|  |  |  |
| --- | --- | --- |
|  | **NEW CASE/RESOURCE MANAGER** **TECHNOLOGY TRAINING CHECKLIST** |  |
|  |
| **Computer applications, programs, case management tools, and other office technology.** |
| CASE RESOURCE MANAGER NAME | START DATE |
| TELEPHONE NUMBER | OFFICE/RU | SUPERVISOR |
| **Application** | **Need Training****Yes No** | **Date Trained** | **Trainer Initials** | **Employee Initials** | **Comments** |
| Automated Client Eligibility System (ACES) | **[ ]**  **[ ]**  |  |  |  |  |
| BARCODE | **[ ]**  **[ ]**  |  |  |  |  |
| Client Authorization Services Input System (CASIS) | **[ ]**  **[ ]**  |  |  |  |  |
| Common Client Database (CCDB) | **[ ]**  **[ ]**  |  |  |  |  |
| County Health Reporting Information System (CHRIS) | **[ ]**  **[ ]**  |  |  |  |  |
| Web Reports | **[ ]**  **[ ]**  |  |  |  |  |
| Family Support Opportunities Database (FSO) | **[ ]**  **[ ]**  |  |  |  |  |
| Traditional Family Support Database in CCDB (TFS) | **[ ]**  **[ ]**  |  |  |  |  |
| Incident Reporting Database | **[ ]**  **[ ]**  |  |  |  |  |
| Laptop Certification | **[ ]**  **[ ]**  |  |  |  |  |
| Outlook E-mail | **[ ]**  **[ ]**  |  |  |  | Chapter 9 DDD Case Manager On-line Training |
| Microsoft Word | **[ ]**  **[ ]**  |  |  |  | Chapter 9 DDD Case Manager On-line Training |
| Microsoft Excel | **[ ]**  **[ ]**  |  |  |  | Chapter 9 DDD Case Manager On-line Training |
| Shared Files | **[ ]**  **[ ]**  |  |  |  |  |
| Intranet | **[ ]**  **[ ]**  |  |  |  |  |
| Internet | **[ ]**  **[ ]**  |  |  |  | Chapter 3 DDD Case Manager On-line Training |
| Specialized Client System | **[ ]**  **[ ]**  |  |  |  |  |
| Social Services Payment System (SSPS) | **[ ]**  **[ ]**  |  |  |  |  |
| Voluntary Placement Program (VPP) | **[ ]**  **[ ]**  |  |  |  |  |
| Agency Contracts Database (ACD) | **[ ]**  **[ ]**  |  |  |  |  |
| Travel Voucher System (TVS) | **[ ]**  **[ ]**  |  |  |  |  |
| Voicemail | **[ ]**  **[ ]**  |  |  |  |  |
| Copy Machine | **[ ]**  **[ ]**  |  |  |  | Including office contact person for repairs |
| Fax | **[ ]**  **[ ]**  |  |  |  | Including office contact person for repairs |
| Printer(s) | **[ ]**  **[ ]**  |  |  |  | Including office contact person for repairs |