



TX CMS Training Resource – Outreach Pool Management



Outreach Pool Management Agenda



- **Accessing the Outreach Pool Menu for SNAP E&T and Choices**
- **Creating Appointments**
- **Assigning to Roster**
- **Managing Roster**

Accessing the Outreach Pool 1 of 5



Accessing the Outreach Pool

Accessing the Outreach Pool 2 of 5

The screenshot displays the WORKinTEXAS.com interface. At the top left, a red box highlights the 'Menu' icon. The top navigation bar includes icons for Dashboard, Alerts, Accessibility, Mail, Calendar, Profile, Home, and Sign Out. Below the navigation bar, a status bar indicates 'Currently managing: Stringer, Heather - Service Tracking: OFF'. The main content area features a heading 'Currently Managing [STRINGER, HEATHER](#)' and a welcome message 'Welcome to My Staff Workspace [Brandon Martin](#)'. A descriptive paragraph follows: 'This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work from the menu on the left hand side of the screen.' Below this is a horizontal menu with tabs for 'My Staff Dashboard', 'My Staff Resources', 'My Staff Account', and 'Directory of Services'. The 'Pinned Links' section shows 'You currently have no saved pins.' The 'Widgets' section contains three panels: 'Saved Lists' with a list of individuals assisted (Stringer, Heather; Stark, Arya; Dawkins, Elizabeth; Smith, Patrick; Jones, Allison); 'Customer Relationship Management (CRM)' with links for 'Marketing Leads' and 'Contact List'; and 'My Messages' with indicators for '2 Unread' and '0 Replies'.

Menu

WORKinTEXAS.com

Dashboard Alerts Accessibility Mail Calendar Profile Home Sign Out

Currently managing: Stringer, Heather - Service Tracking: OFF

Currently Managing [STRINGER, HEATHER](#)
Welcome to My Staff Workspace [Brandon Martin](#).

This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work from the menu on the left hand side of the screen.

My Staff Dashboard My Staff Resources My Staff Account Directory of Services

▼ Pinned Links

You currently have no saved pins.

▼ Widgets

▼ Saved Lists

Assist: [an Individual](#) | [an Employer](#)
Individuals Assisted: [Stringer, Heather \(BMTXDOCS1\)](#), [Stark, Arya \(arya123@\)](#), [Dawkins, Elizabeth \(CHOICESTR1\)](#), [Smith, Patrick \(BMCHOICESS01\)](#), [Jones, Allison \(BMSNAP1\)](#)

▼ Customer Relationship Management (CRM)

[Marketing Leads](#)
Access a list of organizations that are potential customers.

[Contact List](#)
Access a comprehensive list of all your contacts, leads and accounts.

▼ My Messages

2 Unread

0 Replies

Accessing the Outreach Pool 3 of 5

The screenshot displays a software interface with a navigation menu on the left and a main dashboard on the right. The navigation menu is organized into several sections:

- Reports Catalog
- Currently Managing
 - STRINGER, HEATHER
 - Service Tracking: OFF**
 - Release Individual
 - Assist a new Individual
- My Staff Workspace
 - My Staff Dashboard
 - My Staff Resources >
 - My Staff Account
 - Directory of Services
- Services for Workforce Staff
 - Manage Individuals >**

The main dashboard on the right contains several panels:

- potential customers.**
- Contact List**
Access a comprehensive list of all your contacts, leads and accounts.
- Work Items**
Manage your tasks and assignments
- Appointments**
Schedule appointments and manage your calendar.
- Active Caseload**

WP:	2
WIOA:	0
SNAP:	2
TAA:	0
GEN:	0

In the background, there is a calendar grid showing dates 28, 29, and 30, and a table with columns T, F, and S.

Accessing the Outreach Pool 4 of 5

Currently Managing [STRINGER, HEATHER](#)

Please select from the Manage Individuals options listed below.

Show/hide description

Create an Individual

Create an account to provide individuals access to the features available i...

Common Intake

Create a common intake, start multiple program applications, and determi...

