



Operations Manual

Governed By: Operations	Effective Date: 8/11/2015
Procedure: #11 CAP60 Creating a Classroom	Updated Last: 8/11/2015
Purpose: To provide instruction for creating and using the classroom feature in CAP60.	

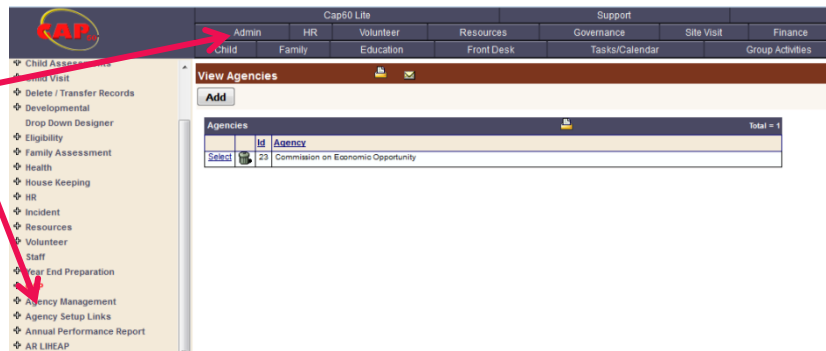
Summary:

In order for a program to utilize the Classroom feature in CAP60, it must be set up by a designated Administrative staff. Once a program has completed the process of requesting a Classroom, the following steps should be followed.

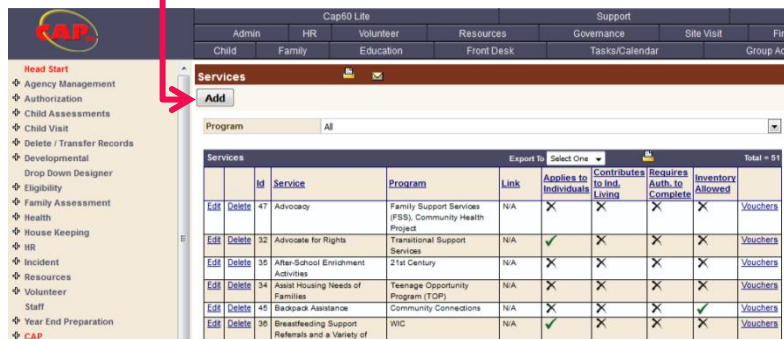
SETTING UP THE CLASSROOM

- Log in
- Choose the “Admin” tab
- Click on “Agency Setup Links”
- Click on “Services” underneath the “Agency Setup Link” section

**A classroom is considered a service*



- Then click “Add”





Operations Manual

- Fill in the following:

- Service
- Type
- Section E Category
- Applies to family members
- And all others that apply
- Check off the applicable program(s)
- Click "Save"

Services

Save Cancel

Service Type Select One

Default Unit Not Assigned Code

Default Unit To Dollar Multiplier

Section E Category Select One

Validation

Max Quantity Per Service

Max Quantity Per Year

Max Number of Services Per Year

Maximum allowed services per household per year

Options

Applies to family members as individuals No do not display family members on service page - Only Applicant is counted as Achieved in NPI report

Service requires upper level authorization before being set to 'Completed'

Service contributes to successful independent living of seniors and individuals with disabilities

Service can have Inventory Items attached to it

Allow multiple services with same date having same resources

Programs

21st Century

Access to Home

Career Development

Community Connections

Community Connections - Non-Emergency Transportation

Community Health Project

EmPower NY

Expired/ Old Programs

Family & Children Services

Family Support Services (FSS)

Financial Resource Center

Food Pantry

Foster Grandparents

Housing Solution (STEHP)

