# HSRS TERMINAL OPERATOR’S GUIDE

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THE HUMAN SERVICES REPORTING SYSTEM

The Human Services Reporting System (HSRS) is a data collection system for social service and mental health clients, and the services they receive. This information meets both state and federal reporting requirements.

I. WHERE TO GET HELP
For HSRS application questions/problems:
SOS DESK
The SOS DESK is operated for reporting questions and/or problems related to the client specific reporting. These questions may include form completion, screen entry, programmatic concerns, assistance with problem cases, printout or output report content questions, and training requests.

Hours 8:00 AM - 4:00 PM
You may call at other times and leave a message and someone will return your call at the beginning of the next shift.

Telephone (608) 266-9198
E-mail dhssoshelp@wisconsin.gov
FAX Number (608) 267-2437
Address SOS Desk
1 West Wilson Street, Room B150
P.O. Box 7850
Madison, Wisconsin 53707-7850

The HSRS databases are online Monday through Friday from 6:30 A.M. to 5:00 P.M., and Saturday from 8:00 A.M. to 5:00 P.M.

For network related problems:
WISCONSIN HELP DESK
The WISCONSIN HELP DESK is operated for support and inquiry for any Network concerns or problems. Its primary task is to respond to all user requests for assistance, general systems information, and information on procedural matters. The WISCONSIN HELP DESK should be called whenever a printer or other piece of telecommunications equipment is not functioning properly. All problems with the network, whether they are hardware, application, telecommunications or response time should be reported to the WISCONSIN HELP DESK.

Toll free telephone: (866) 335-2180  TTY: (608)246-2583
Madison Telephone: (608) 261-4400  E-mail: helpdesk@wi.gov

HSRS HANDBOOK, TERMINAL OPERATOR'S GUIDE, FORMS, DESKCARDS, LTS REPORTS, FILE TRANSFER, AND APPLICATION MENU are available on the Internet at http://dhs.wisconsin.gov/hsrs/index.htm
II. DATA SECURITY ISSUES
The Human Services Reporting System (HSRS) program area has excellent security features to assure that client data is secure and kept confidential. The HSRS program area is one of several program areas with systems residing on the Department of Administration computer. Each program area has systems with sensitive data. Therefore, each system must have rules of access in order to maintain the integrity and confidentiality of the system data.

Please contact your County Security Officer to request a new HSRS login ID.

III. PASSWORD
You will need your USER ID number and current password each time you use HSRS. This information should be known to you and only you. It is important that this be kept confidential so that unauthorized persons cannot access any data on the system.

The first time you login, and at least every 30 days thereafter, you must establish a new password for yourself. Do not reuse the previous eight passwords. The procedure for doing this is the following:

1. SELECTION SCREEN is displayed:
   Enter Selection Here: IMSFP. Press Enter. Top of screen will display the message: SESSION READY FOR INPUT.

2. Press the F2 key. Blank entry fields for your USER ID and PASSWORD will be displayed.

3. USER ID: Key ID number
   PASSWORD: Key old password
   NEW PASSWORD: Key new password.
   New password:
   - must contain at least 1 numeric or special character (1, 2, 3, etc, #, @, *, $, etc.)
   - must be 7 to 8 characters in length
   - cannot be all numeric
   - cannot match any of your last 8 passwords.

4. Press the ENTER Key. Use only the new password the next time you log in.
IV. **HSRS LOG IN**

1. SELECTION SCREEN is displayed.
   Enter Selection Here: IMSFP

2. Press ENTER. TERMINAL CONNECTED TO IMS is displayed.

3. Press the F2 key. Blank entry fields for operator's USER ID and PASSWORD will be displayed.

4. Enter USER ID and password.

5. Press ENTER. Top of screen will display the message: SESSION READY FOR INPUT.

6. Type /for wØ8Ø0o1 (one space after the /for).

7. Press ENTER. HSRS MAIN MENU will be displayed.

8. Make selection and press ENTER.

**HSRS LOG OFF**

1. Press the F10 key. HSRS MAIN MENU will be displayed.

2. Repeat the F10 key. You will be out of HSRS and back to SELECTION SCREEN.

V. **LOCATING MENUS**

The F keys at the top of the keyboard are set up to local menus:
F2 - Inquiry Menu
F4 - General Menu
F5 - Main Menu - Also used for screen print on some screens.
F7 - Client Deletions Menu
F8 - Family Support Program Menu - Also used for Full Client Print on some screens.
F9 - Refresh screen - erases the information which appear on the screen.
F10 - Main Menu. Pressing it again will take you out of HSRS and log you off.
VI. NEXT SCREEN FUNCTION

The Next Screen function enables workers to move directly between entry screens without having to go through menu screens. In addition, the use of the Next Screen field will bring forward onto the new screen certain data elements such as Client ID Number and Episode Key, to facilitate easier interaction on the new screen.

To use the Next Screen function, type the screen number of your choice in the Next Screen field found on the lower right of all HSRS data entry screens. To ensure efficient and problem free passage among screens, please follow this two step procedure carefully:

1. Enter the next screen number together with the data you are entering on the present screen at the same time. Press Enter key. Data from the current screen together with the next screen indication are processed. (Next screen can be entered on inquiry screens also.)

   Do not enter the next screen number AFTER the current screen is processed. Such action will process the same screen again and may result in the error message Data Already Exists.

   Also, do not press the Enter key more than once. Such action will "stack up" the Next Screen requests in the memory of the computer. The result is that when you enter a number for a new Next Screen on a following screen, you will still get the previous Next Screen as many times as you had pressed the Enter key.

2. After the current screen has been processed (Client Successfully Registered, Updated, Services Added, etc.) together with Next Screen field, press the Page Up key to bring up the requested screen with the passed data. Do not press the Page Up key more than once. If pressed twice, the passed data might appear on the new screen but will not be recognized by the computer, and consequently be wiped out when the new transaction is processed.

When an invalid screen number is entered on the current screen, and the Page Up key is pressed following successful processing, the Main Menu will be brought up.
VII. PRINTING AND FULL CLIENT PRINT

Successful transactions will be confirmed via messages on the entry screens. No turnaround documents will be produced automatically by the system at the conclusion of successful transactions. You may still wish to print copies for several reasons:

– for documentation in case files
– as reference points for future updates or error corrections
– indicating Client ID, Episode/Module Key, and Program Number as reference for future inquiries and transactions

There are three methods to choose from to produce these paper copies:

– press the F5 key after a successful transaction message is received
– on some screens the F8 key may be used for Full Client Print. Both the registration and service screens print together.
– use screen AA for Full Client Print

The F5 print function is available on many HSRS screens and is indicated at the bottom of the screen. The F8 Full Client Print is gradually being added to other screens as time permits.

