Caseload Reports:
Register of Clients with Eligibility Pending Report

What this report tells you:

Shows a list of participants who need to provide one or more "proofs" in order to receive benefits beyond the first 30 days of their cert. This report includes the eligibility pending date, type of missing proof, and phone number.

Why use this report:

Contact to participants marked as eligibility pending to remind them to provide their proofs so they are not terminated after the 30 day grace period.

How to run this report:

Client Processes- Output- Reports- Intake. Enter the date range and clinic. Run for the previous 30 days to see participants who are still active.

When to run this report:

On the 1st and 15th of the month.

How to use the *Register of Clients with Eligibility Pending* Report

▶

Click to play video