


STATE OF WISCONSIN
Department of Health and Family Services
Division of Children and Family Services
Division of Long Term Care
Division of Mental Health and Substance Abuse Services

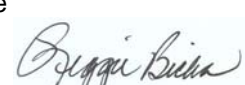
DLTC Memo Series 2008- 8 /ACTION
DCFS Memo Series 2008-8 /ACTION
DMHSAS Memo Series 2008-3 /ACTION
Date: April 14, 2008

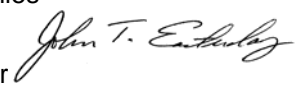
Title: Expenditure and Revenue Reports
Update to DDES Memo 2007-04 and
DCFS Memo 2007-06

To: Listserv

For: Area Administrators/ Human Services Area Coordinators
Bureau Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Licensing Chiefs/Section Chiefs
Tribal Chairpersons/Human Services Facilitators

From: Sinikka Santala, Administrator 
Division of Long Term Care

Reggie Bicha, Administrator 
Division of Children and Families

John Easterday, Administrator 
Division of Mental Health and Substance Abuse Services

Subject: Expenditure and Revenue Reports

Document Summary

The purpose of this memo is to share the instructions and reporting forms for the DDE 942 Expenditure Report and the Human Services Revenue Report (HSRR) to be used for CY 07. These reports are due annually and the due date for each report has been extended. The DDE 942 is now due April 30, 2008. The HSRR is now due May 15, 2008.

Background

In December 2002, the Wisconsin County Human Services "Visions" Committee released their proposal Redesigning Wisconsin's Human/Social Service Delivery System. This proposal recommends changes in how human/social services are funded in the state.

A Visions Steering Committee was formed and a subgroup of that committee developed a revised 942 Expenditure Report form and the Human Services Revenue Report (HSRR) form and instructions for each form. It was also agreed to discontinue the use of the 943 form. County Human Services, Social Services, Community Programs, Developmental Disabilities and Aging Departments are required to fill out the Human Services

Human Services Revenue Report to ensure we capture all county human service expenditures and revenues. The request to separate Aging Departments will be issued under a separate memo from DLTC.

The purpose of collecting this information is to assist in determining what it actually costs to provide human services at the local level and the source of funds used to pay for these costs. It is important to have several years of consistent and complete statewide data for comparison and analysis.

Instructions

The Human Service Revenue Report (HSRR) instructions have been revised based on input from county financial managers. The following are changes from what was required for CY 2006 report:

- The category under Revenue Source for State/Federal Revenues – DHFS now only includes funding from the state county contract. It includes the CARS lines for each revenue source.
- The State/Federal Revenue – DHFS category has also been revised to exclude the line for MA Fee for Service (FFS) revenues. In addition it now only includes WIMCR payments as identified in the state/county contract – the Act 318 Adjustment.
- A new revenue category has been included titled EDS Revenue. This includes the MA Fee for Service (FFS) revenues previously included as part of the State/Federal Revenues – DHFS category. It is also includes the WIMCR payments received from EDS that were not part of the state/county contract.
- An extension of the due dates for the two reports. The DDE-942 has been extended from March 25th to April 30th and the HSRR has been extended from April 30th to May 15.
- Revised Target Group Definition – the target group definition for Abused and Neglected Children, Family Member/Significant Other of CAN Client has minor revisions to better distinguish from the Children and Families target group.

It is anticipated that these revised instructions will be helpful to Financial Managers completing these reports.

Report Formats and Due Dates

The DDE-942 report is attached, but the DDE-942 data entry screen can also be found at https://wsp4.state.wi.us/hfs/hsrs/F942_943. It is a secured site so your agency may have only one person authorized to access it. If you have problems, call the HSRS SOS Desk at 608 266-9198. This report must be submitted by April 30th of each year.

The HSRR report form DDE-2540 is attached and for the CY 07 report the form should be filled out on the Excel Worksheet and emailed to soshelp@dhfs.state.wi.us by May 15th. The DDE-2540 form can be found at <http://dhfs.wisconsin.gov/form1/ddes/dde2540.xls>. It is important that agencies do not alter or change this form. Therefore the columns and rows on this form have been protected so that no additional rows or columns may be added. Thank you for your cooperation and assistance.

If you have any questions regarding these reports or the instructions, please contact:

REGIONAL OFFICE CONTACTS: Area Administrators

CENTRAL OFFICE CONTACT:

For the DDE 942 Form:
SOS Desk, DLTC, Room 851
Department of Health and Family Services
PO Box 7851
Madison, WI 53707-7851
Telephone – 608-266-9198
soshelp@dhfs.state.wi.us

For the HSRR Form:
Chris Hendrickson
DES, Room 618
Department of Health and Family Services
PO Box 7850
Madison, WI 53707-7850
Telephone – 608-261-7812
Hendrck@dhfs.state.wi.us

MEMO WEB SITE:

- DCFS http://dhfs.wisconsin.gov/dcfs_info/num_memos/index.htm
- DLTC http://dhfs.wisconsin.gov/dsl_info/NumberedMemos/DLTC/CY2008/index.htm
- DMHSAS http://dhfs.wisconsin.gov/dsl_info/NumberedMemos/DMHSAS/CY2008/index.htm

ATTACHMENTS:

Attachment 1: [Human Services Reporting System -- Expense Report for Human Service Programs](#)

Attachment 2: [Human Services Revenue Report \(HSRR\) - Instructions](#)

Attachment 3: [Target Group Definitions](#)

Attachment 4: [HSRR Report Form](#)

cc: Division of Health Care Access and Accountability
Department of Corrections
Department of Workforce Development