REPORT DOCUMENTATION

REPORT

REPORT NAME

FY22 Texas ODM Quarterly Child-Case Submission

REPORT SUMMARY

This report will list all active Cases and Children and their demographics who had an assigned Supervisor and/or Volunteer at any time during the quarter.
Use to populate Texas CASA's ODM Quarterly Child-Case 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. The case has a petition date earlier than the fiscal start date of the report and the case is not closed or is closed after the fiscal start date of the report. (The date field used is the field labeled 'petition date' at the top of the case details page in the Case Information section)
2. The child has an assigned to program date earlier than the fiscal start date and the child is not closed OR the child is closed after the fiscal start date
3. Supervisor and/or Volunteer is active on the child during the reporting period

EXCEPTION REPORTS TO RUN BEFORE RUNNING THIS REPORT

1. Open Children - Missing Assigned to Program Date - by Supervisor
2. Assigned Supervisor (Paid Staff) - with No Assigned Child
3. Assigned Volunteer - with No Assigned Child
4. No Petition/Case Start Date

OPTIMA REPORTS TO RUN FOR A DETAILSED LISTS OF COUNTS ON THIS REPORT

1. For Total Child Count: Reports > Active Children > Active- by Supervisor; run for quarter dates
2. For New Child Count: Reports > New Children > New Children; run for quarter dates
3. For Closed Child Count: Reports > Closed Children > Closed Children; run for quarter dates
4. For Demographics: Reports > Active Children > Reports by County > Child Demographics; run for quarter dates, by County
5. For Child Status: Reports > Active Children > Child Status; run for quarter dates
6. For Total Case Count: Reports > Case Statistics > Active Cases - by Supervisor
7. For Closure Reasons: Reports > Closed Children > Closed Children; run for quarter dates

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