

## AKAD – Person Name AKA Detail

This screen is used to enter information about a person's name. The lower half of the screen is used to add any alias names that the person may have used, including those names from previous marriages.

```
CAFSKAD                PERSON NAME AKA DETAIL                04/17/2007    9:51
USER ID : CS4566    MODIFY                PAGE NO :    1
CAPS ID : 00002150    25    NAME : HARRIS, JERRI
                ----- LAST ----- -- FIRST --- -- MIDDLE --  SUFX
DECLARED PERSON NAME : HARRIS                JERRI
MAIDEN NAME        : REYNOLDS
LEGAL NAME         : HARRIS                JERRILYN    MARIE

    OPTIONS - _  CHANGE DECLARED PERSON NAME (DPN) & MOVE OLD DPN TO AKA
                _  CHANGE SPELLING OF LEGAL NAME
                _  CHANGE LEGAL NAME & MOVE OLD LEGAL NAME TO AKA

TO SELECT, ENTER A=ADD, D=DELETE, M=MODIFY
SEL ----- LAST ----- -- FIRST --- -- MIDDLE --  SUFX    MIND    COMMENTS
_  GILBERT                JERRI                Y
_
_
_

                PATH: █
```

**Field Descriptions** (F12) indicates code lookup is available.

### *CAPS ID* (F12)

Enter the CAPS ID of the person you wish to add or view name information for.

### *NAME*

This field will display the name of the person whose ID is displayed in the CAPS ID field.

### *DECLARED PERSON NAME – LAST*

This field will display the commonly known last name for the person. You can modify the last name.

### *DECLARED PERSON NAME – FIRST*

This field will display the commonly known first name for the person. You can modify the first name.

*DECLARED PERSON NAME – MIDDLE*

This field will display the commonly known middle name or middle initial for the person. You can modify the middle name or middle initial.

*DECLARED PERSON NAME – SUFFIX*

This field will display the commonly known suffix associated with the name (for example, JR or SR.) You can modify the suffix.

*MAIDEN NAME – LAST*

If the person is married, enter the last name of their maiden name.

*LEGAL PERSON NAME – LAST*

This field will display the legal last name for the person. You can modify the last name.

*LEGAL PERSON NAME – FIRST*

This field will display the legal first name for the person. You can modify the first name.

*LEGAL PERSON NAME – MIDDLE*

This field will display the legal middle name or middle initial for the person. You can modify the middle name or middle initial.

*LEGAL PERSON NAME – SUFFIX*

This field will display the legal suffix associated with the name (for example, JR or SR.) You can modify the suffix.

*OPTIONS – CHANGE DECLARED PERSON NAME (DPN) & MOVE OLD DPN TO AKA*

This select line must be marked (any character) if any information is modified in the declared person name area. *Once you press enter, the old name will move to the bottom of the screen as an AKA and the new name will display in the declared person name area.*

*OPTIONS – CHANGE SPELLING OF LEGAL NAME*

This select line must be marked (any character) if any information is modified in the legal name area. *Once you press enter, only the new name will display in the legal name area – no AKA will be created on the bottom of the screen.*

*OPTIONS – CHANGE LEGAL NAME & MOVE OLD LEGAL NAME TO AKA*

This select line must be marked (any character) if any information is modified in the legal name area. *Once you press enter, the old name will move to the bottom of the screen as an AKA and the new name will display in the legal name area.*

### *SEL*

Enter an "A" if you want to add an alias name, "D" if you want to delete an alias name or "M" if you want to modify an alias name. *Only the designated "AKA" supertask workers have the authority to delete or modify an AKA name. Access the SPTK (Supervisory Task List) screen to identify those workers in your region.*

### *LAST*

Enter the last name of the alias for the person.

### *FIRST*

Enter the first name of the alias for the person.

### *MIDDLE*

Enter the middle name or middle initial of the alias for the person.

### *SUFFIX*

Enter the suffix associated with the alias name for the person (for example, JR or SR.)

### *MIND*

Enter a "Y" if the alias name is a name from a previous marriage. *If a "Y" is not entered, the system will default "N" in this field.*

### *COMMENTS*

Enter any comments regarding the alias name.

## **Additional Information**

The name that is entered on the PERD (Person Detail) screen when a person is added to the system becomes their Declared Person Name on the AKAD screen.

Any name listed on the AKAD screen can be found using the PERS (Person Search) screen for that name.

If an alias name is received through the CCUBS (Child Care Under the Big Sky) interface, CCUBS NAME will be displayed in the comments field. These names cannot be modified or deleted, even by an AKA supertask worker.