



CalSAWS | Reports Overview

Fact Sheet

Purpose

Counties have expressed interest in reports related to worker productivity. The purpose of this fact sheet is to provide a consolidated list of high usage CalSAWS reports to assist in case/work management.

CalSAWS Frequently Used Reports:

Note: The abbreviations in the Location of Report column are defined as follows: G - Global navigation bar, L - Local navigator, T - Task navigation bar.


To access the reports users will need to have the security group defined in the Security group for report column

Report Name	Description	Functional Area	Location of Report	Security Group (s) for Report
Application Activity Report	Provides information about the status of applications created on or before the report month. Applications are included if they were actioned during the report month, or the program and application are both pending as of the end of the report month. The data for this report is refreshed daily.	Case Activity	G: Reports L: On Request T: Case Activity	Eligibility Reports Operational Reports
Customer Reporting Progress Detail Report	Provides detailed information on the SAR 7s, QR 7s, TMC 176s MC 176s that are in Sent, Received, Reviewed-Ready to Run EDBC, Incomplete, and Complete status during a given benefit month for a requested organization.	Administration	G: Reports L: On Request T: Administrative	Customer Reporting Reports Operational Reports
Customer Reporting Progress Report	Provides the summary number of SAR 7s, QR 7s, TMC 176s, MC 176s that are Sent, Received, Completed, and percentage of reports completed for both CW & CF Programs during a given benefit month for a requested organization.	Administration	G: Reports L: On Request T: Administrative	Customer Reporting Reports Operational Reports
EC-EA Tracking Report	Provides the population of Emergency Caregiver (EC)-Emergency Assistance (EA)	Case Activity	G: Reports L: On Request	Staff Management Report



Report Name	Description	Functional Area	Location of Report	Security Group (s) for Report
	authorized Foster Care programs.		T: Case Activity	
Eligibility Workload Inventory Export Report	Provides a list of employee workload information such as case number, primary applicant, program, program status, application date, authorization date and RE Due Date. The report is generated by clicking the export button on the Eligibility Workload Inventory page.	Administration	N/A	Eligibility Workload Inventory
Pending Applications Report	Provides a list of programs which are either pending and unactioned, or which are active and have high-dated pending persons on the program.	Case Activity	G: Reports L: On Request T: Case Activity	Caseload Reports Operational Reports
RE Date Report	Provides a list of cases with an Active CalWORKs, CalFresh or (optional) Medi-Cal program where there is an RE that is due. The report also identifies cases with differing RE dates between the CalWORKs and CalFresh programs.	Case Activity	G: Reports L: On Request T: Case Activity	RE Date Report Caseload Reports

Additional Resources:

Link	Description
Help_ Reports Overview	This Job Aid (JA) contains a list of all CalSAWS reports, descriptions, navigation, and security groups, in alphabetical order, and can be accessed via Help in the CalSAWS application
 DDID 2173 Migration Research Analysis Final Work Product.xlsx	This is document cross references CalWIN reports to equivalent CalSAWS reports where applicable This is available to counties on the Web Portal.