

Using the State/ County Allocations Workbook

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Introduction

The state / county allocations (SCA) workbook:

- Shows Department of Health Services (DHS) allocations to the counties, county boards, human service centers and aging boards --- by CARS profile.
- Creates county allocation reports on demand.
- Provides hyperlinks --- to the CARS profile manual and to state / county contract appendices.

For full functionality --- “enable macros” if prompted.

For general information about CARS, click here: [Community Aids Reporting System](#).

DHS Contacts:

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

- Lucinda Champion, lucindak.champion@wi.gov 608-264-9890.

For information about specific allocations or profiles:

- See the list of contacts at the bottom of the SCA workbook.

Layout of the SCA Workbook

2015-State-County-Allocation.xls [Compatibility Mode]

	A	B	C	D	E	F	G	H
1	State Department of Health Services	User Instructions						
2	2015 State/County Allocations							
3	From 01/01/15 to 12/31/15 HYPOTHETICAL							
4						Appendix O ADULT PROTECTIVE SERVICES NON- FED TOTAL	Appendix G ADJ ALZHEIMER CAREGIVER SUPPORT NON- FED TOTAL	2014 BCA JAN (Less Match)
5	Types: 401=DCP; 405=DDD; 410=DSS or HSD; 440=Aging							
6	Profile # --->					312	381	561
7	County	#	Type					
8	Adams	1	410	H				116,397
9	Ashland	2	410	H	22,127	6,929		162,458
10	Barron	3	410	H	41,501			302,198
11	Brown	4	410	H	16,297	5,374		118,120
12	Buffalo	5	410	H				1,372,730
13	Burnett	6	410	H	17,174	5,462		115,069
14	Burnett	7	410	H	16,710			122,058
15	Calumet	8	410	H	24,744	7,711		180,127
16	Chippewa	9	410	H				405,311
17	Clark	10	401	CP				259,877

The SCA workbook is divided into rows and columns.

- Each county, county board, human service center and aging unit has its own row.
- Each CARS profile has its own column.
- The allocations are shown at the intersections.
 - In the hypothetical example above, the allocation to Brown county for profile 561 is \$1,372,730.
- The overall allocation for each county is totaled in the right-most column. (Not shown above.)
- The overall allocation for each profile is totaled in the bottom row. (Not shown above.)

The allocations worksheet is protected.

- The cursor can be placed anywhere --- but changes are not permitted.
- This prevents inadvertent deletions or changes to the data.
- Users may unprotect the worksheet.
 - [CTRL][p] will toggle back-and-forth between protected and unprotected mode.

Use the scroll bars to bring desired rows and columns into view.

The SCA workbook can be saved to a user drive using the excel File SaveAs command.

Hyperlinks in the SCA Workbook

The title rows of the SCA workbook have red comment indicators at the upper right of some cells.

2014 BCA JULY (State Match)	TOTAL CY 2014 BCA	Appendix COP TOT
681	367	
Appendix H COP REQUIRES DEPT APPROVAL	Appendix H F: MAPT MATCH COMMUNITY AIDS	Appendix H COP WAIVER GPR TOTAL
389	390	338

- Clicking on a commented profile number (such as 681 in the example above) will hyperlink to the CARS manual for that profile.
- Clicking on a profile title (such as appendix H for profile 389 in the example above) will hyperlink to the relevant state / county contract appendix.
- The hyperlinks open pdf files in separate windows.

Printing the SCA Workbook

The SCA workbook is print-ready. However:

- It prints to 3 legal size pages with tiny type.
- Each page has many hundreds of numbers.

Users may prefer to create smaller reports specific to their agencies, and print those.

Creating / Printing a County Report

To create a report specific to one agency:

1. Mark the county, county board, human service center or aging unit in the County column. In the example below, Brown county is marked. (The first cell in row 11).



Types: 401=DCP; 405=DDD; 410=DSS or HSD; 440=Aging

County	#	Type	Profile # --->
Adams	1	410	H
Ashland	2	410	H
Barron	3	410	H
Bayfield	4	410	H
Brown	5	410	H
Buffalo	6	410	H
Burnett	7	410	H
Calumet	8	410	H

2. Click the red County Report button.

- o A new workbook will be created in a separate window.

County-Report-Form1 [Compatibility Mode]

County	Agcy #	Agcy Type
Brown	5	410

Click commented (red icon) profile number for CARS document

Click commented (red icon) title for agency appendix

561	2014 BCA JAN (Less Match)	1,372,730
561	2014 BCA JULY (Less Match)	4,479,746
681	2014 BCA JULY (State Match)	642,337
367	Appendix D COP TOTAL	2,503,851
388	Appendix H MA ADM PASS THRU/FED	S
... (abbreviated for clarity)
517	Appendix BD CERTIFIED MENTAL HEALTH PROGRAM TOTAL	120,824
	Allocation Total	50,914,679

S = Sum Sufficient

The new county report workbook will:

- Have generic name. (E.g. County-Report-Form1)
 - To rename and save the report --- use the excel File SaveAs command.
- Have red comment indicators in the upper right corner of some cells. (See below.)

Brown

Click commented (▼) profile number for CARS document

561	▼	2014 BCA JAN (Less Match)
561	▼	2014 BCA JULY (Less Match)
681	▼	Click for CARS Document (Late Match)

- Clicking a commented cell will open a hyperlink to the CARS manual or to a state / county contract appendix.
- Be print-ready.
 - It will print to one or two pages that are easily readable.