

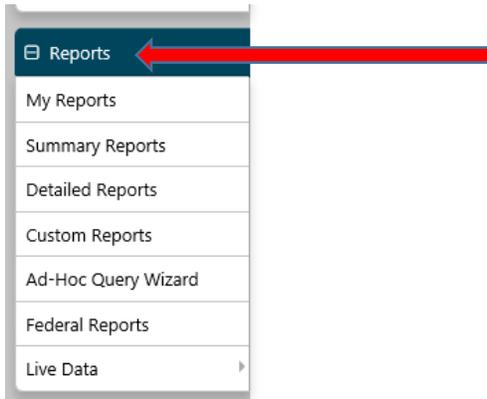
# SkillUP Report User Guide

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## Services Provided Individual Report – by Provider

Click on Reports in the Left Navigation Bar, then you will be directed to the Reports page



Then click on Detailed Reports



Scroll down the Detailed Reports page until you see Services Reports and Click on Services Provided Individuals



Click on by Provider under the Service section

**Local:**

Advanced

- [List](#)
- [Registered Users Past Due](#)

**Service:**

Advanced

- [List](#)
- [by Activity Completion Status](#)
- [by Education Level](#)
- [by Ethnicity](#)
- [by Grant](#)
- [by MSFW Status](#)
- [by Provider](#) 
- [by Region/LWIA](#)
- [by Service Status](#)
- [by Staff Assigned](#)
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- [by Zip Code](#)
- [by Access Location](#)
- [by County](#)
- [by Enrollment Characteristics](#)
- [by Gender](#)
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- [by Office](#)
- [by Race](#)
- [by Service Assistance Type](#)
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- [by Staff Edit](#)
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Basic

- [by Age](#)
- [by Disabled Veteran Status](#)
- [by Potential Eligibility for Veteran Benefits](#)
- [by Veteran Campaign Status](#)
- [by Disability Status](#)
- [by Discharge Status](#)
- [by Selective Service](#)
- [by Veteran Status](#)

Select SNAP E&T from the drop down list under Program

Selection Criteria

Program

Program:  

Customer Group:   
SNAP E and T

You may select the region from the list, (Note: if your agency operates in more than 1 region you will need to select all the appropriate regions.) For the purpose of this tutorial we will not select a region.

**Location**

Region/LWDB Status:  Active  Inactive  All

Region/LWDB:   
(Press Ctrl to select multiple items)

- Central Region
- East Jackson County
- Jefferson/Franklin Consortium

Office Status:  Active  Inactive  All

Office Location:



You may choose to pull this report by the staff member who is assigned to the case or by the staff that created the case. For the purpose of this tutorial we will not enter staff information.

**Staff**

Staff Assigned: 

Staff Position Status:  Active  Inactive  All

Position:

- Staff
- LVER (WWS)
- DVOP (VESS)

Status:  Active  Inactive  All

Search By:  Last Name  First Name  UserName

Staff:

[Add](#) [Remove](#)

Staff Created: 

Staff Position Status:  Active  Inactive  All

Position:

- Staff
- LVER (WWS)
- DVOP (VESS)

Search Status:  Active  Inactive  All

Search By:  Last Name  First Name  UserName

Staff:

[Add](#) [Remove](#)

Scroll down to the Date parameters and enter the appropriate dates, for this tutorial we will select the last quarter of this calendar year. Click Run Report

Note: you can filter by create date, actual begin date, last edit date or actual end date.

Date

Date Filter: Create Date

Date Range: 4th Qtr This Calendar Year

From: 10/01/2018 (MM/DD/YYYY)

To: 12/31/2018 (MM/DD/YYYY)

[Reset Dates](#)

The date range selection of "Today" will retrieve real time data.  
Otherwise, data may be up to 24 hours behind.

Run Report

The Services Provided Individual – Provider report appears, use the arrow keys to go through the list to find your agency.

### Services Provided Individuals Reports - by Provider

Staff Email Search

1 of 3 100%

**Services Provided Individuals - Provider**

- Program: SNAP Employment and Training

- Veteran Information From: Both

- Date Field: Create Date

- Start Date: 10/1/2018

- End Date: 12/31/2018

Provider	Distinct Users	Total Services	% of Total
<a href="#">Hillvard Technical Center</a>	1	1	0.03 %
<a href="#">Metropolitan Community College</a>	31	123	3.72 %
<a href="#">Rolla Technical Institute / Center</a>	1	1	0.03 %
<a href="#">Columbia College, Jefferson City</a>	1	1	0.03 %
<a href="#">East Central College</a>	1	1	0.03 %
<a href="#">Jefferson College</a>	7	32	0.97 %
<a href="#">Metro Business College, Jefferson City</a>	11	11	0.33 %
<a href="#">Mineral Area College, Park Hills</a>	10	37	1.12 %
<a href="#">Missouri Welding Institute, Inc.</a>	4	4	0.12 %
<a href="#">Moberly Area Community College, Moberly</a>	3	4	0.12 %
<a href="#">Ozarks Technical Community College</a>	14	69	2.08 %
<a href="#">State Fair Community College, Sedalia</a>	2	6	0.18 %
<a href="#">Three Rivers College, Poplar Bluff</a>	1	1	0.03 %
<a href="#">The Dantony School, St. Louis</a>	4	4	0.12 %
<a href="#">C1 Truck Driver Training-Strafford</a>	4	4	0.12 %