One Case Note to Multiple Individuals

Create one case note and associate it to multiple individuals.

Assist an Individual

Assist registered individuals, and view any of the profiles - personal,...

TAA Eligible Worker Layoff List

Search criteria page for TAA Eligible Worker Layoff List

Upload Rapid Response Individuals

Select this option to upload a Rapid Response workbook.

Manage Outreach Pool

Manage agency referrals to the Outreach Pool.

[Return to Services for Workforce Staff](#)

Accessing the Outreach Pool 5 of 5

Choices (TANF) Outreach Management

Manage HHSC TANF recipient referrals, set-up and schedule Initial...

SNAP E & T Outreach Management

Manage HHSC SNAP recipient referrals, set-up and schedule Initial...

Manage Customer Load Exceptions

Manage HHSC Choices (TANF) and SNAP E & T interface files' record data..

[Return to Manage Individuals](#)

SNAP E & T Appointment Schedules

Create Appointment Schedules for SNAP recipients and participants.

SNAP E & T Outreach Pool Scheduler

Schedule referred SNAP recipients from the Outreach Pool.

SNAP E & T Outreach Rosters

Manage appointment rosters, finalize recipient scheduling by printing...

[Return to Manage Outreach Pool](#)

Creating Appointments 1 of 6



Creating Appointments

Creating Appointments 2 of 6

Choices (TANF) Appointment Schedules

Create Appointment Schedules for Choices (TANF) recipients and...

Choices (TANF) Outreach Pool Scheduler

Schedule referred Choices (TANF) recipients from the Outreach Pool.

Choices (TANF) Outreach Rosters

Manage appointment rosters, finalize recipient scheduling by printing...

[Return to Manage Outreach Pool](#)

SNAP E & T Appointment Schedules

Create Appointment Schedules for SNAP recipients and participants.

SNAP E & T Outreach Pool Scheduler

Schedule referred SNAP recipients from the Outreach Pool.

SNAP E & T Outreach Rosters

Manage appointment rosters, finalize recipient scheduling by printing...

[Return to Manage Outreach Pool](#)

Creating Appointments 3 of 6

Currently Managing [STRINGER, HEATHER](#)

The list of Appointment Schedule records below may be edited, or you may search the outreach pool referrals for scheduling into Initial Appointments.

There is default filter criterion set, and this may be updated to get different results. Click on the action column links to work with an Appointment Schedule record.

Show Filter Criteria

Search:

Available Appointment Schedules for Choices Outreach – Initial Appointment										
ID	LWDB, Office Location	Start Date, Time	End Date, Time	Hours	# of Pool Records	Scheduled	Capacity (Avail)	Location	Staff to Contact	Action
228	14 - Capital Area WF Board, 123 WF SOL Capital Area East	10/31/2023, 12:00 PM	10/31/2023, 1:00 PM	1:00	24	0	25 (25)	Main Facility	Brandon Martin	Edit Appointment Schedule Search Outreach Pool Delete Appointment Schedule

Page 1 of 1

Rows: 10

Add a New Schedule

Cancel

Creating Appointments 4 of 6

Hide Filter Criteria		Hide Filter Criteria	
* LWDB/Region:	Capital Area WF Board	* LWDB/Region:	Capital Area WF Board
Office Location:	<input type="text" value="123 WF SOL Capital Area East"/>	Office Location:	<input type="text" value="123 WF SOL Capital Area East"/>
* Program:	Choices Program	* Program:	SNAP Employment and Training Program
* Appointment Type:	1 - Outreach for Initial Appointment	* Appointment Type:	1 - SNAP E & T Outreach for Initial Appointment
* Pool Management Type:	1 - Scheduling	* Pool Management Type:	1 - Scheduling
Capacity:	<input type="text"/> <input type="checkbox"/> Override Appointment Schedule Capacity Limit	Capacity:	<input type="text"/> <input type="checkbox"/> Override Appointment Schedule Capacity Limit
Date From:	<input type="text" value="11/09/2023"/> Today	Date From:	<input type="text" value="11/09/2023"/> Today
Date To:	<input type="text" value="11/23/2023"/> Today	Date To:	<input type="text" value="11/23/2023"/> Today
Staff to Contact:	<input type="text"/>	Staff to Contact:	<input type="text"/>
SSN:	<input type="text"/>	SSN:	<input type="text"/>
Work Code:	<input type="text" value="None Selected"/>	Work Code:	<input type="text" value="None Selected"/>
[Apply Filters] Reset Filters		[Apply Filters] Reset Filters	

