



Operations Manual

Governed By: Operations	Effective Date: 3/28/2014
Procedure: #6 CAP60-Resource Add, Remove, Edit	Updated Last: July 2015
Purpose: Ensure the CAP60 Resource list is up-to-date and includes all Resources needed for out-going referrals	

Summary:

When CAP60 users are making customer referrals to outside organizations, it is important that those organizations and the services they provide are properly represented in the CAP60 database. The effort to maintain a comprehensive and up-to-date list will be on-going. If the resource that a customer is being referred to is not available or inaccurate in the data-base or if a resource is no longer active please proceed with the following steps.

- If a current resource needs to be updated: CAP60 users should email Renata Gwozdz, Operations Program Specialist, at rgwozdz@ceo-cap.org with the resource name and specific changes.
- If a current resource is no longer active and needs to be deleted: CAP60 users should email the resource name to Renata Gwozdz, Operations Program Specialist, at rgwozdz@ceo-cap.org.
- If a new resource needs to be added: CAP60 users must fill out the “New Resource Intake” form and email it to Renata Gwozdz, Operations Program Specialist, at rgwozdz@ceo-cap.org. Each section with an asterisk *must* be filled out, but please make every effort to provide as much information as possible. This form can be found on the Intranet under Resources, CAP60.