Operations Manual

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Governed By: Operations	**Effective Date:** 11/17/2014
Procedure: #8 CAP 60 Roll-Over Program Requirements	**Updated Last:** July 2015
Purpose: To provide instruction for required roll-over at the conclusion of each program operating year.	

Summary:

Each Program at CEO will need to complete the roll-over process in the CAP60 database to enroll current, continued customers in the new program year for services.

The following steps should be completed by each Program Manager in preparation of roll-over:

- Prior to the end of the current program year the program must outline which customers in the database will continue to be enrolled in the program in the upcoming program year, and which customers will not be re-enrolled unless re-engaged with the program in the future. If a customer is not chosen to roll-over when the roll-over is completed*, a program can still re-enroll on an individual basis throughout the new program year.
- Program Manager should pull an "active service" report out of CAP60 (*please see steps below*). This report should be submitted to the Operations department 1 week prior to the program roll-over date.

*Please see the "CAP60 Roll-over Calendar" for specific program roll-over dates.
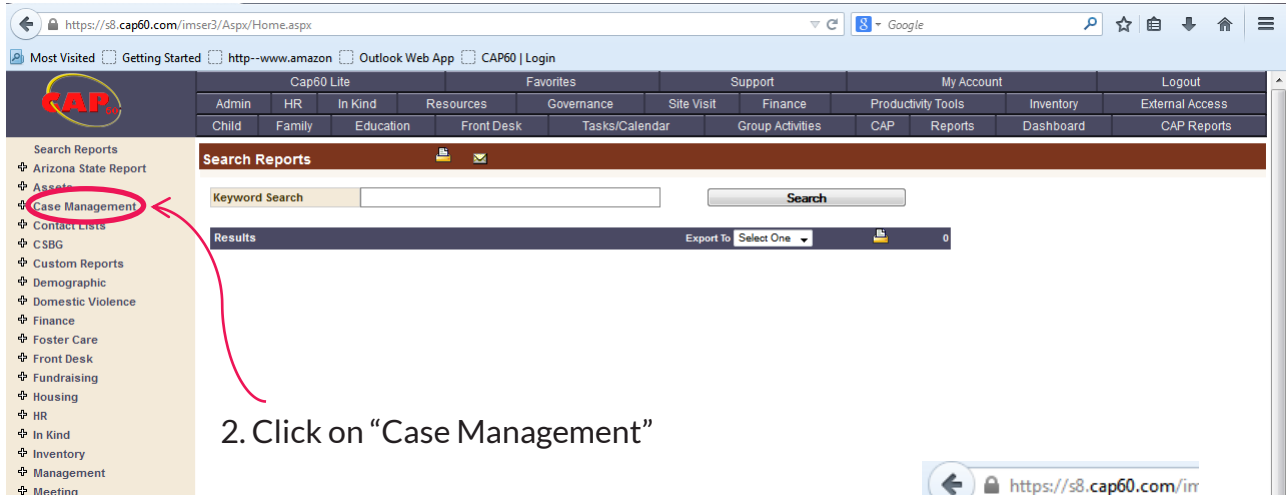
CAP 60 Report Process:
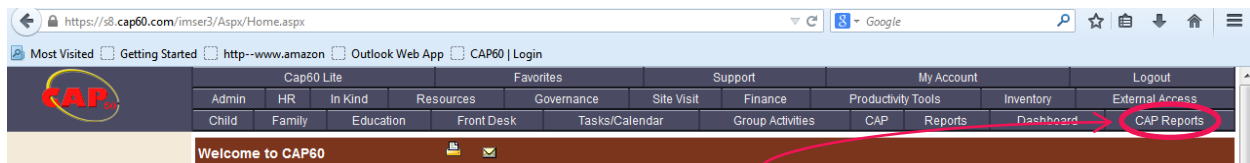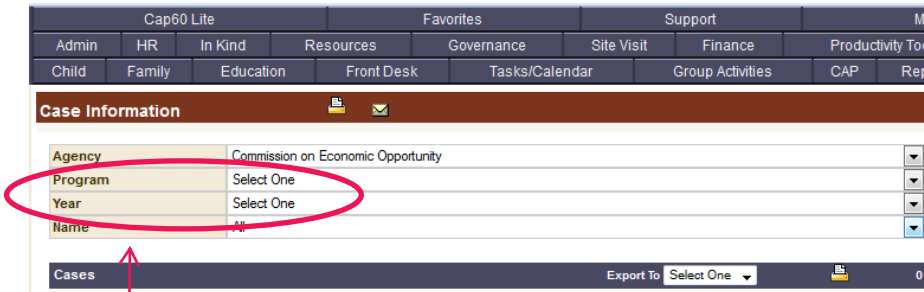

1. Click on "CAP Reports"

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2. Click on "Case Management"

3. Click on "Case List"

4. Specify "Program" & "Year" in the drop down menu, but keep "name" at "all.

5. This report should then be printed for submission to the Deputy Reporting Program Specialist and so on...