/99/99 | P |
| 001 | SCALL | CLOTHING ALLOWANCE | 200.00 | SEM | - | 01/01/11 | 99/99/99 | P |
| 001 | SADMS | SUBSIDIZED ADOPTION | | SVC | - | 01/01/11 | 99/99/99 | N |
| 001 | SADFS | ADOPTION SUBSIDY - | | DAY | - | 01/01/11 | 99/99/99 | N |
| 001 | PGUAR | GUARDIANSHIP | | DAY | - | 01/01/14 | 99/99/99 | P |
| 001 | PFRS1 | FOSTER FAMILY-ROOM& | 18.70 | DAY | 0 - 12 | 01/01/11 | 99/99/99 | P |
| 001 | PFRS1 | FOSTER FAMILY-ROOM& | 22.28 | DAY | 13 - 21 | 01/01/11 | 99/99/99 | P |
| 001 | PADFS | ADOPTION SUBSIDY - | | DAY | - | 01/01/11 | 99/99/99 | N |

PATH: _

- This screen captures and displays the maximum rate per unit of service for a specific provider's services
- To modify a facility rate the user must go to the Facility Services Provided (FSPL) screen.
- EFFECTIVE DATES denote the dates on which rates became effective
- The UNIT TYPE specify the billing unit such as hourly or daily

PRPH - Provider Placement History

| CAFSPRPH | | PROVIDER PLACEMENT HISTORY | | | | 07/14/2016 | | 8:57 | | | |
|-----------------------|----------|---------------------------------|------|-----|-----|--------------|---------|----------|----------|---------|----------|
| USER ID : C81285 | | | | | | PAGE NO: 001 | | | | | |
| PROV NO : 0001074 001 | | PROV NAME: GRIFFIN FOSTER HOME | | | | | | | | | |
| | | FACIL NAME: GRIFFIN FOSTER HOME | | | | | | | | | |
| PLC | CD | CAPS ID | NAME | SEX | AGE | -LICENSE- | -PLACE- | DATES- | PLC | ASSIGNE | |
| | | | | | | TYPE | STS | START | END | STS | WORKER |
| F | 00001369 | ELLISON, ELLEN | F | 13 | YFH | REG | | 05/05/14 | 99/99/99 | AT | C74142SW |
| F | 00001607 | ELBOW, EDWARD | M | 10 | YFH | REG | | 04/01/16 | 04/02/16 | AT | C74142SW |
| F | 00001605 | CARTER, CRAIG | M | 11 | YFH | REG | | 01/10/16 | 04/01/16 | AT | C74142SW |
| F | 00001267 | COCONUT, CLARISSA | F | 9 | YFH | REG | | 03/01/16 | 03/25/16 | AT | C74142SW |
| F | 00001364 | BROWN, BUNNIE | F | 14 | KIN | INT | | 05/01/14 | 05/15/14 | AT | C74142SW |

FS900001 NEW INFORMATION DISPLAYED . PATH: _

- The Provider Placement history displays all clients that a provider serves or has served in the past
 - Workers can use this screen to identify the other clients placed with the provider
- No selections or updates are performed on this screen - it is displayed for information only
- The screen will display the following:
 - Type of placement
 - CAPS ID and name of the client
 - Sex and current age of the client
 - License Type and License Status
 - Placement Start and End dates
 - Current placement status
 - Current assigned worker for the client

PRTL - Provider Training List

```
CAFSPTL          PROVIDER TRAINING LIST          07/06/2016   11:03
USER ID : C74142FS          PAGE NO: 1
PROV NO : 0001054 001      PROV NAME: FINKLE FOSTER HOME
                           FACIL NAME: FINKLE FOSTER HOME

TO SELECT, ENTER I=INQUIRE, M=MODIFY, D=DELETE OR C=COPY
DISPLAY ONLY CAPS ID :
START FROM DATE :          TRAINING CODES :

SEL  DATE      TNG      TRAINING TYPE      CAPS-ID  NO  LICENSEE NAME      HOURS
-   12/19/09  KCS  KEEPING CHILDREN  00001155 002 FINKLE, FRANCINE    4
-   12/15/09  CPR  CARDIO PULMONARY  00001155 002 FINKLE, FRANCINE    4

                                     PATH: _
```

- This screen displays the training events specific to a provider
 - Type an M (Modify) or I (Inquire) for a specific entry to access PRTD (Provider Training Detail)
 - D (Delete) will delete the selected entry from the list. Worker must confirm delete with Shift + F4
- To ADD new information press F11, PRTD will be displayed in ADD mode
- When a START FROM DATE is entered the screen displays the training events from that date to the current date
- When specific TRAINING CODES are entered the screen displays only the training events which correlate to the chosen codes

PRTD - Provider Training Detail

```
CAFSVRTD          PROVIDER TRAINING DETAIL          07/06/2016    10:59
USER ID : C74142FS MODIFY
PROV NO : 0001054 001    PROV NAME: FINKLE FOSTER HOME
                          FACIL NAME: FINKLE FOSTER HOME

LICENSEE          : 00001155 002 FINKLE, FRANCINE
TRAINING TYPE     : CPR  CARDIO PULMONARY RESUSCITATION
TRAINING DATE     : 12/15/2009
TRAINING CONDUCTED BY : RED CROSS
LENGTH OF TRAINING : 4 HRS

COMMENTS:

PATH: _
```

- This screen is used to enter training events sponsored by DPHHS or private agencies
- The provider person may be entered by either entering a LICENSEE NUMBER or a CAPS ID
 - If a CAPS ID is entered, it must be an existing provider person for the indicated provider and the licensee number must be a valid licensee for the provider
- A provider event is created when a training detail is added
- Training information can be copied from one licensee to another by using the copy function on PRTL (Provider Training List)

PRCL - Provider Contact List

```
CAFSRCL          PROVIDER CONTACT LIST          07/06/2016   10:11
USER ID : C74142SW          PAGE NO: 001
PROV NO : 0001054  001     PROV NAME: FINKLE FOSTER HOME
                           FACIL NAME: FINKLE FOSTER HOME

TO SELECT, ENTER I=INQUIRE OR M=MODIFY
START FROM :                CONTACT TYPE :

SEL   DATE      TYPE  DESCRIPTION          STATUS SUBJECT
-    12/15/2009  HMV  HOME VISIT          AT   YFH LICENSE HOME INSPECTION
-    12/05/2009  PHC  PHONE CALL          AT   PHONE CALL
-    12/04/2009  OFV  OFFICE VISIT(DFS OFF SC   OFFICE VISIT
-    12/04/2009  CHV  CHILD VISIT         NS   CHILD VISIT

                                     PATH: _
```

- The Provider Contact List screen displays contacts related to a specific provider
 - A provider contact entails communication between a service worker and a provider of service at the location level
- The user will have the ability to select a specific provider contact to INQUIRE, MODIFY, or initiate the procedure to ADD a new contact
- The START FROM field is entered by the user to view the list from that date forward
- The worker can select only certain contact events by entering a specific event type in the CONTACT TYPE field

PRCD - Provider Contact Detail

```
CAFSPRCD          PROVIDER CONTACT DETAIL          07/06/2016    10:07
USER ID : C74142SW  MODIFY
PROV NO : 0001054  001          PROV NAME: FINKLE FOSTER HOME
                                   FACIL NAME: FINKLE FOSTER HOME

CONTACT TYPE      : HMV  HOME VISIT
CONTACT STATUS    : AT   ATTAINED
CONTACT DATE      : 12/15/2009
CONTACT CAPS-ID   : 00001156      CONTACT NAME : FARMER, FELICITY
WORKER ID         : C74142SW      WORKER NAME  : DEE, TWEEDLE

SUBJECT           : YFH LICENSE HOME INSPECTION

COMMENTS:
HOME INSPECTION FOR FOSTER CARE HOME LICENSE APPLICATION.  ALL LICENSING
REQUIREMENTS HAVE BEEN MET.  CURRENT INSURANCE DOCUMENTS IN HARD COPY FILE.

SHIFT+F2=PRC2                                          PATH: _
```

- This screen is used to capture/display the date, type of contact, and the contact's person name
- Contact information will not be captured at the agency level but rather the facility level
- A provider event is created when the Foster Care Service is provided
- Only those workers with the supertask for Contract Monitoring can enter contract monitoring contact types for a provider/facility

PBID - Provider Banking Detail

```
CAFSPBID                PROVIDER BANKING DETAIL                08/31/2011    10:15
USER ID : CS4566        MODIFY
PROV NO : 0007001      001        PROV NAME: YOUTH HOMES

FINANCIAL INSTITUTION
TRAN ROUTING NUMBER      : 123456789

        NAME : FIRST INTERSTATE BANK OF COMMERCE
        ADDR1 : 401 N 31ST ST
        ADDR2 :
        CITY  : BILLINGS                ST: MT        ZIP: 59101 - 1200

ACCOUNT NUMBER           : 987654321        ACCOUNT TYPE : C

STATUS AND STATUS DATE : T 06/02/1999

SABHRS EFT EMAIL :

                                                                PATH: █
```

- This screen is used to capture provider banking information in support of electronic funds transfer processing
- Status must be T (test) when first entered
- Status will change to E
 - C = closed EFT status

FASL - Facility Assessment List

```
CAFSFASL          FACILITY ASSESSMENT LIST          07/08/2016    16:05
USER ID : C81285                                     PAGE NO: 001
PROV NO : 0001054  001          PROV NAME: FINKLE FOSTER HOME
                                FACIL NAME: FINKLE FOSTER HOME

TO SELECT, ENTER I=INQUIRE OR M=MODIFY          START FROM :
                                                ASSESSMENT TYPE :

ASSESSMENT
SEL  DATE      TYPE      DESCRIPTION          RECM  DESCRIPTION
-   12/18/2010  LRA    LICENSING/REGISTRATION ASSESSME  REG  REGULAR

                                PATH: _
```

- This screen is used to track the history of a facilities assessments
 - The most recent assessments appear on the top of the list
- The worker will have the ability to select a specific home study to INQUIRE, MODIFY, or initiate the procedure to ADD a new home study
- The START FROM field is entered to view all home studies from that date forward
- The ASSESSMENT TYPE field is used to view certain home study events by entering a specific event type in that field

FASD - Facility Assessment Detail

```
CAFSFASD          FACILITY ASSESSMENT DETAIL          07/08/2016    16:03
USER ID : C81285  MODIFY
PROV NO : 0001054 001          PROV NAME: FINKLE FOSTER HOME
                                FACIL NAME: FINKLE FOSTER HOME

DATE OF ASSESSMENT : 12/18/2010
TYPE OF ASSESSMENT : LRA LICENSING/REGISTRATION AS
CONDUCTED BY       : FRS FAMILY RESOURCES SPECIALIST
RECOMMENDATION     : REG REGULAR

MISSING REQUIREMENTS :
ASC AFTER SCHOOL CARE

COMMENTS :
NEED TO MAKE ARRANGEMENTS FOR AFTER SCHOOL CARE OF SCHOOL AGED CHILDREN
PLACED IN THEIR FACILITY.
*****

APPROVAL :      BY :          DATE APPROVED :          APPROVER'S COMMENTS:

                                                                PATH: _
```

- This screen is used to capture the details of a facility assessment
- The assessment type, date, recommendation and the missing requirements information are contained on this screen
- The entered fields will be checked for standard validation
- A supervisor will record assessment approvals on the lower portion of the screen
- Only those workers with the supertask for Contract Monitoring can enter contract monitoring assessment types for a provider/facility

PREL - Provider Event List

```
CAFSPREL          PROVIDER EVENT LIST          07/06/2016    10:14
USER ID : C74142SW          PAGE: 1
PROV NO : 0001054 001      PROV NAME: FINKLE FOSTER HOME
                           FACIL NAME: FINKLE FOSTER HOME

START FROM:              EVENT CODE:

    DATE    EVENT CODE  SUB CODE  SCREEN NAME          DESCRIPTION:
07/06/2016  PRV          CNT      PRCD
A OFV CONTACT WAS MADE ON 12/04/2009.
07/06/2016  PRV          CNT      PRCD
A CHV CONTACT WAS MADE ON 12/04/2009.
07/06/2016  PRV          CNT      PRCD
A PHC CONTACT WAS MADE ON 12/05/2009.
07/06/2016  PRV          CNT      PRCD
A HMV CONTACT WAS MADE ON 12/15/2015.
04/15/2016  PRV          LAP      FALD
LICENSE YFH APPROVED BY SUPR ON 04/15/2016
04/15/2016  PRV          DCR      FALD
RENEWAL DATE HAS BEEN ENTERED/MODIFIED 01/01/2016.
04/15/2016  PRV          LAP      FALD
LICENSE YFH APPROVED BY WKR ON 04/15/2016

                                           PATH: _
```

- The Provider Event List screen displays a list of all events related to a specific provider
 - The worker has the ability to limit the number of events displayed by entering a START FROM date

- To see specific events an EVENT CODE may be entered
 - Up to seven (7) event codes may be entered on the list and only those events matching the codes will be displayed

- DOC GEN:
 1. Provider Event History Report
 2. Provider Event Detail Report
 3. Provider Letter of Notification

FCLL - Facility Caseload List

```

CAFSFCLL                FACILITY CASELOAD LIST                07/08/2016    16:07
USER ID : C74142FS                                           PAGE NO: 1

DISPLAY F=FACILITIES,R=REPORTS:  F                VIEWING CASELOAD OF USER: C74142FS
DISPLAY A=ACTIVE OR B=BOTH(ACTIVE & INACTIVE): A  FACILITIES OF THE ABOVE USER
TO SELECT, ENTER S=SELECT, R=RELEASE OR T=TRANSFER  DISPLAY VALUES:  -
  REPORT/
SEL  FACILITY  NAME                ASGN  ACTIVE LICENSES  RPT/ ALRT
  TYP-----  CODE/STAT  -----FACL  IND
-  0001052 001 APPLE FAMILY HOME      A  CPA REG  KIN NIN                F
-  0001042 001 BRADY BUNCH YOUTH HOME  A  TKI REG  GKS REG  SHC REG  F
-  0001066 001 BUFFLE FOSTER CARE      A  YFH REG  ADP APP  KIN NIN  F
-  0001053 001 COCONUT GROUP HOME     A  TGH REG  TFF REG  YFH REG  F
-  0001067 001 COFFEE FOSTER HOME      A  TKI REG  YFH REG  ADP APP  F
-  0001059 001 CROSS FOSTER HOME       A  ADP APP  YFH REG                F
-  0001068 001 DINGLE HOME              A  ADP APP  YFH REG  KIN INT  F
-  0001070 001 FARKLE FOSTER CARE      A  TFF REG  ADP APP  YFH REG  F
-  0001054 001 FINKLE FOSTER HOME      A  YFH REG  ADP APP  YGH REG  F
-  0001011 001 FRUED CONCEPTS        A  YGH REG  YFH REG  GKS REG  F
-  0001071 001 GOLDEN FOSTER HOME      A  YFH REG  ADP APP  GNK APP  F
-  0001074 001 GRIFFIN FOSTER HOME     A  YFH REG  KIN INT                F
-  0001074 002 GRIFFIN2 FOSTER CARE   A  YFH REG                F
-  0001074 003 GRIFFIN3 FOSTER CARE   A  YFH REG                F
TO VIEW REPORTS, DISPLAY USING (R); CHANGE STARTING VALUE FOR MORE FACILITIES
                                                    PATH:  _

```

- This screen displays the caseload of facilities and reports of the licensing worker
- The list can be limited to show only facilities or only reports by entering an “F” or “R” in the DISPLAY field
 - When a record is selected, the Facility Detail screen (FACD) or Report Request Detail 1 (RRD1) is activated
- The transfer option will take the worker to the Assignments/Transfers (AXED) screen
 - Multiple transfers are accomplished by selecting each record with a T (transfer)
- If the worker chooses the R (release) option the facility or report will be released from the users caseload
- If the number of facilities assigned to a worker exceeds 300, a message will be displayed which reads, “MAX SORT LIMIT REACHED - ONLY PARTIAL LIST WILL DISPLAY”
 - The worker will then need to use the DISPLAY VALUES field to narrow the search (i.e., if “A” is placed in the field, all facilities beginning with “A” will be displayed. If “3” is entered, all facilities beginning with “3” will be displayed.)

