



Memorandum

Date: June 1992

To: Directors of Income Security

From: Gerry Schmidt
Annette Enns
Directors of Field Operations
Social Allowances Program

Telephone:

Subject: **Changes to Home Visit B.F. Report (GHVB)**

As a result of a number of service requests, improvements have been completed on the Home Visit BF Report which is effective with the July 1992 month 7 cycle. Please refer to the attached sample.

The following columns have been added to provide more information to counselors. The new columns are:

REL	Relationship	indicates the relationship of the person within the case
MTC RE/	Maintenance Review	Maintenance Review will appear when a review of maintenance is required for any role within the case. Medical Review will appear when a review of the medical is required as entered on the Disabled Client Screen for a spouse in the case. (Refer to Directive 91-63.) When a medical review date appears, it will be followed by *.
ADDRESS	Address	indicates the Residential Address for the case as entered on the Case Address Screen
PSTL-CD	Postal Code	indicates the Postal Code for the case residential address as entered on the Case Address Screen
PHONE	Phone Number	indicates the phone number of the case as entered on the Case Address Screen
SIN REQ	Social Insurance Number Missing	an indicator "Y" will be displayed if a Social Insurance Number has not been entered for the applicant in the case

HV-DT	Next Home Visit Date	indicates the home visits for the month following the month of the report, as indicated on the Change Case Screen, as well as any previous months' home visits that have not been made and changed on the Change Case Screen
MED-DT	Medical Expiry Date	indicates the Medical Expiry Date for an applicant as entered on the Disabled Case Screen
SPEC-ND	Special Needs	indicates the special needs disbursed to date in the current fiscal year
REPR-ND	Repair Needs	indicates the repair needs disbursed to date in the current fiscal year

In addition, there is space provided under the address, postal code, phone, and SIN required columns for any Address Comments to be shown as they may appear.