If you are using the next screen function, first press the F5 key to print the screen, and then press the Page Up key to move to the next screen.

FULL CLIENT PRINT

Full Client Print is a way of printing both the registration and services screens together versus printing each screen separately. It provides a complete picture of the client’s episode(s).

There are two ways of obtaining a Full Client Print:
– the F8 key will produce a Full Client Print. (Look for this feature at the bottom of the screen.)
– screen AA will produce a Full Client Print for one or more or all episodes using Client ID.
VIII. ENTERPRISE OUTPUT SOLUTION (EOS)

EOS may be used to view and print most HSRS reports in county agencies. This is beneficial when a report is needed quickly, or when only select portions are needed. Also, this feature is useful for looking up information which you may not need to print.

EOS LOG IN
— When SELECTION SCREEN is displayed; enter EOSP.
— Press ENTER.
— The following screen will be displayed.

<table>
<thead>
<tr>
<th>PF 1/13 HELP- COMMAND =&gt;</th>
<th>LU - &gt; VTCC1ARZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>USER NAME =&gt;</td>
<td></td>
</tr>
<tr>
<td>PASSWORD =&gt;</td>
<td></td>
</tr>
<tr>
<td>NEW PASSWORD =&gt;</td>
<td></td>
</tr>
<tr>
<td>VERIFY PASSWORD =&gt;</td>
<td></td>
</tr>
</tbody>
</table>

*----------------------- ENTERPRISE OUTPUT SOLUTION -----------------------*
* EEEEEEEEEEEEEE  O00000000 O00000000 SSSSSSSSSS *
* EEEEEEEEEEEEEEEE  O0000000000000000 O00000000 SSSSSSSSSSS *
* EEE  00000  00000  SSSS *
* EEE  0000  0000  SSSS *
* EEE  0000  0000  SSSS *
* EEE  0000  0000  SSSS *
* EEE  0000  0000  SSSS *
* EEE  0000  0000  SSSS *
* EEE  0000  0000  SSSS *
* EEE  0000  0000  SSSS *
* EEE  0000  0000  SSSS *

*-------------------------- VTAM SUPPORT -------------------------- V1 R2*

— Type USER ID and PASSWORD; press ENTER.
A Directory Selection Screen will be displayed with your cursor in the Form Name field. If you know the form number, enter it and press Enter. A directory of reports matching that form number will be displayed. If you do not know the form number for the report you wish to view, enter LH.. in FORM NAME, press enter and a list of HSRS reports will be displayed.

<table>
<thead>
<tr>
<th>PF 1/13 HELP- COMMAND =&gt;</th>
<th>REPORT INDEX --&gt; RINDX SSR014 TSEOSP. EOS. RI NDX. UD001</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM NAME</td>
<td>LH..</td>
</tr>
<tr>
<td>APPL. (JOBNAME)</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>REPORT NAME</td>
<td>DEFERRED ONLY</td>
</tr>
<tr>
<td>REPORT ROOTNAME</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>NOTEPAD HEADER</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>REPORT VERSION</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>REPORT STATUS</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>PRINTED REPORTS</td>
<td>ENTER Y/ N</td>
</tr>
<tr>
<td>DISPLAYED REPORTS</td>
<td>ENTER Y/ N</td>
</tr>
<tr>
<td>FROM DATE AND TIME</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>FROM DATE AND TIME</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>EXPIRATION DATE</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>TO DATE AND TIME</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>ARCHIVAL DATE</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>DESTINATION</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>OUTPUT FORM</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>CLASS</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>LOCAL PRIORITY</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>TOP SEARCH</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>WITH TOC ONLY</td>
<td>ENTER Y</td>
</tr>
<tr>
<td>SELECTI ON ON TOC</td>
<td>ENTER Y</td>
</tr>
</tbody>
</table>
VIEWING A REPORT

– Tab down to the report in the A column.
– Enter an S (Select) and press ENTER.
– (Enter a V to view different versions and press ENTER)

PF 1/13 HELP - COMMAND ==>

– REPORT INDEX - -> RINDX  SS9006 ITSEOSP.EOS.RINDX.UDOO1
– REPORT DIRECTORY - USER - > OWR719 TR - > 2309 TP - > 3206092 TL - >
A-C-REPORT NAME - FORM - REPORT DESCRIPTION - NOTEPAD HEADER

HSRS-L330 LH16 SPC REVIEW DATE TICKLER
HSRS-L800 LH28 SPC PROV WAIVER CLIENTS UNIT RPT
HSRS-L810 LH29 WORKER WAIVER CLIENT UNITS SUM
HSRS-L253 LH13 ALPHABETIC SPC PROVIDER RPT
HSRS-L300 LHBG LTS UNITS AND COSTS SUMMARY CY
HSRS-L103 LH03 TARGET GROUP BY SPC SERVICE SUMM
HSRS-S002 LH92 HSRS-MTHEND02 - PW0089CJ
HSRS-L502 LH19 JUDICIAL/ADMINIS REVIEW TICKLER
HSRS-S004 LH94 HSRS-MTHEND04 - PW0089EJ
HSRS-L910 LH31 WORKER COMBINED UNITS RPT
HSRS-L533 LH22 MONTHLY WORKER CSC SUMMARY
HSRS-L534 LH23 MONTHLY AGENCY CSC SUMMARY
HSRS-L700 LH26 SPC PROVIDER COP UNITS REPORT
HSRS-L710 LH27 WORKER COP UNITS SUMMARY
HSRS-L220 LH08 CASE REVIEW DATE TICKLER
HSRS-L104 LH04 SPC BY TARGET GROUP SERVICE SUMM
HSRS-L400 LH17 SPC PROVIDER SERVICE SUMMARY

MOVING AROUND THE REPORT
The screen will display only 20 lines and 80 characters of each line at one time. The reports contain 132 characters per line and as many lines as are needed. To bring different parts of the report to the screen use the following keys:
– F11 to look at the right side of the report
– F10 to move back to the left side
– F8 to move forward (down) in the report
– F7 to move backward (up) in the report
– m, F8 to move to bottom of report
– m, F7 to move to top of report

To find a specific person type F JOHN (find John) in COMMAND and enter, where JOHN is the value you are searching for. (This example will find all Johns as well as Johnsons.) You may also use ID or episode code (or portions of them) in the command. If you wish to continue looking for more occurrences of your search value, press the F5 key.

