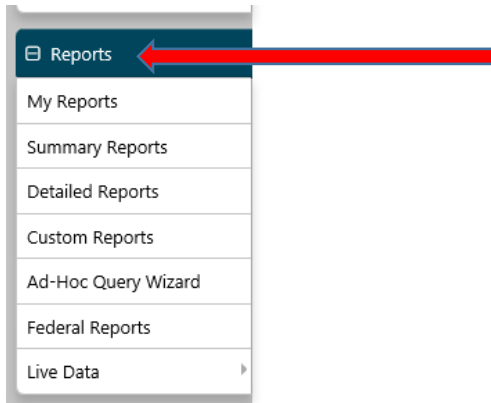
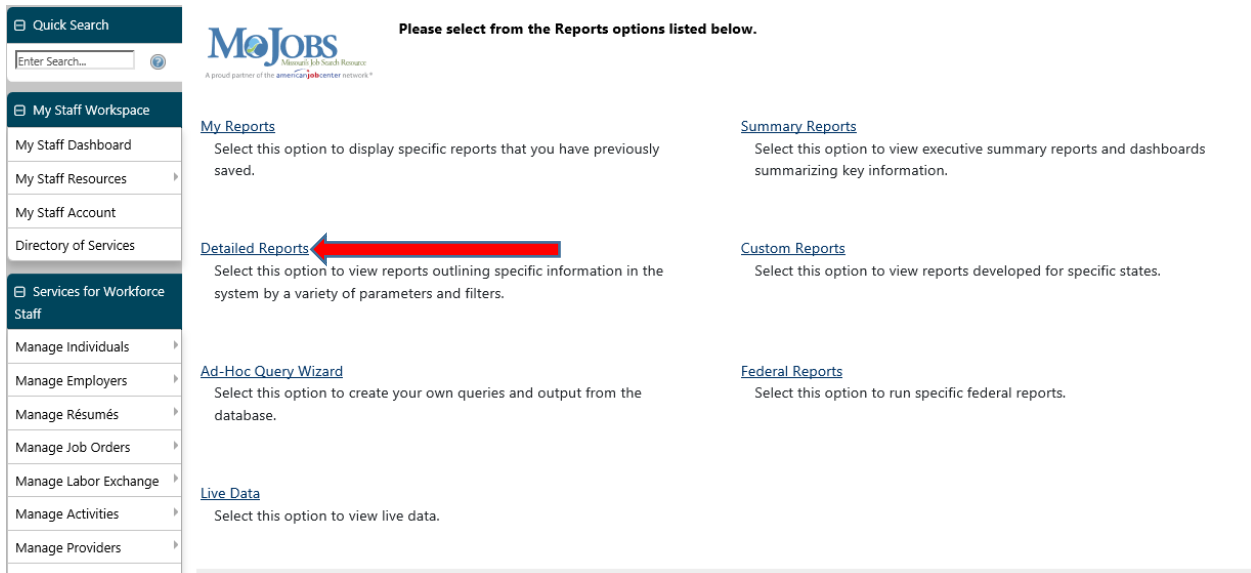


Services Provided Individual Report – by Provider

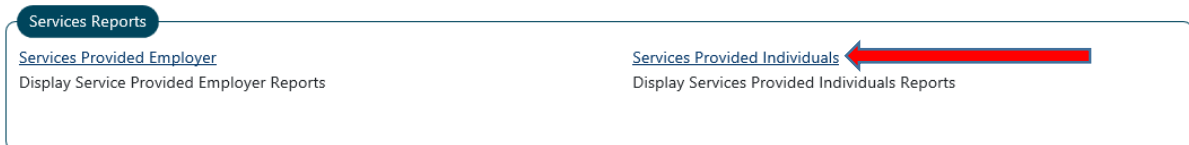
Click on Reports in the Left Navigation Bar, then you will be directed to the Reports page



Then click on Detailed Reports



Scroll down the Detailed Reports page until you see Services Reports and Click on Services Provided Individuals



Click on by Provider under the Service section

Local:

Advanced

- [List](#)
- [Registered Users Past Due](#)

Service:

Advanced

- [List](#)
- [by Activity Completion Status](#)
- [by Education Level](#)
- [by Ethnicity](#)
- [by Grant](#)
- [by MSFW Status](#)
- [by Provider](#)
- [by Region/LWIA](#)
- [by Service Status](#)
- [by Staff Assigned](#)
- [by Staff Reported](#)
- [by Zip Code](#)
- [by Access Location](#)
- [by County](#)
- [by Enrollment Characteristics](#)
- [by Gender](#)
- [by Individual](#)
- [by Office](#)
- [by Race](#)
- [by Service Assistance Type](#)
- [by Services](#)
- [by Staff Edit](#)
- [by Work Status](#)

Basic

- [by Age](#)
- [by Disabled Veteran Status](#)
- [by Potential Eligibility for Veteran Benefits](#)
- [by Veteran Campaign Status](#)
- [by Disability Status](#)
- [by Discharge Status](#)
- [by Selective Service](#)
- [by Veteran Status](#)

Select SNAP E&T from the drop down list under Program

Selection Criteria

Program

Program:

Customer Group:
SNAP E and T

You may select the region from the list, (Note: if your agency operates in more than 1 region you will need to select all the appropriate regions.) For the purpose of this tutorial we will not select a region.

