|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DAILY TO DO LIST – Week of: | | M | T | W | T | F |
| LOGINS | **EMAIL** |  |  |  |  |  |
| **GATEWAY PAGE:** CWW, ECF, CSAW, etc. |  |  |  |  |  |
| **Mainframe:** IMSFP 🡪 Login 🡪 PWCSMSOP |  |  |  |  |  |
| **KIDS:** CICSP330 🡪 Login 🡪KASE 🡪 F11 |  |  |  |  |  |
| **Genesys:** Tenant ID: sowi.mgep.info |  |  |  |  |  |
| REVIEW / PROCESS | **CWW CALENDAR:** Client Scheduling, Schedule appointment at 8:45 and 2:15 |  |  |  |  |  |
| **DAILY VERIFICATIONS: 7/10/30 list** | | | | | |
| CWW – Caseload Management, IM Consortium, Worker X #, Filing/Request date: Any Day, Verification Due Date: mark Before, enter the date following today’s date, then click go |  |  |  |  |  |
| CWW – My Dashboard (Apps/Renewals) |  |  |  |  |  |
| Mainframe – 076, verification due alerts |  |  |  |  |  |
| **ALERTS:** Mainframe – MNSA or CMWA (process alerts due today, and work ahead as much as possible) |  |  |  |  |  |
| **ONGOING CASE MANAGEMENT:** | | | | | |
| **FSOD TOOL-** Process FSOD renewals within 2 days, leave all applications for project staff. |  |  |  |  |  |
| **MY DASHBOARD:** | | | | | |
| Applications (process within 10 days) |  |  |  |  |  |
| Renewals (process within 2 days) |  |  |  |  |  |
| SMRFs (process within 2 days) |  |  |  |  |  |
|  |  |  |  |  |  |
| **MY TASKS:** | | | | | |
| Appeals assigned to me |  |  |  |  |  |
| Documents (process within 2 days) |  |  |  |  |  |
| Online Change Reports (process within 2 days) |  |  |  |  |  |
| **DISCREPANCIES:** | | | | | |
| Prisoner (process within 10 days) |  |  |  |  |  |
| UIB (process within 10 days) |  |  |  |  |  |
| SOLQ (process within 10 days) |  |  |  |  |  |
| SWICA (process within 45 days) |  |  |  |  |  |
| MISCELLANEOUS | **OTHER:** | | | | | |
| **CHECK OFFICE MAILBOX** |  |  |  |  |  |
| **CSAW DASHBOARD** |  |  |  |  |  |
|  | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | | | | |
|  |  |  |  |  |  |