

# **SERVICES/PLACEMENTS**

**Provider Search**

**Non-Payable Services**

**Transitional Living Services (BSA)**

## PROS – Provider Search

```
CAFSPROS                PROVIDER SEARCH                07/06/2016    10:48
USER ID : C74142SW
PROV NO : 0001054 000    PROV NAME: FINKLE FOSTER HOME
                        FACIL NAME: FINKLE FOSTER HOME

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

PROVIDER NAME : gotcha_
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
- You can search for a specific provider by entering one of the following criteria
  - PROVIDER NUMBER
  - FACILITY NUMBER, which also includes the PROVIDER 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

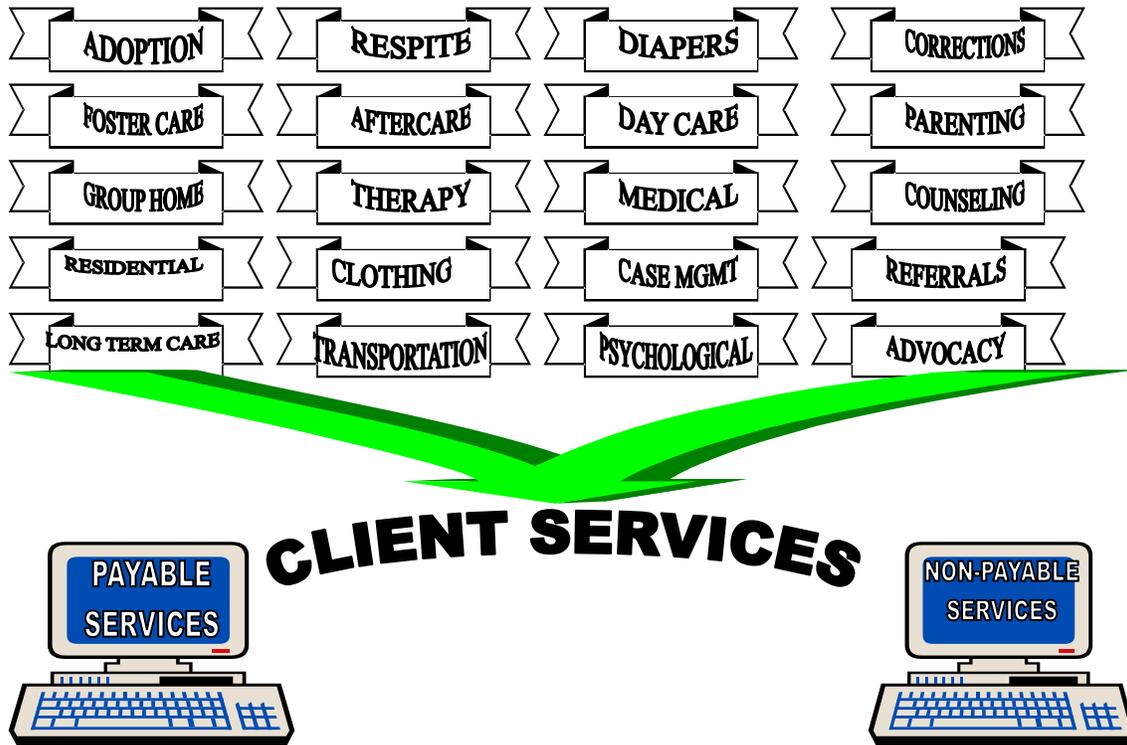
## PROL – Provider List

```
CAFSROL                PROVIDER LIST                07/06/2016    10:46
USER ID : C74142SW                    PAGE NO: 2
PROV NO : 0001054 000                PROV NAME: FINKLE FOSTER HOME

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 COUNTY
- 0001074 009 GFC9 A 032 MISSOULA
- 0001074 GFHM A 025 LEWIS & CLARK
- 0001074 001 GFHM A 025 LEWIS & CLARK
- 0001012 002 GH A 025 LEWIS & CLARK
- 0001071 GOLDEN FOSTER HOME P 025 LEWIS & CLARK
- 0001071 GOLDEN FOSTER HOME W 025 LEWIS & CLARK
- 0001071 001 GOLDEN FOSTER HOME F 025 LEWIS & CLARK
- 0001071 GOLDENFH A 025 LEWIS & CLARK
- 0001071 001 GOLDENFH A 025 LEWIS & CLARK
- 0001055 GOTCHA FOSTER HOME P 025 LEWIS & CLARK
- 0001055 GOTCHA FOSTER HOME W 025 LEWIS & CLARK
- 0001055 001 GOTCHA FOSTER HOME F 025 LEWIS & CLARK
- 0001055 GOTCHAFH A 025 LEWIS & CLARK
- 0001055 001 GOTCHAFH A 025 LEWIS & CLARK
- 0001074 GRIFFIN FOSTER HOME P 025 LEWIS & CLARK