Location

Region/LWDB Status: Active Inactive All

Region/LWDB:
(Press Ctrl to select multiple items)


Office Status: Active Inactive All

Office Location:



You may choose to pull this report by the staff member who is assigned to the case or by the staff that created the case. For the purpose of this tutorial we will not enter staff information.

Staff

Staff Assigned: 

Staff Position Status: Active Inactive All


Position:
Staff
LVER (WWS)
DVOP (VESS)

Status: Active Inactive All

Search By: Last Name First Name UserName

Staff:

[Add](#) [Remove](#)

Staff Created: 

Staff Position Status: Active Inactive All

Position:
Staff
LVER (WWS)
DVOP (VESS)

Search Status: Active Inactive All

Search By: Last Name First Name UserName

Staff:

[Add](#) [Remove](#)

Scroll down to the Date parameters and enter the appropriate dates, for this tutorial we will select the last quarter of this calendar year. Click Run Report

Note: you can filter by create date, actual begin date, last edit date or actual end date.

Date

Date Filter: Create Date

Date Range: 4th Qtr This Calendar Year

From: 10/01/2018 (MM/DD/YYYY)

To: 12/31/2018 (MM/DD/YYYY)

[Reset Dates](#)

The date range selection of "Today" will retrieve real time data.
Otherwise, data may be up to 24 hours behind.

Run Report

The Services Provided Individual – Provider report appears, use the arrow keys to go through the list to find your agency.

Services Provided Individuals Reports - by Provider

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+ Staff Email Search

Services Provided Individuals - Provider
 - Program: SNAP Employment and Training
 - Veteran Information From: Both
 - Date Field: Create Date
 - Start Date: 10/1/2018
 - End Date: 12/31/2018

Provider	Distinct Users	Total Services	% of Total
Hillvard Technical Center	1	1	0.03 %
Metropolitan Community College	31	123	3.72 %
Rolla Technical Institute / Center	1	1	0.03 %
Columbia College, Jefferson City	1	1	0.03 %
East Central College	1	1	0.03 %
Jefferson College	7	32	0.97 %
Metro Business College, Jefferson City	11	11	0.33 %
Mineral Area College, Park Hills	10	37	1.12 %
Missouri Welding Institute, Inc.	4	4	0.12 %
Moberly Area Community College, Moberly	3	4	0.12 %
Ozarks Technical Community College	14	69	2.08 %
State Fair Community College, Sedalia	2	6	0.18 %
Three Rivers College, Poplar Bluff	1	1	0.03 %
The Daruby School, St. Louis	4	4	0.12 %
C1 Truck Driver Training-Strafford	4	4	0.12 %

Click on the link with your agency's name

Provider	Distinct Users	Total Services	% of Total
J. Larae' Academy Of Beauty Art, Llc	1	1	0.03 %
Tdda, Lic D/b/a Truck Dynasty Driving Academy	7	7	0.21 %
CONVERSION LWIA 01	5	20	0.60 %
CONVERSION LWIA 02	17	84	2.54 %
CONVERSION LWIA 04	17	30	0.91 %
CONVERSION LWIA 06	9	15	0.45 %
CONVERSION LWIA 07	7	40	1.21 %
CONVERSION LWIA 09	42	170	5.14 %
CONVERSION LWIA 10	14	59	1.78 %
CONVERSION LWIA 11	8	29	0.88 %
CONVERSION LWIA 13	10	74	2.24 %
CONVERSION LWIA 14	5	18	0.54 %
CONVERSION LWIA 15	2	7	0.21 %
Conversion Provider	95	322	9.73 %
Central Region Workforce Investment Board	4	6	0.18 %
MERS GOODWILL INDUSTRIES	221	550	16.62 %
City of Springfield	30	154	4.65 %
Community Action Partnership of St. Joseph	2	3	0.09 %
Northeast Community Action Corporation	2	14	0.42 %
RESCARE	1	1	0.03 %
Delta Area Economic Opportunity Corporation	10	50	1.51 %
South Central Missouri Community Action Agency	6	10	0.30 %
Economic Security Corporation of the Southwest Area	10	44	1.33 %
West Central Missouri Community Action Agency	6	12	0.36 %



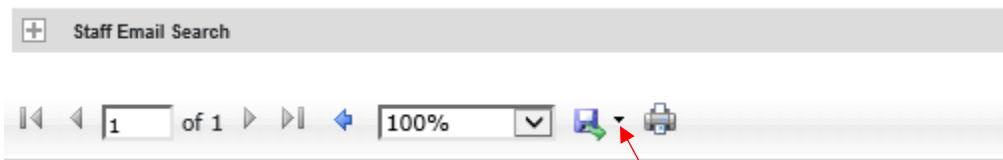
The report for your agency will appear.

