How to Pull Assigned Cases

In order to pull assigned cases (recerts, fee changes, placements, etc), go to the search option and select your name from the “Assigned Counselor” drop down menu and then press “Search”. This will give you the list of client files that you need to work on.

This is what a client’s record looks like who was pulled from the WL. This will help determine which families need to be placed.

Families who responded to a “Pending Update” request look like this in the queue: