☺ Job Aid: Order of Processes Occurring In TWIST

Chapter 6: System Administration
Section 4: End of Day
Lesson: End of Day (SUT)

Daily Processes (after 8 pm)

- ❑ Appointments still marked as booked are automatically changed to "no show"
- ❑ Any Auto Scheduler requests are processed
- ❑ Formula warehouse formula orders are processed
- ❑ Approved product list changes are processed
- ❑ Benefit redemption records are received

1st of the Month

- ❑ Temporary ID's more than 90 days old are deleted
- ❑ Unfilled Appointment requests more than 2 months in the past are deleted
- ❑ Client appointment history more than 12 months old is purged
- ❑ Preliminary caseload calculation
- ❑ Peer group averages (to figure expected food costs) are calculated

20th of the Month

- ❑ Calculate Caseload
  (Adjust estimate made on the 1st)

Last Day of the Month

- ❑ Automatic category changes
- ❑ Termination Report

Time Points At Which Clients Can Be Terminated

- ❑ Deceased clients are automatically terminated daily
- ❑ Clients who have exceeded 30 day limit to bring in proofs are auto termed daily
- ❑ Clients who have not spent benefits for 2 months auto termed 7th of the mo.
- ❑ Clients who are > 30 days past the end of their cert date
- ❑ The appropriate benefits are removed from terminated participants