



Memorandum

Date: June 14, 1995

To: Directors of Income Security

From: Gerry Schmidt
Helmut Klein
Directors of Field Operations
Social Allowances Program
301-267 Edmonton Street

Telephone:

Subject: **Home Visit Listing (GHVE)**

Effective immediately, a new transaction has been added to the Submit Job screen in SAMIN. This transaction will allow District Office Directors the ability to request a home visit listing of cases within their office.

This transaction is also available to Central Directorate staff to request a Provincial Home Visit Listing.

The Home Visit Listing will provide District Office Directors with a listing of cases that either contain a Home Visit Exemption Code in SAMIN, or to request a listing of cases that require a home visit be made.

The transaction can be utilized to request "ALL" home visit exemption codes, a specific home visit exemption code, or a listing of cases that require a home visit to be made.

When requested, the listing will be produced by counselor, in case name sequence, and will display the case number, case name, Postal Code, Annual Review Date, last home visit date, and the home visit exemption code.

After each listing of exemption codes for a specific counselor, the system will provide a total of the number of cases that have the exemption code by counselor. At the end of the report, the system will provide a District Office total, and a Final Total that shows the number of open cases in the District Office and the total cases listed on the report.