

MY CASELOAD

This area allows you to view your caseload and provides links to other areas you may frequently use.

Menu | Supervision | My Caseload

List Case Load Angela Cothren

User ID:* <input type="text" value="ACOTHREN"/>	Location: <input type="text" value="-- Select --"/>
<input type="checkbox"/> Show case numbers	<input checked="" type="checkbox"/> Show details
Click here to toggle more/less screen options	




- **User ID** - This will default to your Quest User ID. You can switch it to another user by typing in their User ID.
- **Location** - By selecting a specific location, you can narrow your list to only those people who are currently in that location. Locations are part of the FACILITY STAY screen.
- **Show cause numbers** - If selected, the case number for each name will be displayed.

Name	Age	Case	Future events
Bra... Howard	16	1/JD	7/16/2019 10:00 AM Probation - YSO
		Case Numbers	1 - 59JC1-2019-JD-28
Bro... (11838)	9	1/JS	7/18/2019 3:30 PM Probation - YSO
		Case Numbers	1 - 59JC1-2019-JS-8

If you change any options above the **Submit** button, you must click the **Submit** button to see the results.

- **Show details** – If this is not selected, your columns simply have the word “details” listed on them. If you select this option, it will display the details.

Name	Age	Case	Future events	Case deadlines	Last contact	Supervision level	Location
B... Howar	16	1/JD	Details	Details	Details	Details	None

Name	Age	Case	Future events	Case deadlines	Last contact	Supervision level	Location
 Bra [REDACTED] Howard	16	1/JD	7/16/2019 10:00 AM Probation - YSO	None	7/8/2019	Supervised	None
 Bra [REDACTED] (11838)	9	1/JS	7/18/2019 3:30 PM Probation - YSO	None	7/8/2019	Supervised	None
 Hu [REDACTED] (11910)	14	1/JD	7/16/2019 3:30 PM Probation - YSO	None	6/27/2019	Supervised	None

The columns on this screen can be sorted by clicking on the column name.

- **Eye glasses** - This is a link to the [DASHBOARD](#) screen.
- **Name** - This is a link to that person's [PERSON DETAIL](#) screen.
- **Age** - Current age of the person.
- **Case** - This is a link to the [CASE DETAIL](#) screen. Every case you are assigned to should appear here. A person may have multiple cases.
- **Future Events:** This will display the future event date/time and event type. This is a link to the [LIST EVENTS](#) screen.
- **Case Deadlines:** This is a "to do" list. It is also a link to the [LIST CASE DEADLINES](#) screen. Deadlines shown in red are past due.
- **Last Contact:** This is a link to the [LIST CONTACTS](#) screen. It shows you the last time anyone had contact with this person and when the next contact is due, based on the supervision level.
- **Supervision Level:** This is a link to [LIST SUPERVISIONS LEVELS](#) screen. If you hover your mouse over the supervision level, you will see the last assessment score information.
- **Location:** This will display the current location from the FACILITY STAY screen. This is a link to the [LIST FACILITY STAY](#) screen which will show you all the times the child has been in custody. If you click on the top date in the list, you will be taken to the current Facility Stay.

After clicking on any of these links, you can click the **Cancel** button to return to this screen.

List Case Load Angela Cothren

User ID:* <input type="text" value="ACOTHREN"/>	Location: <input type="text" value="-- Select --"/>
<input type="checkbox"/> Show case numbers	<input checked="" type="checkbox"/> Show details
Click here to toggle more/less screen options	
<input type="button" value="Submit"/>	



If you click the [Click here to toggle more/less screen options](#) link you will see more options.

List Case Load Angela Cothren

User ID:* <input type="text" value="ACOTHREN"/>	Location: <input type="text" value="-- Select --"/>
Event between: <input type="text"/> and <input type="text"/> <input type="checkbox"/> Only court events <input type="checkbox"/> Only my events	Event type: <input type="text" value="-- Select --"/>
Deadline between: <input type="text"/> and <input type="text"/>	Deadline type: <input type="text" value="-- Select --"/>
Requirement type: <input type="text" value="-- Select --"/>	Requirement code: <input type="text" value="-- Select --"/>
Provider: <input type="text" value="-- Select --"/>	Supervision Level: <input type="text" value="-- Select --"/>
Case type: <input type="text" value="-- Select --"/>	Case status: <input type="text" value="-- Select --"/>
<input type="checkbox"/> Open warrant	Zip code: <input type="text"/>
<input type="checkbox"/> Show current school	<input type="checkbox"/> Addresses
<input type="checkbox"/> Show case numbers	<input checked="" type="checkbox"/> Show details
Click here to toggle more/less screen options	
<input type="button" value="Submit"/>	

