

**DANE COUNTY
DEPARTMENT OF HUMAN SERVICES**

Monthly Participant / Staff Summary Report (711 Report)

INSTRUCTIONS

Provider: Record the name of your agency as it appears on the Purchase of Service (POS) Program Summary page (900 form) in your Dane County Department of Human Services (DCDHS) contract.

Program Title: Record the name of the program as it appears on the Purchase of Service (POS) Program Summary page (900 form) in your Dane County Department of Human Services (DCDHS) contract.

Report Month: Enter the month and year for which the services were provided.

Target Group: Enter the appropriate two- (2) digit code from the target group listed below. The target group indicates the need and / or problem that best explains the primary reason the client is receiving services in a particular Standard Program Category (SPC). Target Group describes why this service is being delivered to the client, and thus may vary by service.

CODE	NAME
01	Developmentally Disabled
72	Family Member / Other of DD Client
31	Mental Health (DSS Use Only)
75	Family Member / Other of Mental Health Client
18	Alcohol and Other Drug Abuse (DSS Use Only)
73	Family Member / Other of AODA Client
57	Physical or Sensory Disability
76	Family Member / Other of P/SD Client
06	Delinquent and Status Offender
74	Family Member/Other of Delinquent/Status Offender Client
58	Adults and Elderly
77	Family Member / Other of Adult and Elderly Client
61	Abused and Neglected Children
78	Family Member / Other of Abused and Neglected Child
64	Children and Family

Target Group Definition:

01 Developmentally Disabled 72 Family Member / Other of DD Client

Persons who are served in programs directed at the prevention, assessment, and/or treatment of a disability (and its effects) attributable to brain injury, cerebral palsy, epilepsy, autism, mental retardation, or another neurological condition closely related to mental retardation, or requiring treatment similar to that required for mental retardation, which has continued, or can be expected to continue, indefinitely and constitutes a substantial handicap. Persons having physical or sensory disabilities not attributable to one or more of the conditions cited above are excluded from this target group, but may be included in the target group for physically and sensory disabled if the services provided are focused on their disability or conditions resulting directly from their disability.

31 Mental Health 75 Family Member / Other of Mental Health Client

Persons who are served in programs directed at the prevention, assessment, and/or treatment of mental illness and its effects. Includes both adults with serious and persistent mental illness and children and adolescents with severe emotional disturbances each of whom are unable to independently perform essential personal and social roles appropriate to their age and require or receive treatment or supervision in order to carry out activities of daily living or to participate in community living. Community mental health programs are found in Administration Rule HSS 61.71 – 61.98. Excludes persons under personal or family stress, or court supervision, for services provided by social service agencies.

18 Alcohol and/or Other Drug Abuse 74 Family Member / Other of AODA Client

Persons who are served in programs directed at the prevention, intervention, assessment, and/or treatment of Alcohol and Other Drug Abuse (AODA) or its personal and social effects. The objective of treatment and other services is to improve functioning in personal, social, vocational, and family roles or to prevent dysfunction in these areas. AODA programs are found in Administrative Rules HSS 61.50 – 61.68 and HSS 62 and include services to the community for the prevention of AODA, to identify persons needing AODA treatment or to inform the public about AODA or the services available. Also includes services provided under the Intoxicated Driver Program, Intoxicated Boating Law (1985 Wisconsin Act 331), intoxicated use of snowmobiles or all-terrain vehicles and/or due to possession of certain controlled substances (1987 Wisconsin Act 339).

57 Physically and Sensory Disabled 76 Family Member / Other of P/SD Client

Persons under the age of 65, who are served in programs directed at the prevention, assessment, and/or treatment of a physical or sensory disability (and its effects) resulting from injury, disease, or congenital deficiency which significantly interferes with or limits one or more major life activities. Sensory disabilities include significant or complete impairment of vision or hearing. Includes, but is not limited to, persons whose disability is due to AIDS, cancer, spinal cord injury,

polio, muscular dystrophy and multiple sclerosis. Includes disabled children in foster or other substitute care whose principal reason for this placement is related to their physical or sensory disability. Excludes disabilities due to brain injury or other conditions found in the definition of developmental disabilities.

