

HSRS TERMINAL OPERATOR'S GUIDE

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THE HUMAN SERVICES REPORTING SYSTEM

The Human Services Reporting System (HSRS) is a data collection system for social service and mental health clients, the services they receive, and the funds expended. This information meets both state and federal reporting requirements.

I. WHERE TO GET HELP

For HSRS application questions/problems:

SOS DESK

The SOS DESK is operated for reporting questions and/or problems related to the client specific reporting. These questions may include form completion, screen entry, programmatic concerns, assistance with problem cases, printout or output report content questions, and training requests.

Hours 8:00 - 11:30

12:30 - 4:00

You may call at other times and leave a message and someone will return your call at the beginning of the next shift.

Telephone (608) 266-9198

E-mail dhssoshelp@wisconsin.gov

FAX Number (608) 267-2437

Address SOS Desk

1 West Wilson Street, Room B150

P. O. Box 7851

Madison, Wisconsin 53707-7851

The HSRS databases are online Monday through Friday from 6:30 A.M. to 7:00 P.M.*, and Saturday from 8:00 A.M. to 5:00 P.M.

*They are taken offline the last business day of every month at 5:00 P.M. for end of month report processing.

For network related problems:

WISCONSIN HELP DESK

The WISCONSIN HELP DESK is operated for support and inquiry for any Network concerns or problems. Its primary task is to respond to all user requests for assistance, general systems information, and information on procedural matters. The WISCONSIN HELP DESK should be called whenever a printer or other piece of telecommunications equipment is not functioning properly. All problems with the network, whether they are hardware, application, telecommunications or response time should be reported to the WISCONSIN HELP DESK.

Toll free telephone: (866) 335-2180

TTY: (608)246-2583

Madison Telephone: (608) 261-4400

E-mail: helpdesk@wi.gov

HSRS HANDBOOK, TERMINAL OPERATOR'S GUIDE, FORMS, DESKCARDS, AODA & LTS REPORTS, FILE TRANSFER, AND ANNUAL REPORTS are available on the Internet at <http://dhs.wisconsin.gov/hsrs/index.htm>

II. DATA SECURITY ISSUES

The Human Services Reporting System (HSRS) program area has excellent security features to assure that client data is secure and kept confidential. The HSRS program area is one of several program areas with systems residing on the Department of Administration computer. Each program area has systems with sensitive data. Therefore, each system must have rules of access in order to maintain the integrity and confidentiality of the system data.

To request a new HSRS login ID, complete a DES-10 Computer Access Request form and FAX it to (608) 267-0484.

III. PASSWORD

You will need your USER ID number and current password each time you use HSRS. This information should be known to you and only you. It is important that this be kept confidential so that unauthorized persons cannot access any data on the system.

The first time you login, and at least every 30 days thereafter, you must establish a new password for yourself. Do not reuse the previous eight passwords. The procedure for doing this is the following:

1. SELECTION SCREEN is displayed:
Enter Selection Here: IMSFP. Press Enter. Top of screen will display the message: SESSION READY FOR INPUT.
2. Press the F2 key. Blank entry fields for your USER ID and PASSWORD will be displayed.
3. USER ID: Key ID number
PASSWORD: Key old password
NEW PASSWORD: Key new password.
New password:
 - must contain at least 1 numeric or special character (1, 2, 3, etc, #, @, *, \$, etc.)
 - must be 7 to 8 characters in length
 - cannot be all numeric
 - cannot match any of your last 8 passwords.
4. Press the ENTER Key. Use only the new password the next time you log in.

IV. HSRS LOG IN

1. SELECTION SCREEN is displayed.
Enter Selection Here: IMSFP
2. Press ENTER. TERMINAL CONNECTED TO IMS is displayed.
3. Press the F2 key. Blank entry fields for operator's USER ID and PASSWORD will be displayed.
4. Enter USER ID and password.
5. Press ENTER. Top of screen will display the message: SESSION READY FOR INPUT.
6. Type /for wØ8ØØo1 (one space after the /for).
7. Press ENTER. HSRS MAIN MENU will be displayed.
8. Make selection and press ENTER.

HSRS LOG OFF

1. Press the F10 key. HSRS MAIN MENU will be displayed.
2. Repeat the F10 key. You will be out of HSRS and back to SELECTION SCREEN.

V. LOCATING MENUS

The F keys at the top of the keyboard are set up to local menus:

F1 - Core Client Entry Menu

F2 - Inquiry Menu

F4 - General Menu

F5 - Main Menu - Also used for screen print on some screens.

F6 - AODA Entry Menu

F7 - Client Deletions Menu

F8 - Family Support Program Menu - Also used for Full Client Print on some screens.

F9 - Refresh screen - erases the information which appear on the screen.

