

PRCD - Provider Contact Detail

This screen is used to display, add or modify contacts made with a specific provider/facility.

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CAFSPRCD          PROVIDER CONTACT DETAIL          04/10/2008    14:34
USER ID : CS4566    MODIFY
PROV NO : 0001001  001          PROV NAME: YOUTH FOSTER HOME
                                FACIL NAME: MARY FOSTER HOME

CONTACT TYPE      : HMU  HOME VISIT
CONTACT STATUS    : AT  ATTAINED
CONTACT DATE      : 02/27/2007
CONTACT CAPS-ID   : 00129678      CONTACT NAME : DAVIS, MICHELLE A
WORKER ID         : CS4566         WORKER NAME  : REYNOLDS, MARY

SUBJECT           : YFH LICENSE HOME INSPECTION

COMMENTS:
INITIAL HOME INSPECTION FOR FOSTER HOME LICENSE APPLICATION. ALL LICENSING
REQUIREMENTS HAVE BEEN MET. CURRENT INSURANCE DOCUMENTS IN HARD COPY FILE.

                                PATH: █
```

Field Descriptions (F12) indicates code lookup is available.

PROV NO

This field will display the provider number of the provider/facility that was entered on the PRCL (Provider Contact List) screen.

PROV NAME

This field will display the provider name of the provider whose ID is displayed in the PROV NO field.

FACIL NAME

This field will display the facility name of the provider whose ID is displayed in the PROV NO field.

CONTACT TYPE (F12)

Enter the type of contact that was made with the provider/facility.

CONTACT STATUS (F12)

Enter the status of the contact that was made with the provider/facility. *Contacts can be scheduled in advance (Status = SC).*

CONTACT DATE

Enter the date the contact with the provider/facility took place. *If you are scheduling a contact in advance (Status = SC), enter the date the contact is to occur. You will receive a reminder alert three days prior to the scheduled contact date.*

CONTACT CAPS-ID (F12)

If in ADD mode, this field will default the CAPS ID of the contact person for the provider/facility. If no contact person has been designated, this field will default the CAPS ID of the director for the provider/facility. You can, however, enter any valid CAPS ID for the contact.

CONTACT NAME

This field will display the name of the contact whose ID is displayed in the CONTACT CAPS-ID field.

WORKER ID

If in ADD mode, this field will default the C number of the worker who is adding the contact. You can, however, enter any valid C number for the contact.

WORKER NAME

This field will display the name of the worker whose C number is displayed in the WORKER ID field.

SUBJECT

Enter the subject (reason) for the contact. *This field allows 28 characters.*

COMMENTS

Enter a description of the contact. Provide specifics such as dates, worker names, locations, and a quality description of what occurred during the contact.

Additional Information

If details are documented elsewhere (DocGen notes or case file), it is not necessary to re-enter all the details on PRCD. Simply document in the summary area where the additional documentation is located.

Provider contacts that are specific to contract monitoring (CMC, CMF, CMH, CMO, CMP, CMR and CMV) can only be entered by regional contract monitor staff (workers with RCM supertask on the SPTK (Supervisory Task List) screen.)