

REPORT DOCUMENTATION

REPORT

REPORT NAME

Texas ODM Fiscal Start (BOY) Volunteer Submission

REPORT SUMMARY

This report will list all Volunteers, who are not paid staff, that were assigned to a child/case at the start of the fiscal year. Use to populate Texas CASA's ODM BOY Staff Submission.

Regarding opening new cases: the **Petition Date** (at the top of the Case Details page, will be called *Case Start Date* in the future), **Case Assigned Date** (the first CASA person, generally staff but could be a volunteer, Assigned Date), and **Assigned to Program Date** (for child(ren) **should generally all be the same date**. There are circumstances in which these dates may differ; however, these dates must all be in the same month in order for Texas ODM Reports to run correctly.

REPORT FORMULA

Items are selected when they meet the following criteria:

1. The Volunteer was assigned to a child/case on the last day of the previous fiscal year, and the child/case are Active on the first day of the current fiscal year.

EXCEPTION REPORTS TO RUN BEFOR RUNNING THIS REPORT

1. Active Volunteer Missing Race – by Supervisor
2. Active Volunteer Missing Birthdate – by Supervisor
3. Assigned Volunteer - with No Assigned Child

OPTIMA REPORTS TO RUN FOR A DETAILED LIST OF VOLUNTEERS COUNTED ON THIS REPORT

1. Assigned Volunteers > Volunteer Demographics: run start AND end date of 9/1