Click on the link with your agency's name

2 of 3 100%

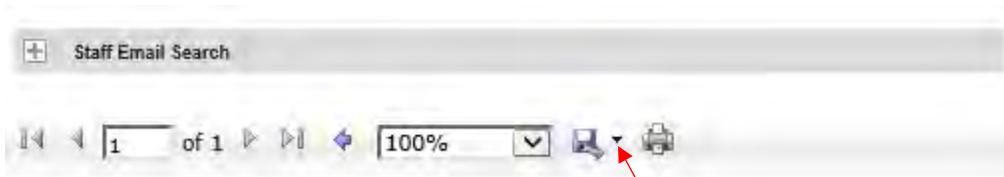
Provider	Distinct Users	Total Services	% of Total
<a href="#">J. Larae' Academy Of Beauty Art, Lic</a>	1	1	0.03 %
<a href="#">Tdda, Lic D/b/a Truck Dynasty Driving Academy</a>	7	7	0.21 %
<a href="#">CONVERSION LWIA 01</a>	5	20	0.60 %
<a href="#">CONVERSION LWIA 02</a>	17	84	2.54 %
<a href="#">CONVERSION LWIA 04</a>	17	30	0.91 %
<a href="#">CONVERSION LWIA 06</a>	9	15	0.45 %
<a href="#">CONVERSION LWIA 07</a>	7	40	1.21 %
<a href="#">CONVERSION LWIA 09</a>	42	170	5.14 %
<a href="#">CONVERSION LWIA 10</a>	14	59	1.78 %
<a href="#">CONVERSION LWIA 11</a>	8	29	0.88 %
<a href="#">CONVERSION LWIA 13</a>	10	74	2.24 %
<a href="#">CONVERSION LWIA 14</a>	5	18	0.54 %
<a href="#">CONVERSION LWIA 15</a>	2	7	0.21 %
<a href="#">Conversion Provider</a>	95	322	9.73 %
<a href="#">Central Region Workforce Investment Board</a>	4	6	0.18 %
<a href="#">MERS GOODWILL INDUSTRIES</a>	221	550	16.62 %
<a href="#">City of Springfield</a>	30	154	4.65 %
<a href="#">Community Action Partnership of St. Joseph</a>	2	3	0.09 %
<a href="#">Northeast Community Action Corporation</a>	2	14	0.42 %
<a href="#">RESCARE</a>	1	1	0.03 %
<a href="#">Delta Area Economic Opportunity Corporation</a>	10	50	1.51 %
<a href="#">South Central Missouri Community Action Agency</a>	6	10	0.30 %
<a href="#">Economic Security Corporation of the Southwest Area</a>	10	44	1.33 %
<a href="#">West Central Missouri Community Action Agency</a>	6	12	0.36 %



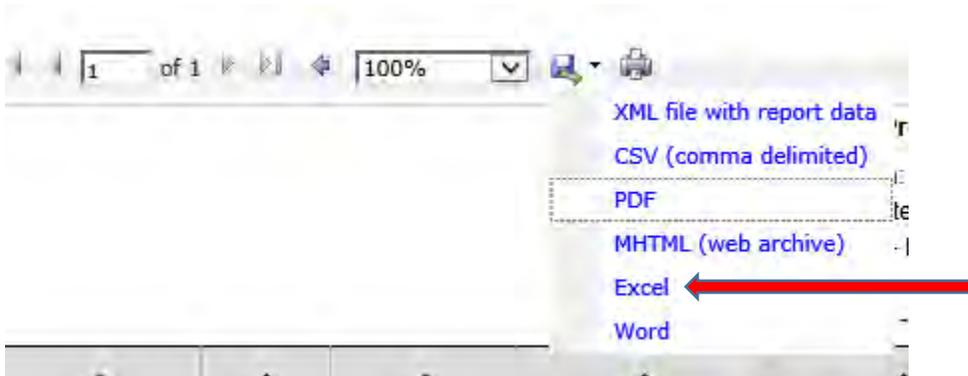
The report for your agency will appear.

User Name	State ID	Region / LWIA	Office	Office of Responsibility	First Name	Last Name	City, State, Country	Service	Completion Status	Provider	Staff Created	Create Date	Actual Begin Date	Projected Begin Date	Actual End Date	Pre En
21525	1302629	Northeast Region	FSD Partner Northeast	HANNIBAL JOB CENTER			PARIS, MO US	310 - SkillUP 15hr	Successful Completion	Northeast Community Action Corporation		12/12/2018	12/12/2018	12/12/2018	12/12/2018	12/12
21526	1302629	Northeast Region	FSD Partner Northeast	HANNIBAL JOB CENTER			PARIS, MO US	215 - Comprehensive Assessment	Successful Completion	Northeast Community Action Corporation		12/12/2018	12/12/2018	12/12/2018	12/12/2018	12/12
21528	1302629	Northeast Region	FSD Partner Northeast	HANNIBAL JOB CENTER			PARIS, MO US	205 - Develop Service Strategies (BHS/SLP)	Successful Completion	Northeast Community Action Corporation		12/12/2018	12/12/2018	12/12/2018	12/12/2018	12/12
21528	1302629	Northeast Region	FSD Partner Northeast	HANNIBAL JOB CENTER			PARIS, MO US	101 - Orientation	Successful Completion	Northeast Community Action Corporation		12/12/2018	12/12/2018	12/12/2018	12/12/2018	12/12
21528	1302629	Northeast Region	FSD Partner Northeast	HANNIBAL JOB CENTER			PARIS, MO US	107 - Provision Of Labor Market Research	Successful Completion	Northeast Community Action Corporation		12/12/2018	12/12/2018	12/12/2018	12/12/2018	12/12

To export the data to an Excel Spreadsheet click on the arrow next to the Save Icon