Creating Appointments 5 of 6

Currently Managing [STRINGER, HEATHER](#)

The list of Appointment Schedule records below may be edited, or you may search the outreach pool referrals for scheduling into Initial Appointments.

There is default filter criterion set, and this may be updated to get different results. Click on the action column links to work with an Appointment Schedule record.

Show Filter Criteria

Search:

Available Appointment Schedules for Choices Outreach – Initial Appointment

ID	LWDB, Office Location	Start Date, Time	End Date, Time	Hours	# of Pool Records	Scheduled	Capacity (Avail)	Location	Staff to Contact	Action
228	14 - Capital Area WF Board, 123 WF SOL Capital Area East	10/31/2023, 12:00 PM	10/31/2023, 1:00 PM	1:00	24	0	25 (25)	Main Facility	Brandon Martin	Edit Appointment Schedule Search Outreach Pool Delete Appointment Schedule

Page 1 of 1

Rows: 10

Add a New Schedule

Cancel

Creating Appointments 6 of 6

Choices Program	SNAP Employment and Training Program
* LWDB/Region: <input type="text" value="None Selected"/>	* LWDB/Region: <input type="text" value="Capital Area WF Board"/>
* Office Location: <input type="text" value="None Selected"/>	* Office Location: <input type="text" value="123 WF SOL Capital Area East"/>
Program: Choices Program	Program: SNAP Employment and Training Program
Appointment Type: 1 - Outreach for Initial Appointment	Appointment Type: 1 - SNAP E & T Outreach for Initial Appointment
* Appointment Subject: <input type="text" value="Choices initial appointmer"/>	* Appointment Subject: <input type="text" value="SNAP E & T initial appoint"/>
Capacity: <input type="text"/>	Capacity: <input type="text"/>
* Appointment Date: <input type="text"/> Today	* Appointment Date: <input type="text"/> Today
* Appointment Start Time: <input type="text" value="12:00 AM"/> (hh:mm am/pm) ⌵	* Appointment Start Time: <input type="text" value="12:00 AM"/> (hh:mm am/pm) ⌵
* Appointment End Time: <input type="text" value="12:00 AM"/> (hh:mm am/pm) ⌵	* Appointment End Time: <input type="text" value="12:00 AM"/> (hh:mm am/pm) ⌵
* Hours: <input type="text" value="1:00"/> Format (0:00)	* Hours: <input type="text" value="1:00"/> Format (0:00)
* Staff to Contact: <input type="text"/>	* Staff to Contact: <input type="text"/>
Contact Staff Phone: <input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/>	Contact Staff Phone: <input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/>
* Location Name: <input type="text"/>	* Location Name: <input type="text"/>

Assigning to Roster 1 of 7



Assigning to Roster

Assigning to Roster 2 of 7

Currently Managing [STRINGER, HEATHER](#)

The list of Appointment Schedule records below may be edited, or you may search the outreach pool referrals for scheduling into Initial Appointments.

There is default filter criterion set, and this may be updated to get different results. Click on the action column links to work with an Appointment Schedule record.

