



# CORRECTIONAL DENTAL ASSOCIATES

## Correctional Dental Prosthetic Tracking & Compliance System Data Entry Flow Chart

*The CDPTCS tracks the prosthetic (Denture) as it is transported from the Laboratory to the Clinic/Prison. The CDPTCS maintains all relevant prosthetic information including: the current location of the prosthetic, the Start Date, current location of the inmate and if the time frames are in compliance with the treatment requirements.*

- A. To open the CDPTCS program go to Start > All Programs > CDPTCS group > then click the CDPTCS application icon.
- B. At the **CDPTCS Login** Window select User Name: (Manager) > Password: > (leave blank, set this up later) > Console: > (01) then click “Ok”
- C. Welcome to the **CDPTCS Main Console 01** Window. Under the “*Inmate Information*” bar select “Add/Edit Inmate [F3]. Type inmate number then click “OK”, if “Sorry, Inmate not found. Would you like to add Inmate xxxxxx now?” window appears click “Yes” to add New Inmate(s) to the system.
- D. The CDPTCS – “**Add New Inmate**” Window will appear. Enter new inmate’s personal and prosthetic data using the window. In this window there are three sections.

**Inmate information** – Inmate Number, SBI Number, Required or Elective Last Name, First Name, Facility, Tracking Location, Initial Doctor and Assistant.

**Lab Information** – Lab Name, In Date, Out Date, Pan Number, Stage Out, Descriptor, Shade, Acrylic Shade, Denture Fabrication and Notes.

**Case Information** – Start Date, Finish Date, Insert Date, Status, Case Type, No Show Days, Total Prosthetics, Days in Transit, Compliance Date, In Compliance, Payment Date, Payment Amount.

Click or type F7 to save the data then click the “Close” icon when you are finished adding new inmates to the system.

E. To Edit/Modify an existing inmate's information, at the "Add/Edit Inmate [F3] window type in the number or last name then click the "Search" button. The **CDPTCS – Search Inmate** Window will appear. Type in the inmate number or last name, select the inmate information (inmate information row will turn blue when it is selected) then press the "Enter" key. The **CDPTCS – Edit Inmate Information** window will appear where you can edit/modify inmate's information. Click or type F7 to save changes then click the "Close" button to exit this window when finished.

*To build and print reports on all aspects of inmate prosthetic data for tracking and reporting purposes in both current (real-time) or historical formats the CDPTCS program has a very versatile reporting feature installed.*

F. At the **CDPTCS Main Console 01** Window select the "Reports" bar then click the "CDP Reports" icon, the "Reports" window will appear. Double click the report that you want to print or preview. In the CDPTCS – Report Information window type or select from the drop down menu of the calendar the **insert/start FROM** date, then click the "Next" button. Next, type or select from the drop down menu of the calendar the **insert/start TO** date, then click the "Finish" button. The ROMan Report window will appear where you can review the report and or print it by clicking the "Print" button.

G. To build custom reports call or email CDPTCS technical support at 609 599-2800  
[techsupport@cdapc.com](mailto:techsupport@cdapc.com)