Click on Excel



Select Open to view the spreadsheet or Save to save the spreadsheet

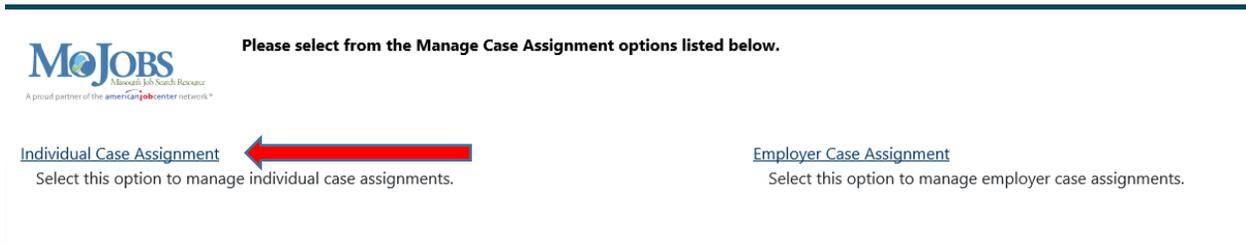


## View Case Load by Case Manager

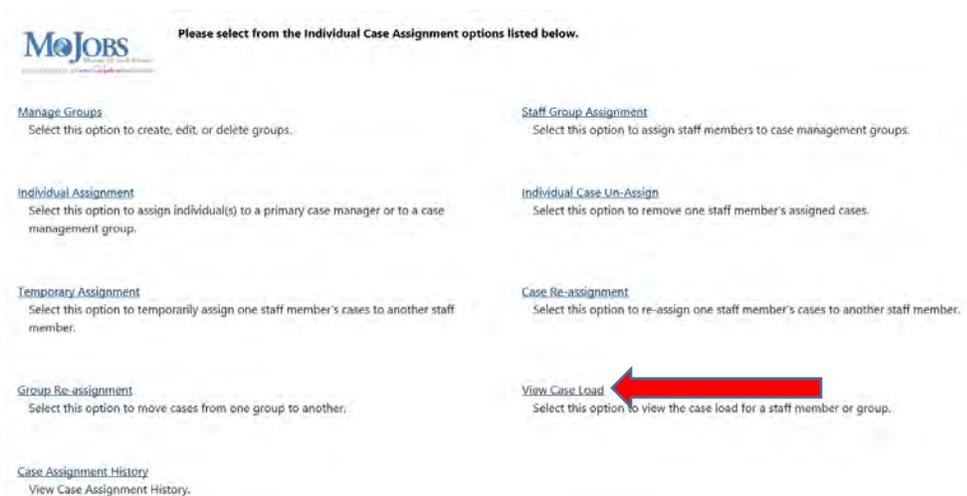
Click on Manage Case Assignment in the left navigation bar



Then Click on Individual Case Assignment



Then Click on View Case Load



Select your agency from the Group Name list and select the appropriate region from the list, then click Filter. Note: if your agency works in multiple regions, you will need to run the report for each region.

[Hide Filter Criteria](#)

**Filter Criteria**

Select a Group Name: None Selected 

Cases Displayed:  All  Only Active

Display:  All  Yours

Show only closed never enrolled applications:  No, show all  Yes, only closed never enrolled

Show Staff As:  All  Active  Inactive

\* LWIA Region: None Selected  Filter

A list of staff will appear under the Filter Criteria section, then you will click on the staff name

Staff	Active Cases	Closed Cases	Follow-up Cases	Total Current Cases	Completed Follow-up Cases	Temporary Assignments	Apps Closed Never Enrolled	Active Staff
	0	0	0	0	0	0	0	Yes
 <a href="#">Tasha</a>	1	0	0	1	0	0	0	Yes
<a href="#">ivan</a>	0	0	0	0	0	0	0	Yes
<a href="#">ie</a>	2	0	0	2	0	0	0	Yes
<a href="#">s</a>	0	0	0	0	0	0	0	Yes
<a href="#">sa</a>	2	0	0	2	0	0	0	Yes
<a href="#">isa</a>	1	0	0	1	0	0	0	Yes

A Results View will appear with the participants that have been assigned to that case manager.

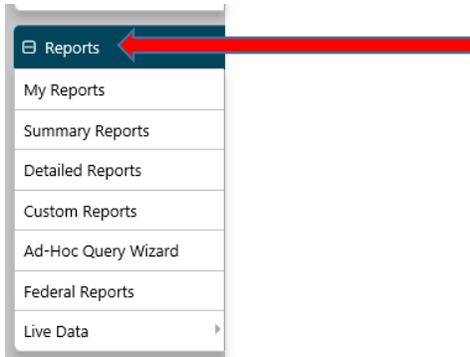
 Results View: [Summary](#) | [Detailed](#)  
To sort on any column, click a column title.

AppID	Name	Last 4 SSN	Case Manager	Program	Exit Date	4th Quarter Followup Date	State ID
-------	------	------------	--------------	---------	-----------	---------------------------	----------

## Active Cases Report

This report can be used to pull the active and exited cases in the case manager's case load.

Click on Reports in the Left Navigation Bar, then you will be directed to the Reports page



Click on Detailed Reports



Click on Case Load Reports under the Case Management Reports heading

### Case Management Reports

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Display Case Load Reports

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Display Case Load - Non-WIOA Reports

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Display Case Load - WIOA Reports

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Display Payment Reports

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Display Predictive Reports

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Display WTP Reports

Click on Active Cases

**Case Load:**

Advanced

- [Active Cases](#) ←
- [Application](#)
- [Case Closure Employment](#)
- [Case Closure Reportable Performance Indicators](#)
- [Co-Enrollment Summary](#)
- [Days since Last Active Service](#)
- [Enrollment Summary By LWIA](#)
- [Exited Cases](#)
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- [Obtained Employment](#)
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- [Participants Co-enrolled in Partner Programs](#)
- [Projected End Dates](#)
- [Soon to Exit Cases](#)
- [Targeted Measurable Skill Gain](#)

Choose the appropriate parameters:

Report Type can be by LWIA/Office Location or by LWIA/Office Location/Assigned Case Manager

**Report Type**

Report Type:

Program: SNAP Employment and Training      Customer Group: SNAP E and T

**Program**

Program:

Customer Group:

Region can be selected or you can leave as None Selected for the entire state.

**Location**

Region/LWDB Status:  Active    Inactive    All

Region/LWDB:   
(Press Ctrl to select multiple items)

Office Status:  Active    Inactive    All

Office Location:

Office Location can only be selected when a Region has been selected.

The screenshot shows a web form titled "Location" with the following sections:

- Region/LWDB Status:** Three radio buttons labeled "Active", "Inactive", and "All". The "Active" button is selected.
- Region/LWDB:** A dropdown menu with the text "(Press Ctrl to select multiple items)". The menu is open, showing "None Selected" (highlighted in blue), "Central Region", "East Jackson County", and "Jefferson/Franklin Consortium".
- Office Status:** Three radio buttons labeled "Active", "Inactive", and "All". The "Active" button is selected.
- Office Location:** A dropdown menu with the text "(Press Ctrl to select multiple items)". The menu is open, showing "FSD Partner Central" (highlighted in blue), "Fulton Missouri Job Center Affiliate", "HEARTLAND INDEPENDENT LIVING CENTER", and "JCCC - Jefferson City Correctional Center".

The Case Manager Group will need to be selected if you want to see the case managers active cases, the group will be the name of your agency.

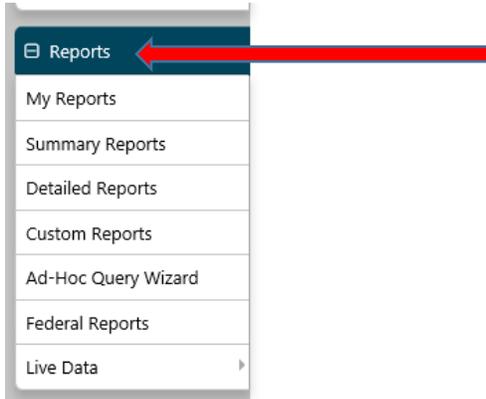
The Assigned Case Manager can be selected if you want a single case manager or leave none selected to see all case managers in that group.

