

Yours

Memorandum:

To Case Workers --

Since the case workers did not make a report last month and began to keep record of the intake several days after this month had begun, I believe the best thing to do for this report will be to make a count of the total cases on hand at this time.

In other words, in making this report disregard #1 and #2. For #3 make a count of total cases in the various classifications and proceed with #4 and #5 as indicated.

If there is a factor which I am overlooking please take it up with me immediately.

Please have your report in to me not later than noon, April 2.

John J. O. Moore, Counselor

7-10-76

CASE WORKERS REPORT

Case Worker Y. Dmoto

For Month Of March

	Under Care		Incidental Service				Service to Other Agencies			Totals
	P.A. Service	Transfer	Visit	U.C.	Other	Report on Closed Case	O.T.I.	Other		
1. Fwd. from Last Month*										
2. Intake:										
Rec'd by transfer										
New										
Reopened										
Total Intake										
3. Total Cases*	26	10	0	0	1	2		1	40	
4. Closed:	27	30								
By transfer to other worker										
Closed	2							1	3	
Total closed	2						1	1	③	
5. Total Fwd. Next Mo.**	24	10	0	0	1	2			37	

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Total Number of Applications Not Made Cases _____

Number of Interviews: 3/11/43 to 3/24/43 inc.

Visits With Client	12	
" " Collateral	30	
Total		42
In Office With Client	59	
" " " Collateral	9	
Total		68

Telephone Letters	* letters only included Thence were not counted	(ind) 17 (ind) 11
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- * Item #5 of last month
- * Item #2 plus Item #1
- ** Item #3 less Item #4