The number of pages appears at the upper right. To go to a specific page enter P9, where 9 is the page number you wish to go to.
PRINTING THE REPORT LOCALLY

– From the report list, Type P (print) in the A column next to the report you wish to print and press enter.
– The following screen will be displayed:

```
PF 1/13 HELP-COMMAND
- REPORT INDEX --> R NDX SSR014 TSEOSP. EOS. RI NDX. UD001
- SINGLE EXTRACT MENU (1) USER > PWR719
 REPORT NAME --> HSRS-L230 TOTAL PAGES > 40848 TOTAL LINES > 1864684
 TECHNIQUE ==> Q <---- / Q(D. QUEUING)
 PAGE FORMAT ==> LH09
 OUTPUT LIMIT ==> 

- FOR PARTIAL EXTRACT REQUEST ONLY-
 FROM/TO LINE(S) ==> 
 FROM/TO LINE(S) ==> 
```

– Tab down to the FROM/TO line(s).
– Enter the pages you wish to print. Example: p5,p8 will print pages 5 through 8.
– Press ENTER.
– The following screen will be displayed:
Enter the printer address in DEST (destination) which must be a U followed by four digits.

Enter A in OUTPUT CLASS.

The total number of pages will be listed on the top center.

If the request is incorrect, enter C to cancel.

The following screen will be displayed:

Press F3 again and redo the request.

If the request is correct, enter a Y on the COMMAND line.

Press ENTER.

The following screen will be displayed:
— The data will then print.
— To exit, press F3.

**SIGNING OFF OF EOS**
— Continue to press the F3 key until you are signed off.

**VIEWING PROVIDER NUMBERS**
To quickly get to your specific county provider numbers, after retrieving the report, type F 22NNNN, where 22 is the provider type for foster homes and NNNN is your reporting unit code. This will take you to the first occurrence of a foster home in your agency. (You must press the F5 key until your agency's numbers come up.) You may use the following provider types, followed by your reporting agency ID, to get your agency's providers numbers:

- Foster Home 22NNNN
- Adult Family Home 36NNNN
- Adult Day Care 43NNNN
- ICF-MR Facility 40NNNN
- Supportive Home Care 70, 71, OR 72NNNN
- Child Day Care 76, 77, 78, 79, OR 80NNNN
- Nursing Home 86NNNN
- Approved Ancillary Services 88NNNN
- Other 89NNNN
IX. HSRS MAIN MENU

99/99/99             Human Services Reporting System                  xxxxxxx
08:30:55                         Main Menu                            PW0800

HSRS ENTRY MENU

01-- Core Client Entry Menu        A1-- AODA Entry Menu
02-- HSRS Inquiry Menu            A2-- Full Client Print
03-- CSC / Adoptions Menu         SE-- Supported Employment Menu
05-- Local Reports Menu           MH-- Mental Health Menu
07-- Client Deletions Menu        67-- Birth to Three Menu
09-- Family Support Menu          LT-- Long Term Support Menu
21-- HSRS General Menu

MAKE SELECTION AND PRESS ENTER: ___

MAIN MENU
X. GENERAL AND INQUIRY MENUS

Inquiry screens can be found in each individual module section.
### Screen 05

Enter reporting unit number on Screen 05 to view list of output reports received by agency on Screen 08. Use to add, change, or delete output reports received by the agency. Entry must be made at least three days prior to the last working day of the month.

**NOTES**

- **TRAN CODE** - Transaction Code types are A = Add, C = Change, D = Delete
- **REPORT NUMBER** - Enter four digit report number. See Appendix B of the HSRS Handbook for report numbers.

### Screen 08

<table>
<thead>
<tr>
<th>TRAN CODE A, C OR D</th>
<th>REPORT NUMBER</th>
<th>MONTHLY/ QUARTERLY</th>
<th>PRINT COPIES</th>
<th>MICROFICHE COPIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
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</table>

**PF2 - CLIENT INQUIRY MENU**  **PF5 - PRINT**  **PF10 - EXIT**
MONTHLY/QUARTERLY - Enter an M to receive the report monthly, or a Q to receive it quarterly.

PRINT COPIES - Enter a one digit number up to nine.

ONLINE VIEWING ONLY – You may order HSRS reports for EOS (Enterprise Output Solution) online viewing or local printing only, and not receive the paper copy in the mail. If you are interested in this option, please email the SOS Desk at dhssoshelp@wi.gov indicating both the EOS ID and HSRS report number on your request.

Example: LH10 L231 Agency Directory-Alphabetic

Requested reports are available on EOS on the first day of each month.
SCREEN 18  FSP/LTS OPTIONAL ELEMENTS ENTRY/INQUIRY

Use to enter optional data elements for module clients.

NOTES

Enter Module Key and press enter to view current data.
Enter zeros to remove data.
SCREEN 23  WORKER NUMBER ENTRY AND INQUIRY

Use to add, change, delete, or query HSRS worker numbers.

NOTES

A complete listing of all HSRS Worker Numbers in your agency can be obtained by visiting the HSRS Application Website at https://health.wisconsin.gov/hsrs/WorkerFile. Enter the first five digits. Example 94005.
Use partial or full worker name on Screen W1 to view worker ID number on Screen W2.

NOTES

The minimum requirement for the search is the first two letters of the last name. Type an asterisk (*) at the point of the truncated name.
SCREEN 46

CLIENT ID: ______________

NEXT SCREEN __

PF10 - MAIN MENU

SCREEN 47

1. Enter the Client ID number on Screen 46 to view all episodes associated with a client, both opened and closed for all modules on Screen 47.

NOTES

SELECT EPD – To inquire one of the episodes, move the cursor to the chosen episode in the Select Episode field and type X. Then, enter the Next Screen of your choice in the lower right-hand corner.
SCREEN 46 & 47  EPISODE/MODULE TYPE LIST INQUIRY (continued)

If you have entered it on the previous Screen 46, make sure it is the screen you want to see next. Press enter. You will see a listing on Screen 47 showing only the episode you have selected. Press the Page Up key and the next screen of your choice with the client’s data carried forward will be displayed.

In selecting a Next Screen, you can move to all inquiry, update, error correct, and deletions screens.

ORIGIN DATE – The date the information was keyed into the system.
SCREEN 61

CLIENT LAST NAME : _________________
FIRST NAME : __________
AGENCY ID : ____

NOTES

Enter the client information available. If there is uncertainty about the name, enter only the beginning letters of the last and first name. Type an asterisk (*) at the points of the truncated name. For example, if you are not sure whether the last name is Smith or Smythe, type Sm*. The minimum requirement for the search is at least the first two letters of the last name. Use the Client Name Search to avoid entering duplicate clients.
SCREEN 62 CLIENT NAME SEARCH INQUIRY (DISPLAY)

This Screen is displayed after a Client Name Search Inquiry is made. Screen 62 will return up to twelve names that meet the description entered on Screen 61. If more than twelve names meet the description, you will be asked to press Enter in order to view more names. If no names match the description, a message will indicate that.

