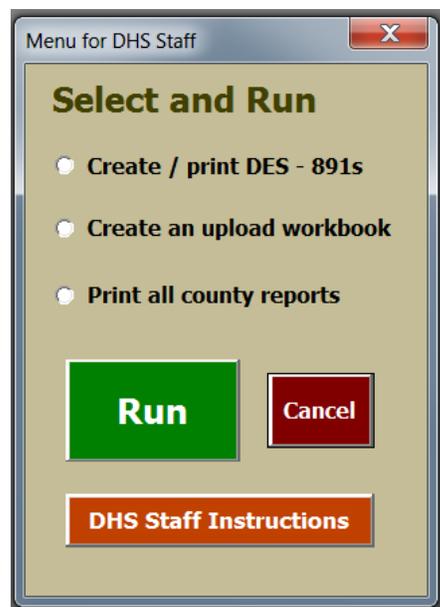


Using the DHS Staff Menu in the SCA Workbook

SCA workbook menus

The state / county allocations (SCA) workbook contains two hidden menus:

- 1) A menu for DHS staff who work with allocation data.
 - It is the subject of these instructions.
 - It can be activated from within the SCA workbook, by pressing [CTRL][x].

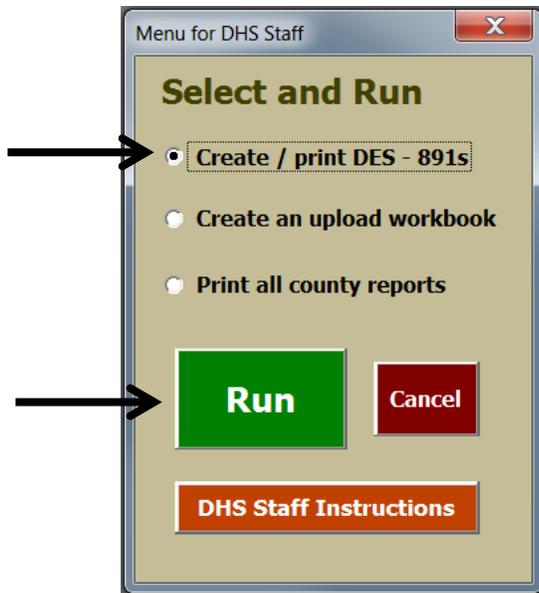


- 2) A menu for SCA workbook developers who prepare workbook updates and changes.
 - It can be activated from within the SCA workbook, by pressing [CTRL][u].
 - Instructions for developers are not shown here.

Using the DHS staff menu to create or print DES - 891s

To create a print-ready DES – 891 workbook for a selected profile:

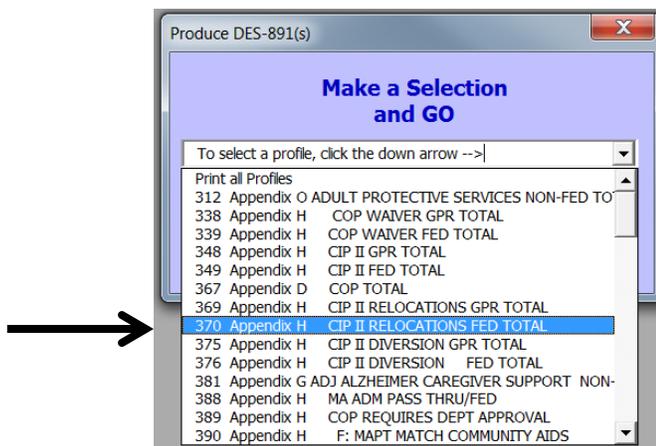
- From within the SCA allocations workbook
 - Activate the DHS staff menu by pressing [CTRL][x].
 - Select the create/ print option button.
 - Click the green Run button. (See next page.)



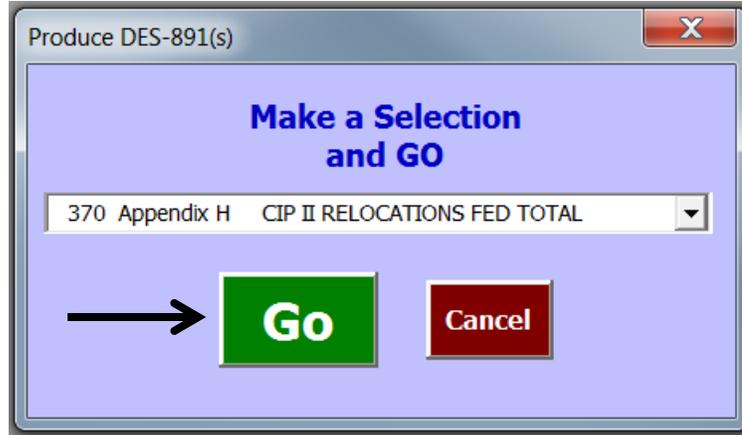
- That will generate the selection form shown below. Click the down arrow for choices.



- In the drop down box, select a profile.



