

## 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)	<input type="checkbox"/>	<input type="checkbox"/>				
BARCODE	<input type="checkbox"/>	<input type="checkbox"/>				
Client Authorization Services Input System (CASIS)	<input type="checkbox"/>	<input type="checkbox"/>				
Common Client Database (CCDB)	<input type="checkbox"/>	<input type="checkbox"/>				
County Health Reporting Information System (CHRIS)	<input type="checkbox"/>	<input type="checkbox"/>				
Web Reports	<input type="checkbox"/>	<input type="checkbox"/>				
Family Support Opportunities Database (FSO)	<input type="checkbox"/>	<input type="checkbox"/>				
Traditional Family Support Database in CCDB (TFS)	<input type="checkbox"/>	<input type="checkbox"/>				
Incident Reporting Database	<input type="checkbox"/>	<input type="checkbox"/>				
Laptop Certification	<input type="checkbox"/>	<input type="checkbox"/>				
Outlook E-mail	<input type="checkbox"/>	<input type="checkbox"/>				Chapter 9 DDD Case Manager On-line Training
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>				Chapter 9 DDD Case Manager On-line Training
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>				Chapter 9 DDD Case Manager On-line Training
Shared Files	<input type="checkbox"/>	<input type="checkbox"/>				
Intranet	<input type="checkbox"/>	<input type="checkbox"/>				
Internet	<input type="checkbox"/>	<input type="checkbox"/>				Chapter 3 DDD Case Manager On-line Training
Specialized Client System	<input type="checkbox"/>	<input type="checkbox"/>				
Social Services Payment System (SSPS)	<input type="checkbox"/>	<input type="checkbox"/>				
Voluntary Placement Program (VPP)	<input type="checkbox"/>	<input type="checkbox"/>				
Agency Contracts Database (ACD)	<input type="checkbox"/>	<input type="checkbox"/>				
Travel Voucher System (TVS)	<input type="checkbox"/>	<input type="checkbox"/>				
Voicemail	<input type="checkbox"/>	<input type="checkbox"/>				
Copy Machine	<input type="checkbox"/>	<input type="checkbox"/>				Including office contact person for repairs
Fax	<input type="checkbox"/>	<input type="checkbox"/>				Including office contact person for repairs
Printer(s)	<input type="checkbox"/>	<input type="checkbox"/>				Including office contact person for repairs