|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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 | | |