Finally, select the date range and Click Run Report

## Days since Last Active Service

This report can be used to identify participants that are no longer participating or engaged in the SkillUP program and need to be exited in MoJobs.

Click on Reports in the Left Navigation Bar, then you will be directed to the Reports page



Click on Detailed Reports



Click on Case Load Reports under the Case Management Reports heading

### Case Management Reports

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Click on Days since Last Active Service

**Case Load:**

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- [Case Closure Reportable Performance Indicators](#)
- [Co-Enrollment Summary](#)
- [Days since Last Active Service](#) ←
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- [Quarterly Follow Up Status](#)
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- [Measurable Skill Gains](#)
- [Participants Co-enrolled in Partner Programs](#)
- [Projected End Dates](#)
- [Soon to Exit Cases](#)
- [Targeted Measurable Skill Gain](#)

Select the appropriate parameters for the report:

Program is SNAP Employment and Training

**Program**

**Program:**

SNAP Employment and Training

Select the Region and Office Location, you may select multiple regions by holding CTRL while selecting the regions.

**Location**

**State Region:**

State Region 1

**Region/LWDB Status:**

- Active  Inactive  All

**Region/LWDB:**

(Press Ctrl to select multiple items)

Central Region  
East Jackson County  
Jefferson/Franklin Consortium  
Kansas City & Vicinity

**Office Status:**

- Active  Inactive  All

**Office Location:**

(Press Ctrl to select multiple items)

MERS/GOODWILL - WASHINGTON COUNTY  
P AND P DISTRICT 11 - ROLLA  
P AND P DISTRICT 11S - STEELVILLE  
FSD Partner Ozark

Staff may select Case Manager Group and Assigned Case Manager if desired.

**Case Assignment**

**Group Status:**       Active     Inactive     All

**Case Manager Group:**     

**Case Manager Status:**       Active     Inactive     All

**Assigned Case Manager:**            [Select Me](#)

Select the date range

**Date**

**Days Since Last Active Activity:**     

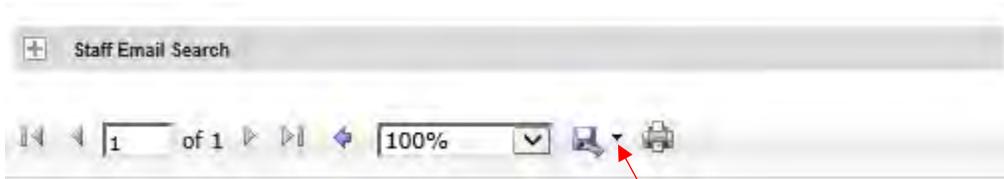
**Exclude Activities Excluded from Soft Exit:**

- 30 or Less
- 31 to 60 Days
- 61 to 90 Days
- 91 to 120 Days
- Over 120 Days

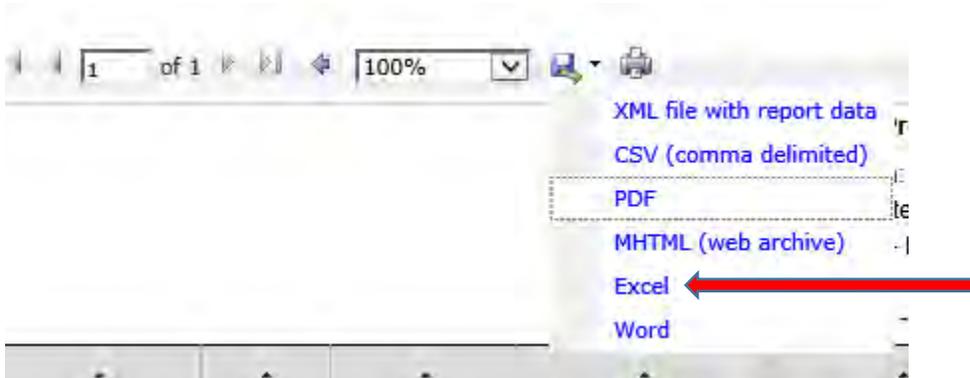
Click Run Report

[Run Report](#)

To export the data to an Excel Spreadsheet click on the arrow next to the Save Icon



Click on Excel



Select Open to view the spreadsheet or Save to save the spreadsheet



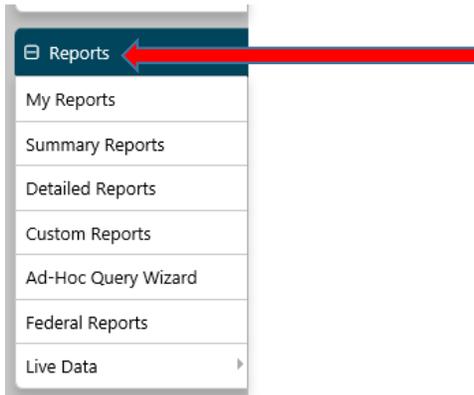
**Days Since Last Active Service**  
 - Program: SNAP Employment and Training  
 - Region/LWIA: Central Region, East Jackson County, Jefferson/Franklin Consortium, Kansas City & Vicinity, Northeast Region, Ozark Region, Northwest Region, South Central Region, Southeast Region, Southwest Region, St. Charles County, St. Louis City, St. Louis County, West Central Region  
 - Days since Last Active Service: 91 to 120 Days

State ID	App ID	Name	Program Code	Office of Responsibility	Assigned Staff	Application Date	Participation Date	Last Activity Date	Closure Date	No. of Days since Last Activity
			SNAP	BETTER FAMILY LIFE - ST LOUIS CITY	Jackson, Tanesha	10/04/2018	10/04/2018	03/18/2019		91
			SNAP	FSD Partner KC & Vicinity	Yoakum, Crystal	01/04/2019	01/07/2019	03/18/2019		91
			SNAP	HANNIBAL JOB CENTER	Lorenson, Cassandra	06/29/2018	03/18/2019	03/18/2019		91
			SNAP	POPLAR BLUFF JOB CENTER	Stonecipher, Timothy	06/12/2018	03/15/2019	03/18/2019		91
			SNAP	FSD Partner Southeast	Aden, Lisa	03/18/2019	03/18/2019	03/18/2019		91

## Obtained Employment

This report is used by FSD to identify SNAP participants that have obtained employment while engaged in the SkillUP program. Provider staff can use this report to identify the participants that have obtained employment through assistance from their agency.

