

SEL

On the select line, type an “A” to add a problem, “M” to modify a problem, “D” to delete a problem, “C” to copy a problem to another client or “L” to link a problem to a specific task on the TASK (Task Detail) screen.

TYP (F12)

Enter the problem that has been identified for the client, or family member of the client.

DESCRIPTION

This field will display the description of the problem code entered in the TYP field.

CAPS ID (F12)

Enter the CAPS ID of the person you wish who has the identified problem.

NAME

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

DATE IDENTIFIED

Enter the date the problem was identified.

PERM GOAL (F12)

Enter the permanency goal as it relates to the problem. For example, if reunification is contingent upon the specific problem being resolved, select RTH for reunification.

DATE RESOLVED

Enter the date the problem was resolved.

Additional Information

You can copy problems from one client to another by placing a “C” on the select line in front of the problem (can select multiple problems), press F10 and select the person to copy to with a “C” and then press enter.

Once tasks have been entered on the TASK (Task Detail) screen, you can link specific problems to specific tasks by selecting the problem with an “L”. This will take you to the LINK (Problem/Task Link) screen to select the tasks to link to that problem.