F10 - Main Menu. Pressing it again will take you out of HSRS and log you off.

VI. NEXT SCREEN FUNCTION

The Next Screen function enables workers to move directly between entry screens without having to go through menu screens. In addition, the use of the Next Screen field will bring forward onto the new screen certain data elements such as Client ID Number and Episode Key, to facilitate easier interaction on the new screen.

To use the Next Screen function, type the screen number of your choice in the Next Screen field found on the lower right of all HSRS data entry screens. To ensure efficient and problem free passage among screens, please follow this two step procedure carefully:

1. Enter the next screen number together with the data you are entering on the present screen at the same time. Press Enter key. Data from the current screen together with the next screen indication are processed. (Next screen can be entered on inquiry screens also.)

Do not enter the next screen number AFTER the current screen is processed. Such action will process the same screen again and may result in the error message Data Already Exists.

Also, do not press the Enter key more than once. Such action will “stack up” the Next Screen requests in the memory of the computer. The result is that when you enter a number for a new Next Screen on a following screen, you will still get the previous Next Screen as many times as you had pressed the Enter key.

2. After the current screen has been processed (Client Successfully Registered, Updated, Services Added, etc.) together with Next Screen field, press the Page Up key to bring up the requested screen with the passed data. Do not press the Page Up key more than once. If pressed twice, the passed data might appear on the new screen but will not be recognized by the computer, and consequently be wiped out when the new transaction is processed.

When an invalid screen number is entered on the current screen, and the Page Up key is pressed following successful processing, the Main Menu will be brought up.

VII. PRINTING AND FULL CLIENT PRINT

Successful transactions will be confirmed via messages on the entry screens. No turnaround documents will be produced automatically by the system at the conclusion of successful transactions. You may still wish to print copies for several reasons:

- for documentation in case files
- as reference points for future updates or error corrections
- indicating Client ID, Episode/Module Key, and Program Number as reference for future inquires and transactions

There are three methods to choose from to produce these paper copies:

- press the F5 key after a successful transaction message is received
- on some screens the F8 key may be used for Full Client Print. Both the registration and service screens print together.
- use screen AA for Full Client Print

The F5 print function is available on many HSRS screens and is indicated at the bottom of the screen. The F8 Full Client Print is gradually being added to other screens as time permits.

If you are using the next screen function, first press the F5 key to print the screen, and then press the Page Up key to move to the next screen.

FULL CLIENT PRINT

Full Client Print is a way of printing both the registration and services screens together versus printing each screen separately. It provides a complete picture of the client's episode(s).

There are two ways of obtaining a Full Client Print:

- the F8 key will produce a Full Client Print. (Look for this feature at the bottom of the screen.)
- screen AA will produce a Full Client Print for one or more or all episodes using Client ID.

VIII. WHEN - CLIENT SPECIFIC REPORTING

MODULE	REPORTING FREQUENCY	REOPENING *
CORE	Due the last business day of February of the following year.	1 year
LONG TERM SUPPORT	Due monthly by the last business day of the following month.	1 year
FAMILY SUPPORT PROGRAM	Due annually by the last business day of February of the following year.	1 year
ALCOHOL AND OTHER DRUG ABUSE	Due quarterly by the last business day of April, July, October and February.	1 year
MENTAL HEALTH	Due quarterly by the last business day of April, July, October and February.	6 months

* Recommended time period for reopening closed episodes.

Program data entered without optional dates will reflect activity in only one year (Origination Year). If such a program continues into the following year it must be re-entered to record that year's activity. If optional program dates (SPC Start Date and End Date) are used, the program remains open until the Program End Date is entered. In this case no re-entry of the program is necessary. It is expected that agencies reporting on-line will want to continue more frequent (daily or weekly) data entry to avoid keying backlogs and have up-to-date data available.

WHEN - HRSR EXPENSE REPORTING F-20942

Due April 30th of the following year.

All reports must be submitted via the Internet at <https:wsp4.state.wi.us/hfs/hsrs/F942>.

WHEN – HUMAN SERVICES REVENUE REPORT (HSRR) F-22540

Due May 15th of the following year.

All reports must be submitted via the Internet at <https:wsp4.state.wi.us/hfs/hsrs/Hsrr>.

IX. ENTERPRISE OUTPUT SOLUTION (EOS)

EOS may be used to view and print most HSRS reports in county agencies. This is beneficial when a report is needed quickly, or when only select portions are needed. Also, this feature is useful for looking up information which you may not need to print.

