

REPORT DOCUMENTATION

REPORT

REPORT NAME

No Petition/Case Start Date

REPORT SUMMARY

This report will list all cases that are missing a Petition (Case Start) Date.

To edit the Case Start date, navigate to the Case Details page and click the green add button under Case Information section at the top of the screen.

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 child has an Assigned to Program Date on or prior to the date this report is pulled.
2. The child or case do not have a Program or Court Closed Date.