CARs

Services

Add

Program YouthBuild

Id	Service	Program	Link	Applies to Individuals	Contributes to Ind. Lists	Requires Auth. to Complete	Inventory Attach	Vouchers
15	Case Management	Foster Grandparents, Housing Solution (STEHP), Family Support Services (FSS), YouthBuild, Teenage Opportunity Program (TOP), Career Development, Financial Resource Center, Community Connections, Family & Children Services, Community Connections - Non-Emergency Transportation, Troy Community School Initiative, Troy School 2 Improvement Project, Community Health Project	N/A	X	X	X	X	Vouchers
39	Community Service	YouthBuild	N/A	X	X	X	X	Vouchers
38	GED Preparation	YouthBuild	N/A	X	X	X	X	Vouchers
40	Leadership	YouthBuild	N/A	X	X	X	X	Vouchers
60	Lunch	YouthBuild	Sessions	X	X	X	X	Vouchers
37	Occupational Skills Training	YouthBuild	N/A	X	X	X	X	Vouchers
59	TASC Prep	YouthBuild	Sessions	X	X	X	X	Vouchers

- Once the service has been saved, enter into the "Sessions" link

- Click "Add"

Admin HR Volunteer Resources Support Governance Site Visit Financial

Child Family Education Front Desk Tasks/Calendar Group Activities

Classroom Sessions

Add Cancel

Class Name Lunch

Classroom Sessions << 1 of 1 >>



Operations Manual

- Either specify a center or leave it “Not Assigned” to designate that it could be held anywhere
- The year **must** correspond with the program year
- The color choice will denote the classroom in the CAP60 calendar
- Select frequency
- Determine and input the “typical number hours/week”
- Click save
- Click the link to “dates”
- When entering in dates; use the “quick add dates”

Classroom Sessions (Required to Allow Client Enrollment)

Center	Not Assigned	Color	Select One
Year	Select One	End Time	Select One
Start Time		Typical Number Hours/Week	
Frequency	Select One		

Classroom Sessions	Year	Center	Start Time	End Time	Color
Add	2015	Undetermined	12:00 PM	1:00 PM	Yellow

Classroom Session Dates

[Add](#) [Cancel](#)

[Quick Add Dates](#)

- Enter the beginning and ending dates and the frequency
- A list of specifics will appear next to the frequency drop down
- Select what is applicable and click “save”
- This will populate a list of specific dates within the date range

Quick Add Dates

[Save](#) [Cancel](#)

Select the appropriate options and then the available session days on the next page

Date From: [Date Picker] Date To: [Date Picker]

Frequency: Select One

Quick Add Dates

[Save](#) [Cancel](#)

Select the appropriate options and then the available session days on the next page

Date From: 8/31/2015 Date To: 10/31/2015

Frequency: Weekly

- Weekday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Quick Add Dates

[Save](#) [Cancel](#)

Select the Dates to Add Total = 45

Dates
<input type="checkbox"/> 08/31/2015 - Monday
<input type="checkbox"/> 09/01/2015 - Tuesday
<input type="checkbox"/> 09/02/2015 - Wednesday
<input type="checkbox"/> 09/03/2015 - Thursday
<input type="checkbox"/> 09/04/2015 - Friday
<input type="checkbox"/> 09/07/2015 - Monday
<input type="checkbox"/> 09/08/2015 - Tuesday
<input type="checkbox"/> 09/09/2015 - Wednesday
<input type="checkbox"/> 09/10/2015 - Thursday
<input type="checkbox"/> 09/11/2015 - Friday
<input type="checkbox"/> 09/14/2015 - Monday
<input type="checkbox"/> 09/15/2015 - Tuesday
<input type="checkbox"/> 09/16/2015 - Wednesday
<input type="checkbox"/> 09/17/2015 - Thursday
<input type="checkbox"/> 09/18/2015 - Friday
<input type="checkbox"/> 09/21/2015 - Monday
<input type="checkbox"/> 09/22/2015 - Tuesday
<input type="checkbox"/> 09/23/2015 - Wednesday
<input type="checkbox"/> 09/24/2015 - Thursday
<input type="checkbox"/> 09/25/2015 - Friday
<input type="checkbox"/> 09/28/2015 - Monday
<input type="checkbox"/> 09/29/2015 - Tuesday
<input type="checkbox"/> 09/30/2015 - Wednesday
<input type="checkbox"/> 10/01/2015 - Thursday
<input type="checkbox"/> 10/02/2015 - Friday
<input type="checkbox"/> 10/05/2015 - Monday
<input type="checkbox"/> 10/06/2015 - Tuesday

