

**WHAT'S NEW IN LADDS?**

❖ **Clinical Report**

**Cases Due for Closure (next 15 days)**  
 Instead of 10 days, you can run the report that will show cases that will expire for the next 15 days. This will give user ample time to add financial info or service ticket or close the case before it expires.

❖ **Financial Info**

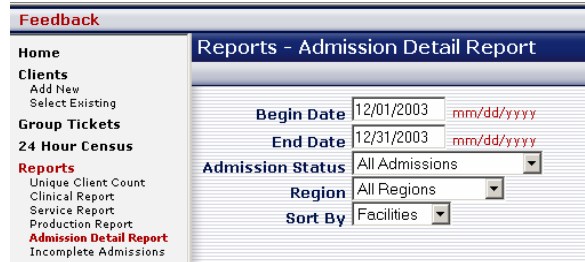
The Financial Info is now a **REQUIRED** field. Case record can no longer be terminated/closed without completing the financial info. If the "TERMINATION FORM" is not listed in your LADDS selection screen, it means your financial info is **BLANK**.

Please take note that not everyone has the user/access rights to save/edit financial info. If you do not have the "SAVE" button on the upper right corner of your browser, it means you don't have the access rights. If this is the case, please kindly contact your Regional or Facility Manager; they will have the appropriate rights for managing financial info.

❖ **New Report**

**Admission Detail Report**

This is a good management tool for reporting complete client admission data. It has the following options: Date Range (Begin & End Date), Admission Status (All, Open or Terminated Admission), Region and you can Sort by Facilities or Modalities.



This report will provide the following info:

- |                 |                   |
|-----------------|-------------------|
| PARISH          | PRIOR MENTAL      |
| AGE             | EDUCATION         |
| SEX             | EMPLOYMENT        |
| RACE            | SOURCE OF INCOME  |
| REFERRAL SOURCE | SOURCE OF PAYMENT |
| ADMIT TYPE      | PRIMARY DRUG      |
| SERVICE TYPE    | SECONDARY DRUG    |
| PREGNANT        | ARRESTS           |

**- STATUS OF CLINICAL REPORTS -**  
**CASES as of December 5, 2003 (COB)**

<u>Region</u>	<u>Open Cases</u>	<u>Due for Qtr. Evaluation (next 10 days)</u>	<u>Past Due for Quarterly Evaluation</u>	<u>Past Due For Closure</u>	<u>Due for Closure (next 15 days)</u>
HQ	44	3	-	-	1
1	1,096	96	89	7	29
2	996	64	143	35	42
3	1,119	70	26	1	14
4	582	47	41	5	9
5	514	35	45	6	7
6	1,015	90	86	11	32
7	753	61	18	14	18
8	700	51	10	11	17
9	1,034	61	221	57	30
<b>TOTAL</b>	<b>7,853</b>	<b>578</b>	<b>679</b>	<b>147</b>	<b>199</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 15 days).**