NOTES

SEARCH RESULT - If you wish to further inquire a specific client that the search located, or to enter data, place an X in the Search Result column on the left-hand side of the Screen, and the number of the next Screen you would like to go to in the Next Screen field on the lower right-hand side. Press enter. You will see a listing on Screen 62 showing only the client you have selected. Press the Page Up key and the next Screen of your choice with the client’s data carried forward will be displayed.
Use to inquire provider information by: number, provider type, name, or county

Enter information on Screen P1 and Screen P2 will return with the provider listing.
NOTES

Wild cards can be used as unknown values in the provider inquiry. There are two wild cards for Screen P1:
- an asterisk (*) is used for a ONE position wild card and
- a percent sign (%) is used for a MANY position wild card.

These wild cards can be used in any fields on Screen P1.

COUNTY CODE - County code will default to the inquiring agency's code unless otherwise indicated. WI can be entered for a statewide search, but this can return many names and should be used only when appropriate.

SEARCH SEL - If you want additional information on one of the providers displayed on P2, move the cursor to the chosen provider in the Search Select field, type X, and press enter. Screen 91A will be returned with detailed information about the chosen provider.

SOME EXAMPLES:

1. Search for a provider number with "luth" in the name. On Screen P1 enter %luth% on the Provider Name 1 line and press enter. Screen P2 will return with a list of providers that fit that description. (If you need more data on one provider, put an X in the Search Select column on the left and press enter. Screen 91A will return with all data about that provider.)

2. Partial provider number search. You may search for provider numbers if you only know a few digits of the number.

3. Search for all providers in a specific type category such as Adult Family Home--type 36. On Screen P1 enter a 36 in Provider Type. Screen P2 will return with all Adult Family Homes within your county or the county code you entered.
SCREEN 91A

SCREEN 91B

SCREEN 91A PROVIDER FILE INQUIRY

Screens 91A and 91B will return with information about a specific provider when a selection is made on Screen P2.

NOTES

Screen 91A - Do NOT use (P) F keys on Screen 91A. Pressing ENTER transfers you to Screen 91B.
SCREEN 91B – If a (P)F key was mistakenly used on Screen 91A, use the ENTER key on Screen 91B to exit.

If a (P)F key was used on both Screens 91A and 91B, one of the following messages will appear: PROGRAM FUNCTION KEY LITERAL ALLOWED ONLY ONE PER MESSAGE, or INPUT MUST BEGIN FROM FIRST PHYSICAL PAGE. Press the PAUSE key and reenter /for WØ8ØØo1.
FULL CLIENT PRINT SCREEN

CLIENT ID: ______________   *YEAR: ____

- COR  - CSC  - ADOP
- COP  - FSP  - SE
- MA   - AODA - LTS
- B3   - MH    
- ALL MODULES

**ALL EPISODES WITHIN MODULE(S)**

AGENCY: ____ (M S section + REGIONAL OFFICES only)

*Specifies year for which units/costs will be shown. If no year is entered total units/costs (ALL years) will be printed.
**IF NOT selected then ONLY the most current episode per module is displayed.
# Module unavailable at this time

ENTER - PROCESS QUERY    PF2 - INQUIRY MENU    PF9 - REFRESH SCREEN
PF10 - MAIN MENU

SCREEN AA

FULL CLIENT PRINT ENTRY

SCREEN BB

Enter Client ID and an X next to the episode type on Screen AA that you wish to print. Screen BB returns. Select episode(s) you wish to print on screen BB.
XI. FAMILY SUPPORT PROGRAM SCREENS

FAMILY SUPPORT PROGRAM SCREENS

<table>
<thead>
<tr>
<th>Core</th>
<th>Family Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Client Registration ON-NEW</td>
</tr>
<tr>
<td>86</td>
<td>Core Services</td>
</tr>
<tr>
<td>33</td>
<td>CSC Payments</td>
</tr>
<tr>
<td>37</td>
<td>CSC History</td>
</tr>
<tr>
<td>86</td>
<td>CSC Services</td>
</tr>
<tr>
<td>88</td>
<td>CSC Registration on + Financial Summary</td>
</tr>
<tr>
<td>1</td>
<td>LTS Registration ON</td>
</tr>
<tr>
<td>2</td>
<td>LTS Services</td>
</tr>
<tr>
<td>3</td>
<td>LTS Multi-Purpose Services/ Costs</td>
</tr>
<tr>
<td>1</td>
<td>MH Registration ON</td>
</tr>
<tr>
<td>2</td>
<td>MH Services</td>
</tr>
<tr>
<td>4</td>
<td>Consumer Status</td>
</tr>
</tbody>
</table>

MAKE SELECTION AND PRESS ENTER: __

Depress PF10 to return to HSRS Main Menu

FAMILY SUPPORT MENU

<table>
<thead>
<tr>
<th>Core</th>
<th>Family Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>59</td>
<td>Client Registration ON-NEW</td>
</tr>
<tr>
<td>78</td>
<td>Multi-Purpose Client Units Reporting</td>
</tr>
<tr>
<td>79</td>
<td>Client Data ON-NEW + UPDATE</td>
</tr>
<tr>
<td>84</td>
<td>Client Registration ON-UPDATE</td>
</tr>
<tr>
<td>93</td>
<td>Client Services ON-NEW + UPDATE</td>
</tr>
</tbody>
</table>

MAKE SELECTION AND PRESS ENTER: __

Depress PF10 to return to HSRS Main Menu

INQUIRY MENU
SCREEN 59 FAMILY SUPPORT PROGRAM CLIENT REGISTRATION - NEW

Use to enter registration information for new clients, or to reregister a closed client in the Family Support Program Module.

NOTES

NEXT SCREEN - Next Screen is programmed to move to Screen 79. After a successful transaction message, press the Page Up key to go to Screen 79.

REREGISTRATION - When reregistering a Family Support Program client using a valid HSRS ID, the Name/Birthdate/Sex of the client cannot be changed (from its original entry) on this screen. A new episode will be successfully opened, but a message will indicate that you must; USE 92 TO UPD HI FIELDS. (Use Screen 92 to update highlighted fields.)
SCREEN 78 FAMILY SUPPORT PROGRAM UNITS REPORTING

Use to enter costs for several FSP clients/episodes on the same screen.

NOTES

DELIVERY MM/YYYY - Enter the delivery month and year at the top of the screen. If units for different months are entered on this screen, enter the delivery month and year on that strip in the field - DELIVERY MM/YYYY. The date entered on the strip will override the date entered at the top of the screen.