PASL - Provider Active Services List

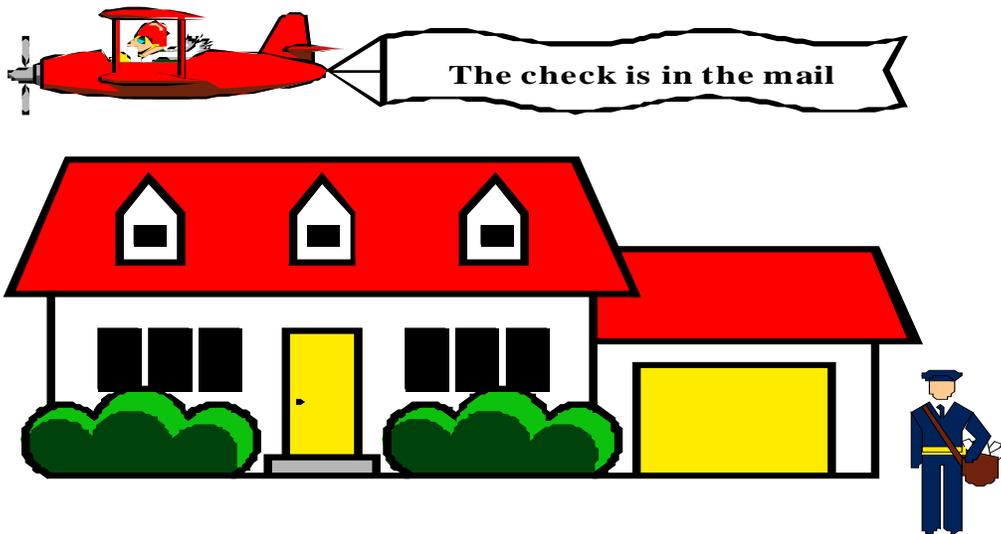
```
CAFSPASL          PROVIDER ACTIVE SERVICES LIST          06/30/2016    11:40
USER ID : C81285          PAGE NO: 1
PROV NO : 0001056 001    PROV NAME: HINKLE FOSTER HOME
                           FACIL NAME: HINKLE FOSTER HOME

TO SELECT, ENTER S=SELECT

SEL   CAPS          # OF          WORKER
CD    ID            SRVCS        WORKER NAME   PHONE
--   --            --          --
_    00001541      1    DEE, TWEEDLE  443-8638
_    00001623      1    DEE, TWEEDLE  443-8638
_    00001626      1    DEE, TWEEDLE  443-8638
_    00001633      1    DEE, TWEEDLE  443-8638
_    00001636      1    DEE, TWEEDLE  443-8638
_    00001637      1    DEE, TWEEDLE  443-8638
_    00001641      1    DEE, TWEEDLE  443-8638
_    00001645      1    DEE, TWEEDLE  443-8638

FS900001 NEW INFORMATION DISPLAYED          . PATH: _
```

- This screen displays all open services on behalf of all clients related to a specific provider
- When a record is selected, SERL (Services List) will be displayed for that client



WARRANTS

PA-04

- Detailed payment information for specific warrants and specific clients
- The ability to view warrants that have been paid to a specific provider

WRNH - Provider Warrant History

```

CAFSWRNH          PROVIDER WARRANT HISTORY          06/20/2006  14:37
USER ID : CS4566                                     PAGE NO: 1
PROV NO : 0001001 000   PROV NAME: YOUTH FOSTER HOME

BEGIN DATE: 02/2000   END DATE: 06/2006   CUMULATIVE PAYMENTS: 216,559.62
  TO SELECT, ENTER I=INQUIRE OR M=MODIFY

  SEL  FAC  ISSUE  SBAS  WARRANT  WARRANT  STATUS  WARRANT
  -    -    DATE   DOC NO  NUMBER   STATUS   DATE    AMOUNT
  -    -    -     -     -        -       -      -
  -    001   2000001  PEND   02/05/2000  1,359.68
  -    001   2000002  PEND   03/05/2000  1,408.24
  -    001   2000004  PEND   03/31/2000   793.60
  -    001   2000009  PEND   03/31/2000  1,032.00
  -    001   2000010  PEND   02/29/2000   400.00
  -    001   2000011  PEND   02/29/2000   120.00
  -    001   2000013  PEND   03/07/2000  2,302.14
  -    001   2000014  PEND   03/07/2000  6,408.69
  -    001   2000016  PEND   03/08/2000   752.68
  -    001   2000018  PEND   03/08/2000  2,270.18
  -    001   2000023  PEND   04/30/2000   444.00
  -    001   2000024  PEND   07/31/2000    40.00
  -    001   2000025  PEND   10/05/2000   622.84
  -    001   2000027  PEND   10/05/2000    38.28

FS900001 NEW INFORMATION DISPLAYED . PATH: █
  
```

- This screen displays a list of all warrants that have been paid to a specific provider
- The list displays payments for Client-Based Invoices, Contracted Services Invoices, Trust Account Expenditures, Emergency Warrants, and Overpayment Recovery
- The user will be able to view all the warrants for all the Facilities of a Provider

WRND - Provider Warrant Detail

| ISSUE DATE | SBAS DOC NO | WARRANT NUMBER | WARRANT STATUS | STATUS DATE | WARRANT AMOUNT | |
|--|-------------|------------------------|------------------|-------------|-----------------|--------|
| | 2000014 | | PEND -- PENDING | 03/07/2000 | 6,408.69 | |
| EFT TRANS ROUTING NO: | | | BANK ACCOUNT NO: | | | |
| ADDR: 3075 N MONTANA AVE | | | | | | |
| PAYMENT LINE NUMBER | ITEM | CLIENT/CONTRACT NUMBER | NAME | SVC CODE | SERVICE MM/YEAR | AMOUNT |
| 000001045 | 1 | 00001015 | JUVENILE, MIKE | PFRS1 | 01/2000 | 12.14 |
| 000001048 | 1 | 00001016 | KID, PROBATION | PFSSI | 01/2000 | 447.20 |
| 000001058 | 1 | 00001013 | JUVENILE, ANN | PFRS1 | 02/2000 | 439.93 |
| 000001061 | 1 | 00001014 | JUVENILE, MARY | PFRS1 | 02/2000 | 352.06 |
| 000001074 | 1 | 00001013 | JUVENILE, ANN | PFRS1 | 03/2000 | 470.27 |
| 000001077 | 1 | 00001014 | JUVENILE, MARY | PFRS1 | 03/2000 | 376.34 |
| 000001080 | 1 | 00001012 | JUVENILE, JOE | PFRS1 | 03/2000 | 470.27 |
| 000001090 | 1 | 00001013 | JUVENILE, ANN | PFRS1 | 04/2000 | 455.10 |
| 000001092 | 1 | 00001016 | KID, PROBATION | PFSSI | 04/2000 | 516.00 |
| 000001093 | 1 | 00001014 | JUVENILE, MARY | PFRS1 | 04/2000 | 364.20 |
| 000001096 | 1 | 00001012 | JUVENILE, JOE | PFRS1 | 04/2000 | 455.10 |
| REPORT DATES: FROM: TO: | | | | | | |
| FS900001 NEW INFORMATION DISPLAYED . PATH: █ | | | | | | |

- The Provider Warrant Detail screen displays the detailed payment information for the specific warrant that was selected on the WRNH (Provider Warrant History) screen
- When the service is for a specific client, the CAPS ID will appear in the CLIENT/CONTRACT NUMBER field and the client's name will appear in the NAME field
 - When there is not a specific client, the contract number will appear in the CLIENT/CONTRACT NUMBER field and Service Code Description will be displayed in the NAME field

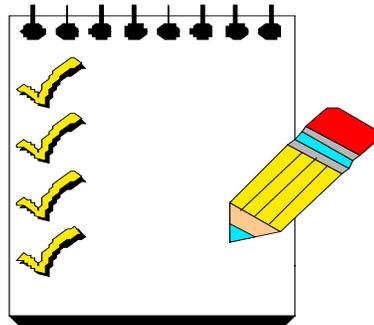
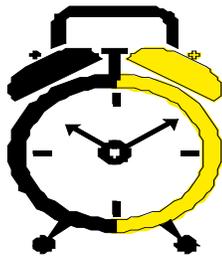
MAINTENANCE

Caseload Management Screens

Client History Screens

Notes Process

Document Generation Process



MA-02

- Alerts will be a handy tool for managing the needs of a case
 - Check your ALER screen frequently

ALER – Alerts

```

CAFSALER                ALERTS/TASK LIST                07/18/2016    12:02
USER ID : C74142SW      PAGE NO: 1    MORE

TO SELECT, ENTER X=SELECT TO SEE ALL ALERTS IN CATEGORY X # ALL ALERTS 111
- BIRTHDAY                0                - COURT                2
- CLIENT/PERSON           1                - SERVICE              0
- PLACEMENT               9                - REVIEW               0
-----
DSPLY ALRT TYP(C,P,R,W): ID#: VIEW ALRTS FOR USER: C74142SW
TO SELECT, ENTER S=SELECT, D=DELETE

SEL CODE ACTV DT TYP ID # DUE DT NAME
- S03006 07/11/16 C 00001654 07/11/16 DOE, ANNETTE
  PLEASE CONTACT THE SSI UNIT IF CHILD HAS MENTAL/PHYSICAL IMPAIRMEN
- S02016 07/08/16 C 00001658 07/08/16 DOE, SUZIE
  NEW GUARDIANSHIP PLACEMENT, APPLY FOR RIBICOFF MEDICAID IF APPLICAB
- S02017 07/08/16 C 00001658 07/08/16 DOE, SUZIE
  A DISPOSITION OF EITHER 'PLC' OR 'TLC' IS REQUIRED BEFORE 'GSP'
- S03006 06/29/16 C 00001654 06/29/16 DOE, ANNETTE
  PLEASE CONTACT THE SSI UNIT IF CHILD HAS MENTAL/PHYSICAL IMPAIRMEN
- S05001 05/01/16 C 00001654 05/01/16 DOE, ANNETTE
  CHILD SUPPORT REFERRAL MUST BE DONE BY 07/30/2016

PATH: _

```

- The alert screen displays messages that have been created by the system or by the worker, pertaining to the worker’s cases
 - To view the entire alert, select it with an (I) to display at the top half of the screen
- Alerts are triggered by events, due dates and errors. Examples of alerts are:
 - Notify the worker of an upcoming review date
 - Notify the worker that certain eligibility information needs to be completed
 - Notify the worker of an upcoming court date
 - Notify the worker of required foster care visits
 - Notify the worker that payment approval over 5 days old
- An alert will remain until a required action is taken, then CAPS or the worker will delete it by typing a “D” on the select line
 - If the alert is not a deletable alert, the worker must select it with an “S” - the worker will be taken to the appropriate screen to take action on that alert
- Each alert will be displayed at a pre-set number of days prior to the due date as defined in the Code Table
- Due dates are defined on the Alerts Code Table which is maintained by Central Office
- To create an alert, the worker will, enter an “A” in the select field, at the top of the

screen, and all of the information needed pertaining to the type of alert that you are trying to create

- To DELETE an alert, enter a “D” at the appropriate line and press ENTER
 - You may delete alerts that you have created yourself and certain system generated alerts that have been defined as deletable

- To limit the alerts that are viewed, a worker may indicate the alert type (C, P, R, W) or type in the ID of the Client, Provider/Payment, Report or any Worker generated alerts

AKAD - Person Name AKA Detail

```

CAFSAKAD                PERSON NAME AKA DETAIL                07/18/2016    12:00
USER ID : C81285        MODIFY                                PAGE NO :    1
CAPS ID : 00001655     25                NAME : DOE, JAYNE
----- LAST ----- -- FIRST --- -- MIDDLE --  SUFFIX
DECLARED PERSON NAME : DOE                                JAYNE
MAIDEN NAME          : SMITH
LEGAL NAME           :

  OPTIONS - _  CHANGE DECLARED PERSON NAME(DPN) & MOVE OLD DPN TO AKA
            -  CHANGE SPELLING OF LEGAL NAME
            -  CHANGE LEGAL NAME & MOVE OLD LEGAL NAME TO AKA

TO SELECT, ENTER A=ADD, D=DELETE, M=MODIFY
SEL ----- LAST ----- -- FIRST --- -- MIDDLE --  SUFFIX  MIND  COMMENTS
-   DOE                JANE
-
-
-
                                     PATH: _

```

- This screen is used to ADD and MODIFY person name information for any names the person may use in the system
- Each person has a DECLARED PERSON NAME - the first one entered on CAPS
- Select which action you wish to perform from the OPTIONS list
 - Change DECLARED NAME and move old name to the AKA list at the bottom of the screen
 - Change the spelling of the LEGAL NAME
 - Change LEGAL NAME and move old legal name to AKA
- Enter select information at the bottom of the screen to ADD alias names for the specified person
- CCUBS NAME will only be displayed for names that were selected by a CAPS licensing worker through the resolution process. They are additional names known to the CCUBS system.

AXED - Assignment/Transfers Detail

```
CAFSAXED          ASSIGNMENTS/TRANSFERS DETAIL          07/18/2016    11:56
USER ID : C84852

ENTER ENTITY TYPE BEING PROCESSED
(C-CLIENT,F-FACILITY,P-PERSON OR R-REPORT): C
PROCESSING CLIENT : 0002107
NAME : DOE, JUNIOR

FUNCTION : S (ENTER A=ASSIGN, T=TRANSFER,
R=READ ONLY, S=SHARE)
COURTESY SUPERVISED?: Y
FROM USER : C7TR15 FIFTEEN, TRAINEE
TO USER : C7TR16 SIXTEEN, TRAINEE

TYPE : P (T=TEMPORARY, P=PERMANENT)

ENTER START DATE OF TRANSFER
OR CLIENT EFFECTIVE DATE: 07/18/2016
END DATE: 99/99/9999

IS THIS A PRIVATE ADOPTION AGENCY CLIENT (Y/N)? :
```

Type codes for **ENTITY TYPE**, **PROCESSING #**, **FUNCTION** fields & press Enter if you want CAPS messages to guide you in completing the rest of the required fields.

Remember to **Shift+F4** to Confirm your entry!

FS900354 TO CONFIRM, PRESS F16(SHIFT+F4) . PATH: |

- The process of assigning a person to a worker makes the person a client.
- This screen can be used to:
 - Assign a person to a worker
 - Assign a client to a worker (supervisors)
 - Re-assign a closed client to a worker
 - A worker can assign closed clients to their own caseload
 - A worker can share or grant temporary read only access for an entity.
- F10 allows you to select other persons from RELL (Relationship List) so multiple persons can be assigned to a worker at one time
- The system will not allow the worker to TRANSFER a client if
 - The client has any services that have any PENDING approval status
 - The client has any payments that are in UNAPPROVED, INCOMPLETE or MAILED status. Contact Central Office if the system stops you from transferring due to payment details, as they can take care of these for you
- If a transfer is taking place between agencies (i.e., DPHHS to DOC), complete the transfer promptly. This affects funding.
- When a transfer occurs, an event record is created and stored in the system

- ASSIGNMENT – This grants permanent access to the worker assigned. Requires:
 - **Entity Type**
 - **Processing field** = ID number (CAPS ID, if assigning individual to yourself)
 - **Function** = A
 - **To User** = (c number)
 - **Client Effective Date**
 - **Private Adoption indicator**

- TRANSFER - This grants permanent/or temporary access to another worker for a client, facility or report. CAPS defaults the Client Effective Date to the current system date. Requires:
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = T
 - **To User** = (other worker's c number)

- SHARED ACCESS - This grants shared permanent/temporary write access of a client to multiple users at one time. CAPS defaults the Client Effective Date to the current system date. Requires:
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = S
 - **Courtesy Supervised** = Y/N (only for sharing of **clients**)
 - **To User** = (other worker's c number)
 - **Type** = T (temporary) or P (permanent). If T, **End Date** is also required.

Note: To terminate shared access, a Release is performed by entering an 'R' on the CSLL (Caseload List) screen of the worker who with shared access.

- READ ONLY - This grants temporary read only access with an expiration date no greater than five days. CAPS defaults the Client Effective Date to the current system date. If the End Date and Type fields are left blank, CAPS defaults the End Date to 5 days past current date, and the Type of T (Temporary).
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = R
 - **To User** = (other worker's c number)

- When a transfer occurs, an event record is created and stored in the system

- Alerts:
 - When a client is assigned to a worker
 - When a client, facility or report is being transferred to a worker

STFL - Staff List

```
CAFSSTFL                STAFF LIST                06/30/2016    9:21
USER ID : C74142CS                PAGE NO:    1

TO SELECT, ENTER A=ALERTS, C=CLIENT CASELOAD OR F=FACILITY CASELOAD

SEL  WORKER ID  NAME                CLIENTS  R/R'S  FACILITIES  ALERTS
-    C74142F   COORDINATOR, FGDM                37
-    C74142FG  COORDINATOR, FGDM                37
-    C74142SW  DEE, TWEEDLE                190    26     1          101
-    C74142W   WORKER, SOCIAL                6      1      1          1
-    C74142WA  WORKER, CWA                   1      1      1          1
-    C74242CW  WORKER, CWA                   1      1      1          1

                                     PATH: _
```

- The Staff List displays all of the workers under a supervisor and the total number of clients, reports, facilities and alerts in each of their caseloads
- All data fields are display only
- If a worker line is selected with a “C”, that workers CSLL (Caseload List) screen will be displayed
- If a worker line is selected with a “F”, that workers FCLL (Facility Caseload List) screen will be displayed
- If a worker line is selected with an “A”, that workers ALER (Alerts) screen will be displayed

USMD - User Maintenance Detail

```
CAFSUSMD          USER MAINTENANCE DETAIL          06/29/2016   13:48
USER ID : C81285   MODIFY

  USER ID          : C74142SW          START DATE: 01/01/1990
                                     TERMINATION DATE: 99/99/9999
  FIRST NAME       : TWEEDLE
  MIDDLE NAME      :
  LAST NAME        : DEE

  STAFF TYPE       : CWA  CHILD PROTECTIVE SER
  SUPERTASKS       : N    DAY CARE ACCESS: Y

  SUPERVISOR ID    : C74142CS  DUM, TWEEDLE
  SERVICE REGION   : 4  SOUTHWESTERN REGION
  RGN ACCESS       : Y
  SERVICE COUNTIES : 025
  LOCATION         :

  TITLE            : TEST CPIS WORKER
  TELEPHONE        : (406) 443-8638  EXT: 1
  CONTACT COUNTY   : 025  LEWIS & CLARK
  EMAIL ADDRESS    : TDEE@EMAIL.COM

SHFT+F5=SATD                                           PATH: _
```

- This screen can be accessed in order to view identifying worker information if all you have is that worker's USER ID
- With the cursor in the USER ID field, type in the C# of the worker. The following information will be displayed
 - Worker's name and staff type
 - Worker's supervisor and service region/counties
 - Worker's phone number and contact county
 - Worker's email address
- This screen is also used to identify start and termination dates for worker's on the system

USML - User Maintenance List

```

CAFSUSML          USER MAINTENANCE LIST          02/28/2007    13:51
USER ID : CS4566                                PAGE NO:    3

REGION :      COUNTY :
STAFF TYPE :      STARTING LAST NAME :
DISPLAY THE WORKER HISTORY FOR USER-ID :
TO SELECT, ENTER I=INQUIRE, M=MODIFY OR D=DELETE
SEL USERID  NAME                                STAFF TYPE      RGN COUNTY-----  PHONE
_ C7TR34    THIRTYFOUR, TRAINEE      CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR39    THIRTYNINE, TRAINEE     CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR31    THIRTYONE, TRAINEE      CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR37    THIRTYSEVEN, TRAINEE    CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR36    THIRTYSIX, TRAINEE      CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR33    THIRTYTHREE, TRAINEE    CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR32    THIRTYTWO, TRAINEE      CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR20    TWENTY, TRAINEE         CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR28    TWENTYEIGHT, TRAINEE    CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR25    TWENTYFIVE, TRAINEE     CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR24    TWENTYFOUR, TRAINEE     CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR29    TWENTYNINE, TRAINEE     CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR21    TWENTYONE, TRAINEE      CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR27    TWENTYSEVEN, TRAINEE    CWA COUNTY OFFIC 4 025 LEWIS & CL

                                           PATH:

