

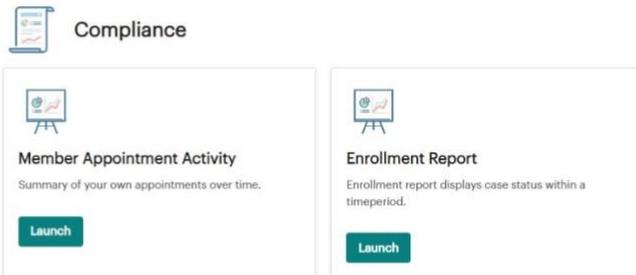
Instructions for running the MEMBER APPOINTMENT ACTIVITY Reports – For Supervisors

Description: This report shows all contacts and tutoring sessions that were entered into the Care4 platform by the staff person who entered them.

- This report **ONLY** shows young people for whom contacts were entered. If a contact was not entered, the young person will **NOT** show up in the report.
- If the contact was **NOT** attached to the one of the following foundation cases, it will not show up in the report:
 - Coaching Enrollment & Contacts
 - Middle School Enrollment & Contacts
 - Targeted Services

Instructions on how to run the report:

1. Click on **REPORTS** on the left-hand menu
2. Scroll down to Compliance and click on the Launch button under **MEMBER APPOINTMENT ACTIVITY**



Member Appointment Activity Summary of your own appointments over time.

× Primary Parameter ▾ Secondary Parameter ▾ Preset Dates ⊗ ▾ From 📅 To 📅 Launch ▾

3. **PRIMARY PARAMETER:** Select an employee name from the drop-down list
4. **SECONDARY PARAMETER:** *ignore this field*
5. **PRESET DATES:** Only use this if it has an option for the month you want to view (i.e. PREVIOUS MONTH); otherwise leave it blank and use the FROM DATE and TO DATE fields below
6. **FROM DATE:** Enter the first day of the month you want to view
7. **TO DATE:** Enter the last day of the month you want to view
8. Click on the **Launch** button
9. The report will populate on your screen
10. Click on the down arrow to the right of Launch and select **DOWNLOAD EXCEL** to export the data to Excel