

330.65

Scheduler Reports

Overview

Introduction This policy describes the characteristics for the data system reports derived from the data system scheduler.

In this policy A description of the Scheduler Reports is located on the following pages.

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Scheduler Reports

Report Location	Report Name	Description	Comments
Scheduler	Appointment Summary	Report shows appointment show rates (kept, no shows, reschedules, cancelled).	
Scheduler	High Risk Missed Appointment	This report lists the High Risk participants that do not have the "High Risk follow-up Appointment" box marked and that have missed their appointments within the date range specified. It also shows the participant's last kept appointment and next appointment.	Nutrition Education panel "High Risk Follow-up Appointment" box is not checked for those participants that show up on this report.
Scheduler	Interpreter Needs	This report lists participants that need an interpreter and their scheduled appointments.	In order for the participant to show up on this report, the Family panel "Interpreter Needed" box must be checked.
Scheduler	Mass Rescheduling	This report lists the participants that have been mass rescheduled.	
Scheduler	Missed Appointment	This report lists all "No Show" or "Cancelled" WIC appointments and "Not Attended Nutrition Class" appointments within the Date Range selected and for the participant categories selected.	
Scheduler	Processing Standards Non-Compliance	This report lists the participants that were not scheduled within processing standards and the reason this occurred.	

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