

CASELOAD REPORT USAGE AND CASELOAD MONITORING EXAMPLE

REPORT JCR01 903901

WORK SERVICES CASELOAD REPORT
FOR THE WEEK
CASELOAD DETAILS

mm/dd/yy
PAGE: 226

OFFICE : 900 CITY DPAWS

UNIT : 9

CASELOAD: 01 CASE MANAGER NAME

- When doing a full caseload review, use as a guideline for noting significant info or action needed.
- Document the completion of work activity verification each month by noting hours and CLNO entered.
- For continuing activities, change the activity end date to the end of the next month, or longer if actual end date is known or anticipated.
- Initialize the next month.

FSSP Expires	QCRS/FPR Due	Last Meaningful Contact	Next Appt	Entered WA	Entered CLNO
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<p>TESTED, BOBBY L 0600123456 UP 3</p> <p>(123)456-7891 0512345 mm/dd</p> <p>REPORT OF CHANGE, 123-45-6789</p>	<p>40</p> <p>SS 1</p> <p>month</p> <p style="color: red;">Send penalty letter</p>	<p>10/11/15 10/15</p> <p>mm/dd mm/dd</p>	<p>WS RG -- NO WEEKLY ACTIVITIES FOUND --</p> <p>TA OP *report shows WAV needs entered</p> <p>mm/dd ✓NP=0; NR=0 ✓</p>	<p>NP 0</p> <p>Note: request childcare</p>	<p>3.4</p>
<p>TESTED, CINDY L 0600123457 UP 3</p> <p>(123)456-7891 0512345</p> <p>REPORT OF CHANGE, 123-45-6781</p>	<p>40</p> <p>WA 1</p>	<p>10/01/15 10/15</p> <p>WA 1</p>	<p>WS OP 10/01/15 NP 0</p> <p>TA OP 10/01/15 Note: request childcare</p>	<p>3.4</p>	
<p>TESTER, CANDY C 0600123458</p> <p>(123)456-7893 0512346</p> <p>REPORT OF CHANGE, 123-45-6782</p>	<p>25</p>	<p>10/23/15 10/15</p>	<p>WS OP 09/22/15 WK 24 ✓</p> <p>TA OP 09/03/15 WK 105 ✓</p> <p style="color: red;">Find 1 more hour!</p>	<p>2.1</p> <p>4.3</p>	
<p>TESTER, TEDDY P 0600123459</p> <p>(123)456-7894 0512347</p> <p>REPORT OF CHANGE, 123-45-6783</p>	<p>106</p>	<p>10/02/15 09/15</p>	<p>WS OP -- CASE NOT INITIALIZED TO mm/yy --</p> <p>TA OP *shows not initialized after WAV</p>	<p>3.4</p>	