```

- This screen can be accessed in order to view identifying worker information
- You can search for a worker by
 - Region
 - County
 - Staff type
 - Worker's last name
 - Worker's USER ID
- You have the ability to INQUIRE only on this information. Placing an "I" on the SELECT line next to the worker's USER ID will take you to USMD (User Maintenance Detail) and will display additional worker information

PIGD - Provider Information (General) Detail

```
CAFSPIGD          PROVIDER INFORMATION (GENERAL) DETAIL          07/06/2016 09:28
USER ID: C74150A                                     PAGE: 001
PROV NO: 0001057 001    PROV NAME: JESTER FOSTER HOME
FACIL NAME: JESTER FOSTER HOME          ABRV NAME: JESTERFH
ADDRESS      LINE1: 890 JOLLY ST          PHONE #:
              LINE2:
              CITY : HELENA                STATE: MT    ZIP: 59601
PROVIDER CONTACT NAME: JESTER, JENNIFER
ACTIVE LICENSES   STS  ASSIGNED WORKER          AVAILABLE SERVICES
SCALL CLOTHING ALLOWANCE
SDALL DIAPER ALLOWANCE
SRESP RESPITE
STRNE TRANSPORTATION FOR ED
STRNS TRANSPORTATION
STRNX TRANSPORTATION
YFH YOUTH FOSTER H  REG  C74145FS SMITHERS, SUSAN  PFRS1 FOSTER FAMILY-ROOM&B

HIGHLIGHTED SERVICES ARE NOT ASSOCIATED WITH A FACILITY TYPE          PATH: _
```

- This screen displays general information about a provider/facility in the CAPS system
- Information will be displayed for ACTIVE LICENSES only and for those services not associated with a specific license
- Information displayed includes the following:
 - Address
 - Provider contact information
 - Facility type and license status
 - Assigned licensing worker
 - Services provider/facility can provide

CAPS Notes and DocGen System

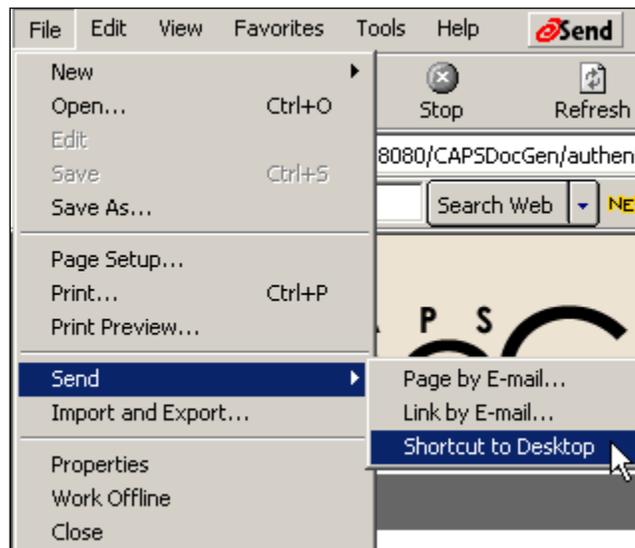
There are a couple of important items to note:

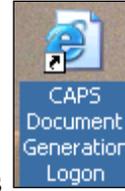
- **The URL for CAPS DocGen is <https://js.hhs.mt.gov:8445/CAPSDocGen/> This URL is case-sensitive, so you must enter it EXACTLY as shown.**
- In order to use CAPS DocGen, you must have Adobe Reader loaded on your machine. If you do not already have Adobe Reader, this download is free and can be accessed through the Adobe website (www.adobe.com). If you have questions or concerns about downloading this software, contact your supervisor or network staff person.
- You DO NOT have to currently be in the CAPS system in order to run documents or to save or retrieve notes. Documents and notes are no longer “screen” specific.
- PLEASE log out following the logout procedures provided in this document.
- Use the menu options on the left of the screen or the link options on the bottom of the screen. **Do not use the BACK or FORWARD buttons to navigate in CAPS DocGen.**
- Should you receive any errors while attempting to process a document, store or retrieve notes, please contact the CAPS Help Desk as soon as possible.

Creating a Desktop Shortcut

The easiest way to access the CAPS DocGen system is to select the icon that will display directly on your desktop. This way, when you select that icon, the CAPS DocGen Logon page will open and you don't have to keep trying to remember the URL! If you do not already have a CAPS DocGen icon, you can create one following these steps:

- Access the CAPS DocGen Logon page, click on FILE, select SEND, and select SHORTCUT TO DESKTOP.





- That's all there is to it! The icon may look something like this . From now on, you can access the CAPS DocGen Logon screen by double-clicking this icon.
- If you are unable to create a shortcut following this format, or this option isn't available to you, please contact the DPHHS Help Desk at 444-9500. They will be able to help you create this shortcut.
- If you prefer, you may also add the CAPS DocGen Logon screen to your list of favorites by clicking FAVORITES, then selecting ADD TO FAVORITES.



Logging On

Before you can access the system, you must logon first. To logon, enter your mainframe USER ID and PASSWORD (this is the same ID and password you use to log onto the CAPS system). Once you have entered your ID and password, click on the Submit button or simply press your Enter key.

A screenshot of a web-based login form titled 'Please Logon'. Below the title, it says 'Please log in to the system.' in red. There are two input fields: 'User Id:' with the value 'cs4566' and 'Password:' with the value '*****'. A 'Submit' button is located below the password field.

If you experience any problems logging in to the system, there is a “contact the CAPS Help Desk” link to the right of the logon fields. When you click this link, Outlook will automatically open an e-mail message to the CAPS Help Desk. Be sure to enter what the problem is and/or any error messages you are receiving before you send your message so the problem can be researched more effectively.

Once you log on, the system will display the WELCOME page. From there, you can select any of the options available in the CAPS DocGen system.

Once you log on, the system will display a time clock, letting you know how much longer you have before the system will time out.



General Screen Information

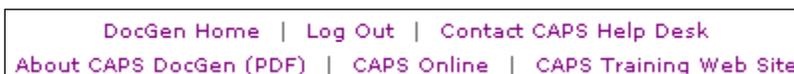
On the left hand side of each screen you should see a menu that looks like this:

| |
|-----------------|
| Home |
| Create DocGen |
| Save Notes |
| Retrieve Notes |
| Provider Labels |
| Logout |

Each option will be described in more detail in separate sections, but here is a brief summary:

- HOME – selecting this button will return you back to the CAPS DocGen Home/Welcome page.
- CREATE DOCGEN – selecting this button will take you to the Document Generation page where you will select the document you wish to generate.
- SAVE NOTES – selecting this button will take you to the Save Notes page where you will identify the notes association and file location of the notes document you saved previously.
- RETRIEVE NOTES – selecting this button will take you to the Retrieve Notes page where you will identify the notes association and appropriate ID number.
- PROVIDER LABELS – selecting this button will take you to the Provider Labels Request page where you can generate mailing labels for licensed facilities (this function will primarily be used by provider licensing staff.)
- LOGOUT – selecting this button will initiate your logoff from the CAPS DocGen system. **NOTE: it is important that you click the logout button when you are ready to leave this system. DO NOT simply click the “X” or select FILE, CLOSE.**

On the bottom of each screen, you should see options that look like this:



Some of these options perform the same function as the buttons on the left side of the screen. Others provide you with quick access to other websites. Here is a brief summary:

- DocGen Home – selecting this option will return you back to the CAPS DocGen Home/Welcome page.
- Log Out – selecting this option will initiate your logoff from the CAPS DocGen system. **Again, it is important to select either the logout button on the menu, or the logout link on the bottom of the screen when you are ready to leave this system.**
- Contact CAPS Help Desk – selecting this option will cause Outlook to automatically

- open an e-mail message to the CAPS Help Desk.
- About CAPS DocGen (PDF) – selecting this option will open a document that contains the information you are reading right now!
 - CAPS Online – selecting this option will open a separate browser window where you can log into CAPS using online Attachmate. For further information on how to access CAPS online, contact the ITSD Help Desk at 444-2000.
 - CAPS Training Web Site – selecting this option will open a separate browser window where you can access information like the CAPS training schedule, CAPS training manuals, and CAPS screen guides.

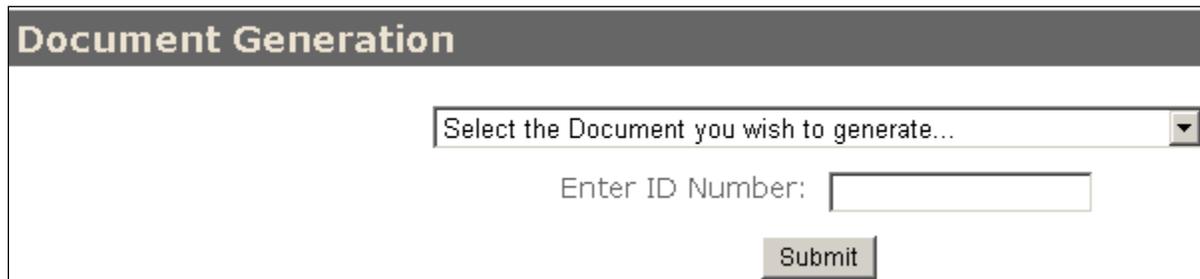
Home Button

Selecting the Home Button from the menu (or the DocGen Home link at the bottom of the screen) will return you back to the CAPS DocGen Home/Welcome page. **Do not use the BACK button.**

When you are on the Home/Welcome page, you will see "Welcome <First Name Last Name>."

Create DocGen Button

This is the button you will select when you want to create documents (for example, the Letter to the Perpetrator, Provider License, Foster Care Review or Juvenile Offense Record.) When you select the Create DocGen button, you will be taken to a screen where you should see the following:



The screenshot shows a web interface titled "Document Generation". It features a dropdown menu with the text "Select the Document you wish to generate...". Below the dropdown menu is a text input field with the label "Enter ID Number:". Below the text input field is a "Submit" button.

You will no longer have access to every document available through this process. Document access is now associated to your staff type. What that means to you is, when you click the "Select the Document you wish to generate..." drop down list, you will only see those documents you have access to. For example, if you are a social worker, you will not see any of the juvenile probation documents on your list, and if you are a probation officer, you will not see any of the provider licensing documents on your list.

- If you believe you should have access to a specific document, and it is not on your list of available documents, please contact the CAPS Help Desk. Identify why you need access to this document and request that the document be added to your staff type.

Based on the document that you select, the text associated to the ID Number field will change. Person, Client or Juvenile related documents will require a CAPS ID, Report related documents will require a R/R number, and Provider related documents will require a Provider number. Once you select the document you wish to generate, the system will begin the process. One of the following will happen depending on the document you selected:

- Adobe will create the document for display in a separate browser window (depending on the version of Adobe Reader you have, you may be asked if you would like to “Open” or “Save” the document. Select “Open”.)
- The system will display a page of questions that must be answered before the document can be created.

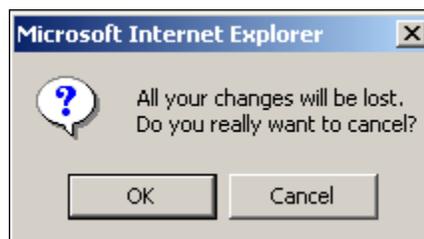
If the system displays a page of questions, there will be three options available at the bottom of the page.

- Click when you are finished answering the questions and you wish to proceed with generating the document.
- Click if you would like to clear all of your answers and start again. You will receive the following message:



If you click OK, the question page will be refreshed and you can begin answering the questions again.

- Click if you would like to quit processing this document. You will receive the following message:



If you click OK, you will be returned to the Document Generation page.

The document will not continue processing until you have answered all of the required questions. If you missed any required questions/answers, you will be taken back to the top of the question page, and what is required will be listed in red like this:

Please enter the start date for travel.

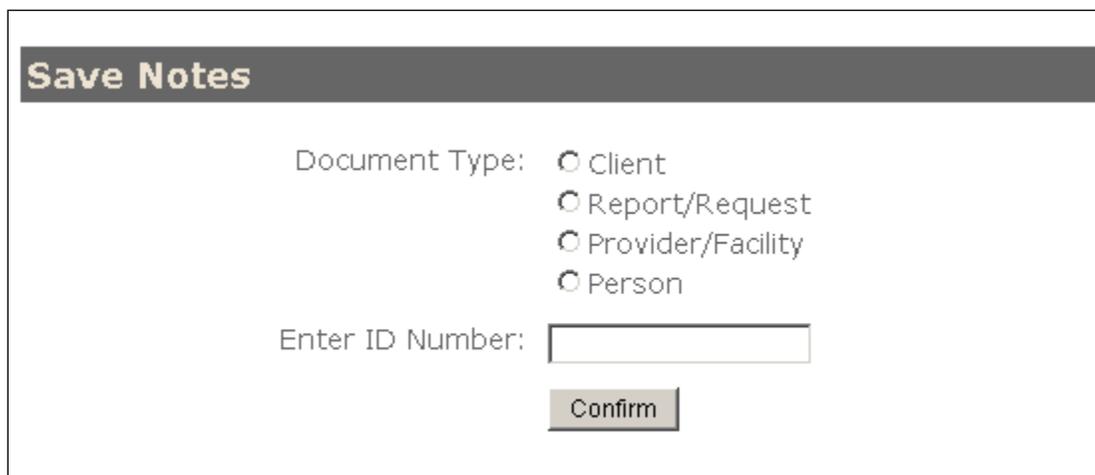
Please enter the return date.

It is **important** that any information that you want the document to pull from the CAPS system be entered **in the CAPS system**. Because the finished document will be displayed in PDF format, you will not have ability to modify the document before printing.

If you select a document that calls for notes to be retrieved, the system will display the list of all associated notes. You must open and print each note file separately in addition to the document you are processing.

Save Notes Button

This is the button you will select when you want to associate notes to a person, client, report/request, provider/facility or juvenile probation referral. When you select the Save Notes button, you will be taken to a screen where you should see the following:



Save Notes

Document Type: Client
 Report/Request
 Provider/Facility
 Person

Enter ID Number:

Confirm

There are a couple of important things to remember regarding the Notes feature:

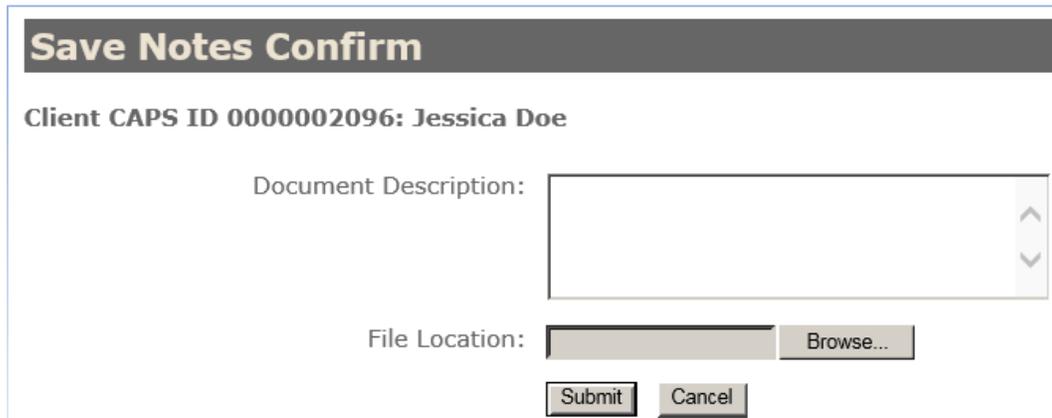
- Notes are no longer associated to a specific screen in the CAPS system.
- Notes no longer require the use of WordPerfect word processing software.
- You can save your notes initially wherever you would like (for example, on disk, in a shared directory or in your C: directory.)

You can type your notes using any word processing software. As a matter of fact, you don't have to use any word processing software at all. For example, if you have a spreadsheet in Excel, or a downloaded picture that you would like to attach as notes, you can!

- **IMPORTANT NOTE:** Regardless of the program that you use to save your notes, be sure to use the standard extensions that are assigned to these documents (for example, Word uses .doc, WordPerfect uses .wpd, Excel uses .xls). If you create "special"

extensions (for example, .123 or .bob) the system does not know what program was used to create the document and will be unable to open it when it is selected for retrieval.

When you are ready to save your notes to CAPS, select the appropriate Document Type, enter the appropriate ID number, and then click . You should then be taken to a screen where you should see the following:



Save Notes Confirm

Client CAPS ID 0000002096: Jessica Doe

Document Description:

File Location:

This is the Save Notes Confirm box. You will be able to view exactly who or what the notes will be associated with before you attach them. Make sure you are associating the notes to the correct person, client, provider, report or juvenile referral before submitting your file!

Enter a Document Description (you have space to enter up to 200 characters – this is to be considered a “title” for your notes), and then enter the File Location for your document (you can click on the button to search for your document if you are unsure of the location.)

Click . If the notes were stored, you should see message “File successfully uploaded” displayed in red at the top of the screen.

Retrieve Notes Button

This is the button you will select when you want to retrieve notes associated to a person, client, report/request, provider/facility or juvenile probation referral. When you select the Retrieve Notes button, you will be taken to a screen where you should see the following:

Retrieve Notes

Document Type: Client
 Report/Request
 Provider/Facility
 Person

Enter ID Number:

To retrieve the notes associated with a person, client, report/request, provider/facility or juvenile probation referral, select the appropriate document type and then the appropriate ID number.

Click . The system will search for any notes associated to the document type and ID number that you have entered. If there are no notes, you will receive the following message: “there are no notes stored for the requested ID.” If there are notes, the system will display a list that will look similar to this:

Download Document(s)

Type: Client , ID number: 00002096

Click the filename to download:

| Date | Filename | Description | Worker |
|------------|--------------------------|---------------------|------------------|
| 07/21/2016 | note.txt | 7/21/2016 HVC Notes | Fifteen, Trainer |

This list will display the date the notes were saved, the filename, a description of the notes, and the name of the worker that saved the notes.

