

REPORTING: MODULE OVERVIEW

Module Overview:

OSST includes access to Management Reports that can be used to view current caseload and case information for regions throughout the State of Florida.

One of the key features of the management reports in OSST is that you can navigate to lower and higher levels of detail as necessary to gain an understanding of the statewide results all the way down to the career manager level in many reports.

NOTE: The estimated time to complete this module is as follows:

Presentation: 30 minutes

Demonstration: 30 minutes

Activity: 30 minutes

Key Speaking Points:

There are 25 reports available in OSST. The following table provides an overview of each report:

Report #	Report Name	Report Description	Level
1a	Caseload Program Types Report	Displays the number of open cases, by case type	By Region
1b	Caseload Program Types Report	Displays the number of open cases, by case type	By Unit
1c	Caseload Program Types Report	Displays the number of open cases, by case type	By Career Manager
1d	Caseload Program Types Report	Displays the number of open cases, by case type	By Case
2a	To-Do Report	Displays the number of To-Dos, by type	By Region
2b	To-Do Report	Displays the number of To-Dos, by type	By Unit
2c	To-Do Report	Displays the number of To-Dos, by type	By Career Manager

Trainer Materials

Report #	Report Name	Report Description	Level
3a	Open Cases with No Recorded Countable Activities Report	Counts number of customers not currently assigned to a countable activity	By Region
3b	No Recorded Countable Activities Report	Counts number of customers not currently assigned to a countable activity	By Unit
3c	No Recorded Countable Activities Report	Counts number of customers not currently assigned to a countable activity	By Career Manager
3d	No Recorded Countable Activities Report	Counts number of customers not currently assigned to a countable activity	By Case
4a	No Recorded Activity Report	Displays the number of customers who have no activities (countable or not)	By Region
4b	No Recorded Activity Report	Displays the number of customers who have no activities (countable or not)	By Unit
4c	No Recorded Activity Report	Displays the number of customers who have no activities (countable or not)	By Career Manager
4d	No Recorded Activity Report	Displays the number of customers who have no activities (countable or not)	By Case
5a	Countable Report	Displays the number of customers participating in each of the countable activities	By Region
5b	Countable Report	Displays the number of customers participating in each of the countable activities	By Unit

Trainer Materials

Report #	Report Name	Report Description	Level
5c	Countable Report	Displays the number of customers participating in each of the countable activities	By Career Manager
6a	Non-Countable Report	Displays the number of customers participating in each of the non-countable activities, by type	By Region
6b	Non-Countable Report	Displays the number of customers participating in each of the non-countable activities, by type	By Unit
6c	Non-Countable Report	Displays the number of customers participating in each of the non-countable activities, by type	By Career Manager
7a	Deferrals Report	Counts number of customers that are currently deferred, by type of deferral	By Region
7b	Deferrals Report	Counts number of customers that are currently deferred, by type of deferral	By Unit
7c	Deferrals Report	Counts number of customers that are currently deferred, by type of deferral	By Career Manager
7d	Deferrals Report	Counts number of customers that are currently deferred, by type of deferral	By Case