

Caseload Reports:

Processing Standards Compliance Report

What this report tells you:

Shows how many days between first contact and enrollment for every new applicant.

Why use this report:

A quick turn-around time between prescreening and enrollment can help retain potential new participants. Monitor your processing time for all of your new enrollments. Evaluate delays in processing. Do you have enough appointments? Were appropriate staff not available? For more information, see [Policy 605](#).

How to run this report:

Operations Management- Outputs. Enter date range. Can filter for each clinic site.

When to run this report:

Run monthly.