To open a document, simply click on the Filename and the document will open in the program that it was saved in. (The exception to this is documents saved in WordPerfect (.wpd extension) will be opened in Word.)

Provider Labels Button

This is the button you will select when you want to create mailing labels for selected facility types. When the Provider Labels option is selected, the CAPS Provider Labels Request page will display.

The CAPS Provider Labels Request page looks like this:

CAPS Provider Labels Request

LABELS ARE ONLY PRINTED FOR PROVIDERS WITH ACTIVE LICENSES AND A STATUS OF: APP(APPROVED), PRO(PROVISIONAL), REG(REGULAR), OR RES(RESTRICTED)

| Select | Region/County | Description |
|-----------------------|-------------------------|---|
| <input type="radio"/> | 073 - State Office | COUNTY PROVIDERS - REQUEST FACILITY TYPES |
| <input type="radio"/> | 9 - State Office Region | REGION PROVIDERS - REQUEST FACILITY TYPES |

ENTER FACILITY TYPE CODE:

| | |
|--|----------------------|
| | <input type="text"/> |

Some important things to note when submitting a labels request:

- Labels will only be created for facilities with ACTIVE licenses. If a license is expired, terminated or suspended, a label will not be created.
- Labels will only be created for facilities with a STATUS of Approved (APP), Provisional (PRO), Regular (REG) and Restricted (RES). If a license has a status other than the four listed, a label will not be created (for example - “intending to be licensed” kinship licenses will not get a label.)
- The facility address used for the label will follow a hierarchy (if the facility has multiple address types listed on PADL.) This hierarchy is Mailing, Residential and Warrant. If a facility has no address on PADL, a label will be created that contains NO ADDRESS for the facility name and facility number.
- Labels for **adoption** facilities (ADP or CAA facility types) can only be requested by workers with a SPG (Program Bureau: Foster Care Specialist), SPE (Program Bureau: Adoption Specialist) or CRA (Regional FRS Supervisor) staff type.
- Labels for **tribal** facilities (TFA, TFF, TFN, TGK, TGN, TKI and TRA facility types) can only be requested by workers with a SPG (Program Bureau: Foster Care Specialist), SPE (Program Bureau: Adoption Specialist) or Tribal staff type.

Select Options

| Select | Region/County | Description |
|-----------------------|-------------------------|---|
| <input type="radio"/> | 073 - State Office | COUNTY PROVIDERS - REQUEST FACILITY TYPES |
| <input type="radio"/> | 9 - State Office Region | REGION PROVIDERS - REQUEST FACILITY TYPES |

Your contact REGION and COUNTY will automatically be defaulted.

- Either the County or Region radio button must be selected in order to generate a labels request.
- County and Region are both drop-down lists and the county/region can be changed as necessary based on the labels needed (following security edits as identified above.)
- If a County or Region is not selected, you will receive an error message when you attempt to submit your request that a County or Region is required.

| | |
|---------------------------|----------------------|
| ENTER FACILITY TYPE CODE: | <input type="text"/> |
| | <input type="text"/> |

No facility types will automatically be defaulted.

- Facility Type Code is a drop-down list and at least one facility type must be selected in order to generate a labels request.
- Up to a maximum of five facility types can be selected.
- If at least one Facility Type Code is not selected, you will receive an error message when you attempt to submit your request that a Facility Type Code is required.

| | |
|--------------------------------------|---------------------------------------|
| <input type="button" value="Reset"/> | <input type="button" value="Submit"/> |
|--------------------------------------|---------------------------------------|

If you wish to clear all entries made on the labels request page before submitting, you can click the RESET button.

When you are ready to submit your request, you can click the SUBMIT button. When the submit button is selected, the CAPS Provider Label List will display.

- If there are no facilities matching the request, you will receive an error message when you attempt to submit your request that no providers were found matching the selected criteria.

CAPS Provider Labels List

The CAPS Provider Labels List page looks like this:

CAPS Provider Labels List

Label Request For: 025 - Lewis & Clark County Providers Facility Types: YFH

Instructions:

- Check each provider to include in the label process. You may click on Toggle Select to select/deselect all labels.
- Click PDF Labels button to create and download PDF labels for printing on specified Avery Label types.

OR

Click Mail Merge to download and save a data file for creating labels using Microsoft Mail Merge. For help with Microsoft Mail Merge, [Click Here!](#)

Back PDF Labels Mail Merge

* You can change how the list is sorted by clicking on the column header. (Default is Provider Name Ascending)

| Toggle Select | Provider ID | Provider Name ▲ | Facility Type | Address Code | Address 1 | Address 2 | City | State | Zip | County |
|-------------------------------------|-------------|-----------------|---------------|------------------------|------------------|-----------|--------|-------|------------|---------------|
| <input checked="" type="checkbox"/> | 0001115001 | Adoption Home 1 | YFH | R Residence (physical) | 2405 Colonial Dr | | Helena | MT | 59601-4980 | Lewis & Clark |
| <input checked="" type="checkbox"/> | 0001004001 | Just Like Home | YFH | R Residence (physical) | 1234 Villard | | Helena | MT | 59601 | Lewis & Clark |
| <input checked="" type="checkbox"/> | 0001116001 | Montana Home | YFH | R Residence (physical) | 3395 C B Loop | | Helena | MT | 59602-9598 | Lewis & Clark |

This page will display the list of providers who match the criteria entered on the CAPS Provider Labels Request page.

Label Request For: 025 - Lewis & Clark County Providers Facility Types: YFH

Instructions:

- Check each provider to include in the label process. You may click on Toggle Select to select/deselect all labels.
- Click PDF Labels button to create and download PDF labels for printing on specified Avery Label types.

OR

Click Mail Merge to download and save a data file for creating labels using Microsoft Mail Merge. For help with Microsoft Mail Merge, [Click Here!](#)

The top part of the page will display the criteria used to generate the list (in this case, I submitted a request for all active YFH (Youth Foster Home) facilities in County 25 (Lewis & Clark).

Instructions for selecting providers and how to use the PDF labels and Mail Merge features are also listed for you.

- NOTE: Creating labels using the PDF Labels option or the Mail Merge option are heavily dependent on additional settings on your personal computer. If there are problems printing the labels created using CAPS DocGen, it may have to do with those settings in Adobe (PDF) or Word (Mail Merge). Please keep that in mind when creating labels!

* You can change how the list is sorted by clicking on the column header. (Default is Provider Name Ascending)

| Toggle Select | Provider ID | Provider Name ▲ | Facility Type | Address Code | Address 1 | Address 2 | City | State | Zip | County |
|-------------------------------------|-------------|-----------------|---------------|------------------------|------------------|-----------|--------|-------|------------|---------------|
| <input checked="" type="checkbox"/> | 0001115001 | Adoption Home 1 | YFH | R Residence (physical) | 2405 Colonial Dr | | Helena | MT | 59601-4980 | Lewis & Clark |
| <input checked="" type="checkbox"/> | 0001004001 | Just Like Home | YFH | R Residence (physical) | 1234 Villard | | Helena | MT | 59601 | Lewis & Clark |

The list will display all providers who match the criteria entered on the CAPS Provider Labels Request page. Information displayed includes, Select Option, Provider ID, Provider Name, Facility Type, Address Code, Address 1, Address 2, City, State, Zip and County.

- All facilities will default as selected for a label. You can click TOGGLE SELECT to UNSELECT all facilities. You can also select/unselect individual facilities by clicking the check box next to each facility.
- The list will automatically be sorted in ascending order by PROVIDER NAME. You can change the sort order of the list by clicking on any column header.



Clicking the BACK button will return you to the CAPS Provider Labels Request page.

Clicking the PDF Labels button will take you to the CAPS Provider Labels Layout page.

Clicking the MAIL MERGE button will create a merge file arranged in table format. This file will contain the address information for the providers checked on the list.

PDF Labels

The CAPS Provider Labels Layout page looks like this:

CAPS Provider Labels Layout

Select Label Layout

Layout: Avery 5160 address labels (3 x 10 columns)

Avery 5162 address labels (2 x 7 columns)

Avery 5163 address labels (2 x 5 columns)

You will have the option of selecting one of three different label sizes. You must select one of

the layouts in order to continue processing your labels request. If a Layout is not selected, you will receive an error message when you attempt to submit your request that a Label Layout is required.

- Avery 5160 address labels. These labels contain sheets of 30 labels (3 across and 10 down.) These labels would be appropriate for regular letter sized envelopes.
- Avery 5162 address labels. These labels contain sheets of 14 labels (2 across and 7 down.) These labels would be appropriate for larger envelopes.
- Avery 5163 address labels. These labels contain sheets of 10 labels (2 across and 5 down.) These labels would be appropriate for larger envelopes or packages.



Clicking the BACK button will return you to the CAPS Provider Labels List page.

Clicking the CONTINUE button will take you to the CAPS Provider Labels Starting Position page.

The CAPS Provider Labels Starting Position page looks like this:

CAPS Provider Labels Starting Position for Avery 5160

Select Label Starting Position

| | | |
|------------------------------------|--------------------------|--------------------------|
| <input checked="" type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 |
| <input type="radio"/> 4 | <input type="radio"/> 5 | <input type="radio"/> 6 |
| <input type="radio"/> 7 | <input type="radio"/> 8 | <input type="radio"/> 9 |
| <input type="radio"/> 10 | <input type="radio"/> 11 | <input type="radio"/> 12 |
| <input type="radio"/> 13 | <input type="radio"/> 14 | <input type="radio"/> 15 |
| <input type="radio"/> 16 | <input type="radio"/> 17 | <input type="radio"/> 18 |
| <input type="radio"/> 19 | <input type="radio"/> 20 | <input type="radio"/> 21 |
| <input type="radio"/> 22 | <input type="radio"/> 23 | <input type="radio"/> 24 |
| <input type="radio"/> 25 | <input type="radio"/> 26 | <input type="radio"/> 27 |
| <input type="radio"/> 28 | <input type="radio"/> 29 | <input type="radio"/> 30 |

Please Follow These Printing Tips:

- In your Adobe PDF printing options:
 - If applicable to your version of Adobe Reader, make sure you set Page Scaling to None, and UNcheck Auto-Rotate and Center.
 - OR
 - If applicable to your version of Adobe Reader, make sure you UNcheck the Shrink Oversize Pages to Paper Size option.
- To prevent label waste, make sure you print a test page first, and see if the alignment is correct, before you print on a label sheet. If alignment is incorrect, try printing on a different printer.
- If correct printing alignment cannot be achieved, please go back to the CAPS Provider Labels List page and choose the Mail Merge option.

Back
Reset
Submit

This page will allow you to select the starting position for your labels, based on the type of label

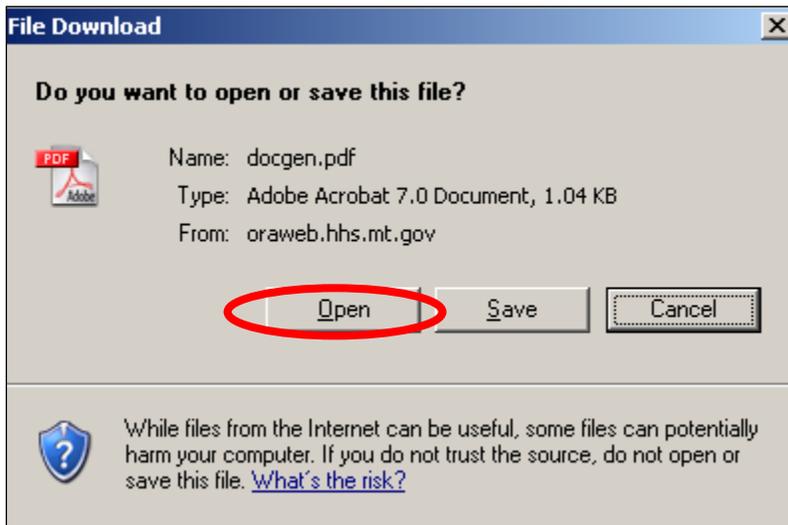
you selected (5160, 5162 or 5163.) This is so you can utilize partially used sheets of labels and not have any label waste! Select the radio button in front of the desired starting position and that is where the first label will print.

This page also contains some PRINTING TIPS for PDF labels. **Please pay close attention to these tips as they may affect the result of your printed labels.**

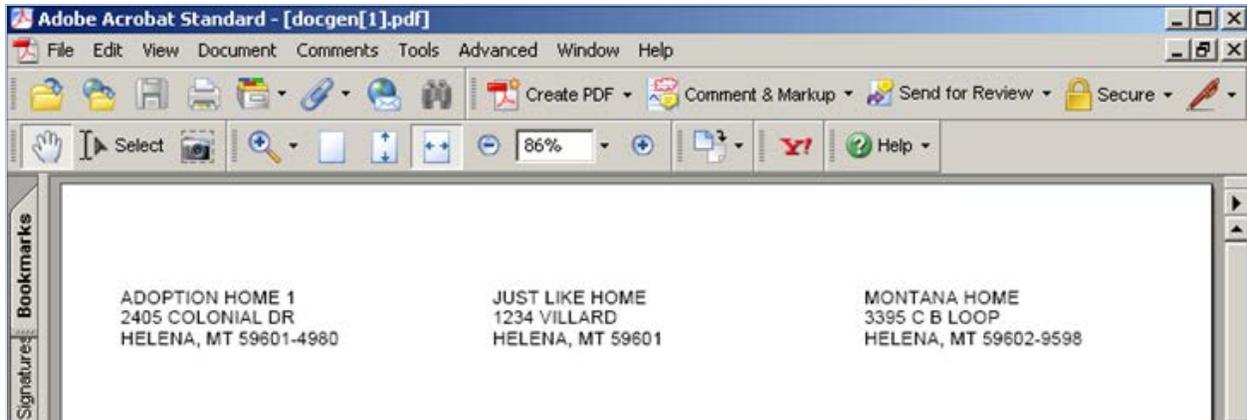
- Setting your page scaling to none and unchecking auto-rotate and center is something you will need to verify each time you print labels in the PDF format.
- Where these settings are located are dependent on the version of Adobe Reader you have on your machine.
- It is always recommended that you print a “test page” (print your PDF document on regular paper) before you attempt to print on an actual sheet of labels. This will allow you to verify alignment.



Clicking the BACK button will return you to the CAPS Provider Labels Layout page. Clicking the RESET button will set the label starting position back to “1”. Clicking the SUBMIT button will create the PDF document for your labels. When you click the SUBMIT button you will receive a File Download box that looks like this:



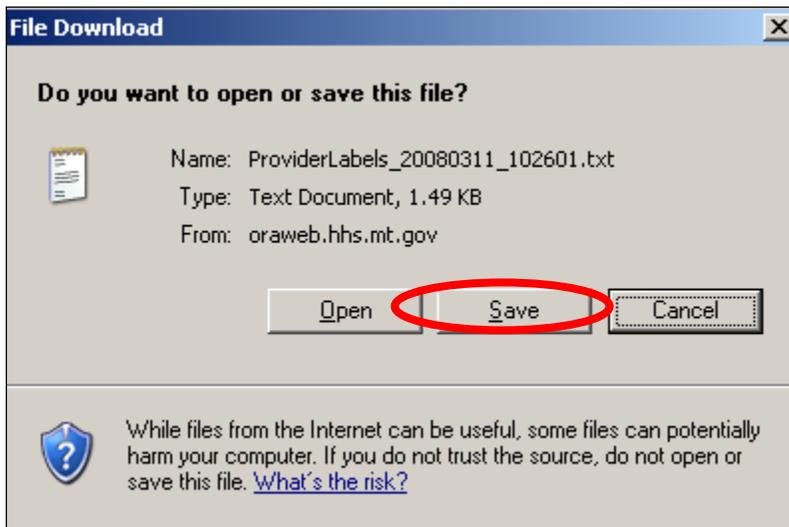
Click OPEN to generate the PDF document. You should then receive a document that looks similar to this (again, based on the label type you selected):



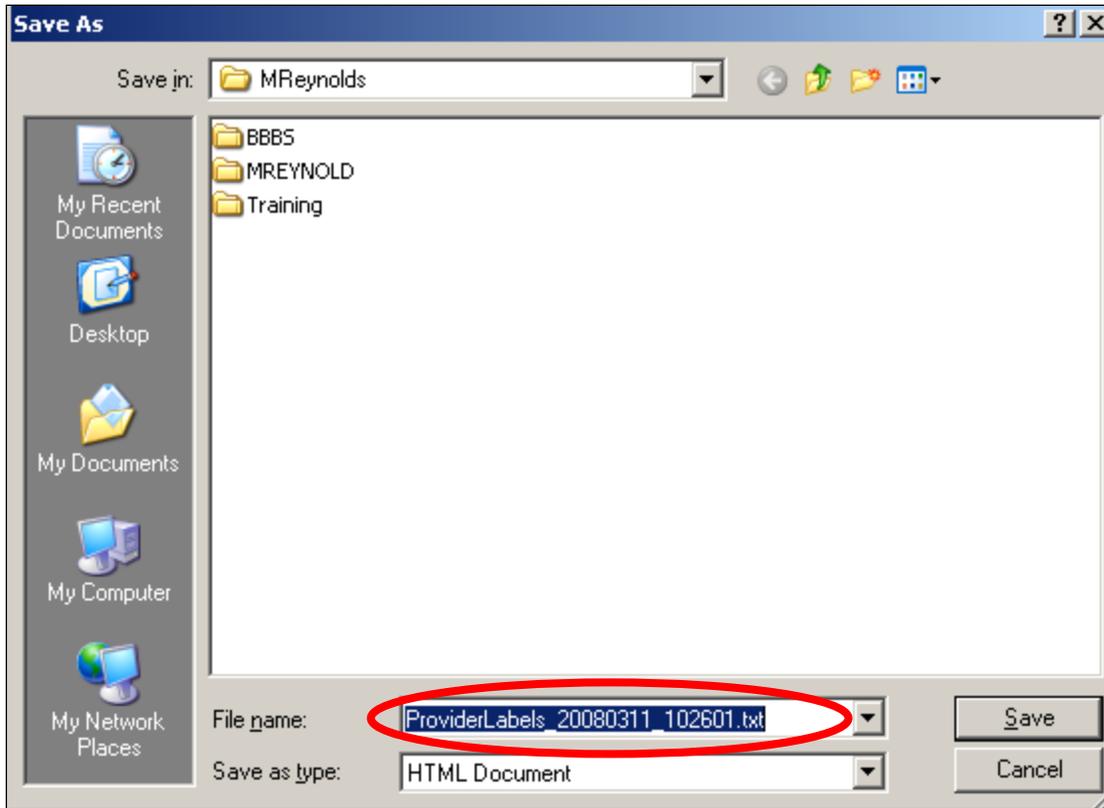
Once the PDF document has been created, you can print your labels just like you print any other document.

