

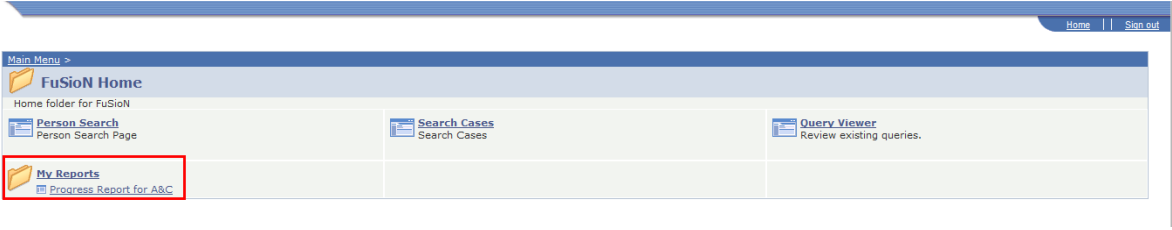
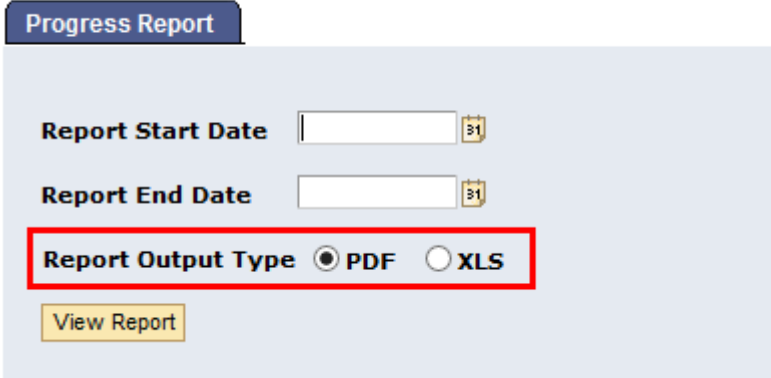


FuSioN User Guide


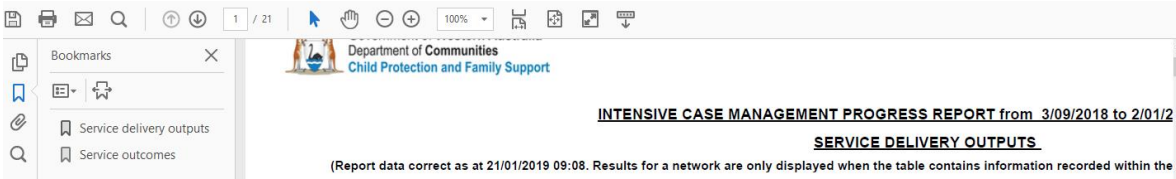
Intensive Case Management - Progress Reports

Overview	<p>This User Guide details how to generate and view Assessment and Coordination Progress Reports.</p> <p>The Progress reports are accessible to:</p> <ul style="list-style-type: none">• Operational Managers• Alliance Managers• Child Protection Leaders• Child Protection and Family Support Head Office
Hints & Tips	<p>This Report reports information related to assessment and Coordination cases only.</p>

Intensive Case Management - Progress Reports

Step	Action
1.	<p>To generate a Report, select My Reports in the Main Menu on the Home Page.</p>  <p>Select the link to Progress Report for ICM.</p>
2.	<p>Using the Calendar icon select a date range.</p> <p>Then select a radio button for the Report output type as PDF or Excel Spreadsheet.</p>  <p>Then select the View Report button.</p>

Intensive Case Management - Progress Reports

Step	Action
3.	<p>The report will display the date range selected and the date and time the data was requested.</p> <p style="text-align: center;"><u>INTENSIVE CASE MANAGEMENT PROGRESS REPORT from 3/09/2018 to 2/01/2019</u></p> <p style="text-align: center;"><u>SERVICE DELIVERY OUTPUTS</u></p> <p>(Report data correct as at <u>21/01/2019 09:08</u>. Results for a network are only displayed when the table contains information recorded within the selected reporting period.)</p>
4.	<p>If Report Output Type selected is PDF, the report will open in a new Window.</p> <p>Use the standard PDF icons to save, print, scroll through and change the size of the report's display on screen</p>  <p>Click on the PDF reader Icon to display PDF reader tool bar.</p>
5.	
6.	<p>Navigate to Service Delivery Outputs or Service Delivery Outcomes from Bookmarks panel.</p> 