Enter year only for annual entry. Enter month and year for monthly reporting. If monthly reporting is begun for a year and a change to annual reporting for that same year is made, the monthly costs must be zeroed out before an annual cost amount can be entered and vice versa.

EPISODE - When making multiple entries for the same episode, you do not need to repeat the episode key on each line. Simply enter the episode key on the first entry line, then enter a quotation mark (") under that episode key for each entry for this episode. This will eliminate the need to key the eight character episode key for each entry.

COSTS CODE - A = Add, S = Subtract, R = Replace
ACTUAL COSTS - Five whole numbers and two decimal places are provided. The numbers right-justify. Actual costs are reported annually OR monthly for a given year.

SPC END DT - Enter the SPC End Date only if you wish to close the service.
SCREEN 79  FAMILY SUPPORT PROGRAM CLIENT DATA - NEW/UPDATE

Use to enter new and update client data reported in fields 26-29.

NOTES

REPORTING YEAR  -  For the initial registration this is prefilled with four zeros. After initial 0000 entry, enter appropriate Reporting Year.

ANNUAL REPORTING - Annual reporting is required for the two asterisked questions on this screen.
Enter Module Key on Screen 84 and current registration data will be returned on Screen 92.

**NOTES**

**UPDATE** - Type over or add to existing information and press ENTER to update. Zero out unwanted codes in Client Characteristics, Medical Needs, and Parents Special Needs fields.
SCREEN 93 FAMILY SUPPORT PROGRAM SERVICES - NEW/UPDATE

Use to enter services for a client, update services information for existing clients, or to enter new services to an open or closed episode.

NOTES
OTHER PROGRAMS USED – Only one SSI program can be coded, not both.
– Will accept numeric codes and the alpha codes of Y (yes) and N (no).

TARGET GROUP - Required when entering a new Subprogram.

PGM NO - Enter Program Number if already generated. Do not use when entering new Subprograms.

SUB PGM - Enter one digit alpha code to generate a new service.

EST ANNUAL COSTS - Optional. Four whole number places (no decimal) are provided and the numbers right-justify.

<table>
<thead>
<tr>
<th>PGM NO</th>
<th>PGM</th>
<th>ANNUAL COSTS</th>
<th>SUB PGM CODE</th>
<th>ACTUAL COSTS</th>
<th>DELIVERY MM/YYYY</th>
<th>START DATE</th>
<th>END DATE</th>
<th>PROVIDER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUBPROGRAM OTHER TEXT:
___________________________________________________________________________

*OPTIONAL DATA FIELD
NEXT SCREEN __________
PF5 - PRINT     PF8 - FCP          PF9 - REFRESH SCREEN     PF10 - MAIN MENU

_______________________________________________________________________________
COSTS CODE - Enter no code when the initial cost entry for the year is made.  
A = Add to the amount already entered.  
S = Subtract from the amount already entered.  
R = Replace the amount already entered.

ACTUAL COSTS - Five whole number and two decimal places are provided. The numbers right-justify. Actual costs are reported annually OR monthly for a given year.

If monthly reporting is begun for a year and a change to annual reporting for that same year is made, the monthly costs must be zeroed out before an annual cost amount can be entered and vice versa.

DELIVERY MM/YYYY - Enter Year only for annual entry. Enter Month and Year for monthly entry.

SUBPROGRAM P - When doing a subprogram P update, both Program Number and Subprogram P must be entered.

SUBPROGRAM P TEXT - When adding to or updating Subprogram Text P, you must retype the old information, and type the new information. If you simply add new information, it will replace what was there previously.
CLIENT CHARACTERISTICS: _____________________________________________

PERSONAL CARE: _____________________________________________

MOBILITY: _____________________________________________

VERBAL SKILLS: _____________________________________________

COGNITIVE ABILITY: _____________________________________________

EMOTIONAL/BEHAVIORAL ISSUES: _____________________________________________

MEDICAL NEEDS: _____________________________________________

_________________________________________

NEXT SCREEN __

PF2 - INQUIRY MENU    PF5 - FSP MENU    PF10 - MAIN MENU

-------------------------------------------------------------------------------

04/21/04                        Human Services Reporting System
11:23:44                        FAMILY SUPPORT CLIENT INQUIRY - PART 1
SCREEN 95

CLIENT I.D: __________
MA NUMBER / SSN: __________
NAME: _______________________
BIRTHDATE:   __ / __ / ______
SEX:  _
HISP(Y/N): _
RACE: _____

MODULE KEY: __________
START DATE: __________
END DATE: __________

FAMILY I.D: __________
NUMBER OF CAREGIVERS: _
ADOPTED CHILD: _
INCOME RANGE: _

PARENT'S SPECIAL NEEDS: 

INTERNED / ALT CARE TYPE

YEAR

CHILDD RETURNED FROM ALTERNATE CARE

FAMILY CONSIDERED OUT OF HOME PLACEMENT

FAMILY HAS BEEN IN A CRISIS SITUATION

ALWAYS PRESS ENTER FROM PART 1

-------------------------------------------------------------------------------

FAMILY SUPPORT CLIENT INQUIRY - PART 2

DIAGNOSIS: ______________________________

CLIENT CHARACTERISTICS: ______________________________

PERSONAL CARE: ______________________________

MOBILITY: ______________________________

VERBAL SKILLS: ______________________________

COGNITIVE ABILITY: ______________________________

EMOTIONAL/BEHAVIORAL ISSUES: ______________________________

MEDICAL NEEDS: ______________________________

PF2 - INQUIRY MENU    PF5 - PRINT    PF6 - ENTRY SCREEN 94    PF10 - MAIN MENU

-------------------------------------------------------------------------------
Enter Module Key on Screen 94 to view current FSP registration information on Screen 95 Parts 1 and 2. Information displayed is in the form of worded descriptions rather than codes.

