



**Aguilar Systems**  
**Vincentian Case Management System**  
**for St Vincent de Paul**

# Caseworker Training

Archdiocese of Houston –  
Galveston

## CASEWORKER PROCESS

1. Click **HOME** on the top line of tabs.
2. In the bottom box **Main Menu, Options**, select **Assigned Cases for Case Worker** (if the scheduler has assigned you to a case and you have received an automated CMS notice of assignment) or **Unassigned Cases for Case Worker**. In both instances the Friend's name should appear. Click on it to select it.



The screenshot displays a web application interface. At the top, there is a navigation bar with tabs: Home, My Profile, Search, Documents, User Guide, Support, and Logout. A red arrow points to the 'Home' tab. Below the navigation bar is a 'VIEW PANE' containing a 'Messages' section. The messages section includes a table with the following data:

ID	End Date	Message
386089	03/08/2023	You have been assigned as Case Manager to 2023-09362

Below the messages section is a 'Main Menu' section with a sub-section titled 'Options'. The 'Options' list includes: My Assigned Cases, Case Intake, Pantry Fulfillment, Pantry Closeout, Unassigned Cases for Case Worker, and Check Requests. A red arrow points to 'Unassigned Cases for Case Worker'.



Logged in: Prime1 Training

Home

My Profile

Search

Documents

User Guide

Support

Logout

VIEW PANE

My Assigned Cases

Case	Case Worker	Client	Zip	Conference
2023-03068	Training, Prime1	test2, test1	77456	Training Conference
2023-03371	Training, Prime1	Test, James	77041	Training Conference
2023-04302	Training, Prime1	Test, Client2	77001	Training Conference
2023-04404	Training, Prime1	Compassion, Julie	77008	Training Conference
2023-04772	Training, Prime1	test, tom	77009	Training Conference
2023-04773	Training, Prime1	Test, Tom	77009	Training Conference
2023-04782	Training, Prime1	Test, James	77041	Training Conference
2023-05204	Training, Prime1	Apartments, Imperial	7386	Training Conference
2023-06167	Member, New	Test, Joe	77461	Training Conference
2023-06207	Training, Prime1	Test, JoAnn	77461	Training Conference
2023-06250	Training, Prime1	test, fames		Training Conference
2023-06252	Training, Prime1	Test, John	77056	Training Conference
2023-09006	Training, Prime1	Test, James		Training Conference
2023-09301	(Unassigned)	test, Client		Training Conference
2023-09362	Training, Prime1	Test, Client		Training Conference
FBP-22-26381	Training, Prime1	test, Client	77001	Training Conference
INQ-23-09094	(Unassigned)	Smith,		

3. **Prepare** page will appear for all newly assigned cases. On this page you can select **Case**, **Client**, **Request Details** and **Past Assistance** from the accordions on the bottom of the page.

- Under **Case**, you can see any instructions helpful for the home visit that were left by the intake person. You can also click on the **Get Case Record Form** to print a sheet with the Friend's intake information to bring with you on the home visit (after you print it, click **Delete and Yes**, which will bring you back to the **Prepare** tab).



Vincenian Case Management System Home My Profile Search Documents User Guide Support Logout Logged in: Prime1 Training

Conference Visit VIEW PANE

Back Cancel Options Save Next >>

Conference Training Conference Case No. 2023-09362 Client Test, Client

Case

Pre Visit Client Household Situation Assistance ...

Get Case Record Form Show Client's Intake Address in Google Maps

Click to generate prepopulated Case Record Form. This address is what was provided during intake. If it has been changed, you may review the previous address By clicking on "Client" below and seeing the client record..

Visit Type \* Select Date \*

The following notes detail any scheduling arrangements and efforts that may have been made for this visit, as well as related information:

Arial 10 B I U • Bullet List

Client Case Instructions Request Details | Case Worker: Training, Prime1 Past Assistance



4. **Visit type**, select **Home** if you visited the Friend in his or her home or select **Telephone** if you visited by telephone. Select the **Date** of the visit.

VIEW PANE \*

Conference Visit

Back Cancel Options Save Next >>

Conference Training Conference Case No. 2023-09362 Client Test, Client

Case

Pre Visit Client Household Situation Assistance ...

Get Case Record Form Show Client's Intake Address in Google Maps

Click to generate prepopulated Case Record Form. This address is what was provided during intake. If it has been changed, you may review the previous address. By clicking on "Client" below and seeing the client record..

