

NWF Health Network Policy & Procedure

Series: 900: Data Collection, Records and Reporting

Policy Name: Case Management Weekly Status Report

Policy Number: 908

Origination Date: 03/09/2009

Revised: Board Meeting of 02/27/2025

Policy

It is the policy of NWF Health Network (NWFHN), to run a weekly status report to track critical caseload information and activities of the subcontracted CMOs.

Procedure

Critical data for the report to manage risk and use as a preventative report for our child welfare subcontractors should include:

1. Number of children active receiving services
2. Missing children;
3. Children not seen twenty-five (25) to thirty (30) days
4. Physical exams due soon
5. Dental exams due soon
6. Face-to-Face contact with Mothers past due
7. Face-to-Face contact with Fathers past due
8. Children in out-of-home care 9-11 months (permanency planning)
9. Children not seen in 31 or more days
10. Missing Medical/Mental Health records
11. Past due yearly physical exams
12. Past due dental exams
13. Past due immunizations
14. Placement errors
15. Identification records
16. Children in out-of-home care 12 months or more