Users' Guide

ASSET SYSTEM REPORTS

5-5 _____CASE MANAGED VETERANS_____

The **Case Managed Veteran's Report** provides Veteran Staff with a list of individuals that are actively being case managed. A Case Managed Veteran is an individual who is enrolled in a service that is beyond the Core Self/Informational level (needs to be at a Core Staff Assisted level to count).

To access this report, open the System Reports by clicking on the plus sign (+) on the ASSET Menu Tree. Next, click on the Case Managed Veteran function. It looks like this.
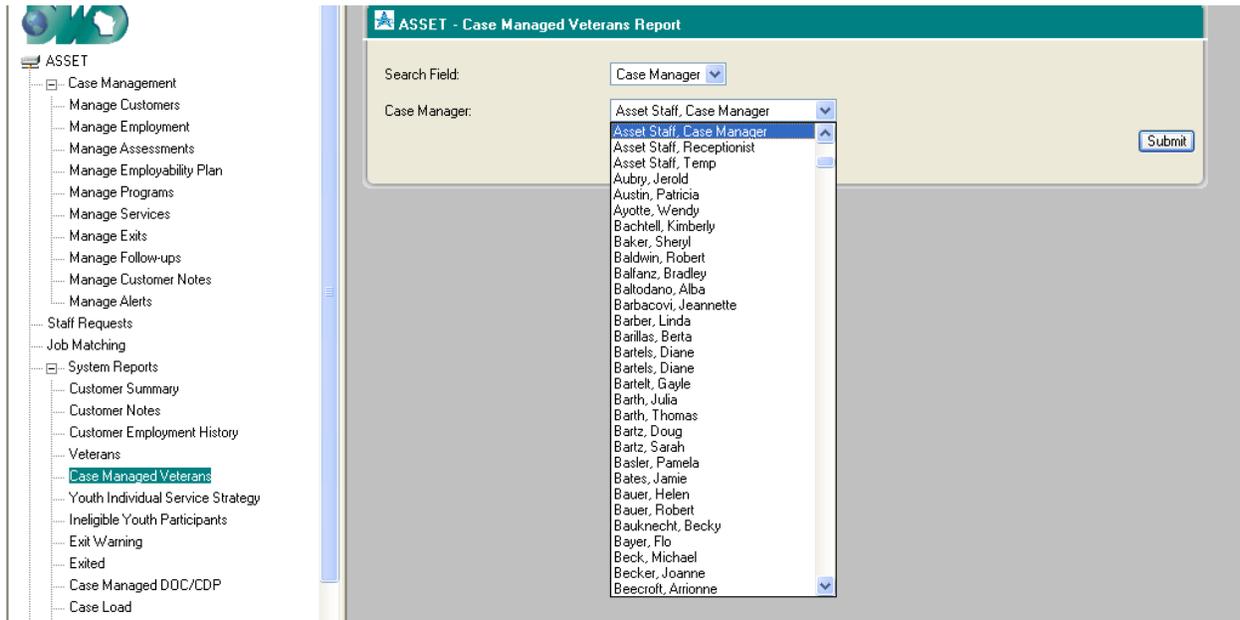

At the Search Field, a case manager may choose either Job Center or Case Manager as the criteria for their report. If the Search Field criteria selected is Case Manager, a listing of case managers is returned from which to select from. Next, click on the submit tab, the report returned looks like the one below.
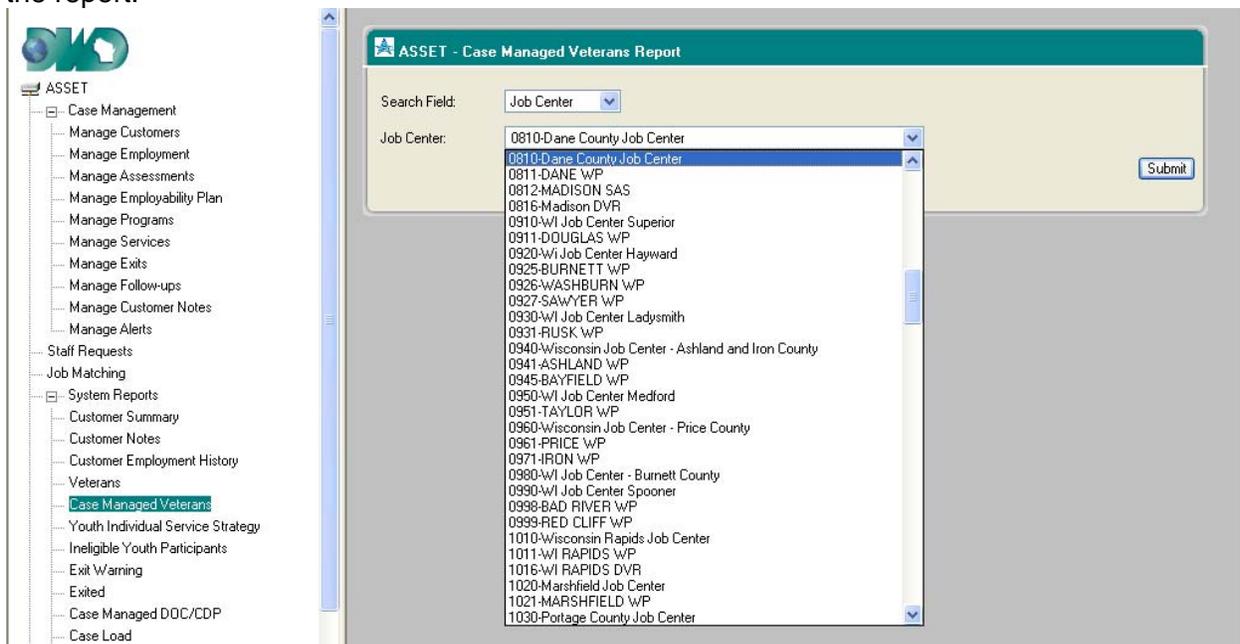
When the Search Field selected is Job Center, a list of Job Centers is provided for you to choose from. Select the appropriate Job Center and then click on the submit button to obtain the report.

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The report returned contains the PIN, Name (Last Name, First) Service Begin Date and the Case Manager (Name).

The columns on both reports are sortable. Click on the Highlighted column to change how the data is sorted. Case Manager's should note that once all activities are ended, the name of the individual will be automatically removed from the Case Managed Veteran report**.**

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