Greetings~

We have begun to move on to the next phase in our automated reporting system for the Monthly Client Service Report. As such, we have had to make a couple of changes to the way data is being reported. This sheet outlines all changes that are necessary for DCDHS reporting needs as well as the State's reporting needs when it comes to the Monthly Client Service Report Template (610 Form). If you have any questions, please contact your DCDHS Data Entry Personnel. **The new form will be mandatory to use for the July reporting month**. You may use it prior to this if you wish. You can download the new form from our website at:

http://www.danecountyhumanservices.org/datacollection.shtm

You must save the form to your hard drive in order to use it.

Thanks,
DCDHS Information Staff
Dane County Department of Human Services

Changes to Monthly Client Service Report Template (610 Form)

1. History Tabs (Jan – Dec): These tabs have been removed from the template. Each template will only hold one month worth of data. For each month, you will have to save a separate workbook to your hard drive. Instructions on how to do this can be found in the updated instruction manual on Page 15 under *SAVING THE TEMPLATE FROM MONTH TO MONTH*.

2. Hospitalization/Institutional Lapses: This tab has now been removed from the Monthly Client Service Report. If your organization is required to submit this data, you will need to download it from our website at the above address and submit on a monthly basis following the directions on the form.

3. Amend/Change Button: In order to edit any information on the template, the user will first have to click the AMMEND/CHANGE button found on the template. Instructions on how to do this can be found in the updated instruction manual on Page 7 under *MAKING THE TEMPLATE EDITABLE*.

4. Speed Issues: The processing time that the form use to need has been greatly reduced. Also, message boxes have been inserted to let you know where the processing is at and whether or not the template is ready for submission.

5. Data_Import Tab (previously known as Database Import): The fields have changed on this tab to reflect a standardized import from databases regardless of which type of form using. Instructions on how to do this can be found in the updated instruction manual on Page 14 under *IMPORTING DATA FROM A SEPARATE DATABASE*.

6. Provider Section of template: Required information has slightly changed and less information is required. There are two new fields on the form. One is the DCDHS DATA ENTRY CONTACT so providers will know who their contact for data questions is at DCDHS. The second field is a formulated field called ERROR CHECK RAN ON. This field logs when the Check for Errors button was pressed on the form for automated purposes. More information can be found in the updated instruction manual on Page 8 under *ENTERING THE PROVIDER INFORMATION*.

Changes for Users using the AODA Services form

1. SPC End Reasons 01, 02, and 03: When a service uses these SPC End reasons, ALL closing statuses will be required to be entered regardless of what type of service it is. Please refer to the updated instruction manual on Page 11 under *CLOSING AN EXISTING CLIENT (CLOSING INFORMATION SECTION)*.

2. Closing Status SG: Due to changing state requirements, a new closing status has been added to the template. Closing status SG (Support Group attendance) will be required with all closing statuses. More information can be found in the updated instruction manual on Page 11 under *CLOSING AN EXISTING CLIENT (CLOSING INFORMATION SECTION)*.

Transferring from Old form to new form

To transfer your information from the old form to the new form, please refer to the updated instruction manual on Page 15 under *TRANSFERRING DATA TO A NEWER TEMPLATE VERSION*.

Submitting the data via a Macintosh Computer

Unfortunately, the new template is not usable by Macintosh computer users. However, if the user wishes to submit via electronic submission, please follow the steps outlined under the updated instruction manual on Page 18 under *REPORTING FROM A MACINTOSH COMPUTER* or contact your DCDHS Data Entry Staff for instructions.