Click on Reports in the Left Navigation Bar, then you will be directed to the Reports page



Click on Detailed Reports



Click on Case Load Reports under the Case Management Reports heading

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Click on Obtained Employment

**Case Load:**

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- [Targeted Measurable Skill Gain](#)

Select the parameters for the report:

Program is SNAP Employment and Training

**Program**

**Program:**

Select the Region and Office Location or leave None Selected to pull for the entire state.

**Location**

**Region/LWDB Status:**  Active  Inactive  All

**Region/LWDB:**   
Central Region  
East Jackson County  
Jefferson/Franklin Consortium

**Office Status:**  Active  Inactive  All

**Office Location:**

Staff can select the county and zip code if desired

**Outside the US:**  No  Yes

**State:**

**County/Parish:**   
Adair County  
Andrew County  
Atchison County

**City:**

**Zip Code:**   
63005  
63006  
63010

Staff can filter by the Create Date or the Job Start Date

**Filter By Date:**

Select the date parameters

**Date Range:**

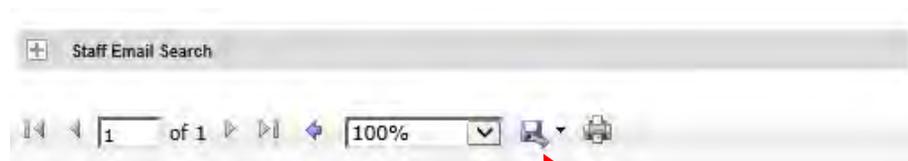
**From:**  (MM/DD/YYYY)

**To:**  (MM/DD/YYYY)

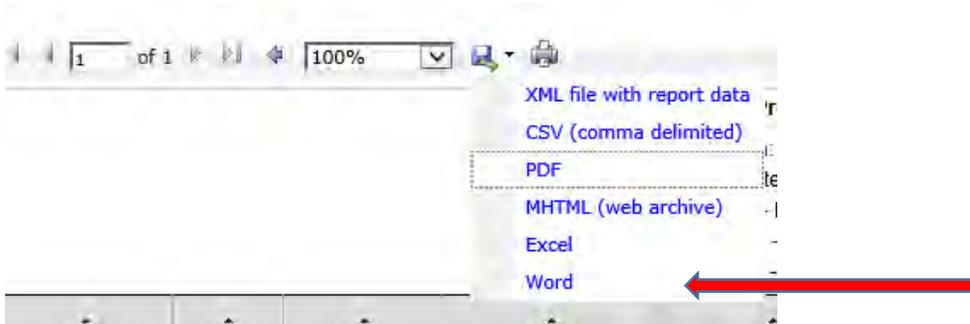
Click Run Report



To export the data to an Excel Spreadsheet click on the arrow next to the Save Icon



Click on Excel



Select Open to view the spreadsheet or Save to save the spreadsheet



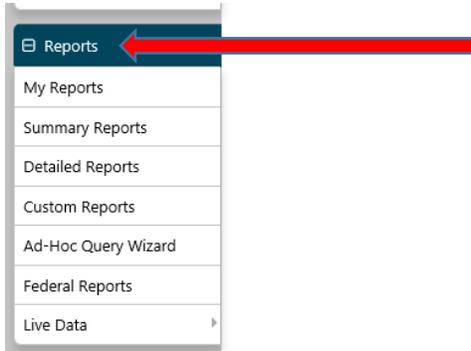
Obtained Employment  
 - Program: SNAP Employment and Training  
 State: MO  
 - Filter By Create Date  
 - From: 3/20/2019 to 8/7/2019

Program	User ID	StateID	Name	Current Age	Gender	Race	Ind Zip Code	Company	Address	City	State	Zip Code	Job Title	Employment Start Date	Employment End	Hrs /WK	Hourly Wage	ONET	Industry	Page Name
SNAP				19	Male	African American/Black	63301	JOHN SINCLAIR MESSAN	479 SEMERS DR	Cape Girardeau	MO	63709	Car salesman	09/03/2019		40	\$11.75	4203100 - Retail Salespersons	44193 - New Car Dealers	enteremployment
SNAP				36	Female	Hawaiian/Other Pacific Islander	65251	The Bridge		Florissant	MO	63033	Certified Medical Technician	04/03/2019		40	\$16.00	29209900 - Health Technologists and Technicians, All Other		enteremployment
SNAP				24	Female	African American/Black	63801	SIKESTON CONVALESCENT CRT	103 KENNEDY	Sikeston	MO	63801	Dietary Aide	01/14/2019		25	\$8.65	35202100 - Food Preparation Workers	623100 - Nursing Care Facilities (Skilled Nursing Facilities)	enteremployment
SNAP				36	Male	I do not wish to answer.	63945	Heartland Wood Products Inc	121N Interstate Dr	Sikeston	MO	63801	Laborer	02/27/2019		38	\$11.00	47206100 - Construction Laborers	444190 - Other Building/Material Dealers	enteremployment

## Exited Cases

Staff can use this report to identify cases that have exited within a certain timeframe.

Click on Reports in the Left Navigation Bar, then you will be directed to the Reports page



Click on Detailed Reports



Click on Case Load Reports under the Case Management Reports heading

### Case Management Reports

[Case Load](#) (highlighted with a red arrow)  
Display Case Load Reports

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## Click on Exited Cases

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- [Projected Begin Dates](#)
- [Quarterly Follow Up Status](#)
- [Summary](#)
- [Veteran Data Discrepancies](#)
- [Active Enrollment](#)
- [Assigned Case Load](#)
- [Case Closure Information](#)
- [Case Summary By Application Date](#)
- [Credentials](#)
- [Eligibility Enrollments](#)
- [Exit Reason Summary](#)
- [Expiring Work Authorization](#)
- [Measurable Skill Gains](#)
- [Participants Co-enrolled in Partner Programs](#)
- [Projected End Dates](#)
- [Soon to Exit Cases](#)
- [Targeted Measurable Skill Gain](#)

Select the appropriate parameters for the report:

Program is SNAP Employment and Training and Customer Group is SNAP E and T

**Program**

**Program:**

**Customer Group:**

You can select Region and Office Location or leave None Selected to pull the entire state

**Location**

**Region/LWDB Status:**  Active  Inactive  All

**Region/LWDB:**

**Office Status:**  Active  Inactive  All

**Office Location:**

You may also select the county, city and zip code if desired.