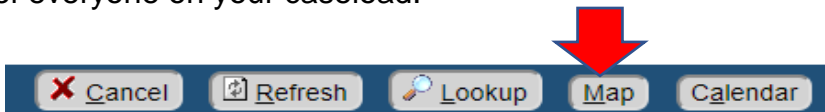
- **Event between:** You can search for events by putting a date range in these fields. If you leave the first date blank, it will include events in the past that have not been disposed of.
 - You can choose to include only court events or only my events. My events are those events with your name on them.
- **Event Type:** You can narrow your list by choosing a specific type of event.
- **Deadline between:** By putting a date range in these boxes, you will narrow your results to only those cases with a deadline due between the date ranges. By leaving the first date blank, the results will include those deadlines that are past due.
- **Deadline type:** You can narrow your list to only those cases that have a specific type of deadline.
- **Requirement type:** You can narrow your list to only those people with a specific requirement type.

- **Requirement code:** You can narrow your list to only those people with a specific requirement code.
- **Provider:** If you put in a specific requirement type and code, and you wanted to further limit the list to only those that had a specific provider.
- **Supervision level:** You can narrow your list to only those people on a selected supervision level.
- **Case Type:** You can narrow your list to only those with a specific case type.
- **Case Status:** You can narrow your list to only those with a specific case status.
- **Open Warrant:** You can narrow your list to only those with an open warrant.
- **Zip code:** You can narrow your list to only those with a specific zip code.
- **Show current school:** If selected the list will also display the current school from the PERSON DETAIL screen.
- **Addresses:** Checked this will display the address and contact numbers for everyone on your caseload.

Click the **Submit** button to show the results.

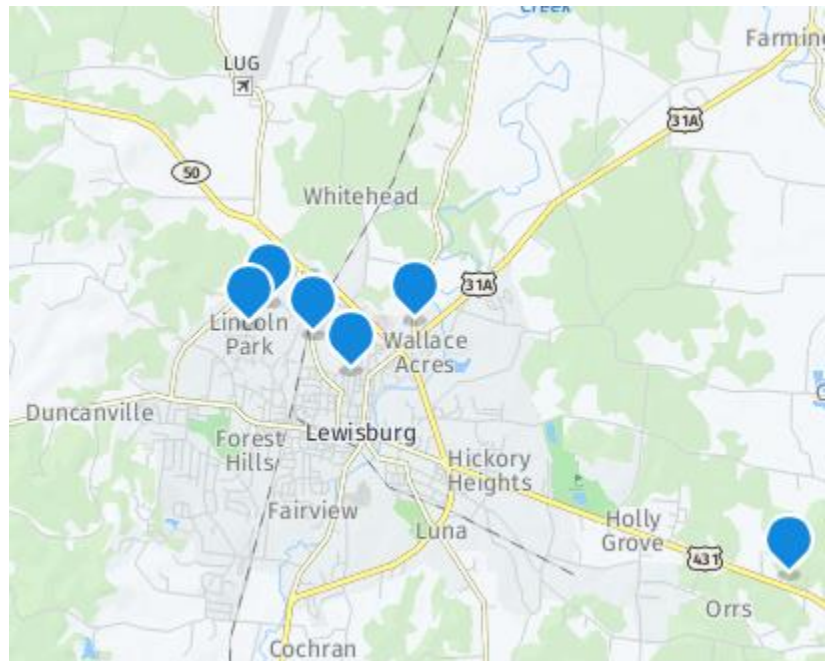
Map

At the bottom of the screen you will find the **Map** button. This will provide a map of the home address of everyone on your caseload.



If you hover your mouse over a balloon it will display the Name (and link to their Person Detail screen), address, and photo of the person living there as well as some helpful links: History, Contacts, and Events.

Click the **Cancel** button to return to the My Case Load screen.



Calendar

The **Calendar** button displays your Monthly Person Calendar.

Monthly Person Calendar
August 2019

User ID: *A [redacted] N Date: 8/1/2019 Include disposed

Add a new event						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 5p Conference	5 8p Conference	6 8a Conference	7 8a Conference	8 1:18p Off. Visit 2:15p Probation 3p Probation 3:30p Probation 4p Probation 4:30p Probation 5p Probation	9	10
11	12 3:45p Probation	13 2:15p Probation 3p Discharge 3:30p Probation 3:30p Discharge 3:45p Probation 3:57p Probation 4:30p Probation 5p Probation	14	15 3p Probation 3:30p Probation 3:45p Probation 3:45p Probation 4p Probation 4:15p Probation	16	17
18	19	20 3p Discharge 3:25p Off. Visit 3:30p Discharge	21	22 4:15p Probation 4:30p Probation	23	24
25	26 3:30p Probation	27	28	29 2:15p Probation 3p Probation 3:30p Probation 4p Probation 4:30p Probation 5p Probation	30	31

[Read more about Monthly Personal Calendar](#)