Show Filter Criteria

Search:

Available Appointment Schedules for Choices Outreach – Initial Appointment

ID	LWDB, Office Location	Start Date, Time	End Date, Time	Hours	# of Pool Records	Scheduled	Capacity (Avail)	Location	Staff to Contact	Action
228	14 - Capital Area WF Board, 123 WF SOL Capital Area East	10/31/2023, 12:00 PM	10/31/2023, 1:00 PM	1:00	24	0	25 (25)	Main Facility	Brandon Martin	Edit Appointment Schedule Search Outreach Pool Delete Appointment Schedule

Page 1 of 1

Rows: 10

Add a New Schedule

Cancel

Assigning to Roster 3 of 7

Customer Selection Preview - Office Choices (TANF) Outreach Pool Recipients

Appointment Subject: Choices initial appointment
Office Location: 123 WF SOL Capital Area East
Start Date and Time: 10/31/2023 12:00 PM
End Date and Time: 10/31/2023 1:00 PM
Location: Main Facility, 123 Main Street, Austin
Staff to Contact: Brandon Martin
Capacity (Current Available): 25 (25)
Number Selected for Current List: 0 selected for Roster Scheduling

Show Filter Criteria

SSN	Client Name Client Number EDG Num	Contact HHSC Mailing/Phone	Type Program	Work Code	Choices Appld/Status	Choices Closed Status	WP App Status	Last Action	Action ■ Select All
XXX-XX-2244	Garcia, Kevin 100212397 411212397	311 Bowie St AUSTIN, TX 78703 5127981512	61	M - Mandatory	10614 - Incomplete		WP RI Only	Pending	<input type="checkbox"/>

Customer Selection Preview - SNAP Outreach Pool Recipients

Appointment Subject: SNAP E & T initial appointment
Office Location: 123 WF SOL Capital Area East
Start Date and Time: 11/09/2023 11:15 AM
End Date and Time: 11/09/2023 12:15 PM
Location: South Flores, 7445 South Flores, San Antonio Tx.
Staff to Contact: John Marks
Capacity (Current Available): 10 (10)
Number Selected for Current List: 0 selected for Roster Scheduling

Show Filter Criteria

SSN	Client Name Client Number EDG Num	Contact HHSC Mailing/Phone	Work Code	SIG	SNAP Appld/Status	SNAP Closed Status	WP App Status	Last Action	Action ■ Select All
XXX-XX-0018	Point, Wendy 100212378 411212378	, 512-555-1278	3 - Mandatory/Not working		0 - No open application		WP RI Only	Pending	<input type="checkbox"/>

Assigning to Roster 4 of 7

Customer Selection Preview - Office Choices (TANF) Outreach Pool Recipients	Customer Selection Preview - SNAP Outreach Pool Recipients
Appointment Subject: Choices initial appointment Office Location: 123 WF SOL Capital Area East Start Date and Time: 10/31/2023 12:00 PM End Date and Time: 10/31/2023 1:00 PM Location: Main Facility, 123 Main Street, Austin Staff to Contact: Brandon Martin Capacity (Current Available): 25 (25) Number Selected for Current List: 0 selected for Roster Scheduling	Appointment Subject: SNAP E & T initial appointment Office Location: 123 WF SOL Capital Area East Start Date and Time: 11/09/2023 11:15 AM End Date and Time: 11/09/2023 12:15 PM Location: South Flores, 7445 South Flores, San Antonio Tx. Staff to Contact: John Marks Capacity (Current Available): 10 (10) Number Selected for Current List: 0 selected for Roster Scheduling
Hide Filter Criteria	Hide Filter Criteria
LWDB/Region: Capital Area WF Board	LWDB/Region: Capital Area WF Board
Office Location: 123 WF SOL Capital Area East	Office Location: 123 WF SOL Capital Area East
Program: Choices	Program: SNAP Employment and Training
Appointment Type: 1 - Choices Outreach for Initial Appointment	Appointment Type: 1 - SNAP E & T Outreach for Initial Appointment
Date From: [] Today	Date From: [] Today
Date To: [] Today	Date To: [] Today
Work Code: M - Mandatory	Work Code: None Selected
Application Closed Status: <input checked="" type="radio"/> All <input type="radio"/> No Case Closure <input type="radio"/> Case Closed Only	Application Closed Status: <input checked="" type="radio"/> All <input type="radio"/> No Case Closure <input type="radio"/> Case Closed Only
Limit records to: []	SIG Code: None Selected