- When satisfied with the selection, click the green Go button.



- That will create print-ready DES – 891 workbook for the selected profile.

Department of Health Services
State of Wisconsin
Contract Administration 4.0

LISTING OF EXPECTED CONTRACTS

Contract Period: 01/01/15 to 12/31/15

CARS Profile #: 370
CARS Profile Name: Appendix H CIP II RELOCATIONS FED TOTAL

County Name	#	Type	Contract Amount
Adams	1	410 H	106,811
Brown	5	410 H	1,236,643
Dane	13	410 H	909,966
Door	15	410 SS	192,266
Florence	19	410 H	6,944
Forest	21	410 SS	44,360
Kewaunee	31	410 H	72,803
Marinette	38	410 H	236,424
Oconto	42	410 H	141,303
Oneida	43	410 SS	74,194
Rock	53	410 H	172,311
Shawano	58	410 SS	287,664
Taylor	60	410 H	78,258
Vilas	63	410 SS	51,123
Total			3,611,070

Microsoft Excel

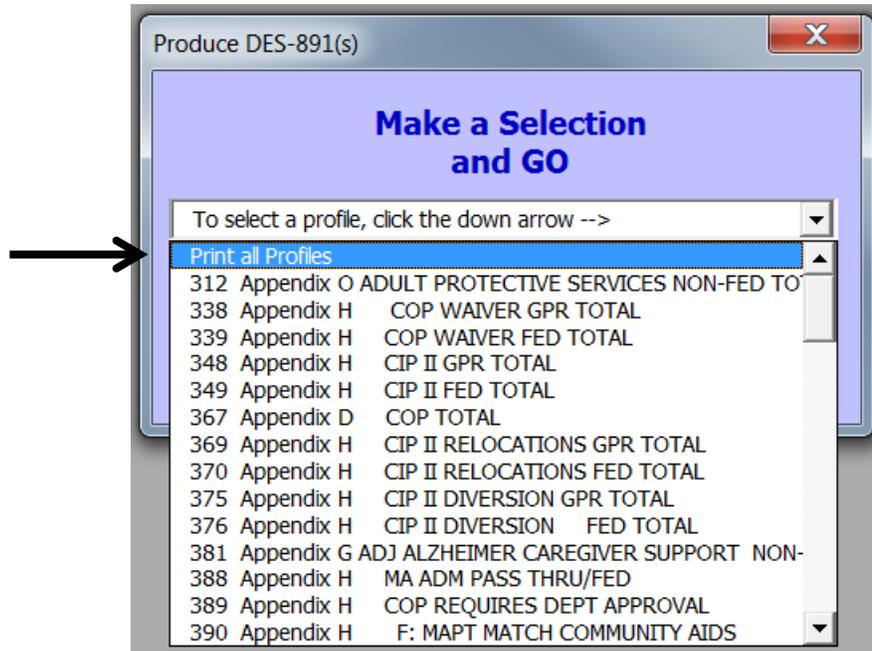
Don't forget to:
print, and/or
rename and save.

OK

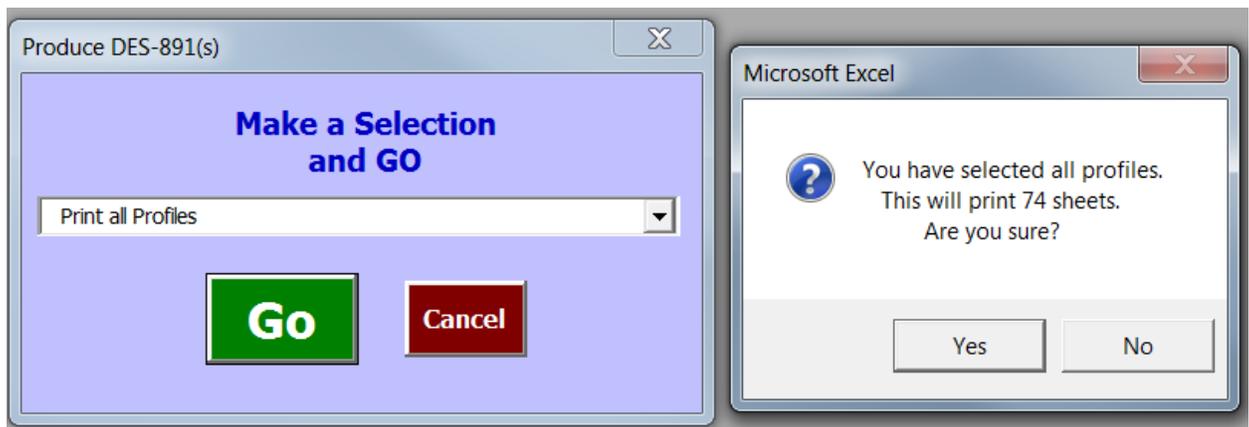
- Use File-Save for saving.

To print DES – 891s for all profiles:

- In the selection form, choose Print All Profiles.



