
CASEWORKER SUPERVISOR REPORT

EIS 3554 - CASEWORKER SUPERVISOR REPORT
REISSUED 05/01/09 - CHANGE NO 03-09

I. GENERAL INFORMATION

The Caseworker Supervisor Report is a system produced report used to monitor performance and productivity and to help improve the management of your caseload. The report is produced after the last workday of the month, and two copies are mailed to the county; one for the caseworker and one for the supervisor. The report is also located in XPTR as "DHREJ CASEWORKER SUPERVISOR REPT". Each report is kept in XPTR for 366 days.

The report is produced based on the action completed and the worker number entered on the DSS-8124 or the DSS-8125. If a worker number is not entered on the DSS-8125, EIS uses the one previously assigned to that case. If you complete more than one action on a form, the system credits you with only one action. The action you are given credit for is based on the order of III. below.

II. THE REPORT IS SORTED BY:

- A. County
- B. Supervisor
- C. Worker

III. THE REPORT LISTS ACTIONS YOU COMPLETED DURING THE PREVIOUS MONTH. THE ACTIONS WHICH ARE REPORTED ARE:

- A. APPLICATIONS REGISTERED
- B. APPLICATIONS APPROVED.
- C. APPLICATIONS DENIED.
- D. APPLICATIONS WITHDRAWN.
- E. FOR APPLICATION TYPE "3"
 - ADD INDIVIDUAL CHANGES TAKEN
 - ADD INDIVIDUAL CHANGES APPROVED
 - ADD INDIVIDUAL CHANGES DENIED
 - ADD INDIVIDUAL CHANGES WITHDRAWN
- F. FOR APPLICATION TYPE "7"
 - NEW INDIVIDUAL CHANGES TAKEN
 - NEW INDIVIDUAL CHANGES APPROVED
 - NEW INDIVIDUAL CHANGES DENIED
 - NEW INDIVIDUAL CHANGES WITHDRAWN
- G. REDETERMINATIONS COMPLETED.
- H. COUNTY TRANSFERS.

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III. (CONT'D)

- I. AID PROGRAM/CATEGORY TRANSFERS not completed in conjunction with a county transfer or a redetermination.
- J. MAIN/TERM - changes made to terminated cases.
- K. CASE TERMINATIONS.
- L. REOPENS.
- M. BENEFIT CHANGES not completed in conjunction with a redetermination, a county transfer, or aid program/category transfer. (A benefit change is a change in the Medicaid effective date or the payment amount.)
- N. Any OTHER CHANGES not listed above and not completed in conjunction with any of the actions listed above.
- O. A total is captured at the end of each action.
- P. Supervisor total for the county and state.
- Q. Number of applications taken total for the county and state.

NOTE: IF YOU DO NOT PERFORM ONE OF THE SPECIFIED ACTIONS, IT IS NOT LISTED ON YOUR REPORT.

IV. IF YOU COMPLETE ONE OF THE ABOVE ACTIONS, THE FOLLOWING INFORMATION IS REPORTED ON THE CASEWORKER SUPERVISOR REPORT:

- A. Case ID
- B. Casehead/payee
- C. Aid Program/Category
- D. Application Number
- E. County Case No

V. CHANGES KEYED IN STATE OFFICE

- A. Forms keyed by Claims Analysis will appear under worker number DMA.
- B. Forms keyed by the Eligibility Information System Section will appear under worker EIS.
- C. Both of these worker numbers will be reported under Supervisor Number 000 at the end of the report.
- D. These actions will also appear on the Worker Supervisor Summary Report.

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VI. USE THE COMMENTS SECTION OF THE CASEWORKER SUPERVISOR REPORT TO ENTER ANY NECESSARY DOCUMENTATION.

VII. CASEWORKER SUPERVISOR SUMMARY

The Caseworker Supervisor Summary Report is located in XPTR as "DHREJ CASEWKR SUPERVSR SUMM REPT". Each report is kept in XPTR for 366 days. This report summarizes all actions reported on the Caseworker Supervisor Report. Totals of each action are shown by worker number; the total actions of all workers for each Supervisor Number; and, on the last cover page is the accumulated totals for the county.

The information described in V. above will also show on this summary report.

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VII. (CONT'D)

EXAMPLE OF THE CASEWORKER SUPERVISOR REPORT

EJA036		NORTH CAROLINA ELIGIBILITY INFORMATION					PAGE 1
01/09/2004		CASEWORKER SUPERVISOR REPORT					
COUNTY	00 - YANCEY						
SUPERVISOR NUMBER							
CASEWORKER NUMBER	ALC						
CASE ID	CASEHEAD NAME	TERM CODE	APC	APPL NUMBER	COUNTY CASE NO	LTC COMMENTS	
APPLICATIONS TAKEN							
22222222	XXXXXXXX	X	XXXXXXXX	MPW	9999999	018532	
22222222	XXXXX	X	XXXXXX	MAF	9999999	015119	
TOTAL APPLICATIONS TAKEN		2					
APPLICATIONS APPROVED							
22222222	XXXXXXXX	X	XXXXXXXX	59	AAF	9999999 018532	
22222222	XXXXX	X	XXXXXX	72	MAA	9999999 015119 YES	
TOTAL APPLICATIONS APPROVED		2					
APPLICATIONS DENIED							
22222222	XXXXXXXX	X	XXXXXXXX	MIC	9999999	018532	
22222222	XXXXX	X	XXXXXX	MAD	9999999	015119	
TOTAL APPLICATIONS DENIED		2					
APPLICATIONS WITHDRAWN							
22222222	XXXXXXXX	X	XXXXXXXX	IAS	9999999	018532	
22222222	XXXXX	X	XXXXXX	MAF	9999999	015119	
TOTAL APPLICATIONS WITHDRAWN		2					

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EJA036		NORTH CAROLINA ELIGIBILITY INFORMATION					PAGE 2
01/09/2004		CASEWORKER SUPERVISOR REPORT					
COUNTY	00 - YANCEY						
SUPERVISOR NUMBER							
CASEWORKER NUMBER	ALC						
CASE ID	CASEHEAD NAME	TERM CODE	APC	APPL NUMBER	COUNTY CASE NO	LTC COMMENTS	
REDETERMINATIONS							
22222222	XXXXXXXX	X	XXXXXXXX	MAA	9999999	018532	
22222222	XXXXX	X	XXXXXX	SAA	9999999	015119	
TOTAL REVIEWS AND REDETERMINATIONS		2					
COUNTY TRANSFERS							
22222222	XXXXXXXX	X	XXXXXXXX	MPW	9999999	018532	
TOTAL COUNTY TRANSFERS		1					
AID PROGRAM/CATEGORY TRANSFERS							
22222222	XXXXXXXX	X	XXXXXXXX	SAD	9999999	018532	
22222222	XXXXX	X	XXXXXX	MAF	9999999	015119	
TOTAL AID PROGRAM/CATEGORY TRANSFERS		2					
CASE TERMINATIONS							
22222222			54	MAF	9999999		
TOTAL CASE TERMINATIONS		1					
BENEFIT CHANGES							
22222222	XXXXXXXX	X	XXXXXXXX	MPW	9999999	018532	
22222222	XXXXX	X	XXXXXX	MAF	9999999	015119	
TOTAL BENEFIT CHANGES		2					
OTHER CHANGES							
22222222	XXXXXXXX	X	XXXXXXXX	MIC	9999999	018532	
TOTAL OTHER CHANGES		1					