Mail Merge

When you click the MAIL MERGE button on the CAPS Provider Labels List page, you will receive a File Download box that looks like this:



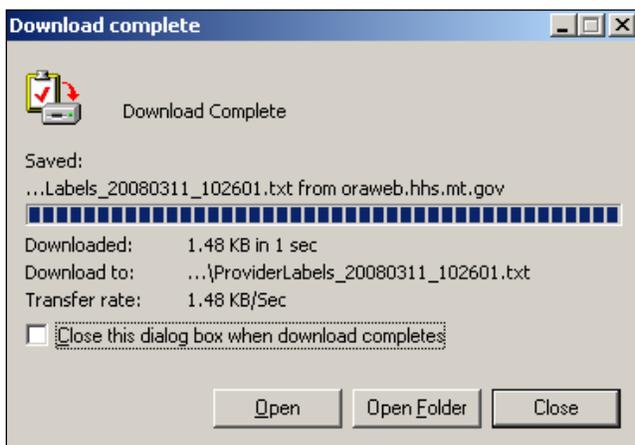
Click SAVE to save the file to your computer. You should receive a Save As box that looks similar to this:



When the Save As box appears, click SAVE. You can store the document wherever you typically save files on your computer. This may be different for each worker.

- The file will be saved as a .txt file – do not change the file extension as this can affect the ability to merge the file into your main document later.
- The file name will default to “ProviderLabels_YYYYMMDD_HHMMSS.txt” where YYYYMMDD = current date and HHMMSS = current time.

When you click SAVE, you may receive a Download Complete box that looks like this:



You can click CLOSE at this point. You will use the file later when you perform the Mail Merge in Word.

- For assistance with using the Mail Merge feature in Word, click on the “click here” link located in the instructions area of the CAPS Provider Labels List page

Label Request For: 025 - Lewis & Clark County Providers **Facility Types:** YFH

Instructions:

- Check each provider to include in the label process. You may click on Toggle Select to select/deselect all labels.
- Click PDF Labels button to create and download PDF labels for printing on specified Avery Label types.

OR

Click Mail Merge to download and save a data file for creating labels using Microsoft Mail Merge. For help with Microsoft Mail Merge, [Click Here!](#)

Logout Button

This is the button you will select when you are finished using the CAPS DocGen system. **It is important that you click the logout button when you are ready to leave this system. DO NOT simply click the “X” or select FILE, CLOSE.**

When you select the Logout button, you will be taken back to the Logon screen where you should see the following:

Please Logon

Successfully logged out of system! Please close all browsers to complete this process.

User Id:

Password:

Once you receive this message, then you can click the “X” or select FILE, CLOSE. This will completely log you out of the CAPS DocGen system.

CAPS DocGen (Document Generation) List

The following document contains a list of documents that are available in the CAPS DocGen system. Some additional information provided includes:

Reference Type: the type of ID number that will be required to initiate the document.

Questions Notes/Info:

No questions or notes = No question page will display. No retrieve notes page will display.

No questions, w/notes = No question page will display. A retrieve notes page will display.

Open any notes to be included with the document and print them separately.

Questions, no notes = A question page will display and all required questions must be answered. No retrieve notes page will display.

Questions, w/notes = A question page will display and all required questions must be answered. A retrieve notes page will display. Open any notes to be included with the document and print them separately.

| Doc # | Description | Reference Type | Questions/Notes Info |
|-------|--|----------------|----------------------|
| D100 | Investigation Worksheet | Report Number | Questions, w/notes |
| D101 | CPS Letter to Perpetrator | Report Number | Questions, no notes |
| D105 | Notice of Hearing to Child's Tribe | CAPS ID | Questions, no notes |
| D108 | Activity Report | CAPS ID | Questions, no notes |
| D109 | CPS Letter to Founded | Report Number | Questions, no notes |
| D200 | Request for Verification of Tribal Status | CAPS ID | Questions, no notes |
| D210 | Request for Clients School/Medical Records | CAPS ID | Questions, no notes |
| D252 | ICWA Checklist | CAPS ID | No questions/notes |
| D301 | Client Services List | CAPS ID | No questions/notes |
| D302 | Client Placement List | CAPS ID | No questions/notes |
| D303 | Permanency Staffing Worksheet | CAPS ID | Questions, no notes |
| D309 | Continuation of FC Payments After Age 19 | CAPS ID | Questions, no notes |
| D310 | Continuation of FC Payments After Age 18 | CAPS ID | Questions, no notes |
| D311 | Continuation of Foster Care Agreement | CAPS ID | Questions, no notes |
| D312 | Notice of FCR Committee Meeting | CAPS ID | Questions, no notes |
| D336 | Social Security Notification Letter | CAPS ID | Questions, no notes |
| D337 | Travel Auth for FC or Adoptive Parents | CAPS ID | Questions, no notes |

| | | | |
|------|---|--------------|---------------------|
| D350 | ICPC Application | CAPS ID | Questions, no notes |
| D351 | ICPC Report - Child's Placement Date/Status | CAPS ID | Questions, no notes |
| D352 | ICPC Financial/Medical Plan | CAPS ID | Questions, no notes |
| D353 | Interstate Compact Transmittal | CAPS ID | Questions, no notes |
| D401 | Child Support Assignment of Rights | CAPS ID | Questions, no notes |
| D405 | Emergency Assistance Application | CAPS ID | Questions, no notes |
| D406 | Emergency Assistance Notice of Decision | CAPS ID | Questions, no notes |
| D427 | Federal Foster Care Review | CAPS ID | Questions, no notes |
| D600 | W9 Form | Worker C# | No questions/notes |
| D604 | Provider Event Report | Prov-Facil # | Questions, no notes |
| D605 | Provider Contact List | Prov-Facil # | Questions, no notes |
| D606 | Provider License | Prov-Facil # | Questions, no notes |
| D609 | Provider Current Placement Report | Prov-Facil # | Questions, no notes |
| D700 | Worker Caseload List | Worker C# | No questions/notes |
| D801 | State Supplement 108 | CAPS ID | Questions, no notes |
| D802 | State Supplement 109 | CAPS ID | Questions, no notes |

CLIENT DETAILS

Case Management Documentation

Safety/Risk Management

Permanency

RELL - Relationship List

```

CAFSRELL                RELATIONSHIP LIST                06/30/2016    9:58
USER ID : C74142SW MODIFY                PAGE NO:    1
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

TO SELECT, ENTER I=INQUIRE, M=MODIFY, C=COPY OR D=DELETE
REL                                --INDICATORS--
SEL TYP DESCRIPTION                NAME                HH PCLC FR SD CAPS ID
_  BMR  BIRTH MOTHER                DOE, JANE           S  N  N  N    00001655
_  BRO  BROTHER                      DOE, CARL           N  N  N    00001657
_  SIS  SISTER                      DOE, BRANDY        N  N  N    00001656

                                PATH: _

```

- This screen will display a list of other persons in the system that are associated with a specific person and describe their relationship to that person
- A person must have a CAPS ID in order to form a relationship with a primary person
- You can INQUIRE, MODIFY, COPY or DELETE relationship information
 - The primary person in the relationship is the person to whom all other persons are being associated
 - You can “C” (COPY) certain details to be associated with multiple people
- To ADD a person you would use the F11 function and add on the RELD (Relationship Detail) screen
 - If you do not know the CAPS ID for a person you want to ADD then you will have to do a person search
- If a person’s relationship is perpetrator then a relationship of perpetrator would be indicated in the secured description on RELD
 - The reverse relationship will be created for the victim to the perpetrator

RELD - Relationship Detail

```
CAFSRELD                RELATIONSHIP DETAIL                06/30/2016    9:54
USER ID : C74142SW MODIFY
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

PRIMARY PERSON CAPS ID : 00001654 NAME : DOE, ANNETTE
                                ADDRESS: 345 FARKLE RD
                                HELENA                MT 59601 -
-----
PERSON ASSOC W/PRIMARY : 00001655 NAME : DOE, JANE
HOUSEHOLD IND (O/S)    : S    ADDRESS: 754 RIVER ROCK DR
PHYSICAL CUSTODY      : N
LEGAL CUSTODY         : N    HELENA                MT 59602 - 0240
FINANCIALLY RESPONSIBLE: N

RELATIONSHIP TYPE     : BMR  BIRTH MOTHER
SECURED DESCRIPTION   :

COMMENTS :

SHFT+F12=FILL

                                PATH: _
```

- This screen is used to DISPLAY, MODIFY or ADD detail relationship information for a person who is related to a primary person
- The secured description field is only accessible to a worker with the appropriate security
 - This information can describe the relationship to a person, such as victim, perpetrator or possibly both
- After updating on RELD, additional relationships can be added to the primary by pressing the F11 key

ACTL – Activity List

```
CAFSACTL          ACTIVITY LIST          02/10/2011  11:43
USER ID : C7TR15          PAGE: 1
CAPS ID : 00002096      00  NAME: DOE, JESSICA

TO SELECT, ENTER  I=INQUIRE OR M=MODIFY OR D=DELETE

START FROM:          END FROM:          ACTIVITY TYPE:

SEL  DATE          ACTIVITY TYPES          GOAL CODES          ENTERED BY
-   01/02/2011    HVC HVF HVM HVO OTH    PER SAF WEL        C7TR15
-   01/01/2010    DDA                    SAF WEL             C7TR15

                                     PATH: █
```

- This screen displays the activities for a specific case or client
 - An activity is a significant contact or communication with a client or about the client that can impact the direction of the case
 - EXAMPLE: parental visits, child interview, worker home visits, phone calls
- Worker may select a specific activity to INQUIRE, MODIFY, or initiate the procedure to ADD a new activity by pressing F11
- The START FROM and END FROM fields can be used to view all activities that took place during a specific time period
- Enter an ACTIVITY TYPE(s) to view specific types of activities
- Activity details become protected seven (7) days after they are entered on the Activity Detail (ACTD) screen. If information needs to be modified or removed after seven (7) days, a supervisor must be notified.

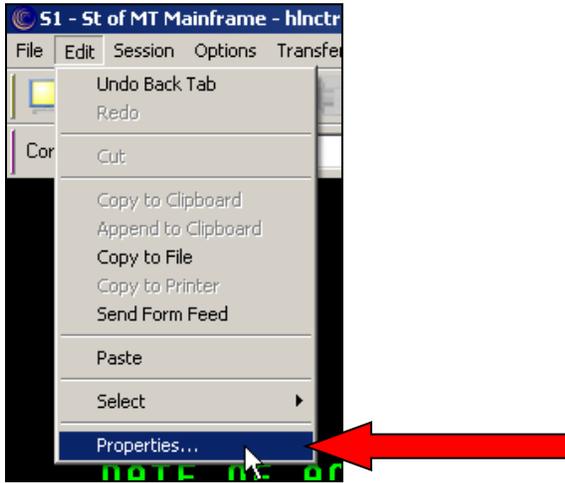
ACTD – Activity Detail

```
CAFSACTD          ACTIVITY DETAIL          02/10/2011  12:23
USER ID : C7TR15  MODIFY          ACTIVITY: 1
CAPS ID : 00002096  00  NAME: DOE, JESSICA
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT: █
DATE OF ACTIVITY: 01/02/2011  ACTIVITY TYPE: HVC  HVF  HVM  HVO  OTH
ENTERED BY      : C7TR15  PURPOSE(S) : ASM  CPL  MNT  DPT
                  GOAL(S) : PER  SAF  WEL
SUMMARY: CPS SMITH HAD A HOME VISIT WITH EACH DOE FAMILY MEMBER PLUS THE
OTHER CAREGIVER, JOE JONES, WHO IS TEMPORARILY STAYING WITH THE FAMILY.
(GUIDANCE ON DOCUMENTING ITEMS ON ACTD IS FOUND IN SECTION 502-1.)
RECORDS ARE INDISPENSABLE IN THE EFFICIENT AND ECONOMICAL OPERATION OF STATE
GOVERNMENT. THEY SERVE AS THE MEMORY --THE EVIDENCE OF PAST EVENTS AND THE
BASIS FOR FUTURE ACTIONS. WHEN CREATED, MAINTAINED AND DISPOSED OF IN A
SYSTEMATIC AND ORDERLY FASHION, RECORDS ARE A TREMENDOUS ASSET. HOWEVER WHEN
RECORDS ARE CREATED, MAINTAINED AND DISPOSED OF IN A HAPHAZARD AND DISORDERLY
MANNER, THEY REDUCE THE EFFECTIVENESS OF AN ORGANIZATION AND INCREASE ITS
COSTS SUBSTANTIALLY.THE PURPOSE OF THIS MANUAL SECTION IS TO PROVIDE THE BASIC
PRINCIPLES WITH WHICH A WORKABLE AND ECONOMICAL RECORDS MANAGEMENT PROGRAM
CAN BE INITIATED AND MAINTAINED. THIS SECTION SETS FORTH THE CONTENTS AND
REQUIREMENTS RELATED TO THE MAINTENANCE OF EFFICIENT, COMPLETE, AND ACCURATE
CASE RECORDS.RECORDS MANAGEMENT MEANS THE SYSTEMATIC APPLICATION OF EFFICIENT
METHODS TO MANAGE THE CREATION, UTILIZATION, MAINTENANCE, RETENTION, DISPOSAL
SHIFT+F2=ACT2
PATH:
```

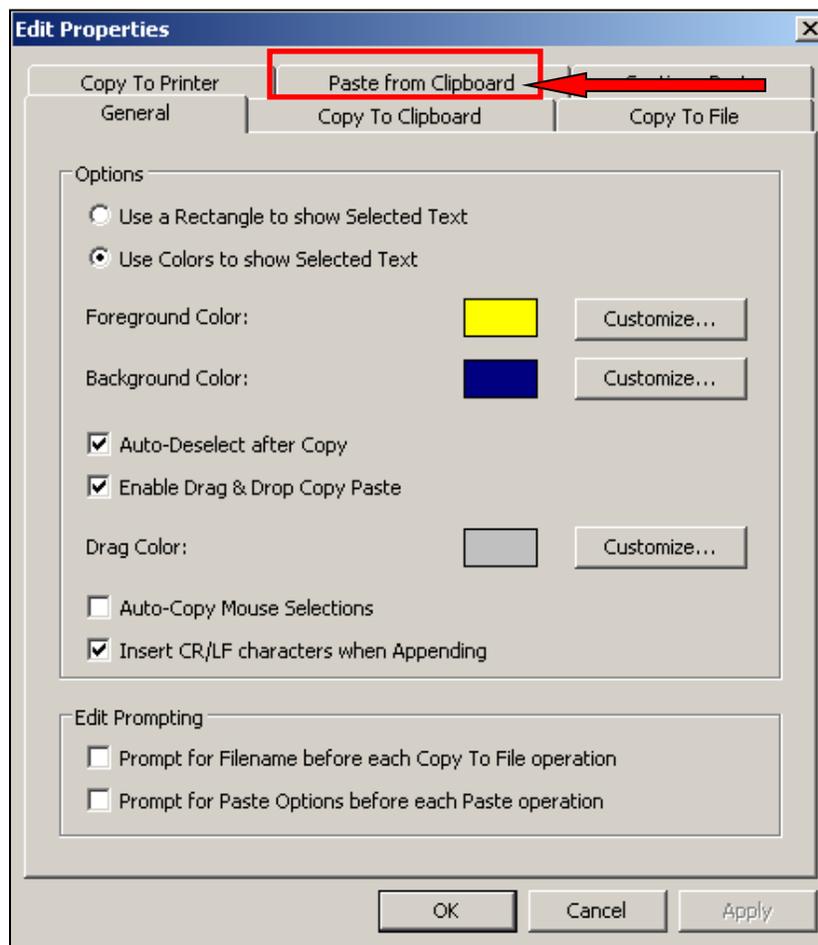
- This screen is used to record and display the date of activity and the type, purpose and goal of the activity
- The Entered By field will default to the C# of the worker that is entering the activity and cannot be changed
- Up to five (5) activity codes, four (4) purpose codes and three (3) goal codes can be entered on an individual detail
- Use the summary area to summarize the activity details. If documentation concerning the activity is located elsewhere, note that in the summary
- Press F10 to display the RELL screen and copy activity details to other clients
- Press Shift + F2 to access the Activity Detail 2 (ACT2) screen where additional/continued comments may be entered

Copying and pasting from Word onto ACTD (Activity Detail)

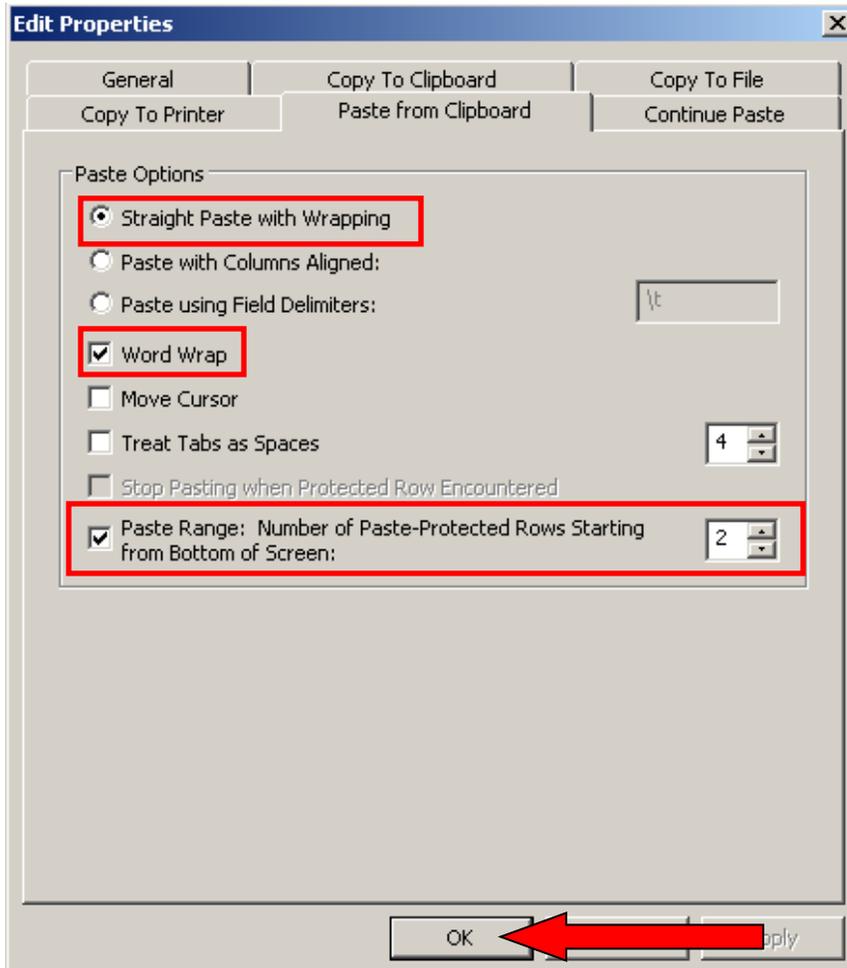
In CAPS, click on “Edit” and select “Properties.”



