



# Users' Guide

## ASSET CASE MANAGEMENT FUNCTION

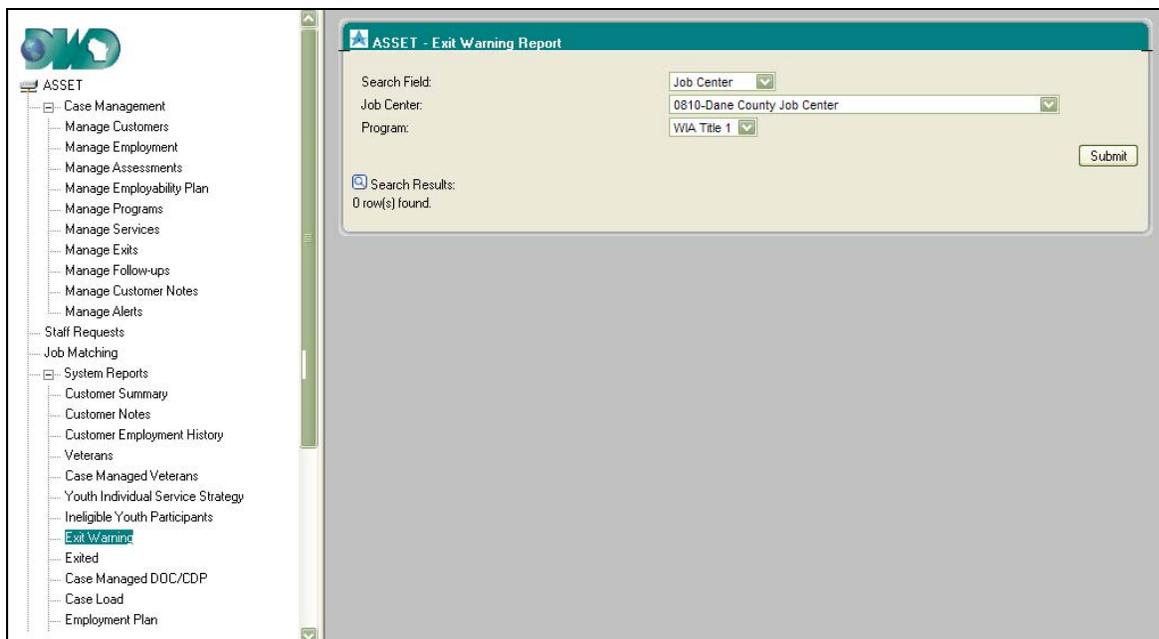
### 5-8 EXIT WARNING REPORT

The Exit Warning Report allows WIA Title 1, TAA, and Title 3 workers to create and view a list of all customers for whom an automatic exit will be created within the next 60 days due to a lack of activity (i.e. no registration date or date of service within the last 90 days) for the episode. This report provides the opportunity for staff to review the programs and services for these individuals and make updates when appropriate to prevent the exit.

The report selects participants based on all the services reported for a customer, or based on the Participation Date if no services exist for the customer. ASSET reads the latest date of all services to find the most recent Planned Service Close Date or Actual Service Close Date. Once that date is determined, ASSET calculates if that date is more than 30 days in the past. If the person has no services, ASSET checks to see if the Participation Date is more than 30 days in the past. In either event, that person could potentially be exited in the next 60 days and ASSET then adds the name to the list. The Exit End Date, which displays on this report, represents the most recent activity and is used by ASSET to calculate the Date Exit Will be Created, that is, the date when 90 days will have passed after that most recent activity.

The Exit Warning Report is a "real time" report, populated with the most current system information available each time a worker opens it.

To access the report, select "Exit Warning" in the Systems Reports left navigation menu. Users can select to conduct a search based on Job Center or Case Manager by specifying one or the other search criterion in the "Search Field."