- First click the check box on top to select all
- Un-check any unscheduled dates (*this could be due to shut-down, holidays, etc.*)
- Click “save”



Operations Manual

Classroom Session Dates	
Date	
<input checked="" type="checkbox"/>	08/31/2015 - Monday
<input checked="" type="checkbox"/>	09/01/2015 - Tuesday
<input checked="" type="checkbox"/>	09/02/2015 - Wednesday
<input checked="" type="checkbox"/>	09/03/2015 - Thursday
<input checked="" type="checkbox"/>	09/04/2015 - Friday
<input checked="" type="checkbox"/>	09/08/2015 - Tuesday
<input checked="" type="checkbox"/>	09/09/2015 - Wednesday
<input checked="" type="checkbox"/>	09/10/2015 - Thursday
<input checked="" type="checkbox"/>	09/11/2015 - Friday
<input checked="" type="checkbox"/>	09/14/2015 - Monday
<input checked="" type="checkbox"/>	09/15/2015 - Tuesday
<input checked="" type="checkbox"/>	09/16/2015 - Wednesday
<input checked="" type="checkbox"/>	09/17/2015 - Thursday
<input checked="" type="checkbox"/>	09/18/2015 - Friday

- This will bring up an “edit” & “delete” page in case any dates saved were incorrect
- On this page, dates that were forgotten can also be added in via the “Add” button

ATTACHING A FUNDING SOURCE

- In order to complete the process of creating a class/group activity; it must be attached to a program and funding source
- Enter into “Program Definition” under “Agency Set-up Links”
- Click on “Services” under “Allowable Services”
- Now click “Add”

The screenshot shows the 'Program Definition' screen with fields for Year (2015), Program (YouthBuild), Funding (2015 - Youthbuild (DOL (Department Of Labor))), and County (Rensselaer). Below is a table of applicable items:

Program Definition	Id	Year	Program	Funding Source	County	Date Range	Countable Income	Allowable Services	Poverty Guidelines	Eligibility
2015 Rensselaer YouthBuild - 2015 - Youthbuild (DOL (Department Of Labor))	09	2015	YouthBuild	2015 - Youthbuild (DOL (Department Of Labor))	Rensselaer	09/01/2014 - 08/31/2015	Categories	Services	Guidelines	Eligibility

Below this is the 'Change Applicable Items' screen showing a list of services to be added:

Change Applicable Items	
<input type="checkbox"/>	Case Management
<input type="checkbox"/>	TASC Prep
<input type="checkbox"/>	Lunch

- Select the service to add and click “save”

ENROLLING PARTICIPANTS IN THE CLASSROOM

- Enter into the “Group Activities” tab
- Click on “CAP Classroom” and click “Enroll in Classroom”
- Use the case filters to narrow down the participant list
- Click on the check box of all participants that should be enrolled in the class (*those already enrolled in the class will not appear*)
- Once the participants are selected; click “save”
- Enter the date enrolled and the enrollment status and save
- The enrollment will now show up in the individual case of participants

The screenshot shows the 'Enrollment (Group Activity)' screen with 'Case Filters' for Agency (Commission on Economic Opportunity), Family Center (Youth Opportunity Center), Year (2015), and County (Rensselaer). The date range is set from 10/1/2014 to 8/31/2015. Below is the 'Select the Class Session for Enrollment' section with dropdowns for Program (YouthBuild), Class Center (Undetermined), Class (Lunch), and Session (Undetermined | 08/31/2015 - 10/30/2015 - Start Time: 12:00:00 - End Time: 13:00:00). At the bottom is a table of participants:

Those already enrolled in the Class will not appear below:			
<input type="checkbox"/>	7210	2015	Ahanti Brown
<input type="checkbox"/>	7688	2015	Jose Cepeda Sola
<input type="checkbox"/>	7688	2015	Gregory Gilliard
<input type="checkbox"/>	7687	2015	Patric Fiqueroa
<input type="checkbox"/>	7688	2015	Dylan Ellis
<input type="checkbox"/>	7689	2015	Janelva Echevarria