


**Index Title: Required Human Services Revenue Report
(HSRR) for County Departments of Aging – Annual
Report due May 15, 2008**

To: Listserv

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

From: Sinikka Santala 
Administrator

Subject: Requested Human Services Revenue Report (HSRR) For County Departments of Aging
Annual Report due May 15, 2008

Document Summary

The purpose of this memo is to share the revenue/expenditure reports that County Departments of Aging are required to complete for CY 07 expenditures and revenues. This HSRR report is due May 15, 2008. If the Aging Unit is part of the Human Services Department, all aging data is to be reported on the Human Services Report (HSRR), 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 HSRR Report instructions have been revised based on input from county financial managers. The following are changes from what was required for the CY 2006 report:

- The category under Revenue Source for State/Federal Revenues – The DHFS category 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 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.
- Some of these revised instructions will not affect the revenues reported by DOAs; however, we wanted to inform all parties of these changes

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

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 07. The instructions for the HSRR are attached and should be of assistance in completing the form. If you have questions please contact Chris Hendrickson, Division of Enterprise Services at 608-261-7812 or email at [hendrch@dhfs.state.wi.us](mailto:hendrck@dhfs.state.wi.us).

Milwaukee Department on Aging – Reporting on the 942

For CY 2007 and ongoing the Milwaukee County Department on Aging is required to submit the DDE 942 report. The DDE 942 report is attached, and 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.

Report Format and Due Dates

The HSRR instructions and the form are attached. The CY 07 report form should be filled out on the Excel Worksheet and emailed to soshelp@dhfs.state.wi.us by May 15, 2008. 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

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MEMO WEB SITE: http://dhs.wisconsin.gov/dsl_info/NumberedMemos/DLTC/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](#)