

Caseload Reports:

Participants With No Benefits Issued Register

What this report tells you:

Lists all participants who were not issued benefits for the month chosen. It includes information to make follow up easier.

Why use this report:

Run the report at regular intervals during the month and determined why they didn't receive benefits. Usually the participant needs an appointment rescheduled before the benefits may be issued. Report can also print address labels.

How to run this report:

Client Processes- Output- Reports- Intake. Can enter previous, current, or next month. Most agencies run for current month.

When to run this report:

Run frequently throughout the month so the participants can be contacted and issued benefits.

