

Caseload Reports:

Client Termination Register

What this report tells you:

Shows a list of participants who were terminated in the specified date range sorted by reason for termination and term date. Includes ID number, cert dates, DOB, language, category, and risk level.

Why use this report:

Use to contact participants when the termination reason can be corrected. The most common reasons include:

- no proofs
- not issued benefits for two months
- did not use benefits for two months
- two months past due for recertification

How to run this report:

Client Processes- Output- Reports- Intake. Enter the date range.

When to run this report:

Run after the 15th of the month. TWIST automatically terminates participants who were not issued or did not use benefits on the 15th.