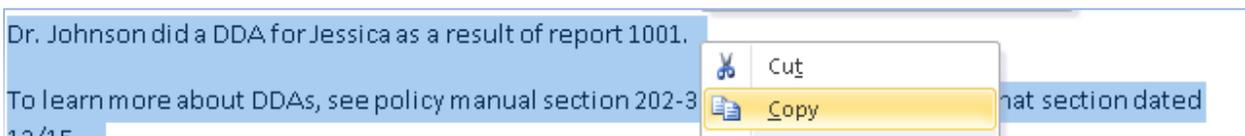
The following box should appear - click on the “Paste from Clipboard” tab.



On the “Paste from Clipboard” tab – click the “Straight Paste with Wrapping” option, make sure the “Word Wrap” box and the “Paste Range” box are checked and that the number of paste-protected rows equals “2”. Then click “OK”.



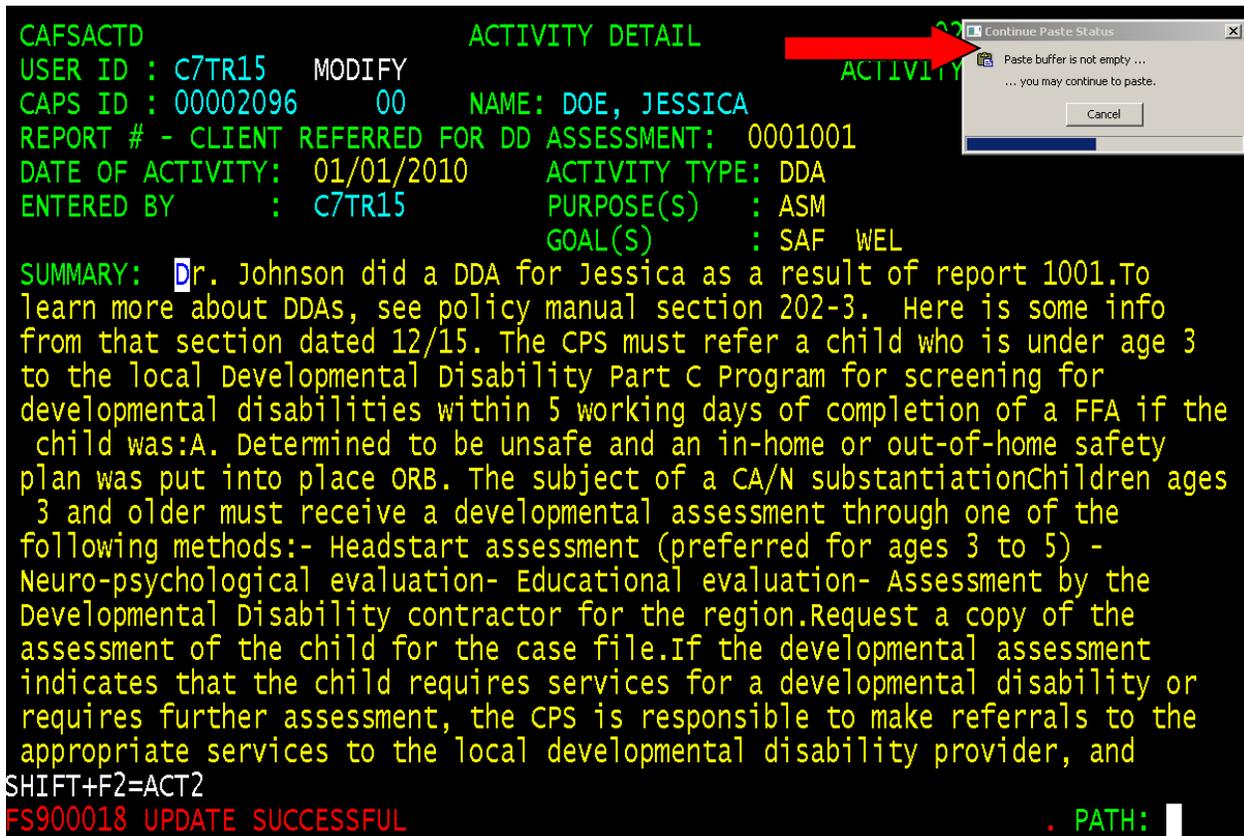
Now you can open Word and type the information you want to copy onto ACTD. Highlight the text (using mouse drag in Word) and select “copy” (right click in the highlighted text). You can highlight the entire amount of text that you want to copy onto ACTD/ACT2! In this case, my Word document was an entire page in length.



Pull up the ACTD screen for the appropriate client and place the cursor in the “SUMMARY” field.



To paste the text press CTRL-V. **Note:** The mainframe doesn't handle most special characters (such as apostrophes); if your item contains any special characters that were not pasted in as expected, update those before pressing Enter to save the information.

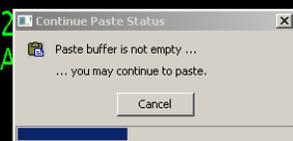


Notice the “continue paste status” message in the upper right corner of the screen. It says “paste buffer is not empty...you may continue to paste.” This means there is more text you selected that does not fit on the screen. In order to continue the paste, press ENTER to update on ACTD first then press SHIFT + F2 to access ACT2. You can then press CTRL-V to continue with the paste.

```

CAFSACT2          ACTIVITY DETAIL 2          02
USER ID : C7TR15  MODIFY          PA
CAPS ID : 00002096  00  NAME: DOE, JESSICA
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT: 0001001
DATE OF ACTIVITY: 01/01/2010  ACTIVITY TYPE: DDA
ENTERED BY      : C7TR15  PURPOSE(S) : ASM
                                GOAL(S)      : SAF WEL
SUMMARY: ensure that the child receives the services as available.The 2016
Governor-s Awards for Excellence in Performance announcedThe recipients for
the 2016 DPHHS Governor-s Awards for Excellence in Performance have been
announced. The award winners, along with those from other state agencies, will

```



Notice I still have the “paste buffer is not empty” message. That means there is STILL more text! Press ENTER to update on ACT2 first then press F11 to access a second page of ACT2. You can then press CTRL-V to continue with the paste. As long as you continue to receive the “paste buffer is not empty” message, you can continue to press F11 to add additional pages of ACT2 and paste your text.

```

CAFSACT2          ACTIVITY DETAIL 2          02/10/2011  12:11
USER ID : C7TR15  MODIFY          PAGE NO: 2
CAPS ID : 00002096  00  NAME: DOE, JESSICA
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT: 0001001
DATE OF ACTIVITY: 01/01/2010  ACTIVITY TYPE: DDA
ENTERED BY      : C7TR15  PURPOSE(S) : ASM
                                GOAL(S)      : SAF WEL
SUMMARY: Kyle-s nomination form reads: Kyle provides exceptional IT customer
service to our agency staff. For example, he has single-handedly implemented
the agency-s new Airwatch Mobile Device deployment project for our over 400
mobile device users. Throughout the year, Kyle consistently handles a very
large number of requests for IT assistance, and holds the agency record for
the number of IT employee requests solved in one week. His attitude,
productivity, and knowledge make him a model for other employees to follow.

```

When you have finished pasting all the text you selected, you will no longer see the “paste buffer is not empty” message.

This same copy/paste functionality should work in other comment areas in CAPS (RRD3, Investigation Summary area of RRD1, Directions area on ADDD, etc.)

ACT2 – Activity Detail 2

```
CAFSACT2          ACTIVITY DETAIL 2          02/10/2011  12:23
USER ID : C7TR15  MODIFY          PAGE NO: 1
CAPS ID : 00002096  00  NAME: DOE, JESSICA
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT:
DATE OF ACTIVITY: 01/02/2011  ACTIVITY TYPE: HVC  HVF  HVM  HVO  OTH
ENTERED BY      : C7TR15      PURPOSE(S)  : ASM  CPL  MNT  DPT
                                   GOAL(S)      : PER  SAF  WEL

SUMMARY:  AND PRESERVATION OF RECORDS. RECORDS MANAGEMENT, AS A PROGRAM, IS
ESSENTIALLY ONE OF:-DETERMINING WAYS AND MEANS OF ORGANIZING AND CONTROLLING
THE VAST QUANTITIES OF RECORDS USED TODAY SO THEY ARE FREE OF NONESSENTIALS;
RECORDS ARE READILY ACCESSIBLE WHEN NEEDED;-ADEQUATELY PRESERVING RECORDS IF
THEY HAVE PERMANENT RETENTION VALUE; AND-ASSURING RECORDS ARE DESTROYED WHEN
THEY HAVE SERVED THEIR PURPOSE.

F2=ACTD
FS900018 UPDATE SUCCESSFUL          . PATH: █
```

- This screen is used to continue comments that were initiated on the Activity Detail (ACTD) screen
- Date of Activity, Activity Type, Purpose(s) and Goal(s) can only be changed on the Activity Detail (ACTD) screen
- Multiple pages of ACT2 can be entered by pressing F11 to add

IARL - Initial Assessment and Review List

```
CAFSIARL          INITIAL ASSESSMENT AND REVIEW LIST      07/08/2016    13:26
USER ID : C81285                                     PAGE NO:    1
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

TO DISPLAY, ENTER X: X ACTIVE ONLY    _ ACTIVE AND INACTIVE
START FROM:                                     REVIEW TYPE:
TO SELECT, ENTER I=INQUIRE OR M=MODIFY - IF F11(ADD), ENTER TYPE:
OR D=DELETE                                     APRV
SEL      DATE      TYP      DESCRIPTION      STAT      NEXT REVIEW      RWV
-      07/01/2016  FCR      FOSTER CARE BY F.C.R      01/01/2017  A
-      05/01/2016  INA      INITIAL REVIEW/ASSES

```

PATH: _

- This screen displays, in reverse chronological order, the history of Initial Assessments and Reviews that have been done for a specific client
- You can INQUIRE, MODIFY or DELETE a review
 - Approved reviews cannot be modified or deleted
- To ADD a review, enter the type of review in the ENTER TYPE field plus the F11 key
 - IARD (Initial/Assessment and Review Detail) screen will be displayed in ADD mode
- Enter a date in the START FROM field to view all reviews from that date forward
 - You may also enter a REVIEW TYPE code to view only those review types
- To enter a closure code, all services and placements must be closed first
- In order to provide a service for a client, an Initial Assessment must be completed on IARL/IARD first

IARD - Initial Assessment and Review Detail

```

CAFSIARD          INITIAL ASSESSMENT AND REVIEW DETAIL      07/08/2016      13:23
USER ID : C81285   MODIFY
CAPS ID : 00001654   00   NAME: DOE, ANNETTE

ASSESSMENT/REVIEW TYPE: INA  INITIAL REVIEW/ASSES
ASSESSMENT/REVIEW DATE: 05/01/2016
PERMANENCY GOAL A   : RTH  REUNIFICATION
DATE PERMANENCY GOAL A ESTABLISHED: 05/01/2016
PERMANENCY GOAL B   : PAR  PLANNED PERMANENT LIVING ARRANGEMENT - W
DATE PERMANENCY GOAL B ESTABLISHED: 05/01/2016
NEXT REVIEW        :

CLOSURE DATE       :          CLOSURE TYPE:
COMMENTS:

* * * * *
ENTERED BY: C74142SW DEE, TWEEDLE
APPROVAL:      BY:          DATE APPROVED:          APPROVER'S COMMENTS:

PATH:
  
```

- This screen is used to enter detailed assessment information for a specified client
- NYE (Not Yet Established) may not be selected as the PERMANENCY GOAL A
 - If permanency goals change, a PGR (Progress Review) should be entered prior to running the D427 (Foster Care Review).
- When the Review Type of Closure is entered there is a system check of Open Services and the Closure will not be allowed if there are any services that are not closed
 - A client will remain on CSLL (Caseload List) until the Closure Review has been approved by the appropriate supervisor
- Events are created when an Initial Assessment is completed, and when any other Review is completed
- The WORKER ID of the worker that entered the assessment or review will be displayed above the approving supervisor's worker ID

PPHL – Permanency Plan Hearing List

```

CAFSPPHL                PERMANENCY PLAN HEARING LIST                07/06/2016    9:53
USER ID: C71012IV                PAGE NO: 001
CAPS ID: 00001441    00    NAME: DOPPLER, DEBBIE
                                IF F11, ENTER PH TYPE:
TO SELECT, ENTER D=DELETE, I=INQUIRE, M=MODIFY
                                REASONABLE    IV-E    IV-E
                                EFFORTS MADE    FINDINGS    FINDINGS
SEL    PH    PH HELD ON    NEXT DUE    PLAN    FOR IV-E    DATE    DUE DATE
TYPE    DATE    DATE    APRV
-    ONG    11/03/2015    11/03/2016    Y    Y    11/03/2015    11/03/2016
-    INI                10/31/2015
                                PATH: _
  
```

- The PH TYPE field (F12 lookup) will be required when pressing F11 to add and will also be displayed on the list portion of the screen. Valid PH TYPES will be:
 - Initial (INI)
 - Ongoing (ONG)

- Information displayed on the list will include:
 - PH TYPE
 - PH HELD ON DATE
 - NEXT DUE DATE
 - PLAN APRV
 - REASONABLE EFFORTS MADE FOR IV-E
 - IV-E FINDINGS DATE
 - IV-E FINDINGS DUE DATE

- Delete (D), Inquire (I) and Modify (M) will be valid select options. However, delete and modify will only be allowed
 - On the most recent permanency hearing, and
 - By the IVE unit only (if IV-E findings information exists.)

- A PH TYPE of Ongoing (ONG) will not be allowed to be entered if an Initial (INI) does not exist.

PPHD – Permanency Plan Hearing Detail

```
CAFSPPHD                PERMANENCY PLAN HEARING DETAIL    07/06/2016    9:50
USER ID: C74142SW      MODIFY
CAPS ID: 00001441    00    NAME: DOPPLER, DEBBIE

                        CFSR REQUIREMENTS
                        -----
PERMANENCY HEARING TYPE: ONGOING
  INITIAL PH DUE DATE: 10/31/2015
    PH HELD ON DATE: 11/03/2015
    NEXT PH DUE DATE: 11/03/2016
    PH CONDUCTED BY: CRT
    PP APPROVED BY COURT: Y    DATE: 11/03/2015

COMMENTS:

                        IV-E REQUIREMENTS
                        -----
        60 DAYS FROM CHILDS REMOVAL DATE: 10/31/2014
DATE CHILD ADJUDICATED YOUTH IN NEED OF CARE:
    REASONABLE EFFORTS MADE FOR IV-E:    DATE:
    REASONABLE EFFORTS FINDINGS DUE DATE:

COMMENTS:

                                                                PATH: _
```

- The PERMANENCY HEARING TYPE field is defaulted based on the selection entered on PPHL (Initial or Ongoing).
- The INITIAL PH DUE DATE field is calculated as one year after the earlier of the following dates - the date the child was adjudicated, or 60 days from the removal date.
- The PH HELD ON DATE field will be enterable on this screen for Ongoing (ONG) details only.
- The NEXT PH DUE DATE field will not be enterable or modifiable, but will be calculated by the system based on the PH HELD ON DATE.
- The PH CONDUCTED BY field will be enterable on this screen for Ongoing (ONG) details only. Valid options are Court or Foster Care Review.
- The PP APPROVED BY COURT field will be enterable on this screen for Ongoing (ONG) details only. Valid options are “Y” (yes) or “N” (no)
- The PP APPROVED BY COURT DATE field will be required when the PP APPROVED BY COURT field has been marked.