**Outside the US:**  No  Yes

**State:**

**County/Parish:**   
Adair County  
Andrew County  
Atchison County

**City:**

**Zip Code:**   
63005  
63006  
63010

Staff may select the Exit Reason or leave None Selected for all reasons

**Exit Reason:**   
Closed due to employment  
Closed due to not meeting requirements  
Closed  
Soft Exit  
All Global Exclusions  
All Exit Reasons

Then enter the Date parameters:

**Date**

**Filter By Date:**

**Date Range:**

**From:**  (MM/DD/YYYY)

**To:**  (MM/DD/YYYY)

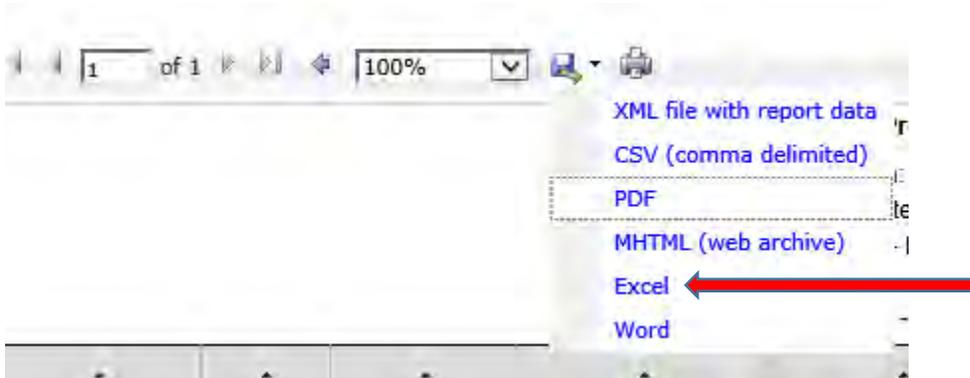
Click Run Report

Run Report

To export the data to an Excel Spreadsheet click on the arrow next to the Save Icon



Click on Excel



Select Open to view the spreadsheet or Save to save the spreadsheet



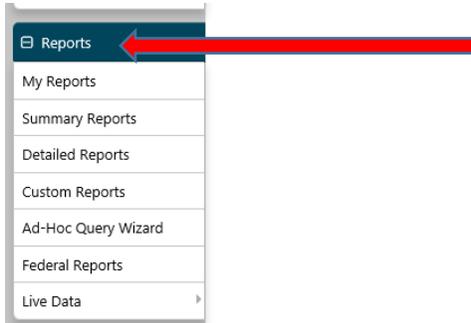
**Case Management Reports - Exited Cases Report**  
 - Program: SNAP Employment and Training  
 - Customer Group: SNAP E and T  
 - Filter By Date: Exit Date  
 - Date Range: 3/20/2019 - 6/17/2019

Name	App	State ID	LWIA	Office	Program Name	Case Manager	Create Date	Exit Date	Exit Reason
			Kansas City & Vicinity		SNAP Employment and Training	Valencia Broadus	12/19/2018	6/1/2019	Closed due to not meeting requirements
			Southwest Region		SNAP Employment and Training	No Current Assignment	10/4/2018	4/1/2019	Closed due to employment
			West Central Region		SNAP Employment and Training	No Current Assignment	12/12/2018	6/1/2019	Closed
			Kansas City & Vicinity		SNAP Employment and Training	No Current Assignment	9/18/2018	4/1/2019	Closed

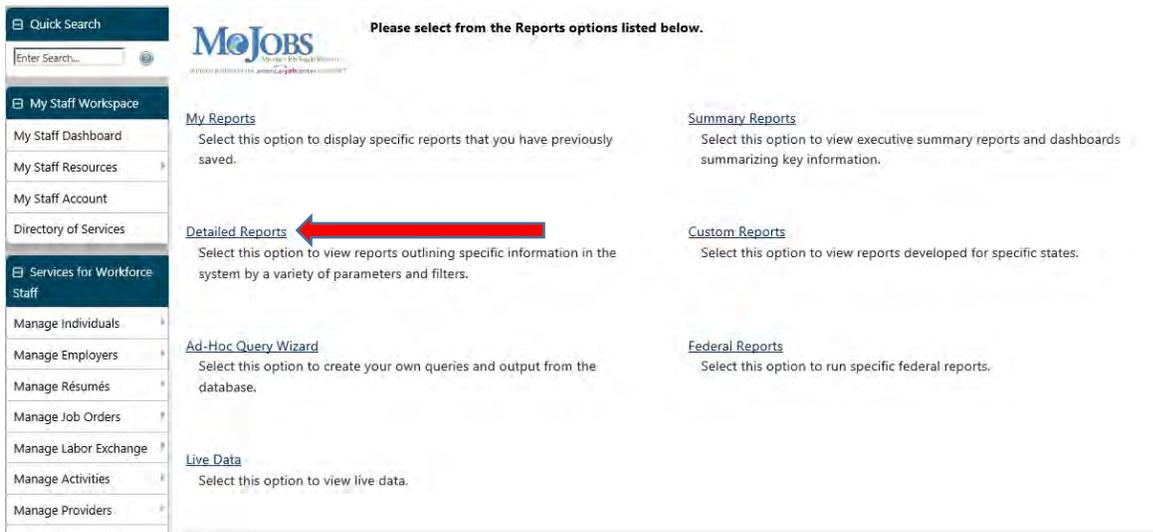
## Projected Begin Dates

This report can be used by provider staff to identify participants who have an upcoming training.