Assigning to Roster 5 of 7

Staff to Contact: Brandon Martin
Capacity (Current Available): 25 (25)
Number Selected for Current List: 0 selected for Roster Scheduling

Show Filter Criteria

SSN	Client Name Client Number EDG Num	Contact HHSC Mailing/Phone	Type Program	Work Code	Choices Appld/Status	Choices Closed Status	WP App Status	Last Action	Action ■ Select All
XXX-XX-2244	Garcia, Kevin 100212397 411212397	311 Bowie St AUSTIN, TX 78703 5127981512	61	M - Mandatory	10614 - Incomplete		WP RI Only	Pending	<input checked="" type="checkbox"/>
XXX-XX-2255	Garcia, Dan 100212398 411212398	311 Bowie St AUSTIN, TX 78703 5127981612	01	M - Mandatory	10615 - Incomplete		WP RI Only	Pending	<input checked="" type="checkbox"/>

[[Remove from List](#)]

[[Add to List](#)]

[[Print Preview List](#)]

Save to roster

Return to schedules

Assigning to Roster 6 of 7

Show Filter Criteria

SSN	Client Name Client Number EDG Num	Contact HHSC Mailing/Phone	Type Program	Work Code	Choices Appld/Status	Choices Closed Status	WP App Status	Last Action	Action ■ Select All
XXX-XX-2244	Garcia, Kevin 100212397 411212397	311 Bowie St AUSTIN, TX 78703 5127981512	61	M - Mandatory	10614 - Incomplete		WP RI Only	Pending Roster	<input type="checkbox"/>
XXX-XX-2255	Garcia, Dan 100212398 411212398	311 Bowie St AUSTIN, TX 78703 5127981612	01	M - Mandatory	10615 - Incomplete		WP RI Only	Pending Roster	<input type="checkbox"/>

[[Remove from List](#)] [[Add to List](#)] [[Print Preview List](#)]

[Save to roster](#) [Return to schedules](#)

Assigning to Roster 7 of 7

Currently Managing [STRINGER, HEATHER](#)

The list of Appointment Schedule records below may be edited, or you may search the outreach pool referrals for scheduling into Initial Appointments.

There is default filter criterion set, and this may be updated to get different results. Click on the action column links to work with an Appointment Schedule record.

Show Filter Criteria

Search:

Available Appointment Schedules for Choices Outreach – Initial Appointment

ID	LWDB, Office Location	Start Date, Time	End Date, Time	Hours	# of Pool Records	Scheduled	Capacity (Avail)	Location	Staff to Contact	Action
228	14 - Capital Area WF Board, 123 WF SOL Capital Area East	10/31/2023, 12:00 PM	10/31/2023, 1:00 PM	1:00	24	0	25 (25)	Main Facility	Brandon Martin	Edit Appointment Schedule Search Outreach Pool Delete Appointment Schedule

Page 1 of 1

Rows: 10

Add a New Schedule

Cancel

Managing Roster 1 of 12



Managing Roster

Managing Roster 2 of 12

Choices (TANF) Appointment Schedules

Create Appointment Schedules for Choices (TANF) recipients and...

Choices (TANF) Outreach Pool Scheduler

Schedule referred Choices (TANF) recipients from the Outreach Pool.

Choices (TANF) Outreach Rosters

Manage appointment rosters, finalize recipient scheduling by printing...

[Return to Manage Outreach Pool](#)

SNAP E & T Appointment Schedules

Create Appointment Schedules for SNAP recipients and participants.

SNAP E & T Outreach Pool Scheduler

Schedule referred SNAP recipients from the Outreach Pool.

SNAP E & T Outreach Rosters

Manage appointment rosters, finalize recipient scheduling by printing...

[Return to Manage Outreach Pool](#)

Managing Roster 3 of 12

Currently Managing [STRINGER, HEATHER](#)

Manage appointment rosters, finalize recipient scheduling by printing invitation letter, and manage attendance to track cooperation and non-cooperation.

