

**OFFICE OF INVESTIGATIVE SERVICES
POLICY AND PROCEDURE #530**

SYSTEM GENERATED REPORTS

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The following reports are generated by the OIS Case Tracking and Reporting System:

Referral Status Report:

This report shows all cases in each caseload that are in a pending status (referral disposition code 0 or 4) at the time the report is produced. This report is listed alphabetically by Head of Household for each county and Investigator assignment.

This report is run after all Forms 5667 received on the last workday of the report month have been entered by EDP.

Transaction Volume Report (TVR):

This report shows the type of referral and claim dispositions accomplished during the reporting period for each individual Investigator, for all Investigators within an OIS region, and for all OIS regions collectively.

This report is run on the fifth work day of the month.

Referral Count Report:

This report shows for each caseload, the number of new referrals received from each county in the report month, the number remaining in a pending status as of the end of the report month, and the number pending profiled by category. The totals for each OIS region and state totals are also profiled.

This report is run on the fifth work day of the month.

Chronological Referral Status Report:

This report shows all cases among each caseload which are in a pending status (referral disposition code "0" or "4") at the time the report is produced. This report is listed chronologically for each county by the date the referral is received.

This report is run on the fifth work day of the month.

Claim Status Report:

This report shows all cases among each caseload which are in a pending status (event codes 1, 9, 10, 11, 12, 13, 15, 20, 22, 30 or 32) at the time the report is produced. This report is listed alphabetically by Head of Household for each county.

This report is run on the fifth work day of the month.

Claims Awaiting Disposition Report:

This report shows claims in each caseload that are in "00" status at the end of the report month. This report is listed in chronological order by the date of claim establishment for each county and Investigator Assignment.

This report is run on the fifth work day of the month.

SYSTEM GENERATED REPORTS (continued)

Claims Over Standard Report:

This report shows claims in each caseload that were in a "00" status for 60 calendar days or more at the end of the report month. This report is listed in chronological order by the date of claim establishment for each county and Investigator assignment.

This report is run on the fifth work day of the month.

Claim Status Statistics:

This report shows, for each county within each caseload, the number of cases in which claims have been established, and no final disposition reported as of the last day of the report month. Totals by OIS region and state totals are also profiled.

This report is run on the fifth work day of the month.

Final Claim Disposition Report:

This report shows for each caseload and for all caseloads within a region, the number of claims brought to a final disposition. This report is calculated each month with cumulative totals from July 1 of the current fiscal year through the report month. Event codes 3, 4, 6, 7, 8, 14, 16, 17, 18, 19, 21, 23, and 33 are counted among these totals.

This report is run on the fifth work day of the month.

Quality Assurance Reports:

This report is generated quarterly for each region listing all cases selected for review by the IIC.