Visit Type \* Home Date \* 02/28/2023

The following notes detail any scheduling arrangements and efforts that may have been made for this visit, as well as related information:

Beware of an aggressive dog next door

Check the note section for any details related to the visit. Add new information if needed.

12 B I U • Bullet List

7. **Client:** check the information for accuracy and add the information for any fields marked with a red asterisk (i.e. gender, marital status, ethnicity).



## New client – Need to input missing client information

Vincentian Case Management System

Home My Profile Search Documents User Guide Support Logout

VIEW PANE

Conference Visit

Back Cancel Options Save << Previous Next >>

Conference Training Conference Case No. 2023-09362 Client Test, Client

Case

Pre Visit Client Household Situation Assistance ...

First Name Client MI Last Name\* Test Maiden Name

Gender Male Marital Status Married DOB\* 01/01/1970 SSN Up to last five digits

Phone 832-456-7890 Alternate Phone Work Phone Email

Address\* 123 anyway

City\* State\* Select Zip\* County Select How long here?

Existing client – Click on Import Blanks button to import existing client information.



Vincian Case Management System Home My Profile Search Documents User Guide Support Logout Logged in: Huy Nguyen

Conference Visit VIEW PANE

Back Cancel Options Save << Previous Change Client Next >>

Conference Training Conference Case No. 2023-12141 Client Test, James

Case

Pre Visit Client - Existing Client Household Situation Assistance ...

Please make corrections and additions to the client's intake profile below.

The client's record on file will be updated from these edits when you click Next. The client record's current profile can be reviewed in the Client Record accordion section below. Use the Import button below to automatically fill in the blanks below with the current values from the client's record. NOTE: Checkboxes will be left alone, and need to be manually merged.

**Import Blanks from Current Client Record**

[Map of 123 Test Drive](#)

First Name\* James MI Last Name\* Test Maiden Name

Gender\* Male Marital Status\* Married DOB\* 09/01/1983 SSN Up to last five digits

Ethnicity\* Caucasian Church Select

Spanish Only Homeless Veteran Grade Select

Other Aid  Child Support  Food Stamps / SNAP  Medicaid  Medicare  Section 8  
 Social Security  SSI Disability  Unemployment  Veteran  WIC

Phone 832-832-2324 Alternate Phone Work Phone Email JT12@gmail.com

Address\* 123 Test Drive  
Apt. #1  
City\* Houston State\* Texas Zip\* 77041 County Select How long here?

Request Details | Case Worker: Training, Prime1  
Past Assistance  
Client Record Notes



**Client Identification** – Will cycle through four separate searches to find a match in the existing database. If you do not see a match in the current search, click on Next to go to the next page and/or search.

VIEW PANE

Conference Visit

Back Cancel Options << Previous Next >>

Conference Training Conference Case No. 2023-09362 Client Test, Client

Case

Pre Visit Client Identification 1/4 Household Situation Assistance ...

The results below include both matches on clients and household members. Rows with a grey background represent household member matches.

Note: The clients below match in one or more of the search parameters shown.

Phone 832-456-7890 Alternate Phone Work Phone Email

No results found.

Conference Visit

Back Cancel Options << Previous Next >>

Conference Training Conference Case No. 2023-09362 Client Test, Client

Case

Pre Visit Client Identification 2/4 Household Situation Assistance ...

The results below include both matches on clients and household members. Rows with a grey background represent household member matches.

Address 123 anyway%

1-13

Status	Last	First	DOB	Phone	Gender	Marital	Zip	Address
Active	Test	Client4			Male	Married	77008	123 anyway
Active	Test	Client5			Male	Married	77008	123 anyway



**Client Identification** – On the last search screen (Client Identification 4/4), if no match is found in the existing database, Click on Create Client to create a new client for the case.



- Home
- My Profile
- Search
- Documents
- User Guide
- Support
- Logout

Logged in: Prime1 Training

VIEW PANE

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Conference Visit

---

Conference 
Case No. 
Client

---

Case

---

Pre Visit Client Identification 3/4
Household
Situation
Assistance
...

---

The results below include both matches on clients and household members. Rows with a grey background represent household member matches.

---

First Name 
DOB

---

1-4

Status	Last	First	DOB	Phone	Gender	Marital	Zip	Address
Active	test	Client	01/01/1970	234-567-8901	Male	Married	77001	123 Any Street #2
Active	Test	Client2	01/01/1970		Male	Married	77001	12345 Anyway

VIEW PANE

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Conference Visit

---

Conference 
Case No. 
Client

---

Case

---

Pre Visit Client Identification 4/4
Household
Situation
Assistance
...

