

SYSTEM OVERVIEW

Security

Logging On & Logging Off

Keyboard Functions

Help Resources

Screen Functions

Menus

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

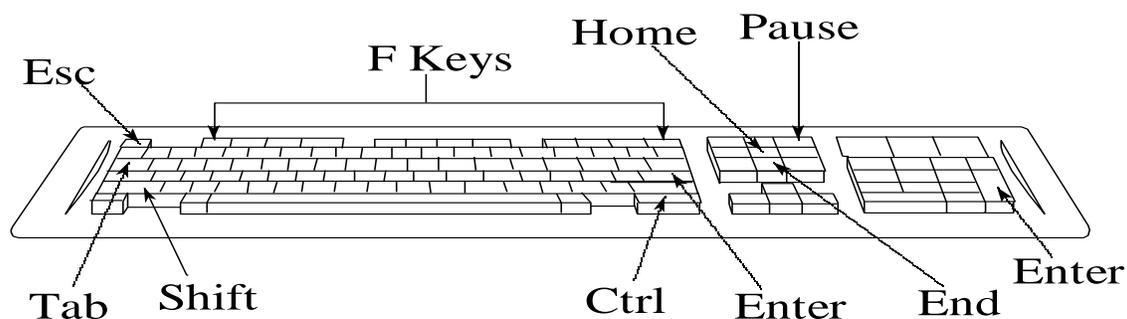
CAPS Security



- 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**

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 line everything to the right of the cursor
- PAUSE - Begins the logoff process/exits CAPS - **VERY IMPORTANT!**
- ENTER - Executes the command to update
- CTRL - Moves the cursor down the screen like the return on a typewriter
- ESC - Unlocks the keyboard when an execution error has occurred

ONLINE HELP

```
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 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. 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 (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

SCREEN FUNCTIONS

```
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:
```

- Menus, Sub-Menus, List/Detail type screens
 - You will see only those screen/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 the actual detail of an event or record 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

SCREEN FUNCTIONS

```
CAFSADDL                ADDRESS LIST                07/18/2016    14:14
USER ID : C84852                PAGE NO:      1
CAPS ID : 00002084    25    NAME: TESTING, EVE

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

      START
SEL  DATE    ACT TYP  ADDRESS                CITY                ST  DIR
-   12/20/97  Y   P   1045 N MONTANA AVE    HELENA              MT
-   12/20/97  Y   R   1010 FRANK ST        HELENA              MT
-   12/20/97  N   P   PO BOX 7616          MISSOULA            MT
-   12/20/97  N   P   50 S LAST CHANCE GULC HELENA              MT
-   12/20/97  N   P   3075 N MONTANA AVE    HELENA              MT

                                     PATH: █
```

- Most screens require specific selection instructions:
 - A = ADD
 - D = DELETE
 - I = INQUIRE
 - M = MODIFY
 - S = SELECT

- Use your KEY TEMPLATE for “F” (function) key instructions

- The selection type determines in which “mode” the screen is accessed

- The CAPS ID/Provider number in the header or “global” will remain the same from screen to screen until changed

- When entering dates in the CAPS system, you must enter the full year. For Example: April 28, 2001 would have to be entered 04282001

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 acronym in the PATH field
 - The appropriate screen is activated upon selection
- Press F3 from any screen to access MAIN
- In order to receive 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.

RRRM - Report/Request Menu

```
CAFSRRRM          REPORT/REQUEST MENU          06/01/2009   11:52
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    RRRL  REPORT/REQUEST LIST
-    PERS  PERSON SEARCH
-    PROS  PROVIDER SEARCH

PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

PSNM - Person Identification Menu

```
CAFSPSNM          PERSON IDENTIFICATION MENU    06/01/2009   11:53
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    PERS  PERSON SEARCH
-    EVEL  EVENT LIST
-    PERD  PERSON DETAIL
-    CLID  CLIENT DETAIL
-    RELL  RELATIONSHIP LIST
-    ADDL  ADDRESS LIST
-    NADE  NON-DFS ADOPTION DATA ENTRY
-    AXED  ASSIGNMENTS/TRANSFERS DETAIL
-    SEAL  SEE ALL CLIENTS SCREENS

PATH:
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

SERM - Services Menu

```
CAFSSERM                SERVICES MENU                06/01/2009    11:53
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    PSNM  PERSON IDENTIFICATION MENU
-    APPL  APPLICATION LIST
-    PPLM  PERMANENCY PLAN MENU
-    GRSL  GROUP SERVICES LIST
-    CPHL  CLIENT PLACEMENT LIST
-    SERL  SERVICES LIST
-    ACTL  ACTIVITY LIST
-    CRTL  COURT LIST
-    PROS  PROVIDER SEARCH
-    CELL  CLIENT ELIGIBILITY LIST
-    ICPD  INTERSTATE COMPACT DETAIL
-    PPHL  PERMANENCY PLAN HEARING LIST
-    IVEL  IV-E REIMBURSABILITY LIST

