

Reports needed for DD:

Clients

by case manager
by service element (e.g. foster, residential, employment)
by name
by provider (e.g. Albertina-Kerr, Pearl Buck, etc)
by site (e.g. Albertina-Kerr 10th Street, Albertina-Kerr 5th Street, Pearl Buck-Main St.)
by birthdate/age
by mailing address, including P.O boxes, and including mailings to significant others
 such as guardians, parents, etc.
annual ISP renewal date (& reports of overdue renewals)
annual waiver renewal date (& reports of overdue renewals)
clients enrolled in some programs but not enrolled in others

Program

all clients enrolled in specific programs (service elements)
clients enrolled in some programs but not enrolled in others
all clients by service provider (e.g. Pearl Buck, Albertina-Kerr)
by site (each residential and employment site, not just provider, see above)

Sites

Standard info on each site: location, capacity, mailing address, house manager, etc.
clients enrolled at each site
of open "slots" at each site
of visits to each site by month, by case manager, and by reason for visit
Sites that have had no visit in specified time frame (e.g. since January 1)

Case Manager

Clients by name
Clients by ISP renewal date
Clients by waiver renewal date