

- MESSAGE FROM MICHAEL DUFFY -

One of the goals of the OAD Strategic Plan is to use data-based decision making. OAD reports performance indicators to the Division of Administration (DOA) on a quarterly basis and also uses data for our Federal Block Grant. These indicators are essential in guaranteeing continued funding. Cases left open misrepresent treatment outcome data by creating variances, and OAD could be penalized for these variances. Therefore, you are required to close all expired cases, (i.e. cases migrated from MISADA as well as cases created in LADDS).

Also, please be cognizant of data entered into the system. Data entry errors are costly because they require manual manipulation. We cannot currently delete a bad record, or undo a mistake. Once a record is written or saved in the system, it is permanent. The overhead in processing data entry errors is expensive, so please double check client data before you save.

Please review the chart below on expired cases. Regional Managers will be monitoring counselor's cases past due for closure. **All expired cases should be closed by November 14, 2003.**

EXPIRED CASES AS OF OCTOBER 30, 2003

<u>Region</u>	<u>No. of Expired Cases</u>
HQ	3
1	678
2	869
3	65
4	190
5	138
6	233
7	395
8	338
9	415
TOTAL	3,324

Note: Regional and Facility Managers should regularly run the Clinical Report to monitor cases past due for closure.

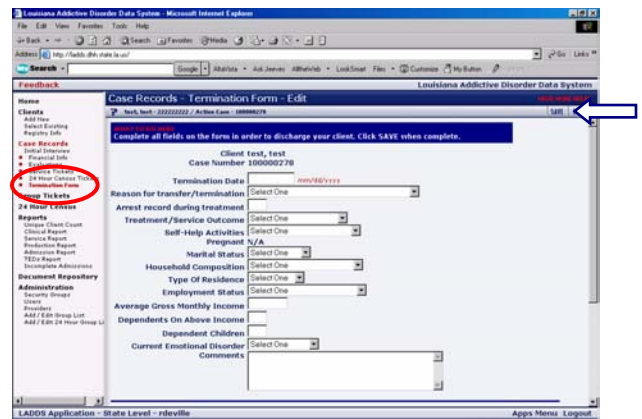
For assistance with LADDS, contact your Regional LADDS System Administrator or call or email Dawn Donahue at the Statewide Help Desk: Phone: (225) 342-3846 E-mail: ddonahue@dhh.state.la.us

- EXPIRED CASES -

OAD-HQ will not reactivate expired cases. Expired cases must be closed and when necessary a new case should be opened to enter services.

Instructions on how to close or terminate "Expired Case"

- ✓ Log-in to LADDS
- ✓ Click on "Select Existing". To retrieve your client, you can use the "Case Number", "SSN", "Unique ID" or the client's "Last Name and First Name".
- ✓ Select the "Expired Case" you need to terminate.
- ✓ Click on the "Termination Form". Complete all fields, then click "Save"



- Q&A -

Q: How do we search for expired cases?

A: Under the "Clinical Report", there is an option to run a report on "Cases Past Due for Closure".

Instructions on how to run the Clinical Report

- ✓ Log-in to LADDS
- ✓ Go to Clinical Report
- ✓ Under "Type" select "Cases Past Due for Closure"
- ✓ Click "Run Report"

Note: It will take some time to run the report, depending on your user rights and how many clients/cases you have. **Please click "Run Report" ONCE....**



- REMINDER -

Please use the "Feedback" for any LADDS issues or concerns. **DO NOT** send email directly to personal e-mail addresses.