NOTES

Always press enter on Screen 95 Part 1 to get to Screen 95 Part 2. There are no F keys on Part 1 and if you enter one in error and again enter an F key from Part 2, Part 2 will be returned with the message: PROGRAM FUNCTION KEY LITERAL ALLOWED ONLY ONCE PER MESSAGE. When this occurs, you cannot F10 out of Part 2. There are two methods that can be used to get out:

1. Press ENTER from Part 2 if you have not entered an F key and received message
or,
2. Press PAUSE and enter /for wØ8ØØo1.
SCREEN 96

MODULE KEY: ________

*DLVY:

MM YYYY

**NEXT SCREEN: __

PF8 - FSP MENU    PF9 - FSP SERVICES INQUIRY    PF10 - MAIN MENU

** Leave Next Screen BLANK to select SPC on Screen 97

SCREEN 97

CLIENT ID: ______________                         WORKER I D: __________
NAME: ______________________________________________________________________
MODULE KEY: ________               NEXT REVIEW DATE: ________
OTHER PGMS USED: AFDC _  BCPN _  SSI _  SSI-E _  KATIE BECKETT _  BIRTH - 3 _
VOLUNTARY RESOURCES: 1) ____________________
                               2) ____________________
TAR GRP __
SEL   PGM    SUB    ANNUAL    ACTUAL    DELVY    START    END    PROVIDER
PGM NO    PGM    COSTS    COSTS    MM YYYY    DATE    DATE    NUMBER
-    -    -    ----    ----    -    -    -    -    -    -    -
-    -    -    ----    ----    -    -    -    -    -    -    -
SUBPROGRAM OTHER TEXT:
___________________________________________________________________________
TOTAL COSTS ______ __

PF5 - PRINT        PF8 - FCP        PF9 - SERVICE INQ        PF10 - MAIN MENU

SCREEN 96

FAMILY SUPPORT PROGRAM SERVICES INQUIRY
SCREEN 97

Enter Module Key on Screen 96 to view all services entered on Screen 97. Includes both open and closed services. Entry of Delivery Month and Year will cause information for that month/year to be displayed. If no date is entered, the current year's information is shown. If only a year is entered, information for that year is shown.
SCREEN 98

MODULE KEY: _________
*DLVY: MM YYYY

NEXT SCREEN: __

PF8 - FSP MENU     PF9 - FSP PROGRAM INQUIRY     PF10 - MAIN MENU
*Defaults to current year unless keyed differently

SCREEN 99

MODULE KEY: _______     DLVY(MM YYYY): ___ ___     CLIENT ID: ______________
NAME: ____________________________________________________________

EST ANNUAL ACTUAL
PGM SUB PGM SERVIC CE DESCRIPTI ON COSTS COSTS
__ __ __ ___________________________________________________________________________

TOTAL COSTS: ______ ______ __

NEXT SCREEN __
PF5 - PRINT     PF8 - FCP     PF9 - ENTRY SCREEN     PF10 - MAIN MENU
__________________________________________

SCREEN 98

FAMILY SUPPORT PROGRAM SERVICES EXPENDITURES INQUIRY

SCREEN 99

Enter Module Key on Screen 98 to view service expenditures on Screen 99. Entry of Delivery Month and Year will cause information for that month/year to be displayed. If no date is entered, the current year's information is shown. If only a year is entered, information for that year is shown. Service descriptions rather than codes are displayed.
XII. **LONG TERM SUPPORT SCREENS**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>System/Menu Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/24/07 09:06:15</td>
<td>Human Services Reporting System, Long Term Support Menu, PW08LT</td>
</tr>
</tbody>
</table>

**LONG TERM SUPPORT MENU**

- L1--LTS REGISTRATION (N/U/E/I)
- L2--LTS SERVICES INFORMATION (U/I)
- L3--LTS MULTIPLE SERVICES/COSTS ENTRY SCREEN (U/I)
- L4--LTS CODE CONVERSION (U)

MAKE SELECTION AND PRESS ENTER: __

Depress PF10 for HSRS Main Menu

------------------------------------------------------------------------------------------------------------------

**INQUIRY MENU**


---

40
SCREEN L1  LONG TERM SUPPORT REGISTRATION

Use to enter, update, inquire, or error correct registration information.

NOTES

Enter three zeros to remove the middle name or suffix.

TRANS – The transaction types are N = New, U = Update, I = Inquiry, and E = Error Correct.

PGM ELIG DATE - The Program Eligibility Date is not entered by the county. It is entered by the Management Group for CIP 2 and COP - Waiver.

EDITS – The values entered in the following fields are also checked on the L2 screen:
–MA NUMBER
  Required for LTS participants who receive MA - Waiver services.
–MA ELIGIBILITY INDICATOR
  Required for LTS participants who receive MA - Waiver services.

SPECIAL PROJECT STATUS - The field is 3 positions long to allow the reporting of up to 3 different codes.
SCREEN L2 TRAN TYPE _ (U/I) WORKER ID __________
MODULE KEY ________ CLIENT ID __________
NAME _________________

EDITS – The transaction types are U = Update, and I = Inquiry.

EDITS – Each SPC on L2 must contain information to determine which LTS program the SPC is attached to and when necessary, the source of funding. This information is collected in the LTS Code and Funding Source fields.

LTS CODE EDITS – No time overlap is allowed between two SPCs with different Waiver LTS Codes.
Time overlap is allowed between any Waiver SPC and any COP SPC. The system will accept two almost identical SPCs if the only difference is the LTS Code—one SPC having a Waiver LTS Code and the other one a COP LTS Code.
Scren L2

Long Term Support Services (continued)

SPCs with a waiver LTS Code of 1, F, G, H, I, J, K, L, or M can only be entered if a slot number has been allocated to the LTS participant. The inquiry function on L2 will bring up the Slot Number, Slot Start Date and Slot End Date.

Funding

Source Edits – A funding Source Code must be entered on each SPC with an LTS Code of:
- 8  CIP IB local match
- B  BIW local match
- I  Children’s long term support - DD local match
- K  Children’s long term support - MH local match
- M  Children’s long term support - PD local match

Episode

Closing – Closing an LTS episode requires three steps:
1) Every LTS SPC within that episode must be closed. SPCs can only be closed by the agency it belongs to.
2) If a slot was open, it must be closed. The Slot End Date must be greater than or equal to the latest SPC End Date attached to the slot.
3) After steps 1 and 2, Episode End Date and Closing Reason are entered.

Open a Closed Episode – Zero out the Episode End Date and Closing Reason. Slot reopening is not allowed.

COP SPCs – The COP Assessment SPC 603/01 and COP Plan SPC 603/02 must be entered before COP Service SPCs are accepted.
SCREEN L3 LONG TERM SUPPORT UNITS/COSTS

Use to update and inquire units and costs information.

NOTES

TRANS – The transaction types are U = Update and I = Inquiry.

DELIVERY MM/YYYY - Enter the delivery month and year at the top of the screen. If units for different months are entered on this screen, enter the delivery month and year in the DELIV MM/YYYY on the episode strip. The date entered on the strip will override the date entered at the top of the screen.

EPISODE – When making multiple entries for the same episode, you do not need to repeat the episode key on each line. Simply enter the episode key on the first entry line, then enter a quotation mark ("∉") under that episode key for each entry for this episode. This will eliminate the need to key the eight character episode key for each entry.

UNITS – Four whole numbers and one decimal place are provided. Do not enter the decimal point. The field right-justifies.
SCREEN L3

LTS units and costs cannot be changed for prior years due to the reconciliation process being completed and the data finalized. Call the SOS Desk for assistance.