[Show Filter](#)

Filter Criteria:

Date From:

Date To:

Staff to Contact:

Location Name:

Results View: |

Cancel

Managing Roster 4 of 12

Filter Criteria

* LWDB/Region:

Office Location:

Programs: Choices(WTP)

Appointment Type: Choices Outreach for Initial Appointment

SSN: - -

Client Number:

EDG Number:

Date From:

Date To:

Application Closed Status: All No Case Clousre Case Closed Only

Staff to Contact:

Location Name:

[Reset Filter](#)

Managing Roster 5 of 12

Results View: **Summary** | [Detailed](#)

To sort on any column, click a column title.

<u>Roster ID</u>	<u>Start Date & Time</u>	<u>End Date & Time</u>	<u>Hours</u>	<u>LWDB, Office Location</u>	<u>#Sched</u>	<u>Capacity(Avail)</u>	<u>Location</u>	<u>Staff Contact</u>	<u>Action</u>
7	8/14/2023 12:00:00 AM	8/14/2023 12:00:00 AM	1:00	14- 123 WF SOL Capital Area East	1	20(19)	North Facility 123 East Main Austin,TX 73301	John	Manage Roster Print Roster
84	9/25/2023 12:00:00 AM	9/25/2023 12:00:00 AM	1:00	14- 123 WF SOL Capital Area East	2	15(13)	Main Office 215 Main Austin,TX 77405	Brandon	Manage Roster Print Roster
86	10/2/2023 12:00:00 AM	10/2/2023 12:00:00 AM	1:00	14- 123 WF SOL Capital Area East	1	20(19)	Main Building 1406 Jacaman Laredo,TX 78041		Manage Roster Print Roster
207	10/9/2023 12:00:00 AM	10/9/2023 12:00:00 AM	1:00	14- 123 WF SOL Capital Area East	1	20(19)	Main Facility 123 Main Street Austin,TX 73301	Brandon	Manage Roster Print Roster
229	10/23/2023 12:00:00 AM	10/23/2023 12:00:00 AM	1:00	14- 123 WF SOL Capital Area East	6	15(9)	Main Facility 123 Main Street Austin,TX 73301	Brandon	Manage Roster Print Roster
236	10/24/2023 12:00:00 AM	10/24/2023 12:00:00 AM	1:00	14- 123 WF SOL Capital Area East	2	15(13)	Main Facility 123 Main Street Austin,TX 73301	Brandon	Manage Roster Print Roster

6 Records Found

Managing Roster 6 of 12

Set Attendance Status:

Search:

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

State ID	Customer Name Client Number	HHCS Mailing Address/Phone Number	Type Program	Work Code	Choices AppID/Status	Choices Closed Status	WP App Status	Last Action	Record Last Updated	Action Select All
10860	Garcia Frank 5127981513	311 Bowie St AUSTIN, TX 78703 5127981513	61	1	10613- Incomplete		WP RI Only	Pending Letter	10/24/2023 John Marks	<input type="checkbox"/>
10846	Palin Sarah 3522222354	1198 San Bernard St AUSTIN, TX 78708 3522222354	61	1	10634- Incomplete		WP RI Only	Pending Letter	10/24/2023 John Marks	<input type="checkbox"/>

Set Attendance Status:

Search:

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

State ID	Customer Name Client Number	HHCS Mailing Address/Phone Number	Type Program	Work Code	SNAP AppID/Status	SNAP Closed Status	WP App Status	Last Action	Record Last Updated	Action Select All
10864	Tester Stan L	1709 Newfield Ln. Austin, TX 78703 512-555-7889		2	12808- Incomplete		WP RI Only	Pending Letter	11/2/2023 Brandon Martin	<input type="checkbox"/>
10906	Vaughan Stevie Ray	2602 Rae Dell Ave Austin, TX 78704 512-555-0000		2	12809- Incomplete		WP RI Only	Pending Letter	11/2/2023 Brandon Martin	<input type="checkbox"/>