---

The results below include both matches on clients and household members. Rows with a grey background represent household member matches.

These are the last of the client match results. If you don't find the client here, use the Create Client button above to proceed with this client as a new client. Use the Previous button to review previous results.

---

Last Name

---

1-20 More...

Status	Last	First	DOB	Phone	Gender	Marital	Zip	Address
Active	Test	Client4			Male	Married	77008	123 anyway
Active	Test	Client5			Male	Married	77008	123 anyway

7. **Client:** check the information for accuracy and add the information for any fields marked with a red asterisk (i.e. gender, marital status, ethnicity).

**NEXT>>** In the pop-up box select **Create Client**.



- Home
- My Profile
- Search
- Documents
- User Guide
- Support
- Logout

Logged in: Prime1 Training

VIEW PANE

Conference Visit

Back Cancel Options << Previous Change Client Create Client

Conference Training Conference Case No. 2023-09362 Client Test, Client

Case

Pre Visit Client - New Client Household Situation Assistance ...

You did not find a matching client among the existing client records. You can use the Previous button to try again. If you provide a more complete client profile, the client identification accuracy will improve.  
If you are sure this client is not in the database already, then please complete the profile below and click Create Client to proceed with a new client record.

First Name\* Client MI Last Name\* Test Maiden Name

Gender\* Male Marital Status\* Married DOB\* 01/01/1970 SSN Up to last five digits

Ethnicity\* Undisclosed Church Select

Spanish Only Homeless Veteran Grade Select

Other Aid Child Support Food Stamps / SNAP Medicaid Medicare Section 8  
Social Security SSI Disability Unemployment Veteran WIC

Phone 832-456-7890 Alternate Phone Work Phone Email

Address\* 123 anyway

City\* Houston State\* Texas Zip\* 77001 County Select How long here?



**Household:** Complete/review for accuracy the information for each person living in the same household. Fields with the red asterisk must be completed in order to proceed.

**NEXT>>**



- Home
- My Profile
- Search
- Documents
- User Guide
- Support
- Logout

Logged in: Prime1 Training

VIEW PANE

Conference Visit

Back Cancel Options Save << Previous Next >>

Conference Training Conference Case No. 2023-09362 Client Test, Client

Case

Pre Visit Client Household Situation Assistance ...

A yellow row indicates the person was added during intake.  
DOB: If you know the persons DOB, enter it as MM/DD/YYYY. Otherwise, you may enter an estimated birth year, such as 1976, or age in years, such as 32.

Del	First Name *	Last Name *	DOB *	Gender *	Relationship	Ethnicity *	SSN (Up to last 5)	Veteran?	Grade
<input type="checkbox"/>	Client1	Test	12/29/1980	Female	Spouse or Partner	Undisclosed		<input type="checkbox"/>	
								<input type="checkbox"/>	

To add new household member, start typing in the empty line below the last household member.

To delete an existing household member, click on the Del box.



8. **Situation 1/3** - Enter information about the Friend's current situation (including the reason for the requested assistance) and future plans in the text box on the top half of the page and enter the Friends plans for the future in the text box in the bottom half of the page.

Vincian Case Management System Home My Profile Search Documents User Guide Support Logout Logged in: Prime1 Training

VIEW PANE \*

Conference Visit

Back Cancel Options Save << Previous Next >>

Conference Training Conference Case No. 2023-09362 Client Test, Client

Case

Pre Visit Client Household **Situation 1/3** Assistance ...

Current Plan and Future Plan are required. Please scroll down to enter information.

Please provide brief summary information, extenuating circumstances or supporting comments on why assistance is needed\*

The neighbor lost his job and need help with the rent.  The Caseworker should provide sufficient information to explain why the Friend needs the assistance so that others in the future unfamiliar with the case can better understand the circumstances leading up to the request for assistance. This will be particularly helpful if the Friend returns for additional assistance in the future. 

12 **B I U** • Bullet List 

Client's plan for the future:\*

He will apply for unemployment benefits and will look for another job. 

12 **B I U** • Bullet List 

Event Code

Major relief efforts, e.g. major disaster recovery efforts like after a hurricane, often get assigned event codes, e.g. from FEMA. If applicable, please provide the designated event code here.

Event Code ARPA  Enter Event Code if instructed by the Council for special programs.

Case Instructions



9. **Situation 2/3** – Skip and click **NEXT>>** unless you know the current employer or other information requested on the page

 Income and Expense information are useful in determining the amount of financial help to provide.

