

If you want to see service history similar to DBA:

- 1) Search for client
- 2) Go to case information on the left
- 3) Click on service and/or case history

The screenshot shows the CAP60 web application interface. The top navigation bar includes 'Cap60 Life', 'Support', 'My Account', and 'Logout'. Below this is a secondary menu with 'Admin', 'HR', 'Volunteer', 'Resources', 'Governance', 'Site Visit', 'Productivity Tools', and 'Inventory'. A third row contains 'Front Desk', 'Tasks/Calendar', 'Group Activities', 'CAP', 'Dashboard', and 'CAP Reports'. On the left is a sidebar menu for 'CAP' with various options like 'Family Eligibility Information', 'Case Information', 'Employment', etc. The main content area is titled 'Case Information' and shows details for Family ID 131928, Head of Household 'Monkey, Jr', Family Eligibility Income '\$4,200.00', No. in Household '2', and No. of Families '2'. It includes sections for 'Form Warnings' (green checkmark), 'Family Warnings' (red exclamation mark), and 'Person Warnings' (green checkmark). Below this is a 'Program' dropdown set to 'All' and a table of 'Household Cases (Last 12 months)'. The table has columns for Case No., Date Applied, Year, Name, No. in Household (Audit), Income, Program (Services), Case Worker, and Status. A 'Family Cases - Shown: 4/Total: 4' summary is also present.

Case No.	Date Applied	Year	Name	No. in Household (Audit)	Income	Program (Services)	Case Worker	Status
4401	04/27/2018	2018	Jr Monkey	2	\$4,200.00	Food Distribution	Cottam, Clint	Approved
2661	01/19/2018	2018	Jr Monkey	1	N/A	Supportive Employment	Johnson, Hayden	Applied
2660	01/19/2018	2018	Jr Monkey	1	N/A	Circles / Wrap-Around	Adams, Laura	Completed
2659	01/19/2018	2018	Jr Monkey	2	N/A	Circles / Wrap-Around	Adams, Laura	Completed
4310	04/17/2018	2018	Old Monkey Adjoined Family	2	\$4,200.00	Asset Development (tax prep. c)	Cottam, Clint	Approved
2868	02/06/2018	2018	Old Monkey Adjoined Family	2	\$4,200.00	Transportation	Cottam, Clint	Approved
011918 /2657	01/19/2018	2018	Old Monkey Adjoined Family	1	N/A	Supportive Employment	Roberts, April	Approved
631	11/08/2017	2017-2018	Old Monkey Adjoined Family	2	\$4,200.00	Court Ordered Community Servic		Approved
110	10/16/2017	2018	Old Monkey Adjoined Family	2	\$900.00	Food Distribution		Denied
63	10/03/2017	2018	Old Monkey Adjoined Family	2	\$900.00	Housing (Deposit Assistance)		Approved
18	10/01/2017	2018	Old Monkey Adjoined Family	2	\$900.00	Food Distribution		Completed
16	10/01/2017	2018	Old Monkey Adjoined Family	2	\$600.00	Asset Development (tax prep. c)	Day, Steven	Completed

- 4) If you see services under a different pantry case, politely let the customer know that it is policy to have one food assistance case open at a time and you would be happy to close a case either in Panguitch or Cedar City (or where the case is at). Give them the option of which pantry they wish to utilize.
- 5) If a client is only applying for one person, simply do not add the other household members to the case.

The screenshot shows the CAP60 web application interface. The top navigation bar includes 'Cap60 Life', 'Support', and 'My Account'. Below this is a secondary navigation bar with 'Admin', 'HR', 'Volunteer', 'Resources', 'Governance', 'Site Visit', and 'Front Desk'. The main content area is titled 'Services for the selected Program' and features a 'Cancel' button. The table below lists household cases:

Household Cases (Last 12 months)		Family Cases - Shown: 4/Total: 4
Case #: 4401 Program: Food Distribution Applicant: Jr Monkey SSN: No. in Household: 2 Income: \$4,200.00 Physical Address: CA	Year: 2018 Date Applied: 04/27/2018 Date Completed: 01/01/1900 Status/Denial Reason(if denied): NA	
Service Id: 15973 Date: 05/18/2018 Service: Food box Status: Completed Provided By: Cottam, Clint	Funding: 2018 - TEFAP (USDA (United States Department of Agriculture)) Title: Amount: 1.00 Food Box/Bags Client Contr: \$0.00 Refunded: \$0.00	Account Name: Account #: Paid to:
Case #: 4310 Program: Asset Development (tax prep, counseling, etc.) Applicant: Old Monkey Adjoined Family SSN: No. in Household: 2 Income: \$4,200.00 Physical Address: CA	Year: 2018 Date Applied: 04/17/2018 Date Completed: 01/01/1900 Status/Denial Reason(if denied): NA	
Case #: 2868 Program: Transportation Applicant: Old Monkey Adjoined Family SSN: No. in Household: 2 Income: \$4,200.00 Physical Address: CA	Year: 2018 Date Applied: 02/06/2018 Date Completed: 01/01/1900 Status/Denial Reason(if denied): NA	
Service Id: 4700 Date: 02/06/2018 Service: Bus Pass Status: Completed Provided By:	Funding: 2018 - SSBG (HHS) Title: Care and Share - 20 Pass Amount: 1.00 Bus Pass Client Contr: \$0.00	Account Name: Account #: Paid to:
Case #: 2661		

At the bottom of the screenshot, a small dialog box asks: "Would you like to make Internet Explorer your default browser?" with "Yes" and "No" buttons.

- 6) Call up the other pantry and coordinate efforts with them as well. There is a directory in the My Account tab in CAP60.

- My Account
- User Preferences
- Directory
- My Password
- Clock In/Out