Managing Roster 7 of 12

<u>Type Program</u>	<u>Work Code</u>	<u>Choices ApplD/Status</u>	<u>Choices Closed Status</u>	<u>WP App Status</u>	<u>Last Action</u>	<u>Record Last Updated</u>	<u>Action Select All</u> <input type="checkbox"/>
61	1	10613- Incomplete		WP RI Only	Pending Letter	10/24/2023 John Marks	<input checked="" type="checkbox"/>
61	1	10634- Incomplete		WP RI Only	Pending Letter	10/24/2023 John Marks	<input type="checkbox"/>

2 Records Found

[Delete Selected Records](#)] [[Remove From Roster List](#)] [[Print Roster](#)]

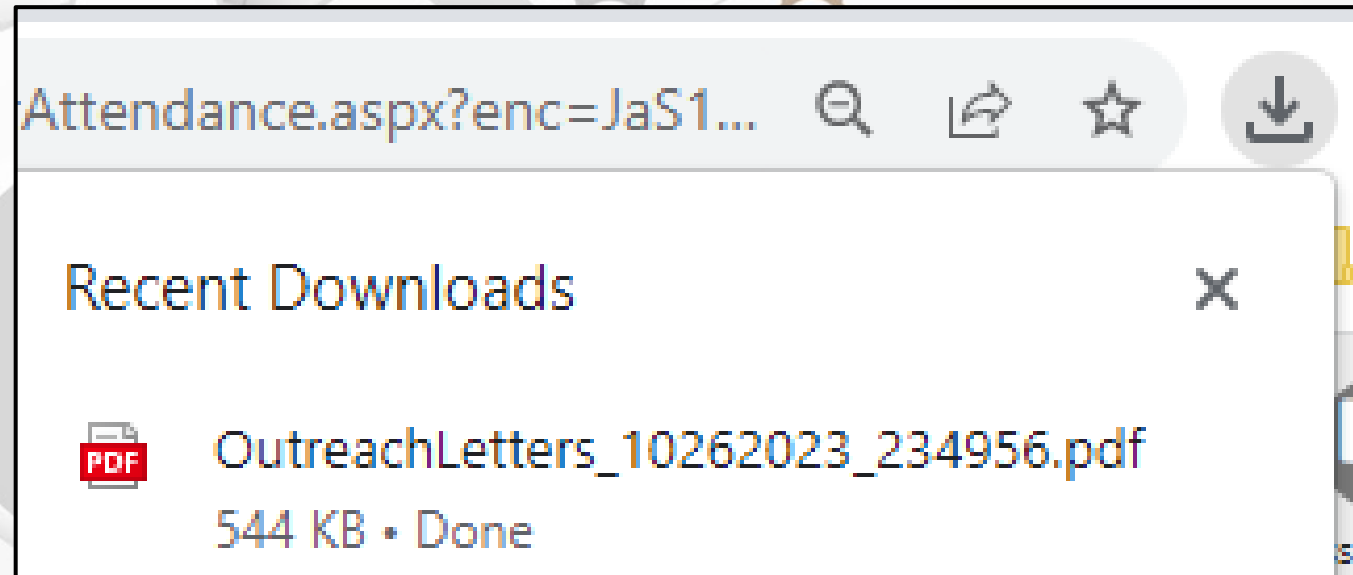
Managing Roster 8 of 12

<u>Work Code</u>	<u>Choices AppID/Status</u>	<u>Choices Closed Status</u>	<u>WP App Status</u>	<u>Last Action</u>	<u>Record Last Updated</u>	<u>Action Select All</u> <input type="checkbox"/>
1	10613- Incomplete		WP RI Only	Scheduled (10/26/2023)	10/24/2023 John Marks	<input checked="" type="checkbox"/>
1	10634- Incomplete		WP RI Only	Pending Letter	10/24/2023 John Marks	<input type="checkbox"/>

2 Records Found

[d Records](#)] [[Remove From Roster List](#)] [[Print Roster](#)]

Managing Roster 9 of 12



Managing Roster 10 of 12

Set Attendance Status: Attended

Search:

Results View: [Summary](#) | [Detailed](#)

To sort on any column, click a column title.