CRTL - Court List

```
CAFSCRTL          COURT LIST          07/14/2016   10:36
USER ID : C74142SW          PAGE NO: 001
CAPS ID : 00001181        00    NAME: ALMOND, ADAM

TO DISPLAY, ENTER X: X ACTIVE ONLY  _ ACTIVE AND DELETED  F11, ENTER TYPE:
START FROM:                COURT REASON:
TO SELECT, ENTER I=INQUIRE, M=MODIFY, OR D=DELETE
SEL TYPE HEAR/FILE DT  REASON  DISPOSITION  STS  EFFECTIVE DATES
FROM              TO
-   MNE  05/10/2012
-   CTO  05/09/2012  AFD          AFD          A      05/10/2012  99/99/9999
-   PET  04/01/2012  LTC          TLC          A
-   CTO  12/01/2011  TLC          TLC          A      12/12/2011  99/99/9999

PATH: _
```

- This screen displays the court events specific to a client
 - A document type must be entered before pressing F11 to add a new detail
- You may INQUIRE on a court event at any time
- MODIFY on any court reason is possible only until the COURT DISPOSITION is entered
 - Once the disposition is entered, the majority of the information on the court event becomes protected
- You can DELETE a court reason from the system. This reason will remain on the database, but will be considered INACTIVE. In order to delete, you must enter COMMENTS at the bottom of CRTD (Court Detail) for the reason you wish to inactivate, then place a “D” on the select line, press ENTER and SHIFT+F4 to confirm the delete
- By entering a START FROM date you may view COURT REASONS from a particular date forward
- You can view specific COURT REASONS by entering the COURT REASON type

CRTD - Court Detail

```
CAFSCRTD                COURT DETAIL                07/14/2016    10:24
USER ID : C71012IV MODIFY
CAPS ID : 00001654      00      NAME: DOE, ANNETTE
                                LAST UPDATED: 07/08/2016 BY: C81285
CAUSE NUMBER           : 98765
TYPE OF COURT DOCUMENT: CTO                EFFECTIVE DATES OF COURT ORDER
COURT REASON          : TLC                FROM : 05/01/2016 TO : 99/99/9999
HEARING/FILING DATE  : 04/28/2016
ADJUDICATION DATE    :
COURT DISPOSITION    : TLC                NEXT HEARING DATE :
DATE ORDER RECEIVED  : 04/29/2016
COURT JURISDICTION   : D07111
TRIBAL NOTIFICATION  :
COUNTY ATTORNEY ID  :
GUARD AD LITEM ID(1) :
GUARD AD LITEM ID(2) :

JUVENILE OFFICER ID  :
COMMITMENT TYPE      :      DOC COMMITMENT END DATE:

COMMENTS:

                                PATH:
```

- This screen is used to record details of specific COURT REASONS that involve a client
- F10 displays the RELL (Relationship List) screen and allows you to copy a COURT REASON to another client's record
- Once a disposition is entered and ENTER is pressed, a confirm message will appear at the bottom of the screen
 - Once SHIFT+F4 is pressed, most fields will be protected and cannot be changed
- An EVENT is recorded each time a COURT REASON occurs
- An alert (report to the court/court review due) will be created to the worker and the worker's supervisor 30 days prior to the NEXT HEARING DATE, if one has been entered
- Fields are enterable or non-enterable based on the type of court document being entered

CPHL - Client Placement History List

```
CAFSCPHL          CLIENT PLACEMENT HISTORY LIST          07/11/2016  13:25
USER ID : C74152                                     PAGE NO: 001
CAPS ID : 00001607      00      NAME: ELBOW, EDWARD

TO SELECT  ENTER I=INQUIRE, M=MODIFY                TO ADD=F11 + FASTPATH
                                                    EXIT
S  TYPE  FACILITY  FACILITY / PERSON NAME  START DATE  END DATE  RSN
-  FCARE 0001074 001 GRIFFIN FOSTER HOME  04/01/2016 04/02/2016 RTH
-  FCARE 0001054 001 FINKLE FOSTER HOME  12/30/2015 04/01/2016 PBD
-  FCARE 0001056 001 HINKLE FOSTER HOME  12/15/2015 12/30/2015 PBD
-  FCARE 0001071 001 GOLDEN FOSTER HOME  11/01/2015 12/15/2015 PBD

-

SHIFT+F1=ACCEPT                                     PATH:
```

- This screen displays all a specific clients placements
- You can add a placement by typing the appropriate screen in the path and pressing F11, the system will take you to the appropriate placement screen in ADD mode
 - PLAD (Placement Detail) – foster care, shelter care, group home, etc
 - ADOD (Adoption Detail)
 - GARD (Guardianship Detail)
 - JYPD (Juvenile Justice Placement Detail) – Pine Hills & Riverside ONLY
 - JDET (Detention Placement Detail)

PLAD - Placement Detail

```
CAFSPLAD                PLACEMENT DETAIL                07/06/2016    09:32
USER ID : C74142SW  MODIFY
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

PROVIDER/FACILITY : 0001054 001 FINKLE FOSTER HOME
ADDRESS: 345 FARKLE RD
          HELENA                MT  59601 -                PHONE:

PERMANENCY GOAL:  RTH REUNIFICATION

PLACE START DATE: 05/01/2016    CHILD IN PLCMT DUE TO PARENTAL OR
PLACE EXIT DATE : 99/99/9999    CARETAKER DRUG USE FROM WHERE CHILD
IN CARE OVER 24 HRS:                WAS REMOVED: N DRUGS:

          LIC TYPE YFH STS: REG ASSOC DT: 05/01/2016
PROX TO HOME (Y/N): N    PROX CMT: NA
PROX TO SCHOOL(Y/N): N    PROX CMT: NA
COMMENTS:

PLC CHANGE/DISCHARGE?:    EXIT REASON :
PLACEMENT STATUS CD: AT ACTIVE PLACEM START DT: 05/01/2016 END DT: 99/99/9999
PLACING WORKER ID: C74142SW DEE, TWEEDLE
SHIFT + F1=PLSH  SHIFT + F2=LICH

          PATH: _
```

- If the first placement is being entered, you must first enter a removal service on SERN
- If a subsequent placement is being stored, the removal reason associated with the preceding placement suffices as long as the placements end and begin on the same day. If there is a break in placement, a new removal service will need to be added on SERN
- The most current placement status will be displayed at the bottom of the screen
- SHIFT + F1 will take you to PLSH (Placement Status History) where you can record changes in placement status
- SHIFT + F2 will take you to LICH (Placement License History) where you can view license associations for the placement
- The CHILD IN PLACEMENT DUE TO PARENTAL OR CARETAKER DRUG USE FROM WHERE THE CHILD WAS REMOVED flag and LIC TYPE field will be required. The DRUGS fields associated with the “child in placement” flag are optional.
- Upon closure, you must identify if the closure is due to “placement change” or “discharge”

PLSH – Placement Status History

```
CAFSPLSH                PLACEMENT STATUS HISTORY                07/06/2016    09:46
USER ID : C74142SW MODIFY                PAGE NO:    1
CAPS ID : 00001441    00    NAME: DOPPLER, DEBBIE

DISPLAY - CURRENT PLACEMENT: X OR ALL PLACEMENTS:

TO SELECT, ENTER M=MODIFY OR D=DELETE

SEL STS DESCRIPTION          PROVIDER    NAME          START DATE    END DATE
- TH TRIAL HOME VISIT      0001069 001 EGGBERT HOME FO 12/01/2014 99/99/9999
  AT ACTIVE PLACEMENT      0001069 001 EGGBERT HOME FO 09/30/2014 12/01/2014
  RN RUNAWAY                0001069 001 EGGBERT HOME FO 09/15/2014 09/30/2014
  PA PRE-ADOPTIVE PLACEME 0001069 001 EGGBERT HOME FO 09/01/2014 09/15/2014
  AT ACTIVE PLACEMENT      0001069 001 EGGBERT HOME FO 09/01/2014 09/01/2014

PATH:
```

- This screen will display the placement status history for a specific client
 - If accessed from PLAD, will display history for the placement on PLAD
 - If accessed from any other screen, will display history for all placements
- This screen is used to add placement status changes if the placement on PLAD is to remain open. Valid codes are AT (Active Placement), ET (Extended Trial Home Visit), MH (Hospital for Medical Processes), PA (Pre-Adoptive Placement), PH (Hospital for Acute Psychiatric Care), RN (Runaway) and TH (Trial Home Visit)
- The previous placement status must be closed before a new placement status can be entered
- The new placement status start date must equal the previous placement status end date
- Placement status information cannot be modified if the placement is closed
- The original AT (Active Placement) status code cannot be modified or deleted
- The most recent placement status can be deleted if the end date is still 9999

LICH - Placement License History

```

CAFSLICH          PLACEMENT LICENSE HISTORY          11/30/2009   15:10
USER ID : C74142SW INQUIRE          PAGE NO: 001
CAPS ID : 00001005   00   NAME: TRUST, JOE

DISPLAY - CURRENT PLACEMENT: X OR ALL PLACEMENTS:
DISPLAY - ACTIVE LICENSE ASSOCIATIONS: _ ALL LICENSE ASSOCIATIONS: X

      PLACEMENT          LICENSE          LICENSE          ASSOCIATED
EFFEC DATE  EXIT DATE  TYP STS  ISS DATE  EXP/TRM DATE  BEGIN DATE  END DATE
10/01/2006  09/28/2009  YFH REG  08/15/2006  08/14/2009  10/01/2006  09/28/2009
              YFH REG  08/15/2006  08/14/2009  10/01/2006  09/28/2009
              YFH TRM  09/03/2002  09/01/2003  10/01/2006  09/28/2009

WHITE = INACTIVE

                                PATH: █
  
```

- This screen will display the placement license history for a specific client
 - If accessed from PLAD, will display history for the current placement
 - If accessed from any other screen, will display history for all placements

- This screen will default to display active license associations only
 - If ALL LICENSE ASSOCIATIONS is marked, inactive associations will display in white

- The placement effective dates will display along with the associated license type, the license issuance and expiration/termination dates and license association dates

ADOD - Adoption Detail

```
CAFSADOD                                ADOPTION DETAIL                                07/18/2016    11:57
USER ID : C81285    MODIFY
CAPS ID : 00001181    00    NAME: ALMOND, ADAM
PROVIDER NUMBER : 0001054    001    FINKLE FOSTER HOME
ADDRESS : 345 FARKLE RD
CITY/STATE/ZIP : HELENA                                MT 59601 -    PHONE: 406 443-1234
FOREIGN ADDRESS :
COUNTRY :
PLACEMENT DATE : 05/10/2012    CANADIAN PROVINCE:
FINALIZATION DATE: 05/10/2012
PARENT1 - REL BEFORE ADOPT: NTR NOT RELATED    FOSTER PRT: Y SINGLE PRT: N
PARENT2 - REL BEFORE ADOPT: NTR NOT RELATED    FOSTER PRT: Y
LGL RISK AGREE: Y DT: 05/10/2012 RSN: PAPER SIGNED
PLACE AGREE : Y DT: 05/10/2012 TITLE IV-E AGENCY INVOLVEMENT (Y/N): Y
SPECIAL NEEDS (Y/N): N PRIMARY BASIS SPECIAL NEEDS:
PLACED BY: 1 PUBLIC AGENCY    PLACED FROM: 1 WITHIN STATE OR TRIBAL
COMMENTS:

EXIT DATE: 99/99/9999    EXIT REASON:

MEDICAID (Y/N): N    NON-RECURRING (Y/N): N AMT:
FIN. SUBSIDY (Y/N): Y DAILY AMT: 250.00 STATE MED (Y/N): N AMT:

PATH:
```

- This screen permits the user to view, modify and add information relating to an incidence of adoption services provided for a specific client
- Relationship before adoption cannot be “Foster Parent” codes of FFP, FFR, FMR or FCP. Prior foster parent relationship is identified through the use of the “foster parent” flag.
- If special needs flag is “Y”, corresponding special need information must be entered on the SPND (Special Needs Detail) screen
- All preceding placements must be closed before the PLACEMENT DATE
 - A placement is open if the END DATE is showing 99/99/9999
- FINALIZATION DATE comes from final adoption decree entered on CRTD (Court Detail) – AFD (Adoption/Final Decree) event and disposition

GARD – Guardianship Detail

This screen is used to enter guardianship placement details for a specific client. This screen cannot be updated until the appropriate court disposition and foster care placement closure reason have been entered. The guardianship provider must also have an approved guardianship license.

```
CAFSGARD          GUARDIANSHIP DETAIL          07/08/2016    15:26
USER ID : C74142SW  MODIFY
CAPS ID : 00001658    00    NAME: DOE, SUZIE

PROVIDER/FACILITY : 0001062 001  VIRGINIA VIOLET
ADDRESS : 123 VOLTAGE DR
          HELENA                MT  59601 -          PHONE:

DATE PLACED WITH GUARDIAN:          06/01/2016
DATE PERMANENCY TEAM DETERMINED THAT GUARDIANSHIP IS THE MOST
APPROPRIATE PERMANENT PLACEMENT :    04/01/2016
DATE OF GUARDIANSHIP DECREE :        06/01/2016
DATE PETITION FOR GUARDIANSHIP FILED : 05/30/2016
COMMENTS:

EXIT DATE: 99/99/9999  EXIT REASON:

                                     PATH: _
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID

This field will display the CAPS ID of the client who was entered on the CPHL (Client Placement History List) screen.

NAME

This field will display the name of the client whose ID is displayed in the CAPS ID field.

PROVIDER NUMBER (F12)

Enter the provider/facility number where the client is placed.

ADDRESS/PHONE

These fields will display the address/phone information for the provider/facility that is displayed in the provider number field.

DATED PLACED WITH GUARDIAN

Enter the date the client was placed in this guardianship placement.

DATE PERMANENCY TEAM DETERMINED THAT GUARDIANSHIP IS THE MOST APPROPRIATE PERMANENT PLACEMENT

Enter the date the permanency team determined that guardianship was the new permanency goal for this client. *Guardianship should be listed as the permanency goal on IARD.*

DATE OF GUARDIANSHIP DECREE

This field will default from the CRTD (Court Detail) screen. It will display the EFFECTIVE FROM date of the court order with a disposition of GSP (guardianship).

DATE PETITION FOR GUARDIANSHIP FIELD

This field will default from the CRTD (Court Detail) screen. It will display the HEARING/FILING DATE of the court order with a disposition of GSP (guardianship).

COMMENTS

Enter any general comments regarding the guardianship placement.

EXIT DATE

Enter the date the guardianship placement ended.

EXIT REASON (F12)

Enter the appropriate guardianship exit reason.

Additional Information

A guardianship placement cannot be entered until the following details are in place in the system:

-  The client must have a guardianship court order (GSP disposition).
-  The client's foster care placement on PLAD (Placement Detail) must have an exit reason of POG (Placed with legal guardian other than home removed from).
-  The guardianship provider must have a guardianship license.

SERL - Services List

```
CAFSSERL                SERVICES LIST                06/29/2016   16:06
USER ID : C81285                PAGE NO: 001
CAPS ID : 00001654   00   NAME: DOE, ANNETTE

TO SELECT ENTER: I=INQUIRE, M=MODIFY, D=DELETE        TO ADD=F11 + FASTPATH
START FROM:                SERVICE CODE:

S RSN SERVC DESCRIPTION          FACILITY NAME   OPEN DATE   CLOSE DATE   APPRV
_  FP SEMRM REMOVAL              LEWIS AND CLARK 05/01/2016  99/99/9999   S A C

                                     PATH: _
```

- This screen displays the history of all services provided to a specific client
- The worker can INQUIRE, MODIFY and DELETE services on this screen
 - Only the most recent removal service (SEMRM) can be modified
- The worker can enter a SERVICE CODE to view specific types and dates of services
 - Once a service is completely approved, the only update allowed will be to enter the CLOSE DATE
- You cannot select MODIFY (with the exception of the close date if one was not originally entered) once the approval process has been completed, unless the service is denied
- You can add a service by typing the appropriate screen (SERN or SERP) in the PATH and pressing F11, the system will take you to the screen in ADD mode

SERN - Service Detail: Non-Payable

```
CAFSSERN          SERVICE DETAIL: NON PAYABLE          12/11/2015    14:33
USER ID : C74142SW  MODIFY
CAPS ID : 00001603    00    NAME: ALBERT, ANDY    PROVIDER indicates
                                                    who provided the
                                                    service.
SERVICE CODE: SEMRM    REMOVAL
PROVIDER      : 0001071 001  GOLDEN FOSTER HOME
OPEN DATE    : 11/01/2015    CLOSE DATE: 99/99/9999
ABANDONED?   : N    REMOVED FROM: 00001614 ALLEN, ALLYSON    REL: BMR
                                                    REMOVED FROM: 00001610 BUFORD, BRANDON    REL: BFR

REASON FOR SERVICE:          FP FAMILY PRESERVATION
REASON FOR REMOVAL(PRIMARY):    REL OTHERS:

COMMENTS:
    CAPS displays error messages on removals if the
    ABANDONED code entered is out of synch with
    REASON FOR REMOVAL (PRIMARY) or OTHERS
    codes.