EOS LOG IN

- When SELECTION SCREEN is displayed; enter EOSP.
- Press ENTER.
- The following screen will be displayed.

```
PF 1/13 HELP-COMMAND ==>
IDENTIFICATION CHECKING- LU -> VTCC1ARZ

USER NAME      ==>
PASSWORD       ==>
NEW PASSWORD   ==>
VERIFY PASSWORD ==>

*----- ENTERPRISE OUTPUT SOLUTION -----*
*      EEEEEEEEEEEEEEE          0000000000          SSSSSSSSS          *
*      EEEEEEEEEEEEEEE          0000000000000000          SSSSSSSSSSS          *
*      EEE          00000          00000          SSSS          *
*      EEE          0000          0000          SSSS          *
*      EEE          0000          0000          SSSSS          *
*      EEEEEEEEE          0000          0000          SSSSSSS          *
*      EEE          0000          0000          SSSSS          *
*      EEE          00000          00000          SSSS          *
*      EEEEEEEEEEEEEEEEE          0000000000000000          SSSSSSSSSSS          *
*      EEEEEEEEEEEEEEE          0000000000          SSSSSSSSS          *
*----- VTAM SUPPORT ----- V1 R2
```

- Type USER ID and PASSWORD; press ENTER.

A Directory Selection Screen will be displayed with your cursor in the Form Name field. If you know the form number, enter it and press Enter. A directory of reports matching that form number will be displayed. If you do not know the form number for the report you wish to view, enter LH.. in FORM NAME, press enter and a list of HSRS reports will be displayed.

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      SSR014 ITSEOSP.EOS.RINDX.UD001
-DIRECTORY SELECTION- USER-> PWR719      TR-> 1606      TP-> 2694361 TL-> 152229K

FORM NAME          ==> LH. .          APPL. (JOBNAME)   ==>
REPORT NAME        ==>                DEFERRED ONLY     ==> <- ENTER Y
REPORT ROOTNAME    ==>
NOTEPAD HEADER     ==>

REPORT VERSION     ==>                PRINTED REPORTS   ==> <- ENTER Y/N
REPORT STATUS      ==>                DISPLAYED REPORTS ==> <- ENTER Y/N

FROM DATE AND TIME ==>                /                EXPIRATION DATE   ==>
TO DATE AND TIME   ==>                /                ARCHIVAL DATE     ==>

DESTINATION        ==>                ROOM NUMBER       ==>
OUTPUT FORM        ==>                CLASS ==>         LOCAL PRIORITY     ==>

TOP SEARCH         ==> <- ENTER Y

WITH TOC ONLY      ==> <- ENTER Y     SELECTION ON TOC  ==> <- ENTER Y

```

VIEWING A REPORT

- Tab down to the report in the A column.
- Enter an S (Select) and press ENTER.
- (Enter a V to view different versions and press ENTER)

PF 1/13 HELP - COMMAND ==>

- REPORT INDEX - -> RINDX SS9006 ITSEOSP.EOS.RINDX.UDOO1

- REPORT DIRECTORY - USER -> OWR719 TR -> 2309 TP -> 3206092 TL ->

A-C-REPORT NAME- - - -FORM - REPORT DESCRIPTION - - - -NOTEPAD HEADER - - -

HSRS-L330	LH16	SPC REVIEW DATE TICKLER
HSRS-L800	LH28	SPC PROV WAIVER CLIENTS UNIT RPT
HSRS-L810	LH29	WORKER WAIVER CLIENT UNITS SUM
HSRS-L253	LH13	ALPHABETIC SPC PROVIDER RPT
HSRS-L300	LHBG	LTS UNITS AND COSTS SUMMARY CY
HSRS-L103	LH03	TARGET GROUP BY SPC SERVICE SUMM
HSRS-S002	LH92	HSRS-MTHEND02 - PW0089CJ
HSRS-L502	LH19	JUDICIAL/ADMINIS REVIEW TICKLER
HSRS-S004	LH94	HSRS-MTHEND04 - PW0089EJ
HSRS-L910	LH31	WORKER COMBINED UNITS RPT
HSRS-L533	LH22	MONTHLY WORKER CSC SUMMARY
HSRS-L534	LH23	MONTHLY AGENCY CSC SUMMARY
HSRS-L700	LH26	SPC PROVIDER COP UNITS REPORT
HSRS-L710	LH27	WORKER COP UNITS SUMMARY
HSRS-L220	LH08	CASE REVIEW DATE TICKLER
HSRS-L104	LH04	SPC BY TARGET GROUP SERVICE SUMM
HSRS-L400	LH17	SPC PROVIDER SERVICE SUMMARY

MOVING AROUND THE REPORT

The screen will display only 20 lines and 80 characters of each line at one time. The reports contain 132 characters per line and as many lines as are needed. To bring different parts of the report to the screen use the following keys:

- F11 to look at the right side of the report
- F10 to move back to the left side
- F8 to move forward (down) in the report
- F7 to move backward (up) in the report
- m, F8 to move to bottom of report
- m, F7 to move to top of report

To find a specific person type F JOHN (find John) in COMMAND and enter, where JOHN is the value you are searching for. (This example will find all Johns as well as Johnsons.) You may also use ID or episode code (or portions of them) in the command. If you wish to continue looking for more occurrences of your search value, press the F5 key.

The number of pages appears at the upper right. To go to a specific page enter P9, where 9 is the page number you wish to go to.

PRINTING THE REPORT LOCALLY

- From the report list, Type P (print) in the A column next to the report you wish to print and press enter.
- The following screen will be displayed:

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RI NDX      SSR014 I TSEOSP. EOS. RI NDX. UD001
-SINGLE EXTRACT MENU (1) USER-> PWR719
  REPORT NAME -> HSRS-L230      TOTAL PAGES-> 40848   TOTAL LINES-> 1864684

TECHNI QUE          ==> Q <----- /Q(D. QUEUING)

                                PAGE FORMAT ==> LH09
                                OUTPUT LI MIT ==>

                                -FOR PARTIAL EXTRACT REQUEST ONLY-
FROM/TO LI NE(S)  ==>
FROM/TO LI NE(S)  ==>
```

