

# Big Bend Community Based Care Policy & Procedure

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**Series:** 900: Data Collection, Records and Reporting

**Policy Name:** Caseload and Critical Activities

**Policy Number:** 908

**Origination Date:** 03/09/2009

**Revised:** Board Meeting of 12/13/2018

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to run a weekly status report to track critical caseload information and activities of the subcontracted CMOs.

## Procedure

- A.** Critical data for the report to manage risk and use as a preventative report for our CMOs should include:
1. Caseload to assess DCM to Child ratio;
  2. Court Documents due this current month;
  3. Missing children;
  4. Children not seen twenty-five (25) days or more;
  5. K-12 report cards not completed thirty-one (31) days or more;
  6. Supervisory reviews not completed sixty-one (61) days or more;
  7. Missing medical, dental and immunizations records;
  8. Missing educational records;
  9. AFCAR errors;
  10. Placement errors;
  11. TANF records not completed;
  12. Worker contact with birth parents;
  13. Transition Plans Due/Past Due.