SHIFT+F1=MORE DETAIL, SHIFT+F9=RELL
FS900018 UPDATE SUCCESSFUL . PATH: _
```

This screen allows input of all non-payable services provided to a specific client

- F12 Lookup on Service Code:
 - P services are listed at the top of the list; these are placement services such as foster care, shelter, guardianship
 - S services begin around page 6; you can type S in the START CODE field to jump to the first S code. Examples include removal, diaper and clothing allowance.
- Only non-payable services (items not paid via CAPS) can be entered on this screen
 - No trust account funding sources or provider overpayments are allowed on this screen
- The REASON FOR REMOVAL field is enterable only on a removal service (SEMRM) and a PRIMARY reason will be required.
 - Up to four OTHER reasons for removal can be entered and other reasons are optional
 - Open Date = Date child removed. Leave Close Date blank until child returns home; this keeps it at the top of SERL.
 - Shift+F9 can be used to populate the REMOVED FROM & REL fields
- Field workers can press SHIFT+F1 to review CREI (CPS Removal Eligibility Information)

Enter info above the dashed line and press Enter.
 CAPS runs edits/stores that info and uses it to
 populate some fields in the bottom half. Now
 CAPS allows entry of the REASON code.

SERP - Services Detail: Payable

```

CAFSSERP                SERVICES DETAIL: PAYABLE                12/22/2011    9:15
USER ID : CS4566        INQUIRE
CAPS ID : 00002153     00    NAME: DOE, ELIZABETH

                                LAST UPDATE DATE: 12/08/2011
SERVICE CD: PFRS1    FOSTER FAMILY CARE - ROOM OPEN: 11/02/2010 CLOSE: 03/22/2011
PROVIDERS: SERVICE-RENDERING: 0005019 001 CLEAVER WARD AND JUNE
           PAYMENT-RECEIVING:          000
FINANCIAL COUNTY OF RESPONSIBILITY: 025 LEWIS & CLARK
-----
RATE:      16.54        UNIT:      0        UNIT TYPE: DAY        TOTAL:
REASON: PT  OUT OF HOME PLACEMEN CONTRACT:
REMITTANCE ADVICE LINE:

WORKER      :          C7TR08    EIGHT        DATE: 12/08/2011    COMMENTS:
SUPERVISOR:   A    BY: C84142    HOLLING        DATE: 12/08/2011    COMMENTS:
ADMINISTRATOR: A    BY: C86100    KOENIG        DATE: 12/08/2011    COMMENTS:
CENTRAL OFFICE: A    BY: C72334    ISOLA        DATE: 12/08/2011    COMMENTS:

                                PATH: █
  
```

- This screen allows input of a payable service provided to a specific client and to authorize payment for that service
- If you adjust an amount in the RATE field, an “O” (override) will appear after that amount
 - An additional level of approval will be required if the modified rate is higher
- A service cannot be modified once the approval process is completed, unless the service is denied
 - Once the service is approved, the only modifiable field is the CLOSE DATE
- If a worker enters a financial county that is different from theirs, the supervisor and regional administrator of the appropriate county will have to approve the service
 - The system will alert the appropriate approval county
- If the financially responsible person changes address to a new financial county, you will need to close the existing service and open a new one
 - The new financial county needs to approve this service
- LAST UPDATE DATE field is the date the screen was last updated

- Entering the correct last day of the service is VERY IMPORTANT. Do not enter 12/14 when the client actually left the placement on 12/15. Policy states that we do not pay for the last day of service, so if the date is entered correctly, the system will automatically create the payment for the correct number of days. If a payment has already been generated, the payment can be modified on CBPD (Client-Based Payment Detail)
- When entering a qualifying payable service (for CHIMES interface) a gender of “M” (male) or “F” (female) must be entered on PERD before you will be able to update SERP.

SSJD - Supplemental Service Justification

```
CAFSSJD          SUPPLEMENTAL SERVICE JUSTIFICATION          02/10/2011   14:36
USER ID : C7TR15      MODIFY                                PAGE NO: 001
CAPS ID : 00002096   00   NAME: DOE, JESSICA

SERVICE: STRNS TRANSPORTATION          TOTAL:      262.50
PROV NO: 0006082 001   NAME: JUAREZ RODNEY AND INEZ

OBJECTIVE: TO TRANSPORT JESS TO SCHOOL AND COUNSELING SESSIONS; WHEELCHAIR VAN
          NEEDED.

EVALUATION CRITERIA: FACILITATE FAMILY PRESERVATION

FUNDING OPTIONS   AVAIL   IF YES, EXPLAIN
TRUST ACCT        N
MEDICAID          N
THIRD PARTY INS   Y       TRANSPORTATION NOT A COVERED SERVICE
SSI/SSB          N
IV-A              N
OTHER             N

                                     PATH: █
```

- This screen documents the information needed to justify the use of the requested service and funding
- This screen must be completed when a service code that requires special justification is entered on SERP (Services Detail: Payable)
- In add mode, this screen can only be entered from SERP (Services Detail: Payable) screen
 - The CAPS ID cannot be changed

SPND - Special Needs Detail

This screen is used to display, add, modify or delete information regarding a specific client's special needs and disabilities. A special need sub-code can be selected to further specify the selected code. For those special needs codes that require it, unless the "clinically diagnosed or documented" question can be answered with a "Y", that code cannot be added to the screen.

```

CAFSSPND                SPECIAL NEEDS DETAIL                03/31/2015    9:02
USER ID : C81285    MODIFY                PAGE NO:    1    MORE
CAPS ID : 00001485    00    NAME: WALTON, WENDY

HAS CHILD HAD A CLINICAL EXAM,
AND IF SO, WERE ANY DISABILITIES DIAGNOSED? 1 EXAM CONDUCTED; DIAGNOSED WITH
                                                CLINIC
TO SELECT, ENTER A=ADD, M=MODIFY OR D=DELETE    DIAG OR    DIAG/DOCM    RESOLVED
SEL CD    DESCRIPTION    SUB    DESCRIPTION    DOCMT?    DATE    DATE
-    AOB    ACTING OUT BEHA    ATP    HISTORY OF ASSAULT    Y    01/15/2015    99/99/9999
-    AOB    ACTING OUT BEHA    CRU    CHRONIC RUNAWAY HI
-    AOB    ACTING OUT BEHA    FIR    FIRE SETTING
-    AOB    ACTING OUT BEHA    HDP    HISTORY OF DESTRUC
-    AOB    ACTING OUT BEHA    HMA    HISTORY OF HOMICID
-    EDU    EDUCATION                                Y    01/15/2015    99/99/9999
-    HAN    HISTORY OF ABUS    EDN    HISTORY OF EDUCATI
-    HAN    HISTORY OF ABUS    MDN    HISTORY OF MEDICAL
-    HAN    HISTORY OF ABUS    PHA    HISTORY OF PHYSICA
-    HAN    HISTORY OF ABUS    PHN    HISTORY OF PHYSICA
-    HAN    HISTORY OF ABUS    PSA    HISTORY OF PSYCHOL
-    HAN    HISTORY OF ABUS    PSN    HISTORY OF PSYCHOL
-    HAN    HISTORY OF ABUS    SEA    HISTORY OF SEXUAL

                                                PATH: _
    
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID (F12)

Enter the CAPS ID of the client you wish to add or view special needs information for.

NAME

This field will display the name of the client whose ID is entered in the CAPS ID field.

HAS CHILD HAD A CLINICAL EXAM, AND IF SO, WERE ANY DISABILITIES DIAGNOSED? (F12)

Enter the appropriate code to indicate the status of the clinical exam.

SEL

Enter an “A” to add special needs details, enter an “M” to modify a special needs detail or enter a “D” to delete a special needs detail.

CD (F12)

Enter the appropriate special need code for the client.

DESCRIPTION

This field will display the description of the selected special need code.

SUB (F12)

Enter the appropriate special need sub-code. The list of codes that will display is based on the special need code entered in the CD field. For example, if EMD (Emotionally Disturbed) is entered in the CD field, the SUB field will only display sub-codes related to “emotionally disturbed.” Entering a sub-code is optional.

DESCRIPTION

This field will display the description of the selected special need sub-code.

CLINIC DIAG OR DOCMT?

Certain special need codes and special need sub-codes require clinical diagnosis and documentation. If the special need has been clinically diagnosed, enter “Y”. If you cannot answer “Y” for those special needs requiring clinical diagnosis and documentation, you cannot add the special need.

DIAG/DOCMT DATE

Enter the date the child was diagnosed with the special need, or the documentation date, as appropriate. This field is only enterable if the CLINIC DIAG OR DOCMT flag is Y.

RESOLVED DATE

Enter the date the special need was resolved, as appropriate. This field is only enterable if the CLINIC DIAG OR DOCMT flag is Y.

Additional Information

When the clinically diagnosed and documented flag is marked with a “Y”, an alert will automatically be sent to the SSI Unit in Central Office so they may initiate SSI eligibility determination.

APPL – SSI Application List

This screen displays all SSI application history for a specific client, in reverse chronological order. Applications can only be entered, modified or deleted by workers in the SSI Unit, but any worker with access to the client can inquire on an application.

```
CAFSAPPL                SSI APPLICATION LIST                07/18/2016    12:13
USER ID : C76034                PAGE: 1
CAPS ID : 00001452    00    NAME: PRINGLE, PETER

DOB: 03/25/2004    SSN: 741-25-6525

TO DISPLAY, ENTER X:  X  ACTIVE ONLY    _  ACTIVE AND DELETED

TO SELECT, ENTER I=INQUIRE, M=MODIFY OR D=DELETE
START FROM:                APPLICATION TYPE:

SEL DECISION DATE  DECISION  APPL TYPE STATUS  BODY CD  DIAG CD  ASGN SSI WKR
_   05/15/2016    AL        SSI      PA      01      7300    C76034

PATH: _
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID (F12)

Enter the CAPS ID of the client you wish to add or view application information for.

NAME

This field will display the name of the client whose ID is entered in the CAPS ID field.

DOB

This field will display the date of birth for the client.

SSN

This field will display the social security number for the client.

TO DISPLAY, ENTER X – ACTIVE ONLY

This field will default an “X” so only active applications will display.

TO DISPLAY, ENTER X – ACTIVE AND DELETED

You can enter an “X” to view active and deleted applications.

START FROM

You can enter a date in order to view applications from that date to current date.

APPLICATION TYPE (F12)

You can enter up to five specific application types that you wish to view.

SEL

Enter "I" if you want to inquire on an application. "M" to modify an application and "D" to delete an application are only valid for SSI Unit workers.

DECISION DATE

This field will display the date the determination was made on the application.

DECISION (F12)

This field will display the decision code for the application.

APPL TYPE (F12)

This field will display the type of application that was submitted.

STATUS (F12)

This field will display the current status of the application.

BODY CD (F12)

This field will display the first body code that was listed on the application. This identifies the area of the body that is affected by the disability.

DIAG CD (F12)

This field will display the first diagnosis code that was listed on the application. This identifies the specific diagnosis of the disability.

ASGN SSI WKR (F12)

This field will display the C number of the SSI Unit worker who is associated to the application.

Additional Information

None.

APPD – SSI Application Detail

This screen is used to add or modify SSI application information for a specific client.

```
CAFSAPPD          SSI APPLICATION DETAIL          07/18/2016    12:10
USER ID : C76034  MODIFY
CAPS ID : 00001452  00  NAME: PRINGLE, PETER
                                LAST UPDATED: 07/18/2016  BY: C81285
ASSIGNED SSI WORKER: C76034
DOB: 03/25/2004  SSN: 741-25-6525  IV-E:      FINANCIAL CNTY: 025  RGN: 4

CUR MONTHLY BENE:      605.00  COST OF CARE:      605.00  CHILD SUPPORT:
DEDICATED ACCOUNT:      OTHER INCOME/RESOURCES:

APPLICATION TYPE      : SSI  REFERRAL/NOTICE DATE:  05/01/2016
PROTECTIVE FILING DATE: 04/01/2016
DECISION/DETRM CODE  : AL  DECISION/DETRM DATE :  05/15/2016
STATUS CODE          : PA  IN PAYMENT
BODY CODE: 01 MUSCULOSKELETAL  DIAGNOSIS CODE: 7300 OSTEOMYELITIS, PERIO
BODY CODE:           DIAGNOSIS CODE:

COMMENTS:

PATH:
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID

This field will display the CAPS ID of the client who was entered on the APPL (SSI Application List) screen.

NAME

This field will display the name of the client whose ID is displayed in the CAPS ID field.

LAST UPDATED

This field will display the date the screen was last updated.

BY

This field will display the C number of the worker who last updated the screen.

ASSIGNED WORKER (F12)

This field will display the C number of the worker who is adding the application information. It can be changed to another C number, if necessary. *The assigned worker must be a worker with the SSI Unit.*

DOB

This field will display the date of birth for the client. It can be changed, if necessary, and

the date of birth on the PERD (Person Detail) screen will be updated.

SSN

This field will display the social security number for the client. It can be changed, if necessary, and the social security number on the PERD (Person Detail) screen will be updated.

IV-E

Enter a "Y" if the client is currently IVE eligible. Enter an "N" if the client is currently not IVE eligible.

FINANCIAL CNTY (F12)

This field will display the financial county code for the client. This information is defaulted from the financial county field on the CLID (Client Detail) screen.

RGN (F12)

This field will display the region number the financial county is located in.

CUR MONTHLY BENE

Enter the monthly dollar amount the client is receiving from their benefit.

COST OF CARE

Enter the monthly dollar amount for the client's cost of care.

CHILD SUPPORT

Enter the monthly dollar amount the client is receiving from child support.

DEDICATED ACCOUNT

Enter the dollar amount that is in the client's dedicated account.

OTHER INCOME/RESOURCES

Enter the dollar amount of any other countable income or resource values.

APPLICATION TYPE (F12)

Enter the type of application.

REFERRAL/NOTICE DATE

Enter the date the application was submitted for approval.

PROTECTIVE FILING DATE

Enter the date the petition was filed for emergency protective services. *Once this date is entered, it will default to any subsequent applications added on this screen.*

DECISION/DETRM CODE (F12)

Enter the determination results of the application.

DECISION/DETRM DATE

Enter the date the determination was made on the application.

STATUS CODE (F12)

Enter the current status of the application.

BODY CODE (F12)

Enter the first body code that you wish to list on the application. This identifies the area of the body that is affected by the disability.

DIAGNOSIS CODE (F12)

Enter the first diagnosis code that you wish to list on the application. This identifies the specific diagnosis of the disability.

BODY CODE (F12)

Enter the second body code that you wish to list on the application. This identifies the area of the body that is affected by the disability.

DIAGNOSIS CODE (F12)

Enter the second diagnosis code that you wish to list on the application. This identifies the specific diagnosis of the disability.

COMMENTS

Enter any free-form text comments that you wish to make regarding the application.

Additional Information

None.

MEDS - Medical Summary

```
CAFSMEDS                MEDICAL SUMMARY                07/06/2016    11:28
USER ID : C74142SW MODIFY
CAPS ID : 00001214    00    NAME: PICKLE, PARKER

HEIGHT: 2 3    WEIGHT: 45    DISTINGUISHING FEATURES : N
HAIR : BLN    BLONDE    MEDICAL/MENTAL DETAIL (MMHD) : Y
EYES : BLU    BLUE    PRESCRIPTION MEDICATION (MTD) : Y
BLOOD TYPE: A    ALLERGIES: N    MRM : N    MEDICAL CASE MGMT : N
PREGNANT - DUE :

PRIMARY PHYSICIAN: DR SPOCK
DATE OF LAST EPSDT SCREEN :
IMMUNIZATION RECORD REQUESTED :    PROVIDED :
HEALTH INFORMATION REQUESTED :    PROVIDED :

----- PAGE NO: 001
HEALTH CARE COVERAGE : 701    AETNA
POLICY NUMBER : 456789    GROUP CERTIFICATION #: 987654
POLICY HOLDER CAPS-ID: 00001215    POLICY HOLDER SSN: 685-23-6985
    NAME (L,F,M): PICKLE    PATRICIA
ISSUED DATE: 01/01/2013    END DATE: 12/31/2013    VERIFIED DATE: 01/02/2013
SHIFT+F10=ADD ADDITIONAL INSURANCE
FS900018 UPDATE SUCCESSFUL    . PATH: _
```

- This screen is used to record/display a summary of a client's medical status and personal medical data with attention to conditions requiring special consideration by the worker
- If a field is modified/indicated with a "Y" (yes) the worker should enter/ read text
- Press SHIFT+F10 to clear the bottom portion of the screen (health care coverage) in order to add additional insurance information
 - Health care coverage information will automatically default into the Child Support Enforcement Referral and the Foster Care Medicaid/IVE Application screens

AFCARS TIMELINESS ERRORS

AFCARS = Adoption Foster Care Analysis Reporting System

The CAPS system submits information to the ACF (Administration for Children and Families) AFCARS system for statistical purposes.

AFCARS checks to make sure that certain information in CAPS has been entered in a timely manner. If the information is not entered in a timely manner, AFCARS flags it as a timeliness error, and the State of Montana can be penalized by having federal monies withheld.

The following can create a timeliness error:

1. If the removal service information is entered on SERN more than 60 days after the removal actually took place.
EXAMPLE: Removal actually took place on 01/01/2008
Removal not entered on system until 03/15/2008
2. If the placement exit information is entered on PLAD more than 60 days after the exit actually took place.
EXAMPLE: Placement actually ended on 01/01/2008
Placement exit date not entered until 03/15/2008
3. On IARL/IARD, a FCR (Foster Care Review) or a PER (Periodic Review) must be entered in the system every six months.
4. For Youth Court/DOC clients, all of these timeliness errors apply, with the exception of detention placements.

GENERAL INFORMATION

ABENDS

If you ABEND (**AB**normal **END**ing), call it into the Northrop Grumman/CAPS Help Desk right away to record it. An ABEND is not your fault or error. The system should not ABEND if it is operating correctly. If you make an error the system should give you a message stating that you aren't allowed to do this, it should not ABEND. To exit the abend screen, press F3 until you get back to the State of Montana menu and you can re-access CAPS.

PAYMENT FOR LAST DAY

CAPS does not pay for the last day of placement. For example, if the foster care was closed on February 28, February 28 (the last day) is not paid, with ONE exception: when the first day and the last day are the same, one day will be paid. For example, if a client was placed in care the morning of February 10 and left care the night of February 10, you can enter the open date as February 10 and the close date as February 10 and one day will be paid.

ALERTS

Alerts are generated automatically in CAPS to notify you of actions that must be taken for specific clients. You can also create your own alerts to remind yourself of upcoming actions to be taken such as establishing medical appointments, opening and authorizing services such as clothing allowances, or reminding yourself of some other action you may want to take. IT IS IMPORTANT TO CHECK YOUR ALERTS ON A DAILY BASIS!

PROCEDURE FOR CLOSING A CLIENT

In order to close a specific client and remove them from your caseload list, the following must be done:

- 1) All services on SERL (Services List) must be closed (including non-payable services and removals)
- 2) All placements on CPHL (Client Placement History List) must be closed
- 3) The initial assessment (INA) on IARL/IARD must have been approved by your supervisor
- 4) All payments associated with that client must have been approved
NOTE: you may receive a message when trying to close that you can't because there are payments, and when you look on PAYA (Payment Approval List) you can't find any payments. Usually, this is because there are invoices associated to that client that providers haven't returned. Notify Central Office and they can assist you with these payments.
- 5) If the client has a trust account, the trust account must be closed. If there is a balance, an expenditure request will have to be made to refund the balance to the appropriate party (client, social security, child support, etc.) Notify Central Office and they can assist you with the trust account.
- 6) A closure review (CLO) must be added to IARL/IARD. The client will remain on your caseload list (CSLL) until the closure review has been approved by your supervisor!