- Tab down to the FROM/TO line(s).
- Enter the pages you wish to print. Example: p5,p8 will print pages 5 through 8.
- Press ENTER.
- The following screen will be displayed:

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RI NDX      SSR014 I TSEOSP. EOS. RI NDX. UD001
-SINGLE EXTRACT MENU (2) USER-> PWR719
  REPORT NAME -> HSR5-L230      TOTAL PAGES-> 2      TOTAL LINES->
----- EXTRACTI ON REQUESTED FOR SYSTEM PRINTER (VIA DIRECT QUEUING) -----
  Y/YES ON THE COMMAND LINE TO CONFIRM END OF INPUT, C/CAN/CANCEL TO ABORT.
PRINT FORMAT (REP/SEP) ==>      /

DEST          ==> u9999          OUTPUT CLASS ==> a
FORM          ==>              WRITER NAME   ==>
COPIES ==>              FCB          ==>      UCS          ==>

OUTPUT REFERENCES ==>      /      /      /

HEADER LINES          SEPARATOR NUMBER
  1 ==> PWR719        USER (TOP/BOT)   ==> 0 / 0
  2 ==> SOS DESK     REPORT (TOP/BOT) ==> 0 / 0
  3 ==> HFS          WITH PACKET INDEX ==> N
  4 ==>              DELETE AFTER EXTRACT ==> N
  5 ==> 6-9198**518
LASER PRINTER  -----> NONE

```

- Enter the printer address in DEST (destination) which must be a U followed by four digits.
- Enter A in OUTPUT CLASS.
- The total number of pages will be listed on the top center.
- If the request is incorrect, enter C to cancel.
- The following screen will be displayed:

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RI NDX      SSR014 I TSEOSP. EOS. RI NDX. UD001
-PRINT/EXTRACT RESULT- USER-> PWR719

***** EXTRACT CANCELLED *****

```

- Press F3 again and redo the request.
- If the request is correct, enter a Y on the COMMAND line.
- Press ENTER.
- The following screen will be displayed:

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      SSR014 ITSEOSP. EOS. RINDX. UD001
-PRINT/EXTRACT RESULT-     USER-> PWR719

