

Caseload Reports:

Certified Caseload – 12 Month History Report

What this report tells you:

The number of participants with current certifications, whether or not they have been issued benefits. Shows the past 12 months.

Why use this report:

Track the change in your total certified caseload from month to month.

How to run this report:

Operations Management- Outputs- Caseload. Enter month and year.

When to run this report:

Run on the 2nd of each month.