CHANGING CURRENT YEAR UNITS TOTAL FOR A GIVEN MONTH
If units are already entered for an SPC for a given month, entering a different number of units for this program number for the same month on Screen L3 will REPLACE the old number of units. Use this method to error correct or update the actual total provided during a given month.

ADDING UNITS FOR A NEW MONTH
To add units for the same program but for a different month, enter the month and year for which you are entering the units and the number of units. Units cannot be added to existing monthly units - the new entry replaces the number.

COSTS – Six whole numbers and two decimal places are provided. Do not enter the decimal point. The field right-justifies.

Monthly costs up to $9,999.99 are allowed except for the following:
Long Term Support codes 1, 4, 6, 8, B, F, G, H, I, J, K, L, M, P, and R will allow up to $99,999.99 per month for the following SPCs:
103/24 107/40
103/99 110
104/10 112/56
104/11 112/57
104/12 112/99
104/20 202/01
104/21 202/02
104/22 203
106/03 506/61
107/30 609/10

LTS codes 2, 3, and N will accept up to $99,999.99 per month for SPCs 112/56 and 112/57. Costs are not allowed for SPCs 503, 896, 897, 898, and 899.

INQUIRY – When an inquiry is done on L3, the Program Numbers and SPCs are displayed. The transaction type can then be changed to U (Update) and units and costs can be entered. If an LTS code is entered on the inquiry, only those LTS Program Numbers will be displayed. Example: Enter an I (Inquiry) transaction code, the episode key, and a 7 in the LTS CD (code) and only COP SPCs (code 7) will be displayed.
SCREEN L4 LONG TERM SUPPORT CODE CONVERSION

Use to convert LTS SPC codes from CIP II to COP - Waiver and vice versa. SPCs that started in previous years cannot be converted because that data is already reconciled.

NOTES
LTS CODE – Enter the current LTS code (old) of the SPCs you want to convert and the new LTS code.

START DATE & END DATE – These dates can be used to define a time period of conversion:
1) If both dates are entered, the system will convert all SPCs that would overlap this time period.
2) If a Start Date and no End Date is entered, the End Date is defaulted to today’s date.
3) If an End Date but no Start Date is entered, the Start Date is defaulted to the Start Date of the episode.
4) If both dates are left blank, the time period will cover the episode and every SPC with the correct LTS Code will be converted.

After entering the information on the screen, press ENTER a first time. If everything is correct the system will return the number of SPCs to be converted. Press ENTER a second time to actually proceed with the conversion, or press F10 to cancel the conversion. The program will also check for any overlap between SPCs with different Waiver codes that would result from the conversion. In such cases, the program would automatically cancel the conversion. A correction of the time window would probably resolve the problem.
XIII. CLIENT DELETIONS SCREENS

SCREEN 07  CLIENT DELETIONS MENU

Use to delete programs and episodes which never should have existed. The delete should not be used to close services or episodes when activity ends, because the delete erases rather than closes.
SCREEN 72  EPISODE DELETION

Use to delete an episode.

NOTES

Episode Type – FSP = Family Support Program

Call the SOS Desk to delete LTS episodes.

CAUTION! – Entry of Episode Key will delete the entire episode. No record will be kept.

If this is the only episode the client has, deletion of the episode will delete the client registration information also. In other words, the client will no longer be on the reporting system.
SCREEN 73  SPC DELETION

Use to delete specific SPCs or clusters.

NOTES

Type -

FSP = Family Support Program
LTS = Long Term Support

CAUTION! – This deletes the specified SPC with the entered Program Number. No record will be kept.

WARNING! – LTS costs and units cannot be deleted for the years where data has been finalized. Call the SOS Desk for assistance.
XIV. **MODULE TYPE** (MOD TYPE, MOD, MT)

Used on HSRS reports.

5 = FSP   Family Support Program
A = LTS   Long Term Support
XV. **HSRS PROVIDER NUMBER REQUEST**

Provider number requests may be sent via:

**E-mail:** dhssoshelp@wisconsin.gov
**FAX:** (608) 267-2437

Please include agency name along with a requestor name when submitting requests.

Please include both the COUNTY FACILITY IS LOCATED IN code and the REQUESTING AGENCY REPORTING UNIT code.

**HOW TO REQUEST A NEW PROVIDER NUMBER**
Below is the proper format to use when requesting provider numbers.

<table>
<thead>
<tr>
<th>Provider Number</th>
<th>Facility Name</th>
<th>Lewis Adult Family Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator(s) Parent Org*</td>
<td>Ed &amp; Edna Lewis</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>209 Parker St.</td>
<td></td>
</tr>
<tr>
<td>City &amp; State</td>
<td>Madison, WI</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td>53713</td>
<td></td>
</tr>
<tr>
<td>County Facility Is Located In</td>
<td>013</td>
<td></td>
</tr>
<tr>
<td>Provider Type</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>License Type</td>
<td>02</td>
<td></td>
</tr>
<tr>
<td>Lic Agy Name*</td>
<td>Dane HSD</td>
<td></td>
</tr>
<tr>
<td>Requesting Agency RU Code</td>
<td>4013</td>
<td></td>
</tr>
<tr>
<td>Current Monthly Rate**</td>
<td>Board Op Facility**</td>
<td></td>
</tr>
<tr>
<td>Current Daily Rate**</td>
<td>Prev Monthly</td>
<td></td>
</tr>
<tr>
<td>Rate**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active Prov Ind**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Keyed**</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* - Optional Fields - Still must allocate space on request, even if you do not write text in these fields.

** - These fields have a default associated with them. You may use the default by leaving the field blank, but you must still allocate space on your request for the fields.

**HOW TO REQUEST A CHANGE FOR A PROVIDER NUMBER**
Whenever requesting a change for a provider always include the name, provider number, and the information that has been changed.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Requester Name</td>
<td></td>
</tr>
<tr>
<td>Agency</td>
<td></td>
</tr>
<tr>
<td>Provider Number</td>
<td></td>
</tr>
<tr>
<td>Facility Name</td>
<td></td>
</tr>
<tr>
<td>Operator(s)/Parent Organization</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City, State</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>County Code Facility Is Located In</td>
<td></td>
</tr>
<tr>
<td>Provider Type</td>
<td></td>
</tr>
<tr>
<td>License Type</td>
<td></td>
</tr>
<tr>
<td>Licensing Agency Name</td>
<td></td>
</tr>
<tr>
<td>Requesting Agency Reporting RU</td>
<td></td>
</tr>
<tr>
<td>Board Operated Facility</td>
<td></td>
</tr>
<tr>
<td>Active Provider Indicator (Y or N)</td>
<td></td>
</tr>
</tbody>
</table>
**HSRS PROVIDER AND LICENSE TYPES**

