

STATE OF WISCONSIN
Department of Health and Family Services
Division of Disability and Elder Services

DDES Memo Series 2007 - 3 /ACTION

RE: REQUIRED HUMAN SERVICES
REVENUE REPORT (HSRR) FOR
COUNTY DEPARTMENTS OF
AGING – ANNUAL REPORT DUE
APRIL 30, 2007

To: Listserv

For: Area Administrators/Human Services Coordinators
Area Agency on Aging Directors
County Departments of Aging
Bureau Directors

From:  Sinikka Santala
Administrator

Document Summary

The purpose of this memo is to share the revenue/expenditure report that County Departments of Aging are required to complete for CY 06 expenditures and revenues. This report is due April 30th 2007. If the Aging Unit is part of the Human Services Department, all aging data is to be reported on the Human Services Report (HSRR), is a companion form to the DDE 942 that county departments of human services, social services and community programs complete on an annual basis. County Departments of Aging, except the Milwaukee County Aging Department, are not required to complete the DDE 942.

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 Human Services Revenue Report (HSRR) form and instructions, as well as a revised DDE 942 Expenditure report form and instructions. County departments of human services, social services, and community programs are required to complete the HSRR, as well as the new DDE 942. County Departments of Aging, that are not part of a Department of Human Services, are also required to complete the Human Services Revenue Report to ensure we capture all county human service expenditures and revenues. Aging Departments, **except the Milwaukee County Department on Aging**, are not required to complete the DDE 942.

Instructions

The attached instructions include:

Target Group Definitions

Clarification on where to report the types of revenue received specifically by Aging Departments.

A requirement that total expenditures by target group on the HSRR form and DDE 942 must be divided between adults 18 years and older and children under 18 years of age.

For CYs 2004 and 2005 county agencies were required to document the amount of the Basic County Allocation (BCA) used for Mental Health inpatient/institutional care. A change in reporting instructions for CY 2006 now requires county agencies to document the total of BCA and county revenue for Mental Health inpatient/institutional care. A new line has been added to the HSRR form to collect the county revenue for mental health inpatient/institutional care.

It is critical that we receive this expenditure/revenue information from each county aging department because county departments of human services that also manage the aging department functions will be reporting aging revenues and expenditures.

The revenues and the sources of revenues county aging departments report on the HSRR should equal the total expenditures for the aging department for CY 06. The instructions for the HSRR are attached and should be of assistance in completing the form. But if you have questions please contact Chris Hendrickson, Office Strategic Finance at 608-261-7812 or email at hendrch@dhfs.state.wi.us.

Milwaukee Department on Aging – Reporting on the 942

For CY 2006 and ongoing the Milwaukee County Department on Aging is required to submit the DDE 942 report. 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 March 25th of each year.

Report Format and Due Dates

The HSRR instructions and the form are attached. The CY 06 report form should be filled out on the Excel Worksheet and emailed to Jane Hilgers at Hilgeja@dhfs.state.wi.us. 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
DDES, Room 851
Department of Health and Family Services
PO Box 7851
Madison, WI 53707-7851
Telephone – 608-266-9198
soshelp@dhfs.state.wi.us

Chris Hendrickson
OSF, Room 618
Department of Health and Family Services
PO Box 7850
Madison, WI 53707-7850
Telephone – 608-261-7812
Hendrch@dhfs.state.wi.us

MEMO WEB SITE: http://dhfs.wisconsin.gov/dsl_info/

Attachments:

1. [Expense Report For Human Service Programs](#) (PDF, 26KB)
2. [Expenditures by Revenue Source for Human Service Programs For Year Ended December 31](#) (PDF, 23KB)
3. [Target Group Definitions](#) (PDF, 22KB)
4. [DDE-942 Expenditure Report](#) (PDF)
5. [Human Services Revenue Report form](#) (Excel)

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