***** EXTRACTION REQUESTED (VIA DIRECT QUEUING) *****

JOB NAME      ---> EOSP      JOBID      ---> STC30068
QUEUED AT : 09.13.51 05/21/03 (03141) TO SERVICE EXTRACT REQUEST.

```

- The data will then print.
- To exit, press F3.

SIGNING OFF OF EOS

- Continue to press the F3 key until you are signed off.

VIEWING PROVIDER NUMBERS

To quickly get to your specific county provider numbers, after retrieving the report, type F 22NNNN, where 22 is the provider type for foster homes and NNNN is your reporting unit code. This will take you to the first occurrence of a foster home in your agency. (You must press the F5 key until your agency's numbers come up.) You may use the following provider types, followed by your reporting agency ID, to get your agency's providers numbers:

Foster Home	22NNNN
Adult Family Home	36NNNN
Adult Day Care	43NNNN
ICF-MR Facility	40NNNN
Supportive Home Care	70, 71, OR 72NNNN
Child Day Care	76, 77, 78, 79, OR 80NNNN
Nursing Home	86NNNN
Approved Ancillary Services	88NNNN
Other	89NNNN

X. HSRs MAIN MENU

99/99/99 08:30:55	Human Services Reporting System Main Menu	xxxxxxx PW0800
HSRS ENTRY MENU		
01--CORE CLIENT ENTRY MENU	A1--AODA ENTRY MENU	
02--HSRS INQUIRY MENU	AA--FULL CLIENT PRINT	
03--CSC / ADOPTIONS MENU	SE--SUPPORTED EMPLOYMENT MENU	
05--LOCAL REPORTS MENU	MH--MENTAL HEALTH MENU	
07--CLIENT DELETIONS MENU	67--BIRTH TO THREE MENU	
09--FAMILY SUPPORT MENU	LT--LONG TERM SUPPORT MENU	
21--HSRS GENERAL MENU		
MAKE SELECTION AND PRESS ENTER: ___		

MAIN MENU

XI. CORE SCREENS

06/13/05 12: 35: 05	Human Services Reporting System Client Entry Menu	999999 PW0801
HSRS ENTRY MENU		
11--CLIENT REGISTRATION N/U/I 14--CLIENT SERVICES NEW-E/U 15--MULTIPLE CLIENT SERVICE UNITS ENTRY		
MAKE SELECTION AND PRESS ENTER: ___		
Depress PF10 to return to HSRS Main Menu		

CORE MENU

06 05/24/07 PWR719A 09: 06: 15	Human Services Reporting System HSRS INQUIRY MENU	PW0802
CORE	FAMILY SUPPORT	
11--CLIENT REGISTRATION	94--FSP REGISTRATION	
86--CORE SERVICES	96--FSP SERVICES	
	98--SERVICES EXPENDITURES	
CSC	AODA	
33--CSC PAYMENTS	A3--AODA REGISTRATION	
37--CSC HISTORY	A4--AODA SERVICES	
86--CSC SERVICES	A7--AODA MULTIPLE CLIENT UNITS	
88--CSC REGISTRATION + FISCAL	ADOPTIONS	
LTS	B1--ADOPTIONS REGISTRATION	
L1--LTS REGISTRATION	B2--ADOPTIONS FINALIZATION	
L2--LTS SERVICES	SUPPORTED EMPLOYMENT	
L3--LTS MULTIPLE SERVICES/COSTS	S1--SE REGISTRATION	
MENTAL HEALTH	S2--SE JOB INFORMATION	
M1--MH REGISTRATION	S3--1 MONTH SEMI-ANNUAL REPORT	
M2--MH SERVICES	BIRTH TO THREE	
M4--CONSUMER STATUS	68--BIRTH TO THREE REGISTRATION	
	69--BIRTH TO THREE SERVICES	
	MAKE SELECTION AND PRESS ENTER: ___	
PF10 - MAIN MENU		

INQUIRY MENU

```

06/13/05          Human Services Reporting System          9999999
12: 40: 43          CORE CLIENT REGISTRATION              PW0811
SCREEN 11 TRANS TYPE _ (N/U/I)          WORKER ID*: _____
                                           SSN* : _____
CLIENT ID: _____          MODULE KEY: _____