<u>State ID</u>	<u>Customer Name Client Number</u>	<u>HHCS Mailing Address/Phone Number</u>	<u>Type Program</u>	<u>Work Code</u>	<u>Choices AppID/Status</u>	<u>Choices Closed Status</u>	<u>WP App Status</u>	<u>Last Action</u>	<u>Record Last Updated</u>	<u>Action Select All</u>
10860	Garcia Frank 5127981513	311 Bowie St AUSTIN, TX 78703 5127981513	61	1	10613- Incomplete		WP RI Only	Scheduled (10/27/2023)	10/27/2023 Brandon Martin	<input checked="" type="checkbox"/>
10846	Palin Sarah 3522222354	1198 San Bernard St AUSTIN, TX 78708 3522222354	61	1	10634- Incomplete		WP RI Only	Scheduled (10/27/2023)	10/27/2023 Brandon Martin	<input type="checkbox"/>

Managing Roster 11 of 12

Results View: **Summary** | [Detailed](#)

To sort on any column, click a column title.

<u>State ID</u>	<u>Customer Name Client Number</u>	<u>HHCS Mailing Address/Phone Number</u>	<u>Type Program</u>	<u>Work Code</u>	<u>Choices ApplD/Status</u>	<u>Choices Closed Status</u>	<u>WP App Status</u>	<u>Last Action</u>	<u>Record Last Updated</u>	<u>Action Select All</u> ■
10860	Garcia Frank 5127981513	311 Bowie St AUSTIN, TX 78703 5127981513	61	1	10613- Incomplete		WP RI Only	Attended	10/27/2023 Brandon Martin	<input type="checkbox"/>
10846	Palin Sarah 3522222354	1198 San Bernard St AUSTIN, TX 78708 3522222354	61	1	10634- Incomplete		WP RI Only	Scheduled (10/27/2023)	10/27/2023 Brandon Martin	<input type="checkbox"/>

2 Records Found

[[Update Selected Records](#)] [[Remove From Roster List](#)] [[Print Roster](#)]

Managing Roster 12 of 12

Set Attendance Status: Attended

Search:

Results View: [Summary](#) | [Detailed](#)

To sort on any column, click a column title.

<u>State ID</u>	<u>Customer Name Client Number</u>	<u>HHCS Mailing Address/Phone Number</u>	<u>Type Program</u>	<u>Work Code</u>	<u>Choices AppID/Status</u>	<u>Choices Closed Status</u>	<u>WP App Status</u>	<u>Last Action</u>	<u>Record Last Updated</u>	<u>Action Select All</u>
10855	Garcia Jose 5127981512	311 Bowie St AUSTIN, TX 78703 5127981512	61	1	10612- Incomplete		WP RI Only	Attended	10/23/2023 Brandon Martin	<input type="checkbox"/>
10852	Jones Claudia 3122222222	2811 La Frontera Blvd Austin, TX 78728 3122222222	1	19	10635- Incomplete		WP RI Only	Did not attend - penalty	10/23/2023 Brandon Martin	<input type="checkbox"/>
10859	Wong Patricia 3242222222	8200 S Congress Ave AUSTIN, TX 78745 3242222222	1	1	10596- Incomplete		WP RI Only	Attended	10/23/2023 Brandon Martin	<input type="checkbox"/>
10871	Garcia Tod 5127981812	1301 W 5th St AUSTIN, TX 78703 5127981812	1	1	10616- Incomplete		WP RI Only	Attended	10/23/2023 Brandon Martin	<input type="checkbox"/>
10880	Lopez Bert 5127986303	1301 W 5th St AUSTIN, TX 78703 5127986303	1	19	10631- Incomplete		WP RI Only	Attended	10/23/2023 Brandon Martin	<input type="checkbox"/>