Click on Reports in the Left Navigation Bar, then you will be directed to the Reports page



Click on Detailed Reports



Click on Case Load Reports under the Case Management Reports heading

### Case Management Reports

[Case Load](#)   
Display Case Load Reports

[Case Load - Non-WIOA](#)  
Display Case Load - Non-WIOA Reports

[Case Load - WIOA](#)  
Display Case Load - WIOA Reports

[Documentation](#)  
Display Documentation Reports

[Payment](#)  
Display Payment Reports

[Predictive](#)  
Display Predictive Reports

[Staff Referrals](#)  
Display Staff Referrals Reports

[WTP](#)  
Display WTP Reports

Click on Projected Begin Dates

**Case Load:**

Advanced

- [Active Cases](#)
- [Application](#)
- [Case Closure Employment](#)
- [Case Closure Reportable Performance Indicators](#)
- [Co-Enrollment Summary](#)
- [Days since Last Active Service](#)
- [Enrollment Summary By LWIA](#)
- [Exited Cases](#)
- [Hourly Wage Before and After Enrollment](#)
- [Obtained Employment](#)
- [Projected Begin Dates](#)
- [Quarterly Follow Up Status](#)
- [Summary](#)
- [Veteran Data Discrepancies](#)
- [Active Enrollment](#)
- [Assigned Case Load](#)
- [Case Closure Information](#)
- [Case Summary By Application Date](#)
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- [Eligibility Enrollments](#)
- [Exit Reason Summary](#)
- [Expiring Work Authorization](#)
- [Measurable Skill Gains](#)
- [Participants Co-enrolled in Partner Programs](#)
- [Projected End Dates](#)
- [Soon to Exit Cases](#)
- [Targeted Measurable Skill Gain](#)

Select the appropriate parameters:

Program is SNAP Employment and Training, Group is SNAP E and T

**Program**

**Program:**

**Customer Group:**

Select the Region and Office Location or leave None Selected to pull the entire state

**Location**

**Region/LWDB Status:**  Active  Inactive  All

**Region/LWDB:**   
Central Region  
East Jackson County  
Jefferson/Franklin Consortium

**Office Status:**  Active  Inactive  All

**Office Location:**

Staff may select County, City or Zip Code if desired

**Outside the US:**  No  Yes

**State:**

**County/Parish:**   
 Adair County  
 Andrew County  
 Atchison County

**City:**

**Zip Code:**   
 63005  
 63006  
 63010

Staff may select the Provider for the upcoming training if desired

**Provider**

**Provider Status:**  Active  Inactive  All

**Provider:**   
 (Press Ctrl to select multiple items)  
 3252 - William Woods University  
 2802 - Wireco World Group  
 3265 - Wireless Infrastructure Association/tirap

Staff may select the Assigned Case Manager Group and Case Manager if desired

**Case Assignment**

**Group Status:**  Active  Inactive  All

**Case Manager Group:**

**Case Manager Status:**  Active  Inactive  All

**Assigned Case Manager:**  [Select Me](#)

Select the Date parameter

**Date**

**Days Before Projected Start:**

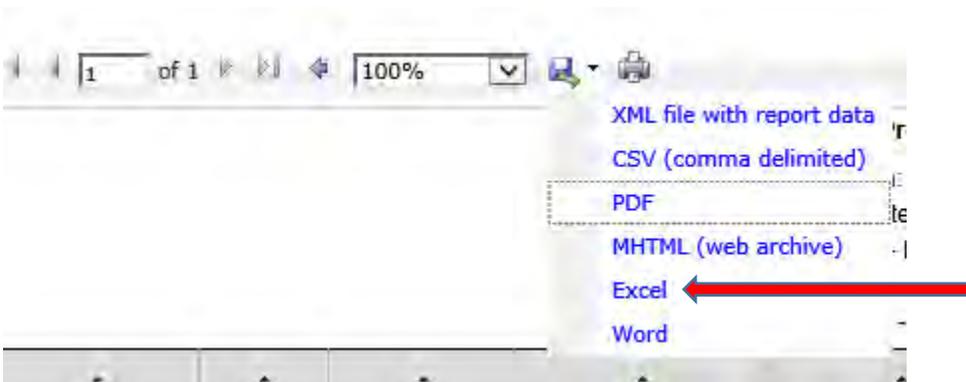
Click Run Report



To export the data to an Excel Spreadsheet click on the arrow next to the Save Icon



Click on Excel



Select Open to view the spreadsheet or Save to save the spreadsheet



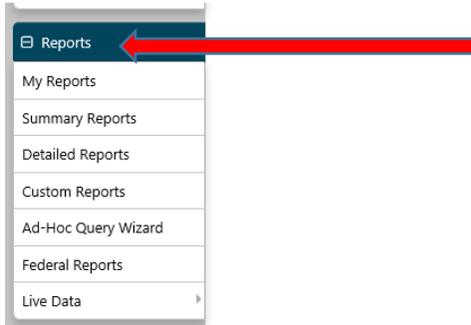
Case Management Reports - Projected Begin Dates  
- Program: SNAP Employment and Training  
- Customer Group: SNAP E and T  
- Days Before Projected Start: 30

08 - Ozark Region							
Name:	Cust Group	Office	Provider of Service	Projected Begin	Actual Begin	Last Edit	Staff Assigned
361		FSD Partner Ozark	Ozarks Technical	6/27/2019		4/11/2019	Breanna O'bryan
Name:	Cust Group	Office	Provider of Service	Projected Begin	Actual Begin	Last Edit	Staff Assigned
361		FSD Partner Ozark	Ozarks Technical	6/27/2019		6/10/2019	Breanna O'bryan
Name:	Cust Group	Office	Provider of Service	Projected Begin	Actual Begin	Last Edit	Staff Assigned
S08		JOPLIN JOB CENTER	Missouri Welding Institute,	6/24/2019		6/10/2019	Carol Gibby

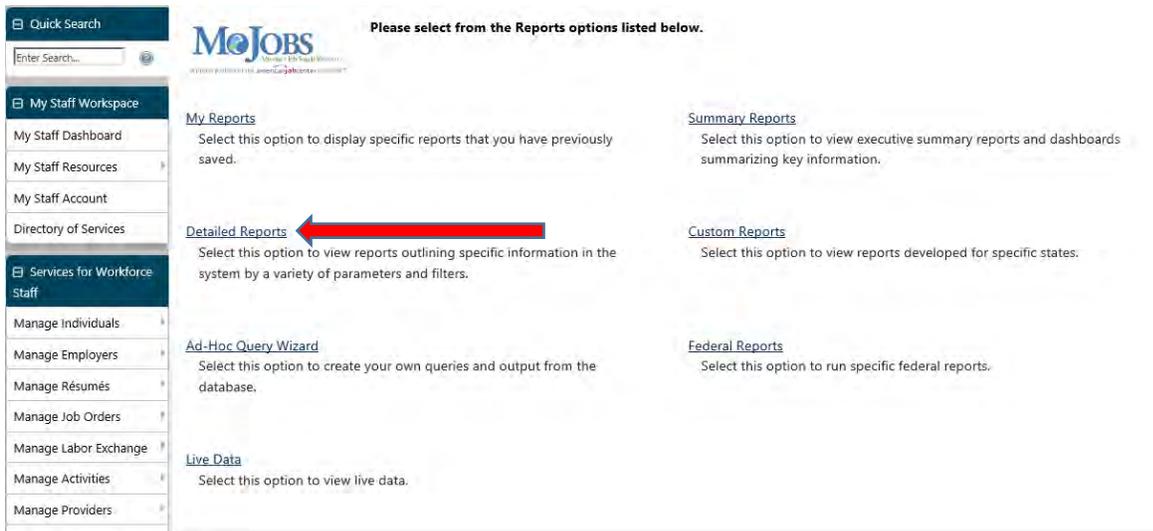
## Projected End Dates

This report can be used by provider staff to identify participants who will be completing a training in the near future.