PATH: _
```

- This screen will display all matches to the search criteria chosen on PROS (Provider Search) screen
- You can SELECT, INQUIRE or MODIFY an individual provider on this screen
- 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 with both active and inactive licenses
- To add a provider after a provider search has been completed, press F11
  - PROE (Provider Entry) will be displayed



- The system allows you to track payable and non-payable services for a client
  - The system will display a client's placement/service history
- On line service approval and alerts

## SERL - Services List

```

CAFSSERL                SERVICES LIST                07/20/2016    13:25
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 STRNX TRANSPORTATION    FINKLE FOSTER H  05/01/2016   99/99/9999   A
_ FP PFRS1 FOSTER FAMILY-ROOM  FINKLE FOSTER H  05/01/2016   99/99/9999   A
_ FP SEMRM REMOVAL            LEWIS AND CLARK  05/01/2016   99/99/9999

                                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
- 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
- To add an SBSAP service (Transitional Living Plan), the SBSAA service (Assessment) must be entered first

## SERN - Service Detail: Non-Payable

```
CAFSSERN          SERVICE DETAIL: NON PAYABLE          06/29/2016    16:13
USER ID : C81285  MODIFY
CAPS ID : 00001654  00  NAME: DOE, ANNETTE

SERVICE CODE: SEMRM          REMOVAL
PROVIDER      : 0001002  000  LEWIS AND CLARK CPS
OPEN DATE    : 05/01/2016    CLOSE DATE: 99/99/9999
ABANDONED?   : N  REMOVED FROM: 00001655  DOE, JANE          REL: BMR
                                     REMOVED FROM:                REL:

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

COMMENTS:

SHIFT+F1=MORE DETAIL , SHIFT+F9=RELL          PATH: _
```

- This screen allows input of all non-payable services provided to a specific client
- Only non-payable funding sources can be input 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
- Workers can press SHIFT+F1 to access the CREI (CPS Removal Eligibility Information) screen in inquire mode. IVE Unit and specific Program Bureau staff will update CREI.
- Workers with the TLP supertask can press SHIFT+F1 to access the BSAS (Building Skills Plan Summary) screen to add transitional living plan details.

## BSAS – Building Skills Plan Summary

```
CAFSBSAS          BUILDING SKILLS PLAN SUMMARY          07/14/2016    12:22
USER ID : C74142CW MODIFY          PAGE NO: 001
CAPS ID : 00001602    00    NAME: BANANA, BONNIE

PLAN START DATE:          ANTICIPATED EMANCIPATION DATE: 06/15/2016
FC CLOSURE DATE: 06/30/2016    I.L. SERVICE END DATE:

I.L. GOAL: CFC CONTINUE IN FC, FINISH HS ED OR GED
OBJECTIVE          END DATE
GRADUATED FROM HIGH SCHOOL    99/99/9999
OBTAIN SUMMER EMPLOYMENT    99/99/9999
APPLY FOR FINANCIAL AID    99/99/9999

MENTOR NAME(S) : ANNIE APPLE
CASH STIPEND AMOUNT:
HOW TO CONTACT THE CHILD AFTER EMANCIPATION: BETTY BOOP (406) 444-5678

SHIFT+F1=MORE DETAIL          PATH:
```

- The plan start date is defaulted from the date entered on the SERN screen for the SBSAP service
- An independent goal must be selected and then individual objectives may also be entered
- Up to three (3) mentors can be entered on the screen
- Cash stipend amount is defaulted in based on the total amount of dollars spent by requesting SBSAC (Youth Cash Stipend) services on the SERP screen
- Pressing SHIFT + F1 will access the BSAE (Building Skills Evaluation) screen

## BSAE – Building Skills Evaluation

```
CAFSBSAE          BUILDING SKILLS EVALUATION          07/14/2016    12:25
USER ID : C74142CW INQUIRE                          PAGE NO: 001
CAPS ID : 00001602    00    NAME: BANANA, BONNIE

CURRENT LIVING ARRANGEMENTS: APN          DATE EVALUATION COMPLETED: 06/10/2016
EDUCATION LEVEL: C11    COMPLETED 11TH GRADE
  IF POST SECONDARY, RECEIVING AID (Y/N):
  IF DROPPED OUT, LAST GRADE COMPLETED :
DRIVERS LICENSE STATUS: CL          COMPLETED DRIVERS TRAINING (Y/N): Y
EMPLOYMENT STATUS: EM    EMPLOYED
1.  RATE OF PAY:      8.50    PER: HOR          ANNUAL WAGE: 8840.00
    HOURS PER WEEK: 20    LENGTH OF TIME EMPLOYED (MOS): 6

2.  RATE OF PAY:      PER:          ANNUAL WAGE:
    HOURS PER WEEK:    LENGTH OF TIME EMPLOYED (MOS):
NUMBER OF JOBS HELD IN PAST YEAR:
-----PUBLIC ASSISTANCE INFORMATION-----
  START DATE    END DATE    PGM    SUB    DESCRIPTION

                                                    PATH: _
```

- This screen is used for periodic evaluations of the youth involved in the Independent Living program
- Current living arrangements, education level, driver and employment status can be entered