

OVERVIEW

This User Guide details information regarding the Progress Reports for:

- Assessment and Coordination Cases
- Intensive Case Management Cases

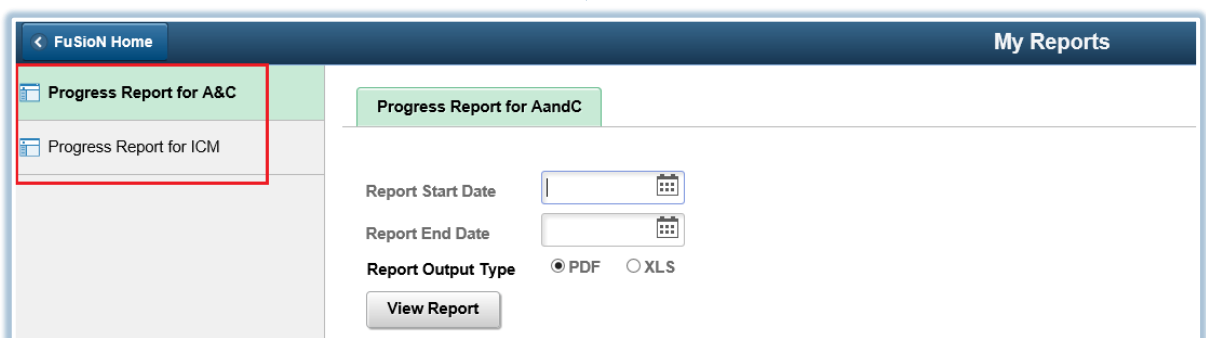
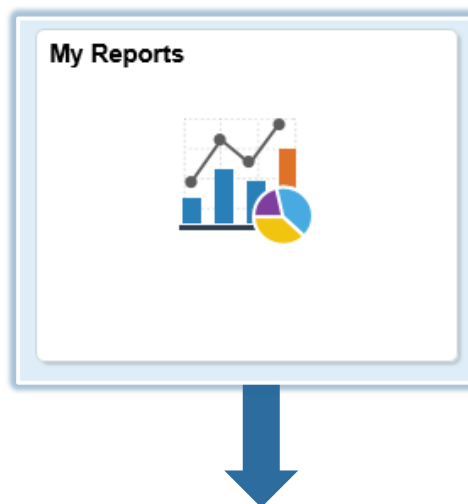
The Progress reports are accessible to:

- Operational Managers
- Alliance Managers
- Child Protection Leaders
- Child Protection and Family Support Head Office

NAVIGATION

On the Home page, click on **'My Reports'** tile.

When on the **My Reports** screen, you can select the relevant report from the side menu.





1. RUNNING THE REPORT:


Select the Report from the side menu.


Using the Calendar icon select a date range.

Then select a radio button for the Report output type as PDF or Excel Spreadsheet.

Then select the **View Report** button.

A screenshot of a web interface for generating reports. It features three input fields: 'Report Start Date' and 'Report End Date', each with a calendar icon to its right. Below these is a 'Report Output Type' section with two radio buttons: 'PDF' (which is selected) and 'XLS'. A red rectangular box highlights the 'Report Output Type' section. At the bottom of the form is a 'View Report' button.

Report Start Date 

Report End Date 

Report Output Type PDF XLS

2. REPORT OUTPUT:

The Report will be produced in either PDF or Excel based on the criteria entered.

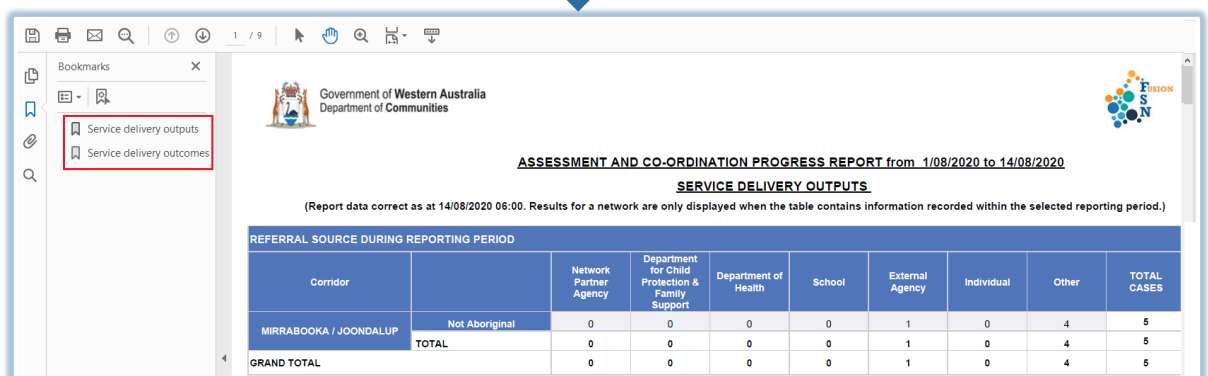
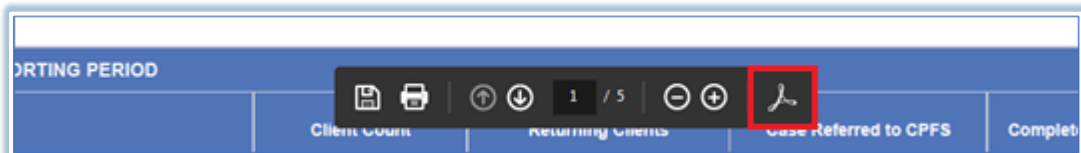
The Report will include data within the date range entered.

PDF Output:

PDF will open in a new browser window. Use the standard PDF icons to save, print, scroll through and change the size of the report's display on screen.

HINT:

If you click on the **Adobe** icon, you will see the Adobe navigation toolbars and from here can view the bookmarks which will navigate directly to the sections within the report for **Service Delivery Outputs** or **Service Delivery Outcomes**



NOTE: Example of the Assessment and Coordination Progress Report displaying in PDF with the Adobe Acrobat Toolbar displaying with the Bookmarks highlighted. This is available for both A&C and ICM Progress Reports.

EXCEL Output:

INTENSIVE CASE MANAGEMENT PROGRESS REPORT from 1/08/2020 to 14/08/2020

SERVICE DELIVERY OUTPUTS

(Report data correct as at 14/08/2020 06:00. Results for a network are only displayed when the table contains information recorded within the selected reporting period.)

REFERRAL ACTIVITY DURING REPORTING PERIOD				
FSN	Referral	Aboriginal	Not Aboriginal	Total
MIRRABOOKA / JOONDALUP	Accepted	0	2	2
	Received	0	5	5

Report details the number of cases with 'Referral Received' stage or 'Referral Accepted' stage start date within the reporting period.

NOTE: Example of the Intensive Case Management Progress Report displaying in Excel. You will need to adjust the column lengths to view report correctly in Excel.