NAME LAST _____ FIRST _____
MIDDLE _____ SUFFIX _____

BIRTHDATE: ___ / ___ / _____ SEX: _ HI SP(Y/N): _ RACE: _____
CLIENT CHAR: _____
***** OPTIONAL DATA *****
STREET: _____
CITY: _____
STATE: _____ ZIP: _____ COUNTY: _____ TEL NO: _____
START DATE: _____ NEXT REVIEW DATE: _____
DIAGNOSIS: _____ CLOSING DATE: _____
CLOSING REASON: _____ FAMILY ID: _____
LOCAL TEXT: _____ NEXT SCREEN _____
PF1 - ENTRY MENU      PF5 - PRINT      PF8 - CLIENT PRINT

```

SCREEN 11

CORE REGISTRATION

Use to enter, update or inquire registration information

NOTES

When you register a client, the program checks to see if a client with an identical name, birthdate, and sex exists on the system. If the only difference between what is recorded on the system and what you are trying to register is a middle name or a suffix, you will get the following warning upon pressing Enter: "CLIENT MAY ALREADY EXIST ON HSRG; MUST PRESS PA1 FOR NAME INQUIRY." When you get to Screen 62 you will see all clients established for your agency with identical first and last names, birthdates, and sexes, together with their IDs.

If you find the client you are trying to enter on the name search screen (62), enter an X in the Select column next to that client's name and 11 in the Next Screen field. Press Enter. The same screen will be returned with the client you have selected. Press the Page Up key to go to screen 11 with the information. You can now register the client as is, or if you choose, you can remove the name, birthdate, sex, and ethnic code but leave the ID in. You must enter the Client Characteristics. If an open Core episode exists for the client, you will receive a message rejecting your entry.

SCREEN 11

CORE REGISTRATION NEW (continued)

If the clients you see on Screen 62 with the same name, birthdate, and sex do not include the client you are trying to register, enter an X next to any client, enter 11 in the Next Screen field and press Enter. The return screen will display the name. Press Page Up to go to screen 11. Screen 11 returns with the information for the client from Screen 61. This information must be changed to your new client's information. To do so remove the ID and add (or remove) middle name and/or suffix and add Hispanic, Race codes and Client Characteristics. When you press Enter you will receive a new ID for this new client. YOU MUST follow this procedure via the Next Screen Function in order to get to Screen 11. If you go directly to Screen 11 the program will send you to Screen 61 again.

This edit also applies to registration screens 59, A3, M1, and L1.

Enter zeros to remove the middle name or suffix.

99/99/99
10:10:11

Human Services Reporting System
CORE SERVICES NEW AND UPDATE

xxxxxxx
PWO814

SCREEN 14

WORKER ID*: _____
MA/SSN: _____

MODULE KEY: _____

PGM NO	SPC CODE	TAR GRP	UNITS DAYS*	OTHER UNITS*	DELVY MM*YYYY	SPC* START-DT MMDDYYYY	SPC* END-DT MMDDYYYY	PROVIDER NUMBER*	NEXT* REV-DT MM*YYYY
—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—

NEXT SCREEN ___

PF1 - CLIENT ENTRY MENU PF5 - PRINT PF8 - CLIENT PRINT
*Denotes optional data field
DELIVERY DATE DEFAULTS TO CURRENT MM/YYYY UNLESS KEYED DIFFERENTLY

SCREEN 14

CORE SERVICES

Use to enter or update services.

NOTES

MODULE KEY - Required

PROGRAM NUMBER - Enter program number if already generated.

SPC CODE - Enter SPC to generate a new service.

UNIT DAYS - Three whole number places are provided. Example: 28 days = 28. This field is right-justified which means you do not have to zero fill the number.

CHANGING UNITS TOTAL FOR A GIVEN MONTH

If units are already entered for an SPC or Cluster for a given month, when you enter a different number of units for this program number for the same month on Screen 14, the new entry will REPLACE the old number of units. Use this method to error correct or update the actual total provided during a given month.

ADDING UNITS FOR A NEW MONTH

To add units for the same program but for a different month, enter the month (and year) for which you are entering the units and the number of units.

SCREEN 14

CORE SERVICES (continued)

The system will both keep track of the number of units provided in a program for each month, and keep a cumulative count for the year to date. Thus, when viewing a services inquiry, the number of units shown will be the total number of units provided under this program for the year-to-date unless inquiry is requested for a specific month and/or year. In sum, units cannot be added to a given month - the new entry replaces the number.

OTHER UNITS -

Three whole numbers plus two decimal places are provided.
Example: 22.75. Do not enter the decimal point.

This field is right-justified which means you do not have to zero fill the number.

The same procedures apply for changing units or adding units as noted above under UNIT DAYS.

DELIVERY MM/YYYY - Enter only if different than current month and year. It is important to key this information when entering data after the end of the year for the previous year.

99/99/99
10:18:58

Human Services Reporting System
HSRS CORE UNITS REPORTING

xxxxxxx
PW0815

SCREEN 15

DELIVERY MM/YYYYY _ _ _ _

EPI SODE	PGM KEY	UNIT DAYS	OTHER UNITS	DELIV MM--YYYY	SPC-END-DT MMDDYYYY	EPSD-END-DT MMDDYYYY
_____	__	___	___	__	_____	_____
_____	__	___	___	__	_____	_____
_____	__	___	___	__	_____	_____
_____	__	___	___	__	_____	_____
_____	__	___	___	__	_____	_____
_____	__	___	___	__	_____	_____
_____	__	___	___	__	_____	_____
_____	__	___	___	__	_____	_____
_____	__	___	___	__	_____	_____

PF5 - PRINT

PF10 TO RETURN TO MAIN MENU

NEXT SCREEN

SCREEN 15

CORE UNITS REPORTING

Use to enter units for several Core clients/episodes on the same screen.

NOTES

DELIVERY MM/YYYYY – Enter the delivery month and year at the top of the screen. If units for different months are entered on this screen, enter the delivery month and year in the middle field -DELIV MM/YYYYY. The date entered on the strip (middle field) will override the date entered at the top of the screen.

EPI SODE – When making multiple entries for the same episode, you do not need to repeat the episode key on each line. Simply enter the episode key on the first entry line, then enter a quotation mark (“) under that episode key for each entry for this episode. This will eliminate the need to key the eight character episode key for each entry.

SPC END DT – Enter the SPC End Date only if you wish to close the service.