                                     PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

INTM - Interface Menu

```
CAFSSINTM              INTERFACE MENU                07/28/2009    9:18
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    EAIL  EA-1 APPLICATION LIST
-    TIID  EMERGENCY ASSISTANCE APPL
-    SIID  SEARCHS INITIAL INQUIRY DTL
-    MIHL  MEDICAID ISSUANCE HISTORY

                                     PATH:
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

WOPM - Workplan Menu

```
CAFSWOPM          WORKPLAN MENU          06/01/2009  11:55
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    STFL  STAFF LIST
-    ALER  ALERTS
-    CSLL  CASELOAD LIST
-    AXED  ASSIGNMENTS/TRANSFERS DETAIL

PATH:
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

PRIM - Provider Information Menu

```
CAFSPRIM          PROVIDER INFORMATION MENU  06/01/2009  11:56
USER ID : CS4566

SEL  PATH  DESCRIPTION          SEL  PATH  DESCRIPTION
-    PROS  PROVIDER SEARCH      -    FASL  FACILITY ASSESSMENT LIST
-    PROD  PROVIDER DETAIL      -    PADL  PROVIDER ADDRESS LIST
-    FACD  FACILITY DETAIL    -    PAKD  PROVIDER AKA DETAIL
-    PRPH  PROVIDER PLACEMENT HISTO -    PRPL  PROVIDER PERSON LIST
-    PRTL  PROVIDER TRAINING LIST -    PREL  PROVIDER EVENT LIST
-    PRCL  PROVIDER CONTACT LIST -    FSPL  FACIL SERVICES PROVIDED
-    PASL  PROVIDER ACTIVE SERVICES -    PRLB  PROVIDER LABELS MENU
-    CLTL  CLIENT TYPES LIST -    PBID  PROVIDER BANKING DETAIL
-    PRFL  PROVIDER/FACILITY LIST -    PIGD  PROVIDER INFORMATION DET
-    FALL  FACILITY LICENSING LIST -    PTID  PROVIDER TAX IDENTIFICAT

PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

CONM - Contract Menu

```
CAFSCONM          CONTRACT MENU          06/01/2009   11:57
USER ID : CS4566

SEL PATH DESCRIPTION
-  CONI CONTRACT INQUIRY
-  CONL CONTRACT LIST

                                     PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

PAYM - Payments Menu

```
CAFSPAYM          PAYMENTS MENU          06/01/2009   11:57
USER ID : CS4566

SEL  PATH DESCRIPTION
-   CBPL CLIENT BASED PAYMENT LIST
-   PAYA PAYMENT APPROVAL
-   WRNH PROVIDER WARRANT HISTORY
-   CLPH CLIENT PAYMENT HISTORY
-   OPAR OVERPAYMENT RECOVERY
-   COPL CONTRACTED PAYMENT LIST
-   TRAM TRUST ACCOUNT MENU
-   PBID PROVIDER BANKING DETAIL

                                     PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

UTLM - Utilities Menu

```
CAFSUTLM                UTILITIES                06/01/2009    11:58
USER ID : CS4566

      SEL  PATH  DESCRIPTION
      -   -   -
      -   USML  USER MAINTENANCE LIST
      -   TABL  CODE TABLE MAINTENANCE LIST
      -   SCML  SERVICE CODE MAINT LIST
      -   FIIL  FINANCIAL INSTITUTION LIST
      -   ACML  ADDRESS/CONTACT MAINT LIST
      -   FARL  FACILITY APPROVAL LIST
      -   FSCL  FUNDING SOURCE CODE SEARCH
      -   CTMD  COUNTY TABLE MAINT DETAIL
      -   ALRD  ALERT MAINTENANCE DETAIL
      -   EVTD  EVENT MAINTENANCE DETAIL
      -   SECM  SCREEN SECURITY MAINTENANCE

                                           PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

TRAM - Trust Accounts Menu

```
CAFSTRAM                TRUST ACCOUNTS MENU                11/11/2010    15:33
USER ID : CS4566

      SEL  PATH  DESCRIPTION
      -   -   -
      -   CSDL  CSED DEPOSIT LIST
      -   CDRL  CSED DEPOSIT RESOLUTION LIST
      -   TIDL  TRUST INCOME DOCUMENT LIST
      -   TAEL  TRUST ACCOUNT EXPENDITURE LT
      -   TAHL  TRUST ACCOUNT HISTORY LIST

                                           PATH:
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

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
```

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 to bring the code back to the field