06 **Delinquent and Status Offender**
73 **Family Member / Other of Delinquent / Status Offender**

Persons who are served in programs directed at the prevention of delinquency and/or assessment or supervision of juveniles referred to court intake due to allegation of delinquency, found to be delinquent as defined under s. 48.02 (3m) Wis. Stats., or who are alleged to be in need of protection or services under s. 48.13, Wis. Stats. Due to any of the following non-criminal behaviors:

- Parental or guardian petition due to the liability to care for, control or provide special treatment (s.48.13(4));
- Truancy from school (s.48.13(6));
- Truancy from home (s.48.13(7));
- Petition filed by the juvenile attesting to the need for special care and treatment (s.48.13(9));
- Commission of delinquent act by a juvenile under 12 years of age (s.48.13(12)).

Excludes AODA or mental health assessments or treatment (such as may be required under s.48.13(11) by providers meeting standards in administrative rules for such services. For such purposes the delinquent or status offender is classified under the AODA or Mental Health target group respectively.

58 **Adults and Elderly**
77 **Family Member / Other of Adults and Elderly Client**

Persons age 18 and over who are serviced in programs directed at prevention, assessment or services to improve physical or social functioning or to assist with activities of daily living; to preserve or restore the ability to live in a homelike environment, or the ability to participate in community activities. Includes employment assistance; education and training for displaced homemakers; services to abused elderly; long-term support services to maintain elderly persons in their own home or home of another; and services to elderly to improve or maintain adequate health, nutrition, socialization or recreation. Includes frail elderly and others age 65 and over who are being served for reasons other than alcohol and other drug abuse, developmental disabilities, or mental illness. Includes persons served because of Alzheimer's disease. Excludes services to parents to improve child-rearing skills, obtain childcare, or improve parent-child relationships, which are classified under the Children and Family target group. Excludes domestic abuse services, which should be classified under the Children and Family target group.

61 **Abused and Neglected Children**
 78 **Family Member / Other of CAN Client**

Persons who are served in programs directed at the prevention, investigation, or treatment of child abuse and neglect. Abuse includes physical, sexual and/or emotional damage. Includes child abuse investigations and reports to the court. Parents, abusers, children, and collaterals (including reporters) may all be members of this target group if they otherwise meet the target group criteria. Persons receiving services subject to the provision of HSS 61–62 are members of other target groups depending upon the specific rule involved. Includes provision of substitute care and family reunification for persons in this target group. Includes provision of public information on the subject or child abuse and child neglect.

64 **Children and Family**

Persons who are served in programs directed at the prevention of family breakup, family reunification, and improved family functioning. Includes adoption and permanency planning for children to be placed in foster or adoptive homes as well as those in such placements. Includes services to unwed parents, homemaker services to improve home and financial management, services to improve the quality of in-home childcare, and services to obtain and pay for childcare. Includes services to victims of domestic abuse. Excludes: 1) children with physical disabilities receiving foster care or other substitute care because of their disability (see Physical and Sensory Disabilities), 2) status offenders classified under Delinquent / Status offender target group, 3) persons receiving services directed at ameliorating the effects of and preventing the reoccurrence of child abuse and neglect. The latter receive these services as member of the Abused and Neglected children target group, 4) AODA or Mental Health assessments or treatment by providers meeting standards in Administrative Rules for such services. For such purposes, the child or family member is classified under the AODA or Mental Health target group respectively.

Type of Unit: Enter the two- (2) digit code representing the type of unit reported and corresponding to the assigned Standard Program Category.

CODE	NAME
42	Contacts Made
44	One-Way Trips
50	Staff Delivered Hours

Type of Unit – DEFINITIONS

42 **Contacts Made** – Measure the number of separate times there is a contact made between a human service provider and a person in the community for the purpose of delivering such services as Information and Referral, where contact is made with a group of people, the number of contacts equals the number of people in the group, no matter how many staff are involved in the delivery of the service. Contacts may be initiated by either the provider or the person(s) in the community.

44 **One-Way Trips** – The number of conveyances provided in a community service program for clients of persons who may not be agency clients.

50 **Staff Delivered Hours** – Includes staff time spent in activities which are directed to or for the benefit of people who are not agency clients individually or in groups. Such services to the community typically include: Community Prevention and Outreach when delivered to individuals who are typically not agency clients.