```

99/99/99          Human Services Reporting System          xxxxxxxx
10: 49: 44          SERVICES INQUIRY                      PW0886

SCREEN 86

EPI SODE KEY: _____

*DELVY:  __  _____  AGENCY ID:  _____
          MM  YYYY

**NEXT SCREEN  __

Depress ENTER - Process Query  PF2 - Client Inquiry Menu
PF8 - ID Inquiry  PF9 - Episode Inquiry  PF10 - Exit
*Defaults to current year unless keyed differently
**Leave next screen BLANK to select SPC on SCREEN 87

```

```

04/21/04          Human Services Reporting System          xxxxxxxx
09: 45: 24          SERVICES INQUIRY                      PW0887
SCREEN 87
CLIENT ID:  _____  EPI SODE CODE:  _____  MODULE TYPE:  _____
NAME:  _____  WORKER ID:  _____

SEL  PGM  SPC  TAR  UNI TS  OTHER  DELVY  SPC*  SPC*  PROVIDER  NEXT*
NO   CODE GRP  DAYS*  UNI TS*  MM*YYYY  MMDDYYYY  MMDDYYYY  NUMBER*  REV-DT
                                     MM*YYYY

-   -   -   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -   -   -
-   -   -   -   -   -   -   -   -   -   -

PF2 - INQUIRY MENU          PF5 - PRINT          PF8 - ID INQUIRY
PF9 - EPISODE INQUIRY     PF10 - EXIT

NEXT SCREEN:  __

```

SCREEN 86 CLIENT SERVICES INQUIRY BY EPISODE KEY
 SCREEN 87

Enter Episode Key on Screen 86 to view all services entered for that episode on Screen 87 (both active and closed). Entry of Delivery Month and Year will cause units for that month/year to be displayed. If no date is entered, the current year's units are shown. If only a year is entered, all units for that year are shown.

NOTES

SEL SPC - Key an X in the select SPC column to view or update a specific service; also key in a Next Screen number. Press Enter key. Press the Page Up key. The selected service will move forward to the chosen next Screen. A maximum of 4 SPCs per Screen can be moved forward using this function.

XII. GENERAL AND INQUIRY MENUS

99/99/99 14: 00: 29	Human Services Reporting System HSRS GENERAL MENU	xxxxxxx PW0821
05--LOCAL REPORTS MENU INQUIRY 18--FSP/AODA/MH/LTS OPTIONAL DATA 23--WORKER FILE INQUIRY/UPDATE W1--WORKER NAME INQUIRY 46--EPISODE/MODULE TYPE LIST 61--CLIENT NAME SEARCH INQUIRY P1--PROVIDER FILE INQUIRY AA--FULL CLIENT PRINT		
MAKE SELECTION AND PRESS ENTER: ___		
PF10 - MAIN MENU		

GENERAL MENU

05/24/07 09: 06: 15	Human Services Reporting System HSRS INQUIRY MENU	99999 PW0802
CORE		
11--CLIENT REGISTRATION	94--FSP REGISTRATION	FAMILY SUPPORT
86--CORE SERVICES	96--FSP SERVICES	
	98--SERVICES EXPENDITURES	
CSC		
33--CSC PAYMENTS	A3--AODA REGISTRATION	AODA
37--CSC HISTORY	A4--AODA SERVICES	
86--CSC SERVICES	A7--AODA MULTIPLE CLIENT UNITS	
88--CSC REGISTRATION + FISCAL		ADOPTIONS
LTS		
L1--LTS REGISTRATION	B1--ADOPTIONS REGISTRATION	
L2--LTS SERVICES	B2--ADOPTIONS FINALIZATION	
L3--LTS MULTIPLE SERVICES/COSTS		SUPPORTED EMPLOYMENT
MENTAL HEALTH		
M1--MH REGISTRATION	S1--SE REGISTRATION	
M2--MH SERVICES	S2--SE JOB INFORMATION	
M4--CONSUMER STATUS	S3--1 MONTH SEMI-ANNUAL REPORT	
		BIRTH TO THREE
		68--BIRTH TO THREE REGISTRATION
		69--BIRTH TO THREE SERVICES
MAKE SELECTION AND PRESS ENTER: ___		
PF10 - MAIN MENU		

INQUIRY MENU

Inquiry screens can be found in each individual module section.

09/99/99
13:14:26

Human Services Reporting System
LOCAL REPORTS MENU INQUIRY

xxxxxxx
PW0805

SCREEN 05

REPORTING UNIT _____

***Report changes must be entered 3 days prior to month end processing**

Depress ENTER - Process Query PF2 - Client Inquiry Menu PF10 - EXIT

99/99/99
14:04:12

Human Services Reporting System
LOCAL REPORTS MENU

xxxxxxx
PW0808

SCREEN 08

REPORTING UNIT: _____

TRAN CODE A, C OR D	REPORT NUMBER	MONTHLY/ QUARTERLY	PRINT COPIES	MI CROFI CHE COPIES
-	_____	-	-	-
-	_____	-	-	-
-	_____	-	-	-
-	_____	-	-	-
-	_____	-	-	-
-	_____	-	-	-
-	_____	-	-	-
-	_____	-	-	-
-	_____	-	-	-
-	_____	-	-	-
-	_____	-	-	-
-	_____	-	-	-

PF2 - CLIENT INQUIRY MENU PF5 - PRINT PF10 - EXIT

SCREEN 05
SCREEN 08

LOCAL REPORTS MENU

Enter reporting unit number on Screen 05 to view list of output reports received by agency on Screen 08. Use to add, change, or delete output reports received by the agency. Entry must be made at least three days prior to the last working day of the month.

NOTES

TRAN CODE - Transaction Code types are A = Add, C = Change, D = Delete
REPORT NUMBER - Enter four digit report number. See Appendix B of the HSRS Handbook for report numbers.

SCREENS 05 & 08 LOCAL REPORTS MENU (continued)

MONTHLY/QUARTERLY - Enter an M to receive the report monthly, or a Q to receive it quarterly.

PRINT COPIES AND MICROFICHE COPIES - Enter a one digit number up to nine.

Requested reports are automatically available on EOS on the first day of each month.

04/21/04	Human Services Reporting System	xxxxxx
09:48:02	FSP/AODA/MH/LTS OPTIONAL ELEMENTS ENTRY	PW0818
SCREEN 18		
MODULE KEY: _____	CLIENT ID ____ - ____ - ____ - ____	WORKER ID _____
NAME _____		
* * * * * OPTIONAL DATA * * * * *		
ADDRESS:		
STREET: _____		
CITY: _____		
STATE: ____	ZIP: _____	COUNTY: ____
TEL NO: ____ - ____ - ____		
NEXT REVIEW DATE: _____	DIAGNOSIS: _____	
FAMILY ID: _____	LOCAL TEXT: _____	
PF5 - PRINT PF8 - FULL CLIENT PRINT PF9 - REFRESH SCREEN PF10 - MAIN MENU		
Enter MODULE KEY only, for display of current data		

SCREEN 18 FSP/AODA/MH/LTS OPTIONAL ELEMENTS ENTRY/INQUIRY

Use to enter optional data elements for module clients.

NOTES

Enter Module Key and press enter to view current data.
 Enter zeros to remove data.

99/99/99
10:40:22

Human Services Reporting System
HSRS WORKER DATA SCREEN

xxxxxxx
PW0823

SCREEN 23

TRAN-CODE: _ (A=ADD, C=CHG, D=DEL, BLANK=QUERY)

WORKER NUMBER _____

LAST NAME _____

FIRST NAME _____

MIDDLE INITIAL* _

SUFFIX* _____

SUPERVISOR/UNIT-CODE* _____

Add requires Tran-Code, Worker-Number, First-Name and Last-Name
For Delete or Query enter only Tran-Code and Worker-Number
Change requires Tran-Code, Worker-Number and change data

PF5 - PRINT PF10 TO RETURN TO MAIN MENU * Denotes optional data

SCREEN 23 WORKER NUMBER ENTRY AND INQUIRY

Use to add, change, delete, or query HSRS worker numbers.