Vincentian Case Management System Home My Profile Search Documents User Guide Support Logout Logged in: Prime1 Training

VIEW PANE

Conference Visit << Previous Next >>

Back Cancel Options Save

Conference Training Conference Case No. 2023-09362 Client Test, Client

Case

Pre Visit Client Household **Situation 2/3** Assistance ...

Please scroll down to enter employment, income, and expenses.

**Employment**

Please provide information about the client's employment situation.

Status	Full-time?	How long	Employer
Current	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Income**

Below are the income sources recorded for the client. Please update this lists to reflect what the client reported.  
Place a checkmark in the first column to delete an item.

Del	Income *	Monthly Amount *	Comments
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Expenses**

Below are the expenses recorded for the client. Please update this list to reflect what the client reported.  
Place a checkmark in the first column to delete an item.

Del	Expense *	Monthly Amount *	Outstanding Bills	Comments
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



### 10. Situation 3/3 - click appropriate boxes for the Underlying Causes of the need for assistance

**NEXT>>**

Vincenian Case Management System Home My Profile Search Documents User Guide Support Logout Logged in: Prime1 Training

VIEW PANE \*

Conference Visit Back Cancel Options Save << Previous Next >>

Conference Training Conference Case No. 2023-09362 Client Test, Client

Case

**Pre Visit** **Client** **Household** **Situation 3/3** **Assistance** ...

Underlying Causes is required. Please scroll down to enter information.

**Underlying Causes: \***

<input type="checkbox"/> COVID-19	<input type="checkbox"/> Addiction	<input type="checkbox"/> Child Abandonment
<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Fixed Income	<input type="checkbox"/> Immigration Status
<input type="checkbox"/> Lack of Affordable Housing	<input type="checkbox"/> Lack of Budgeting Knowledge	<input type="checkbox"/> Lack of Education
<input type="checkbox"/> Lack of Family Support	<input type="checkbox"/> Lack of Knowledge of Resources	<input type="checkbox"/> Lack of post-prison support
<input type="checkbox"/> Lack of Public Transportation	<input type="checkbox"/> Limited Job Opportunities	<input type="checkbox"/> Low Federal Benefits
<input type="checkbox"/> Low Wages	<input type="checkbox"/> Poor Health/Medical Needs	<input type="checkbox"/> Single Parent Family
<input type="checkbox"/> Slow SSI Approval	<input checked="" type="checkbox"/> Unemployment	<input type="checkbox"/> Unfair lending practices
<input type="checkbox"/> Other		

Other

How was this need taken care of in the past? (Mark all that apply)

<b>Past</b>	<input type="checkbox"/> Alimony	<input type="checkbox"/> Child Support	<input type="checkbox"/> Disability	<input checked="" type="checkbox"/> Employment (resident)
	<input type="checkbox"/> Food Stamps / SNAP	<input type="checkbox"/> HUD/Assisted Living	<input type="checkbox"/> Medicaid	<input type="checkbox"/> Retirement
	<input type="checkbox"/> Section 8	<input type="checkbox"/> Social Security	<input type="checkbox"/> SSD/SSI	<input type="checkbox"/> State Welfare
	<input type="checkbox"/> TANF (AFDC)	<input type="checkbox"/> Unemployment	<input type="checkbox"/> Veterans' Benefits	<input type="checkbox"/> Worker's Compensation
	<input type="checkbox"/> Other			

Other



### 11. Assistance Requested – Select the appropriate request (i.e. **Add Check Request, Add Pledge Request, Add In-Kind/Voucher**)

- The Add Check Request is only used if you want the Treasurer to immediately issue a check to a specific vendor, such as a utility payment.
- The Add Pledge Request is used to enter information about Rent Pledges for future payment upon completion of the pledge conditions.
- The Add In-Kind/Voucher is used to enter any food or other gift cards given to the Friend, any referrals (i.e. gave the Friend the Community Resource Referral Guide sheet), Furniture Vouchers sent to the SVdP Warehouse, Clothing or Household items given to the Friend.

After clicking on the type of assistance requested, CMS will open a new page requesting details about the assistance and the vendor (if any).

