

LION HUMAN SERVICES  
"We Roar Our Success"

To: Program Directors

From: Bill Holmes,  
Director of Information Technology

Date: 4/18/2012

Subject: Client Status Reports

As the end of the month is approaching, Client Status Reports have been generated for all clients receiving services from your program. These reports have the completion date for each form required concerning a client. When a form is not required, the letters "NA" appear in the corresponding date position. All date positions must have either a date or the letters "NA". As you can see, some clients do not have dates. This means that either the form was not filled out or the data were not entered.

The Client Status Report also lists the staff person handling each case. If a date is absent for a client, please ask the staff person to find out whether the form was filled out. If it was not filled out, ascertain the reason(s) why. If it was filled out, Have the staff person check their records to find the form. They should also check with data entry personnel to see if the form is awaiting entry.

Please send me a report within seven days regarding the missing data for each client.