- After clicking the Go button, a warning will appear.

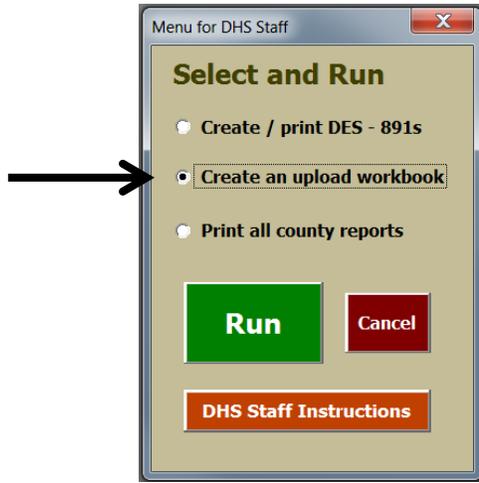


- Click Yes to continue - No to cancel.
- Clicking Yes will print a DES – 891 for every profile. (That means dozens of print-outs. Are you sure?)
 - Printing all profiles will not create any DES – 891 workbooks. DES – 891 workbooks can only be created a profile at a time.

Using the DHS staff menu to create an upload workbook for CARS

To create an upload workbook for CARS:

- From within the SCA allocations workbook
 - Activate the DHS staff menu by pressing [CTRL][X].
 - Select the create an upload option button.
 - Click the green Run button.



- That will create a new workbook in the CARS upload format.

	A	B	C	D	E	F	G	H	I	J
1	2015 State/County Allocations									
2	INITIAL CONTRACT UPLOAD									
3	Contract Period:	From 01/01/15 to 12/31/15 HYPOTHETICAL								
4										
5	Agcy Name	Agcy Num	Agcy Type	ProfID	Amt	Prof Total				
6	Ashland	2	410	312	22,127					
7	Barron	3	410	312	41,501					
8	Bayfield	4	410	312	16,297					
9	Buffalo	6	410	312	17,174					
10	Burnett	7	410	312	16,710					
11	Calumet	8	410	312	24,744					
12	Clark	10	410	312	38,251					
13	Columbia	11	410	312	38,545					
14	Crawford	12	410	312	28,734					
15	Dodge	14	410	312	62,020					
16	Douglas	16	410	312	59,197					
17	Dunn	17	410	312	36,036					
18	Eau Claire	18	410	312	103,623					
19	Fond du Lac	20	410	312	52,080					
20	Grant	22	410	312	48,269					
21	Green	23	410	312	25,262					

Microsoft Excel

Don't forget to name and save this workbook

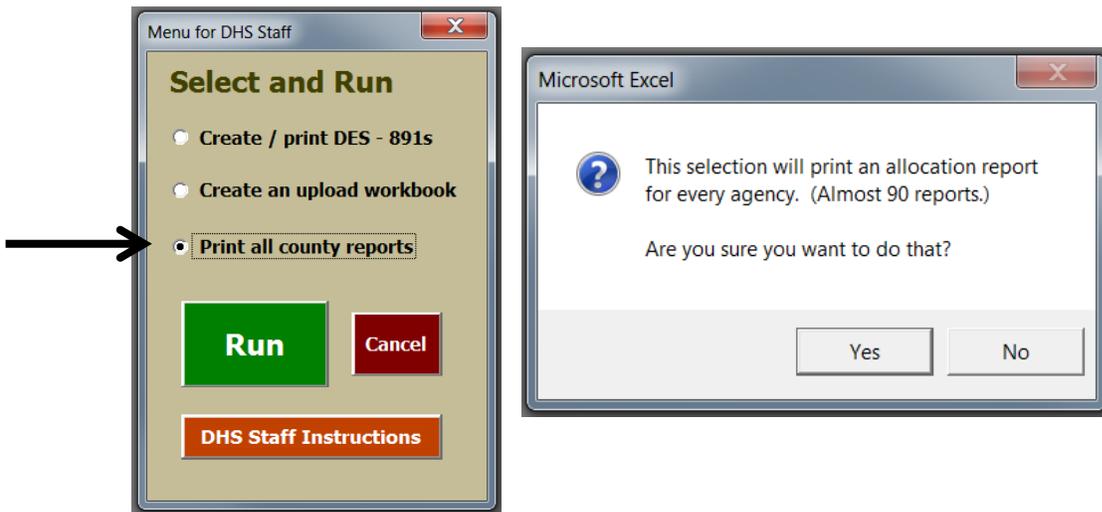
OK

- Use File-Saveas for saving.

Using the staff menu to print reports for all counties

To print county reports for all counties:

- From within the SCA allocations workbook
 - Activate the DHS staff menu by pressing [CTRL][X].
 - Select the print all county reports option button.
 - Click the green Run button.
 - This will print almost 90 reports. Are you sure?



DHS contact:

For general questions about state / county allocations and using the SCA workbook:

- Lucinda Champion, lucindak.champion@wi.gov 608-266-9890.