The screenshot shows the Vincentian Case Management System interface. At the top, there is a navigation bar with buttons for Home, My Profile, Search, Documents, User Guide, Support, and Logout. The user is logged in as Prime1 Training. The main content area is titled 'Conference Visit' and includes buttons for Back, Cancel, Options, and Save. Below this, there are fields for Conference (Training Conference), Case No. (2023-09362), and Client (Test, Client). The 'Case' section has tabs for Pre Visit, Client, Household, Situation, and Assistance. Under the Assistance tab, there are buttons for Add Check Request, Add Pledge Request, Add Gift Card/Voucher, and Add In Kind. A red arrow points to the 'Add Check Request' button. Below the buttons is a table with the following columns: Assistance Type, Status, Category, Resource, and Amount. The table is currently empty.

Assistance Type	Status	Category	Resource	Amount

12. **Category** - select appropriate one (i.e. Housing/Storage, Utilities, etc.)

13. **Resource** - select appropriate response (i.e. Rent)

14. **Account Holder** (usually the Friend's name), **Pledged Amount**, **Client Target** (amount needed for rent, utilities, etc.) - Enter the information

15. **Acct No.** (the apartment number for a Rent Pledge, the account number form a utility bill, etc.), **Other** (you can leave blank or use this to put any other information that may be helpful to the Treasurer in issuing the payment).

17. **Vender Category** – (i.e. Housing if for rent, Utilities if for an electric bill, etc.), **Vendor** (if the name of the apartment or utility company is not in the drop-down menu, click to check the box next to **Other Vendor**).

18. Enter the **Name** (apartment complex name for a rent pledge, name of utility company, etc.), **Address** (the address of the management/leasing office for a rent pledge, which may be different from the Friend's address; the address on the bill for a utility payment, etc.), **City, State, Zip**



VIEW PANE \*

Add Check Request to 2023-09362 Cancel Submit

Assistance Details

Category \*  Resource \*

The payment information below matches the information on the client bill in question.

Account Holder Name  Account No   
Amount \*  Rekey Account No   
Other

Assistance Details

The vendor information below including name and address, match the client bill in question.

Vendor Category \*

Other Vendor  If the vendor is not listed below, place a checkmark here to enter the vendor information directly.

Vendor \*

19. Repeat the same process as 11 - 18 above to add other assistance (i.e. Add In-Kind/Voucher for gift cards or a referral sheet).

- For Gift Cards, select Assistance/Aid for the Category, Gift Card for the Resource, include in Amount the value of the card, enter what type of card was provided in Comments, **NEXT>>** and skip entering any vendor information on the next page by again clicking **NEXT>>** .



Vincian Case Management System Logged in: Prime1 Training

Home My Profile Search Documents User Guide Support Logout

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VIEW PANE

Conference Visit << Previous Next >>

Back Cancel Options Save

Conference Training Conference Case No. 2023-09362 Client Test, Client

Case

Pre Visit Client Household Situation Assistance ...

Add Check Request Add Pledge Request **Add Gift Card/Voucher** Add In Kind

Assistance Type	Status	Category	Resource	Amount

Vincian Case Management System Logged in: Prime1 Training

Home My Profile Search Documents User Guide Support Logout

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VIEW PANE \*

Add Voucher/Gift Card to 2023-09362 Cancel Submit

Assistance Details

Resource \* Gift Card - Food

Value \$100.00 Other

Comments Fiesta giftcard for food

Assistance Details

Vendor Category Gift Card / Voucher

Other Vendor  If the vendor is not listed below, place a checkmark here to enter the vendor information directly.

Vendor Fiesta Mart #6



VIEW PANE

Conference Visit

[Back](#) [Cancel](#) [Options](#) [Save](#) [<< Previous](#) [Next >>](#)

Conference  Case No.  Client

Case

[Pre Visit](#) [Client](#) [Household](#) [Situation](#) [Assistance](#) [...](#)

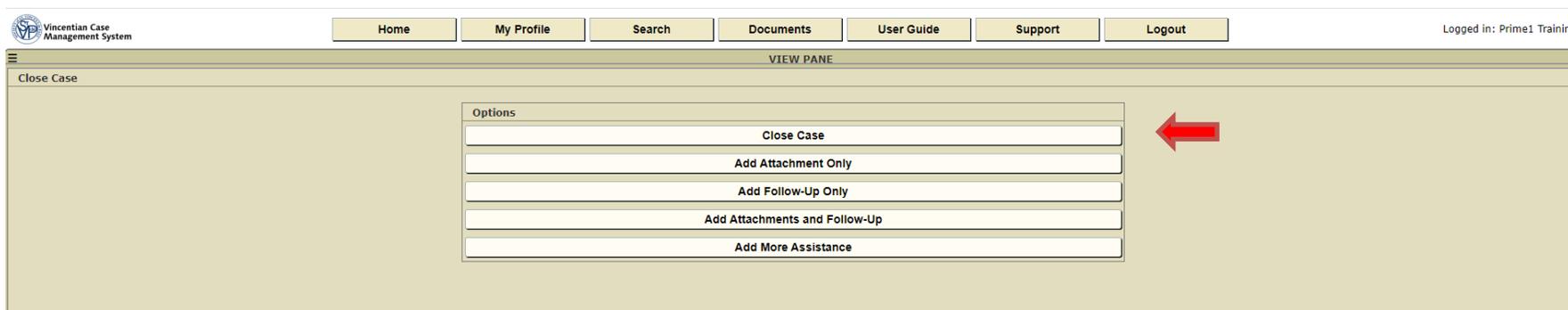
[Add Check Request](#) [Add Pledge Request](#) [Add Gift Card/Voucher](#) [Add In Kind](#)

