

PERL - Person List

This screen will display a list of persons that match the search criteria entered on the PERS (Person Search) screen.

```
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          CAN
           /P C A
- 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
- 00001222  PICKLE, PEGGY        03/15/1983 33  F  521-49-6387
- 00001223  PICKLE, PELHAM       06/05/1985 31  M  521-84-9371
- 00001208  PICKLE, PENNY        04/05/2002 14  F  753-57-5357  25
- 00001220  PICKLE, PERRY        08/05/1996 19  M  658-74-1239
- 00001210  PICKLE, PETER        07/15/1980 35  M  524-12-5412
- 00001213  PICKLE, PETUNIA     03/05/2005 11  F  214-52-1452
- 00001225  PICKLE, PHEOBE      01/15/1996 20  F  741-23-6589

                                     PATH: _
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID

This field will display the CAPS ID of the person you last accessed in the system. If the PERL screen is being accessed for the first time, this field will display zeroes.

NAME

This field will display the name of the person whose ID is displayed in the CAPS ID field. If the CAPS ID field displays zeroes, this field will be blank.

SEL

Enter an "S" (select) to select a person to bring them back to whatever field/screen you were previously on. This is done by pressing F12 on a CAPS ID field. Enter an "I" (inquire) to inquire on the person details or an "M" (modify) to modify the person details. Both of these functions will take you to the PERD (Person Detail) screen.

CAPS ID

This field will display the CAPS ID that belongs to the person on the list.

NAME

This field will display the name of the person associated to the listed CAPS ID.

DOB

This field will display the date of birth of the person associated to the listed CAPS ID. If a date of birth has not been entered for this person, this field will be blank.

AGE

This field will display the age of the person associated to the listed CAPS ID. It is possible an age could be listed without a displayed date of birth. This indicates that someone manually entered an age on the PERD (Person Detail) screen without entering a date of birth. *In this case, the age will increase annually based on the date the age was entered into CAPS.*

SEX (F12)

This field will display the sex code of the person associated to the listed CAPS ID. If a sex code has not been entered for this person, this field will be blank.

SSN

This field will display the social security number of the person associated to the listed CAPS ID. If a social security number has not been entered for this person, this field will be blank.

CNTY (F12)

This field will display the county of the person associated to the listed CAPS ID. If an address has not been entered for this person on the ADDL (Address List) screen, this field will be blank. *If there are multiple addresses listed for the person, the displayed county will follow a hierarchy – placement, residential, mailing and alternate.*

CAN/P

This field will display a pink “C” if the person has a child abuse/neglect alert on them. This indicates that the person was involved in a CPS investigation (Montana or out-of-state) where allegations were substantiated and then the individual could not be located. *This flag is set on the PERD (Person Detail) screen and can only be updated by the Centralized Intake supervisors and the Centralized Intake Bureau Chief. If you notice this flag on PERL (Person List), notify your supervisor and Centralized Intake as soon as possible.*

This field will display a “P” if the person is associated to a licensed provider/facility in the system. Examples would be a foster parent or an employee of a group home.

C

This field will display a “Y” if this person was converted from client database (the system prior to CAPS). This indicates that all history for this person may not be in CAPS.

A

This field will display a “Y” if this person has an alias name (or names) associated to their CAPS ID. These names can be found on the AKAD (Person Name AKA Detail) screen.

Additional Information

For the “CAN/P”, “C” and “A” fields, if it does not apply, these fields will be blank.