

## ALER – Alerts

This screen is used to display, add or delete system notifications pertaining to the assigned worker's caseload. Alerts can be triggered by events, due dates and errors.

```
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
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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 PLACMENT, 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: _
```

**Field Descriptions** (F12) indicates code lookup is available.

### SEL

Enter an "S" to access the screen the alert pertains to (only valid if there is a screen listed in the screen field), a "D" to delete the alert (only valid if the deletable flag is marked "Y") or an "A" to create a new alert. "M" to modify is not valid on this screen. You cannot add an alert to go to another worker.

### CODE

For system generated alerts, this field will display the alert code associated to the alert. This code is, basically, an alert identification number. When adding an alert, this is not a required field.

#### *ID#*

Enter the appropriate ID number related to the type of alert you are adding. This will be a CAPS ID for clients, a provider/facility number for providers or a report number for reports. For personal ("W" type) alerts, leave the ID# field blank.

#### *TYPE*

Enter the appropriate type code for the ID number you entered. This will be a "C" for clients, a "P" for providers, an "R" for reports or a "W" for workers.

#### *DELETABLE*

For system generated alerts, this field will display a "Y" if the alert is deletable or an "N" if the alert is not deletable and some action is required. *When adding an alert, this is not a required field. All alerts manually added by a worker are deletable.*

#### *DUE DATE*

Enter the date in the future that the required action is due.

#### *ACTIVE DATE*

Enter the date you want the system to display the alert on your alert list.

#### *SCREEN*

For system generated alerts, this field will display (if applicable) the screen the alert pertains to.

#### *ALERT TEXT*

Enter the text you want associated to the alert.

#### *DPLY ALRT TYP (C, P, R, W)*

Enter the appropriate type code for specific alerts you would like to view. This will be a "C" for client alerts, "P" for provider alerts, "R" for report alerts or "W" for worker alerts.

#### *ID#*

Enter the appropriate ID number related to the type code you entered. This will be a CAPS ID for clients, a provider/facility number for providers or a report number for reports. For "W" type, leave the ID# field blank.

#### *VIEW ALERTS FOR USER*

This field will default the C number of the worker currently logged into CAPS. You cannot view the alert list for another worker unless you are that worker's supervisor.

#### *SEL*

Enter an "S" to access the screen the alert pertains to, a "D" to delete the alert or an "I" to inquire on the alert. *"I" to inquire will display the selected alert at the top of the alert screen.*

#### *CODE*

For system generated alerts, this field will display the alert code associated to the alert. This code is, basically, an alert identification number. *For alerts added by a worker, this code will be WU#### (#### = last four numbers of the worker's C number.)*

#### *DATE*

This field will display the date the action identified in the alert is due.

#### *TYP*

This field will display the alert type code. This will be a "C" for client alerts, "P" for provider alerts, "R" for report alerts or "W" for worker alerts.

#### *ID#*

This field will display the ID number related to the alert type code. This will be a CAPS ID for clients, a provider/facility number for providers or a report number for reports. For "W" alert type, the ID# field will be blank.

#### *NAME*

This field will display the name related to the alert type code and ID#. This will be a client name for clients, a facility name for providers and the report name (from the RRD1 – Report/Request Intake Detail 1 screen) for reports. For "W" alert types, the name field will be blank.

#### *ALERT TEXT*

This field will display the text associated to the alert.

### **Additional Information**

The ALER screen should be accessed on a daily basis in order to view/take action on any case details that need to be addressed.

Not all alerts are deletable. Some alerts require an action (for example, CHANGES FROM TEAMS MUST BE RESOLVED.) If an action is required, select the alert with an "S", perform the required action and the system will then delete the alert.

All alerts will remain on your alert list until you perform the required action or delete the alert directly from the ALER screen.