

# Caseload Reports:

## Participating Caseload – 12 Month History Report

### What this report tells you:

The number of participants with benefits every month for the past 12 months.

### Why use this report:

To see if your participating caseload has increased or decreased, month to month. Large agencies may see a larger fluctuation in month to month numbers.

### How to run this report:

Operations Management- Output- Caseload. Enter the month and year.

### When to run this report:

Run on the 2<sup>nd</sup> of each month.