Assistance Type	Status	Category	Resource	Amount
Gift Card/Voucher	Completed	Food/Groceries	Gift Card - Food	\$100.00





If you need to add more assistance, attachment or follow up, click on the appropriate tab. When you are done, click on the Close Case tab. An example of how to attach a document is on the next slide



The user should not select the "Close Case" option if there is an outstanding Pledge in the Assistance tab, since closing the case will cause the pledge to be withdrawn.



See the last two slides when a case needs to be closed "without assistance".

20. **Attachments** - copies of receipts, pledges, lease agreements, etc. can be attached using this function. If there are no attachments, then select **NEXT>>** Otherwise, to attach a document, photo, etc., select **Upload**.



- Select **Browse** and navigate on your computer to the location of the document, photo, etc. to be attached.
- Provide a brief **Name** for the document and include any **Comments** you find helpful.
- Select **Upload**



Uploaded documents will be accessible for up to one year after the case is closed. Conference officers will have access to the attachments for up to seven years. By uploading documents to CMS, you can store your documents electronically in CMS and meet Council's record keeping requirement.

Vincentian Case Management System

Home My Profile Search Documents User Guide Support Logout

Logged in: Prime1 Training

VIEW PANE \*

Conference Visit

Back Cancel Options Save << Previous Next >>

Conference Training Conference Case No. 2023-09362 Client Test, Client

Case

Pre Visit Client Household Situation Assistance Attachments Close Case

Upload

Attachment 1 Choose File Screenshot 2023-02-23 105423.jpg Attachment 2 Choose File No file chosen Attachment 3 Choose File No file chosen

Filename 1 Copy of lease agreement Filename 2 Filename 3

Document Comment



In the Close Case tab, be sure to enter the time and mileage spent on the case before closing it.

Vincenian Case Management System

Home My Profile Search Documents User Guide Support Logout

Logged in: Prime1 Training

VIEW PANE \*

Conference Visit

Back Cancel Options Save << Previous Close Case

Conference Training Conference Case No. 2023-09362 Client Test, Client

Case

Pre Visit Client Household Situation Assistance Attachments Follow-Up Close Case

Complete the following information after completing the visit.

Refresh Use the Refresh button if new volunteer assignments have recently been made, to have these appear below.

Member	Minutes *	Miles *
Training, Prime1	60 Minutes	15 Miles



If the pledge or check request has been denied, the case might have to be closed without any assistance. Click on the Cancel button.

Vincetian Case Management System Home My Profile Search Documents User Guide Support Logout Logged in: Prime1 Training

Conference Visit VIEW PANE

Back Cancel Options Save << Previous Next >>

Conference Tag Conference Case No. 2023-03068 Client test2, test1

Case

Pre Visit **nt** Household Situation Assistance Attachments Follow-Up Close Case Restart

Assistance Type	Status	Category	Resource	Amount
Pledge	Denied	Housing/Rent	Rent	\$300.00



Provide the reason why the case needed to be closed without assistance. Enter the minutes and mileage information. Click on Submit to close the case.

Vincian Case Management System

Home My Profile Search Documents User Guide Support Logout

Logged in: Prime1 Training

VIEW PANE \*

Close Without Assistance

Back Submit

Please provide the reason for closing this case without assistance below.

The neighbor was not able to come up with the \$200 to complete the full rent amount.

12 B I U • Bullet List

Please capture the mileage and time spent visiting with the client on 01/17/2023:

Member	Minutes *	Miles *
Training, Prime1	60 Minutes	15 Miles



**Aguilar Systems  
Vincentian Case Management System  
for St Vincent de Paul**

Questions?