**PROVIDER TYPE**
- 22 Foster Home - Children
- 23 Group Home - Corporate - For Profit
- 24 Group Home - Corporate - Non-Profit
- 25 Group Home - Unincorporated
- 26 Detention Facility
- 27 Shelter Care Facility
- 28 Residential Care Center - Private, For Profit
- 29 Residential Care Center - Private, Non-Profit
- 30 Residential Care Center - Public
- 31 School For The Blind Or Deaf
- 32 Center for Developmentally Disabled
- 33 State Mental Health Institute
- 34 Non-State Operated Psychiatric or Specialty Hospital
- 35 General Hospital
- 36 Adult Family Home
- 37 CBRF - (5 -8 Residents)
- 38 CBRF - (9-16 Residents)
- 39 CBRF - (17 + Residents)
- 40 ICF-MR Facility
- 43 Adult Day Care
- 70 Supportive Home Care (Individual)
- 71 Supportive Home Care (Direct)
- 72 Supportive Home Care (Contract)
- 76 In-Home Child Care (Relative)
- 77 In-Home Child Care (Non-Relative)
- 78 Family Day Care (Relative)
- 79 Family Day Care (Non-Relative)
- 80 Group Center - Child Day Care
- 82 Sheltered Employment Facility
- 83 Day Services (Non-Medical) Facility
- 84 Day Services (Medical) Facility
- 85 Outpatient Facility/Service Office
- 86 Nursing Home
- 87 Transitional Living Program
- 88 Approved Ancillary Services (As listed in the Allowable Costs Manual)
- 89 Other (Including Respite Care and Direct Grants)

**LICENSE TYPE**
- 00 Not Licensed
- 01 Licensed by State of WI
- 02 Licensed or Certified by a County in WI
- 03 Licensed By State of WI & County Certified
- 04 Licensed by a Private Organization or another State
- 05 Tribal
## COUNTY CODES

<table>
<thead>
<tr>
<th>County Code</th>
<th>County Name</th>
<th>County Code</th>
<th>County Name</th>
<th>County Code</th>
<th>County Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Adams</td>
<td>025</td>
<td>Iowa</td>
<td>049</td>
<td>Portage</td>
</tr>
<tr>
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XVI. ORDERING/LOCATING FORMS

HSRS forms are free and may be ordered:
- by completing a F-80025 FORMS/PUBLICATION REQUISITION and mailing it to the address on the form, OR
- ordered electronically at http://dhs.wisconsin.gov/forms/PrintFormsOnline.htm
VII. HSRS APPLICATION MENU

HSRS APPLICATION MENU – Lists the various web pages available to HSRS users. [https://health.wisconsin.gov/hsrs/index.jsp](https://health.wisconsin.gov/hsrs/index.jsp)
HSRS FILE TRANSFER SYSTEM (FTS) – The FTS allows counties that collect data on their local system to produce an extract file which is then uploaded to the State mainframe for processing. The following State business day a file showing the results may be downloaded. In addition to the upload and the download functions, this screen also provides links to the file layouts for each module type available through FTS, as well the HSRS Handbook.
On-Line HSRS LTS Module Reports

At this site, Counties have direct access to selected HSRS Long Term Support (LTS) data reports.

The data available at this site comes from the Human Services Reporting System’s LTS Module. The LTS Module is a system to collect data on clients receiving publicly supported services for long term care under contract with County Departments of Human Services or Community Programs. Data collected include type of service, units and costs.

For reporting purposes, a client is an adult or child who participates in the Community Options Program or one of the Home and Community Based Waivers that serves elderly or people with a developmental or physical disability.

The ICF-MR In-Facility Report allows counties to monitor the utilization of facilities for the persons with developmental disabilities for whom they are responsible. The report includes patient days, number of persons receiving no active treatment determinations, and number of deaths. The data in the report comes from claims submitted by facilities to the state Medical Assistance Program.

The ICF-MR Community Placement Report allows counties to monitor certain data for persons they have relocated in the ICF-MR Restructuring Initiative. The report includes clients served, community days, persons returned to facilities, and deaths. The data comes from data entered by the counties into the Human Services Reporting System and from claims submitted by facilities to the state Medical Assistance Program.

The client data at this site is updated monthly, however, this does not mean that all of the data is current. At a minimum, county agencies are required to enter data monthly and within 30 days of the service. For example, if information is needed for the January through March quarter, it is best to wait until at least the first of May (or later) in order to get the most current data. All data is final by May of the following year. For example, costs reports for 2008 would be available in May 2009.

At this time, appropriate county staff may have access to their own county's detailed data. If you do not have an ID and password, contact the HSRS SOS Desk (608) 266-9198 to obtain an application form for an ID and password.

LTS COST REPORTS

Contain by waiver program type:

- unduplicated client counts
- costs
- days of service
- costs per day
- units
- costs per units

**LTS SPC REPORTS**

Contain by SPC/service:
- unduplicated client counts
- costs
- days of service
- costs per day
- units
- costs per units

**ICF-MR IN-FACILITY REPORT**

- patient days
- NATs
- deaths by county

**ICF-MR COMMUNITY PLACEMENT REPORT**

- unduplicated client counts
- programs
- clients served
- community days
- DD Level - returned to care
- NAT - returned to care
- deaths

These reports are also offered in Excel Worksheets.

For more information or to offer suggestions or comments, contact HSRS SOS Desk at 608-266-9198.
LTS Cost Reports

LTS COST REPORT – Allows users to generate on-demand reports.
### LTS COST REPORT

Contains by waiver program:
- unduplicated client counts
- costs
- days of service
- costs per day
LTS SPC REPORT – Allows users to generate on-demand reports using various LTS data elements.
LTS SPC REPORT

Contains by SPC/service:  
- unduplicated client counts  
- costs  
- days of service  
- costs per day  
- units  
- costs per unit
ICF-MR IN FACILITY REPORT – Allows users to generate on-demand reports.
ICF-MR IN FACILITY REPORT

Contains by county:  - patient days
                 - NATs
                 - deaths

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ICF-MR COMMUNITY PLACEMENT REPORT – Allows users to generate on-demand reports.
ICF-MR COMMUNITY PLACEMENT REPORT

Contains by county:  - unduplicated clients
                    - programs
                    - clients served
                    - community days
                    - returned to care/DD level
                    - returned to care/NAT
                    - deaths
HSRS PROGRAM QUERY – Allows all users to view SPC code descriptions, and HIPPA equivalents by module.
HSRS WORKER DATA – Used to inquire worker numbers. All workers in a reporting unit can be found by entering the first five digits. (Example 94005)