

REPORT DOCUMENTATION

REPORT

REPORT NAME

Texas ODM Quarterly Volunteer Submission

REPORT SUMMARY

This report will list all Volunteers, who were assigned to a child/case during the quarter who were not assigned to a case this fiscal year.

The report will also display new applicants, those that started and/or completed pre-service training, those that completed any in-service training and any volunteers sworn-in during the quarter.

Use to populate Texas CASA's ODM Quarterly Staff Submissions (Qs 1-4)

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. Volunteers assigned to a child/case during the quarter who were not assigned to a case this fiscal year
2. Applicants with an application date within the quarter
3. Applicants who started pre-service training
4. Applicants who ended pre-service training (Enter date completed into the initial training date field in the applicants Applicant Data tab)
5. Volunteers who have a sworn date within the quarter

EXCEPTION REPORTS TO RUN BEFORE RUNNING THIS REPORT

1. Active Volunteer Missing Race – by Supervisor
2. Active Volunteer Missing Birthdate – by Supervisor
3. Active Volunteers - Missing Sworn Date - by Supervisor

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

1. New Volunteers > Volunteer Demographics – by Supervisor: run start date (first day of quarter) AND end date (last day of quarter)
2. New Volunteers > First Assignments: run start date (first day of quarter) AND end date (last day of quarter)
3. Inquiries and Applicants > Applicant Pre-service Training: run start date (1st day of quarter) AND end date (last day of quarter)
4. Training > In-service Training: run start date (first day of quarter) AND end date (last day of quarter)