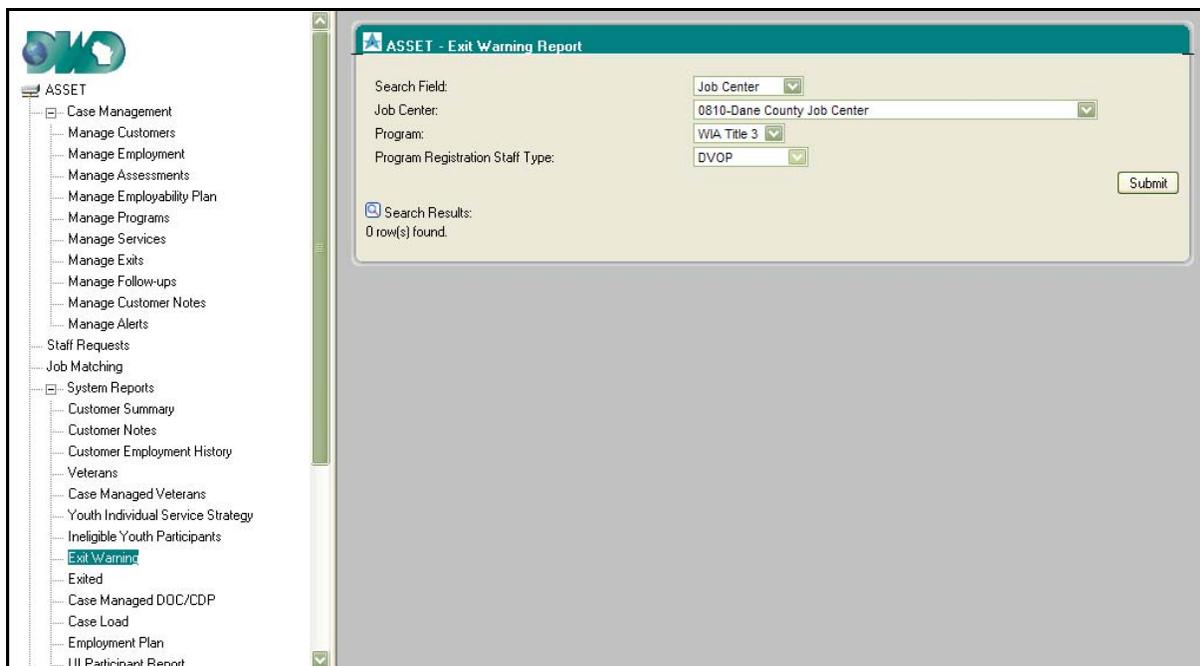
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The Field Definitions are:

FIELD	DEFINITION
<b>Search Field</b>	Dropdown field from which the user selects Case Manager or Job Center as a search criterion on which to base the search.
<b>Case Manager/Job Center</b>	Dropdown field from which the user selects the specific Case Manager or Job Center for which to conduct the search. Note the field changes from Case Manager to Job Center based on the selection above in the Search Field.
<b>Program</b>	Dropdown field in which the user selects the program for which the listing is being requested.
<b>Program Registration Staff Type</b>	For the Title 3 program, users select either DVOP or LVER as the Program Registration Staff Type in this dropdown field.  Note: This field displays <b>only</b> when "WIA Title 3" is selected in the Program field above.





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Clicking on the Submit button generates a list of customers who meet the criteria determined by the worker conducting the search. An example of the Exit Warning Report listing search results based on a Case Manager search is shown below:

PIN	Customer Name	Date Exit Will be Created *	Exit End Date *
<a href="#">149155</a>	WIRKUS, MARK	06/01/2011	03/03/2011
<a href="#">214891</a>	STUSSY, BRUCE	06/06/2011	03/08/2011
<a href="#">229941</a>	KAMPS, TERESA	05/26/2011	02/25/2011
<a href="#">314064</a>	MCKEETH, GALE	05/26/2011	02/25/2011
<a href="#">996667</a>	LOR, TOU	04/24/2011	01/24/2011
<a href="#">1181954</a>	HORMAN, CHARLES	06/07/2011	03/09/2011
<a href="#">1182860</a>	CHANDLER, JERRY	05/30/2011	03/01/2011
<a href="#">1210004</a>	Hartung, Janie	06/05/2011	03/07/2011

A worker has the option of clicking on the PIN to the left of the customer name for any individual shown on the list. This takes the worker directly to that individual's Service Summary screen in ASSET, where the worker can create or extend a service.

Note: To print the list, go to File > Print (Ctrl + P) or click on the Print icon in the web browser. Remember, however, that new names might be added to the list each day. Names are removed once a new service is reported or the Planned Service Close date is extended.

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