

**- MESSAGE FROM MICHAEL DUFFY -**

First, I want to thank everyone for the hard work you have done for the past two weeks. Almost 85% of the total expired cases have been closed; this is a great step in achieving our goals.

But, our objective is not yet complete. We should continue closing all the expired cases and regularly monitor the active and affiliate cases to avoid situations like this from happening again.

All our current systems (LADDS, OARS and DENS) are still in developmental stages. We still have a long way to go, so I am asking for your patience and support with all the future changes and updates.

If you encounter errors on the system or see any discrepancy in the data, please kindly inform the regional IT staff first, then the headquarters IT staff.

Keep up the good work! **MD**

**- WHAT'S NEW IN LADDS? -**

- ✓ **Cannot terminate case without completing the financial information.**

Starting today (November 17) cases cannot be terminated without completing the "Financial Info". If you **DO NOT** see the "Termination Form", it means the financial information is blank.

**- HASTE MAKES WASTE -**

Please be extra diligent with data entry, it is very time consuming to correct typo or data entry errors. BUT, if you happen to make an error, don't panic! There are ways of correcting or editing typo errors. Don't ever correct one error with another error. **DO NOT** add another client or case if you noticed an error after hitting the "SAVE" or "CONTINUE" button, that's what the "EDIT" button is for...

Furthermore, there are a couple of reasons why your internet access is sometimes slow... Hitting the action buttons (SAVE, EDIT, CONTINUE or RUN REPORT) twice or thrice will make matters worse.

**- STATUS OF CLINICAL REPORTS -**

**EXPIRED CASES AS OF NOVEMBER 14, 2003 (COB)**

<u>Region</u>	<u>As of Nov. 3</u>	<u>As of Nov. 14</u>	<u>Difference</u>	<u>% Change</u>
HQ	3	0	3	100%
1	678	292	386	57%
2	869	33	836	96%
3	65	6	59	91%
4	190	0	190	100%
5	138	85	53	38%
6	233	0	233	100%
7	395	6	389	98%
8	338	3	335	99%
9	415	108	307	74%
<b>TOTAL</b>	<b>3,324</b>	<b>533</b>	<b>2,791</b>	<b>84%</b>

**Cases Due for Closure (next 10 days)**  
**As of November 14, 2003**

<u>Region</u>	<u>No. of Cases Due for Closure (next 10 days)</u>
HQ	0
1	9
2	19
3	9
4	4
5	7
6	16
7	13
8	9
9	24
<b>TOTAL</b>	<b>110</b>

**Note: Regional and Facility Managers should regularly run the Clinical Report to monitor cases past due for closure and cases due for closure (next 10 days).**



**- REMINDER -**

Starting **November 17**, you need to complete the "Financial Info" before you can terminate any case.