

STATE OF WISCONSIN  
Department of Children and Families  
Division of Safety and Permanence

DSP Memo Series 2009 - 03  
February 17, 2009

Re: Standard Program Services  
Reporting

**Amends DSP Numbered  
Memo 2008-04**

To: Area Administrators/ Human Services Area Coordinators  
Bureau Directors  
Child Placing Agency Directors  
Child Welfare Agency 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  
Indian Child Welfare Directors  
Licensing Chiefs/Section Chiefs  
Tribal Chairpersons/Human Services Facilitators

From: Cyrus A. Behroozi  
Administrator



### Introduction

This memo provides direction to county human and social service agencies regarding completion of the Calendar Year (CY 2008) Standard Program Service (SPS) reporting and provides guidance related to SPS reporting for subsequent CY periods. Additional information and history regarding SPS reporting can be found in the DCFS Numbered Memo 2008-04.

### SPS Reporting for CY 2008

All counties are required to complete CY 2008 SPS service reporting for the in-home Child Welfare target population no later than **April 1, 2009** in order to ensure federal and state reporting requirements described above are met in a timely manner. For those counties not using the eWiSACWIS SPS functionality to record this information, data for this target population must be entered using either the Human Services Reporting System (HSRS) CORE module or the annual CY 2008 SPS Child Welfare survey tool.

For counties that will complete CY 2008 SPS reporting for the Child Welfare target population using the HSRS CORE module, data must be entered into the system **prior to February 27, 2009** as the Child Welfare and Juvenile Justice target populations will be de-activated from the HSRS CORE Module on that date.

For counties that will complete CY 2008 SPS reporting for the Child Welfare target population using the new SPS Child Welfare survey tool, a link to the survey tool can be obtained from Barry Mickelson (see Central Office Contact for details).

Service reporting for the in-home Juvenile Justice target population may be entered in eWiSACWIS using the SPS functionality, in the HSRS CORE Module or the new annual survey tool provided by the Department of Corrections (DOC), Division of Juvenile Corrections (DJC). For additional direction or

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### **Document Summary**

This memo provides direction to county human and social service agencies regarding completion of the CY 2008 SPS service data reporting and provides instructions for the upcoming CY 2009 SPS service reporting for the in-home Child Welfare target population.

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questions regarding reporting for this target population, please contact Laura Wood phone at (608) 240-5927 or via e-mail at [laura.wood@wisconsin.gov](mailto:laura.wood@wisconsin.gov).

#### SPS Reporting for CY 2009 and Subsequent CY Periods

Beginning with CY 2009 SPS service data, reporting requirements for the in-home Child Welfare target population may only be met using either the eWiSACWIS SPS functionality or the annual SPS Child Welfare survey tool. County programs that will not be using the eWiSACWIS SPS functionality to meet SPS reporting requirements for this target population must use the survey tool that will be provided by the DSP at the request of the county agency. SPS service data must be completed for a given CY period by the first business day in April of the following CY.

Service reporting for services provided to the in-home Juvenile Justice target population may be entered in eWiSACWIS using the SPS functionality or the web-based survey tool provided by the DJC. For additional direction or questions regarding reporting for this target population, please contact Laura Wood phone at (608) 240-5927 or via e-mail at [laura.wood@wisconsin.gov](mailto:laura.wood@wisconsin.gov).

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Area Administration

CENTRAL OFFICE CONTACT:

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MEMO WEB SITE: <http://dcf.wisconsin.gov/memos>

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