



## Memorandum

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Date: August 21, 1995

To: Directors of Income Security

From: Gerry Schmidt  
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Social Allowances Program  
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Telephone:

Subject: **Home Visit Statistical Reports**

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Based on a recommendation of the Workload Committee, a change has been made to the Home Visit Listing which is currently produced monthly for cases with the ZZ exemption code.

The Home Visit Listing will now provide Directors with a summary of the number of cases exempted from HV by Home Visit exemption codes, and the number of cases requiring a home visit for their specific District Office. This statistical information will be printed automatically at the end of the Home Visit Listing. The report will also identify the percentage of cases within the Counsellor's caseload under each code, and the District Office totals and percentages.

This information will assist Directors in monitoring that the appropriate exemption codes are being used.

As you are aware, there is currently a monthly Home Visit Listing being produced on the month 7 cycle to monitor the removal of cases with the temporary ZZ Home Visit exemption codes. Effective with the July listing, the statistical page was also produced and is attached for your information.

### **PROVINCIAL HOME VISIT STATISTICS (GHVS)**

In addition to the above, a Provincial Home Visit Statistics Listing is also being produced on the month 7 cycle.

The Provincial Listing is produced by District Office and provides both a total number and percentage of cases exempted from home visit by exemption codes and by District Office. The number and percentage of cases that require a home visit to be made are also printed on the report. The caseload of each of the District Offices is also displayed.

During the next five months (September 95 to January 96), copies of the attached statistics will be forwarded to the District Offices around the 10<sup>th</sup> of each month. This information will assist the Directors and Central Directorate to monitor the implementation of the Home Visit Policy.

Exemption codes for less than 1% of the caseload will not have a percentage displayed under the number of exemption codes. This is clearly displayed for cases with the HEX exemption code.