Staff Email Search

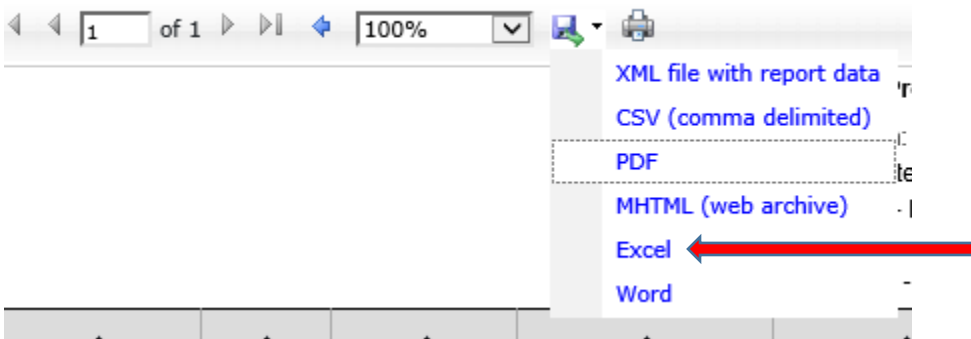
Services Provided Individuals - List Report
- Program: SNAP Employment and Training
- Veteran Information From: Both
- Date Field: Create Date
- Start Date: 10/1/2018
- End Date: 12/31/2018

UserName	State ID	Region / LWIA	Office	Office of Responsibility	First Name	Last Name	City, State, Country	Service	Completion Status	Provider	Staff Created	Create Date	Actual Begin Date	Projected Begin Date	Actual End Date	Pro En
215248	13026298	Northeast Region	FSD Partner Northeast	HANNIBAL JOB CENTER			PARIS, MO US	S10 - SkillUP TANF	Successful Completion	Northeast Community Action Corporation		12/12/2018	12/12/2018	12/12/2018	12/12/2018	12/12
215248	13026298	Northeast Region	FSD Partner Northeast	HANNIBAL JOB CENTER			PARIS, MO US	213 - Comprehensive Assessment	Successful Completion	Northeast Community Action Corporation		12/12/2018	12/12/2018	12/12/2018	12/12/2018	12/12
215248	13026298	Northeast Region	FSD Partner Northeast	HANNIBAL JOB CENTER			PARIS, MO US	205 - Develop Service Strategies (IEP/SS/IEDP)	Successful Completion	Northeast Community Action Corporation		12/12/2018	12/12/2018	12/12/2018	12/12/2018	12/12
215248	13026298	Northeast Region	FSD Partner Northeast	HANNIBAL JOB CENTER			PARIS, MO US	101 - Orientation	Successful Completion	Northeast Community Action Corporation		12/12/2018	12/12/2018	12/12/2018	12/12/2018	12/12
215248	13026298	Northeast Region	FSD Partner Northeast	HANNIBAL JOB CENTER			PARIS, MO US	107 - Provision Of Labor Market Research	Successful Completion	Northeast Community Action Corporation		12/12/2018	12/12/2018	12/12/2018	12/12/2018	12/12

To export the data to an Excel Spreadsheet click on the arrow next to the Save Icon



