

Division of Enterprise Services

December 10, 2008

To: HSRS Contacts

From: SOS Desk

Re: 2009 HSRS HANDBOOK

Attached is one reference copy of the HSRS Handbook.  
Changes to note:

SOS Desk hours changed to 8 - 11:30 AM and 12:30 – 4:00 PM.  
SOS desk email address changed to dhssoshelp@wisconsin.gov.

**CORE**

New form number: F-20031 (form remains the same)

CLIENT CHARACTERISTICS (Field 7)

Removed special children's codes:

- 61 CHIPS – abuse and neglect
- 62 CHIPS – abuse
- 63 CHIPS – neglect
- 64 Family member of abused/neglected child
- 69 JIPS – status offender
- 70 Family member of status offender
- 68 CHIPS – other
- 74 Family member of CHIPS – other
- 66 Delinquent
- 73 Family member of delinquent

STANDARD PROGRAM CLUSTER/CATEGORY (Field 16)

Removed SPC codes:

- 201 Adoptions
- 203 Foster home
- 204 Group home
- 303 Juvenile probation and supervision services
- 304 Juvenile reintegration and aftercare services
- 306 Juvenile correctional institution services
- 504 Residential care center

## TARGET GROUP ( Field 17)

Removed codes:

- 06 Delinquent and status offended
- 73 Family member/other of delinquent and status offender
- 61 Abused and neglected children (CAN)
- 78 Family member/other of CAN client

## **FAMILY SUPPORT PROGRAM**

New form number F-20468 (form remains the same)

## **ALCOHOL AND OTHER DRUG ABUSE**

New form number F-20458 (form remains the same)

## **MENTAL HEALTH**

New form number F-20855 (form remains the same)

### COUNTY OF RESIDENCE (Field 13)

Added reservation codes:

- 84 Menominee Indian Reservation
- 85 Red Cliff Indian Reservation
- 86 Stockbridge Munsee Indian Reservation
- 87 Potawatamie Indian Reservation
- 88 Lac du Flambeau Indian Reservation
- 89 Bad River Indian Reservation
- 91 Mole Lake Indian Reservation
- 94 Lac Courte Oreilles Indian Reservation
- 95 St. Croix Indian Reservation

## **BIRTH TO THREE**

Removed from HSRS.

## **LONG TERM SUPPORT**

New form number F-22018 (form remains the same)

### COUNTY OF FISCAL RESPONSIBILITY (Field 15)

Added code 84 Menominee Tribe.

### CLOSING REASON (Field 20)

Wording change to code 60: Transferred to IRIS or Managed Care/Family Care.

### STANDARD PROGRAM CATEGORY/SUBPROGRAM (Field 24)

### CHILDREN'S WAIVER CODES

Added 507/04 Counseling and therapeutic services – Items/services.

### PROVIDER NUMBER (Field 30)

Changed provider number requirement for Community Opportunities and Recovery (COR) Waiver services to SPCs 102, 202/01, 202/02, 506, and 604 only.

## **EXPENSE REPORT FOR HUMAN SERVICE PROGRAMS - 942**

New form number F-20942 (form remains the same)

## **APPENDIX C – AGENCY ID CODES**

Removed codes: 1061 Trempealeau Co DSS  
2061 Trempealeau Co DCP  
Added codes: 5084 Menominee Tribe  
4061 Trempealeau Co HSD  
Added ADRC codes page.

The Human Services Reporting System home page is located at <http://www.dhs.wisconsin.gov/HSRS/index.htm> and contains the following:

- HSRS Overview
- Handbook
- Terminal Operator's Guide
- forms (regular and word fillable)
- deskcards
- On-line AODA Module Reports Information
- On-line LTS Module Reports Information
- File Transfer System
- Annual Reports
- Application Menu: File Transfer System
  - AODA Reports
  - LTS Reports
  - Program (SPC) Query
  - 942 Expense Reports
  - Worker (Number) Data.

HSRS SOS Desk  
[dhssoshelp@wisconsin.gov](mailto:dhssoshelp@wisconsin.gov)  
(608)266-9198