Standard Program Category (SPC): Enter the three-(3) digit code for Standard Program Category (SPC) assigned by the County, which appears on the POS Program Summary page (900 form).

SPC CODE	DESCRIPTION	UNIT TYPE
107	Specialized Transportation and Escort	Trips (one way)
403	Recreation and Alternative Activities	Staff Hours
408	Community Prevention	Staff Hours
501	Crisis Intervention	Staff Hours
601	Outreach	Staff Hours
602	Information and Referral	Contacts
603	Intake Assessment	Contacts
605	Advocacy and Defense Resources	Staff Hours
606	Health Screening and Accessibility	Staff Hours
701	Training and Development	Staff Hours
702	Agency/Systems Management	Staff Hours

Provider (Program) Number: Enter the four- (4) digit code assigned by DCDHS. This number appears on the POS Program Summary page (900 form) on your Dane County contract.

PART A – Participant Count

of participants receiving services this month: Enter total number of persons receiving face to face service or telephone contacts this month. This could be a duplicate count from month to month. (Exclude Information and Referral Telephone contacts).

of participants served (unduplicated) year to date: Enter total number of persons receiving face to face service or telephone contacts on the first report month. (Exclude Information and Referral Telephone contacts). Subsequent months, report year to date count and any new persons receiving services.

PART B – Staff Service Hours

Direct: Enter total number of staff hours spent directly with participants. Face to face (non-billable) or phone contacts.

Indirect: Enter total number of staff hours spent on behalf of the participants such as paper work, collateral contacts and/or phone contacts (may also include Information and Referral time).

Nonservice (OPTIONAL): May enter total number of staff hours of administrative service hours spent in activities directed toward the support, maintenance and development of the program. Includes non-service hours such as vacation, sick leave and holidays.

Total: Total number of hours should equal the total of direct, indirect and non-service hours reported.

NOTE: TOTAL NUMBERS OF DIRECT AND INDIRECT HOURS ARE COMBINED TO COMPARE TO TOTAL UNIT QUANTITY.

Part C – Staff Contacts

Face to Face: Enter total number of contacts that are face to face with a person or by telephone.

Collateral: Enter total number of contacts with someone other than the participants for purposes of delivering services on behalf of the participants.

Phone: Enter totals number of phone contacts received from persons who primarily need Information and Referral.

PART D – Other Information (OPTIONAL)

Volunteer hours: Total number of volunteer hours directed to service participants in this program.

Current waiting list: Total number of persons currently on a waiting list to participate in this program.

Participant hours: Total number of hours that participants spend in this program.

PART E – REQUIRED FOR AGING PROGRAMS

Participant Characteristics (Unduplicated)

White, non-Hispanic: All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Native American / Alaskan: All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal association or community recognition.

Asian / Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, Japan, Korea, the Philippine Islands and Samoa.

Black: All persons having origins in any of the Black racial groups of Africa. (Exclude Hispanic).

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.

Frail & Disabled: A participant who has a physical or mental disability, including Alzheimer's Disease or a neurological or organic brain disorder of the Alzheimer type that restricts the ability of an individual to perform normal daily tasks or which threatens the capacity of an individual to live independently.

Rural: All participants (including volunteers who reside outside the City of Madison).

Current Month Total: Total number of participants in the above categories.

Low Income Total: All participants that have income amounts as the maximum allowed under the definition of “low income” as defined in the 2004 HHS Poverty Guidelines (*Source: Federal Register, Vol. 69, No. 30, February 13, 2004*).

Family Size	125% of Poverty
1	\$11,638
2	\$15,613
3	\$19,588

Total Year to date: Includes current unduplicated low-income and non-low income participants.

COMMENTS: Describe any particular programs / projects directed towards specific ethnic or age groups. Briefly describe these programs / projects. Include target group, number of participants, estimated time frame of project and contact person. If more space is needed use reverse side for additional information.

- * Each program should be reported on a separate form.
- * Reports are due the 10th working day of the following month of service.

MAIL ALL COMPLETED REPORTS TO:

Contact Person
Dane County Department of Human Services
1202 Northport Drive Rm. GR14
Madison, WI 53704