Click on Excel

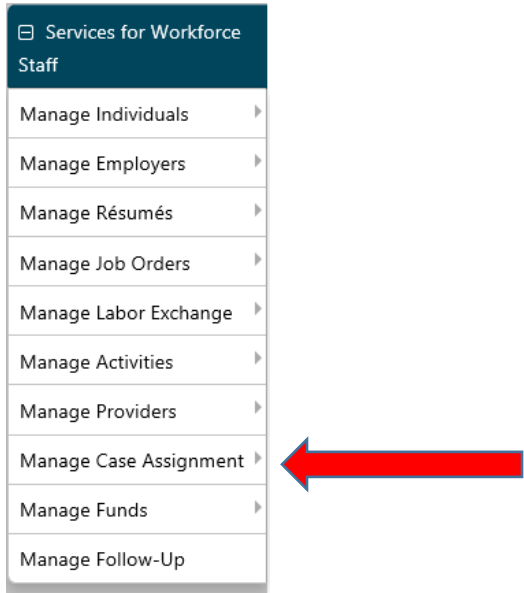


Select Open to view the spreadsheet or Save to save the spreadsheet

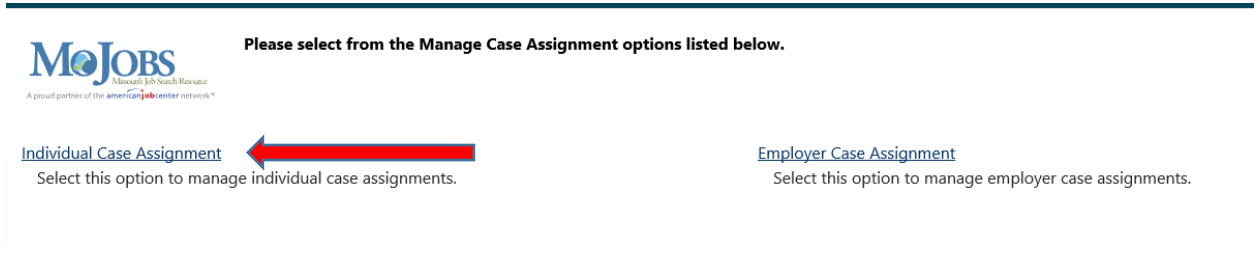


View Case Load by Case Manager

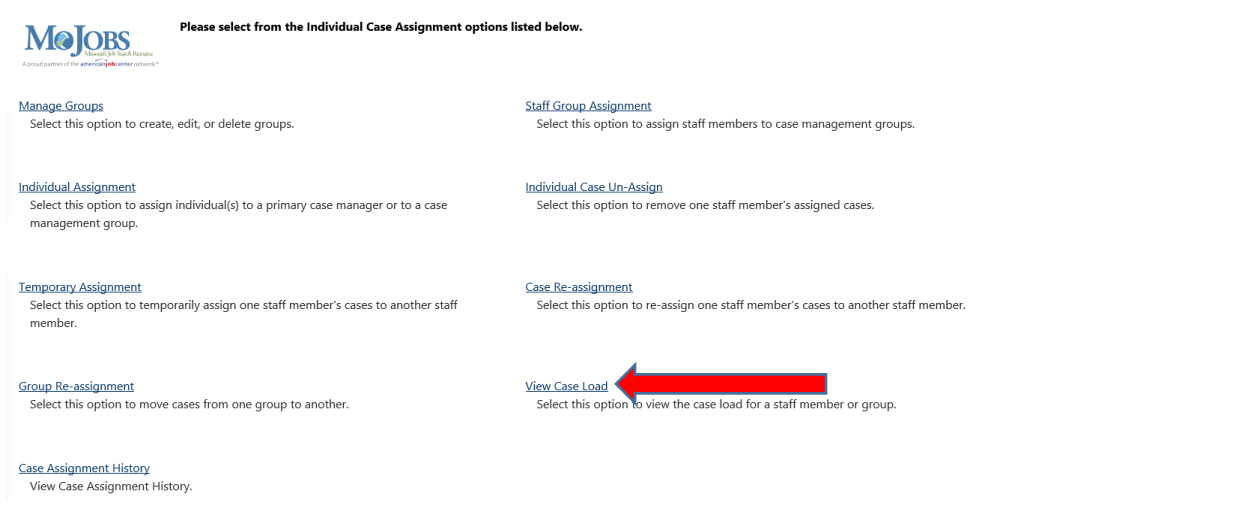
Click on Manage Case Assignment in the left navigation bar



Then Click on Individual Case Assignment



Then Click on View Case Load



Select your agency from the Group Name list and select the appropriate region from the list, then click Filter. Note: if your agency works in multiple regions, you will need to run the report for each region.

[Hide Filter Criteria](#)

Filter Criteria

Select a Group Name: None Selected

Cases Displayed: All Only Active

Display: All Yours

Show only closed never enrolled applications: No, show all Yes, only closed never enrolled

Show Staff As: All Active Inactive

* LWIA Region: None Selected Filter

A list of staff will appear under the Filter Criteria section, then you will click on the staff name

Staff	Active Cases	Closed Cases	Follow-up Cases	Total Current Cases	Completed Follow-up Cases	Temporary Assignments	Apps Closed Never Enrolled	Active Staff
	0	0	0	0	0	0	0	Yes
Tasha	1	0	0	1	0	0	0	Yes
ivan	0	0	0	0	0	0	0	Yes
ie	2	0	0	2	0	0	0	Yes
s	0	0	0	0	0	0	0	Yes
2	2	0	0	2	0	0	0	Yes
isa	1	0	0	1	0	0	0	Yes

A Results View will appear with the participants that have been assigned to that case manager.

Results View: [Summary](#) | [Detailed](#)

To sort on any column, click a column title.

AppID	Name	Last 4 SSN	Case Manager	Program	Exit Date	4th Quarter Followup Date	State ID
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