

Your week. The next actions.

Illustrative week 4. Every figure on this page is fictional and demonstrates the reporting format. Your live Ledger uses your agency's records.

3	2,662	121	7 hours
Clients started care	Care hours delivered	Active clients at close	Estimated net time saved

Census check: 120 opening active clients + 3 starts - 2 discharges = 121 closing active clients. Four admissions were signed; three clients started care this week.

What moved this week

Inquiry and care activity	This week	Recruiting activity	This week
New inquiries	30	New applicants	24
First contact completed	24	Qualified interviews booked	8
Assessments completed	9	Interviews attended	6
Admissions signed	4	Offers accepted	2
Missed-call inquiries reached	5 of 8	Onboarding completed	1

Weekly activity is not one conversion cohort: inquiries, admissions and hires may begin in different weeks. Reschedules count once; cancellations, no-shows and attendance are reported separately.

Capacity and time

Measure	Previous week	This week
Delivered care hours	2,640	2,662
Care hours declined because staffing was unavailable	84	60
Estimated net manual time saved	-	7 hours

Time estimate: 85 automated tasks x 6 minutes of baseline manual work = 8.5 hours, less 1.5 hours of review and exceptions = 7 hours. Live estimates require task counts and a sampled manual baseline. Time released is not automatically a payroll saving.

Three actions for the next review

Action	Owner	Due
Call the three missed-inquiry contacts still waiting.	Agency intake lead	Today
Review the recovery routing and confirm each open item has an owner.	Acensus engagement lead	Today
Rebook the rescheduled interview and follow up on the no-show.	Agency recruiting lead	Next business day

What did the engagement produce?

A separate review at the end of the 90-day engagement brings the investment, operating outcomes and financial results together. This page is a template, not a case result.

1. Start with the operating change

Measure	Agreed starting point	Day 90 / change
Primary target: qualified assessment bookings or qualified interviews	From signed agreement	Actual result
Clients starting care and net census change	Agency records	Agency records
Delivered, billable and declined care hours	Agency records	Agency records
Recruiting progress and staffing coverage	Agency records	Agency records
Owner and office time released	Sampled task baseline	Measured / estimated hours

2. Bring the investment and financial results together

Investment	Result and basis
Acensus service fees paid	Total for this engagement
Advertising, recruiting media and messaging	Actual platform and messaging costs
Other client costs	Shown separately where supplied
Added gross profit realized during the engagement	Actual care delivered, net of direct care costs; explain the comparison baseline
Annualized added gross profit, where useful	A separately labelled 12-month run rate using the stated endpoint and method

Keep realized profit, annualized run rate and lifetime client value separate. Explain attribution, periods and material changes in capacity or pricing. Do not add time-saved estimates to cash profit without a supportable cost calculation.

3. Agree what happens next

Record the work to continue, the next constraint to address, the owner of each action and the agreed monthly scope. Review the signed primary target and apply the agreed service commitment where relevant.

The weekly Ledger keeps delivery on track. The Day-90 review assesses the full investment.