Click on Reports in the Left Navigation Bar, then you will be directed to the Reports page



Click on Detailed Reports



Click on Case Load Reports under the Case Management Reports heading

### Case Management Reports

[Case Load](#)   
Display Case Load Reports

[Case Load - Non-WIOA](#)  
Display Case Load - Non-WIOA Reports

[Case Load - WIOA](#)  
Display Case Load - WIOA Reports

[Documentation](#)  
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[Payment](#)  
Display Payment Reports

[Predictive](#)  
Display Predictive Reports

[Staff Referrals](#)  
Display Staff Referrals Reports

[WTP](#)  
Display WTP Reports

Click on Projected End Dates

**Case Load:**

Advanced

- [Active Cases](#)
- [Application](#)
- [Case Closure Employment](#)
- [Case Closure Reportable Performance Indicators](#)
- [Co-Enrollment Summary](#)
- [Days since Last Active Service](#)
- [Enrollment Summary By LWIA](#)
- [Exited Cases](#)
- [Hourly Wage Before and After Enrollment](#)
- [Obtained Employment](#)
- [Projected Begin Dates](#)
- [Quarterly Follow Up Status](#)
- [Summary](#)
- [Veteran Data Discrepancies](#)
- [Active Enrollment](#)
- [Assigned Case Load](#)
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- [Credentials](#)
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- [Exit Reason Summary](#)
- [Expiring Work Authorization](#)
- [Measurable Skill Gains](#)
- [Participants Co-enrolled in Partner Programs](#)
- [Projected End Dates](#)
- [Soon to Exit Cases](#)
- [Targeted Measurable Skill Gain](#)

Select the appropriate parameters:

Program is SNAP Employment and Training, Group is SNAP E and T

**Program**

**Program:**

**Customer Group:**

Select the Region and Office Location or leave None Selected to pull the entire state

**Location**

**Region/LWDB Status:**  Active  Inactive  All

**Region/LWDB:**   
Central Region  
East Jackson County  
Jefferson/Franklin Consortium

**Office Status:**  Active  Inactive  All

**Office Location:**

Staff may select County, City or Zip Code if desired

**Outside the US:**  No  Yes

**State:**

**County/Parish:**   
Adair County  
Andrew County  
Atchison County

**City:**

**Zip Code:**   
63005  
63006  
63010

Staff may select the Provider for the upcoming training if desired

**Provider**

**Provider Status:**  Active  Inactive  All

**Provider:**   
(Press Ctrl to select multiple items)  
2468 - William Jewell College  
3252 - William Woods University  
2802 - Wireco World Group  
3265 - Wireless Infrastructure Association/tirap

Staff may select the Assigned Case Manager Group and Case Manager if desired

**Case Assignment**

**Group Status:**  Active  Inactive  All

**Case Manager Group:**

**Case Manager Status:**  Active  Inactive  All

**Assigned Case Manager:**  [Select Me](#)

Select the Date parameter

**Date**

**Days From Expiration:**

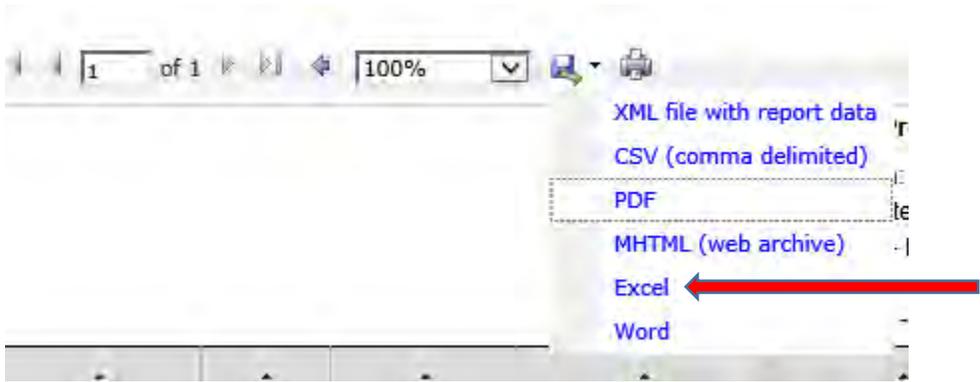
Click Run Report



To export the data to an Excel Spreadsheet click on the arrow next to the Save Icon



Click on Excel



Select Open to view the spreadsheet or Save to save the spreadsheet

Do you want to open or save List.xlsx from app-jobs.mo.gov? Open Save Cancel ×

**Case Management Reports - Projected End Dates**  
- Program: SNAP Employment and Training  
- Days From Expire: 30

06 - St. Louis City									
Name:		Username:		State ID:		App ID:		Assigned Case Manager:	
Activity Code	Cust Grp Code	Office	Provider of Service	Actual Begin	Projected End	Last Edit	Last Edited By		
S08	131	ST. LOUIS CITY - SLATE JOB CENTER	Savvy Technologies, Llc	4/22/2019	7/1/2019	4/24/2019	Ashaki Meyers		
Name:		Username:		State ID:		App ID:		Assigned Case Manager: Danielle Kennard	
Activity Code	Cust Grp Code	Office	Provider of Service	Actual Begin	Projected End	Last Edit	Last Edited By		
S25	131	MERS/GOODWILL INDUSTRIES - ST LOUIS		1/9/2019	7/9/2019	6/6/2019	Stacy Kaylor		
Name:		Username:		State ID:		App ID:		Assigned Case Manager:	
Activity Code	Cust Grp Code	Office	Provider of Service	Actual Begin	Projected End	Last Edit	Last Edited By		
S08	131	Missouri Job Center-North	Tdda, Lic D/b/a Truck	6/17/2019	7/10/2019	6/17/2019	Tammy Casey		