```

99/99/99          Human Services Reporting System          xxxxxxxx
11: 06: 03      EPI SODE/MODULE TYPE LIST INQUIRY      PW0846

SCREEN 46

CLIENT ID : _____

NEXT SCREEN ____

PF10 - MAIN MENU

```

```

04/21/04          Human Services Reporting System          xxxxxx
09: 50: 09      EPI SODE/MODULE TYPE LIST INQUIRY      PW0847

SCREEN 47
CLIENT ID _____
NAME _____
SELECT EPD      EPI SODE      MODULE      ORIGIN      START      END      WORKER      AGENCY
KEY            DATE            DATE            DATE            DATE            ID            ID

- _____ - _____ - _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____ - _____ - _____

PF5 - PRINT      PF8 - EPD LIST INQUIRY      PF10 - MAIN MENU

NEXT SCREEN ____

```

SCREEN 46 EPISODE/MODULE TYPE LIST INQUIRY
 SCREEN 47

Enter the Client ID number on Screen 46 to view all episodes associated with a client, both opened and closed for all modules on Screen 47.

NOTES

SELECT EPD – To inquire one of the episodes, move the cursor to the chosen episode in the Select Episode field and type X. Then, enter the Next Screen of your choice in the lower right-hand corner.

SCREEN 46 & 47

EPISODE/MODULE TYPE LIST INQUIRY (continued)

If you have entered it on the previous Screen 46, make sure it is the screen you want to see next. Press enter. You will see a listing on Screen 47 showing only the episode you have selected. Press the Page Up key and the next screen of your choice with the client's data carried forward will be displayed.

In selecting a Next Screen, you can move to all inquiry, update, error correct, and deletions screens.

ORIGIN DATE –

The date the information was keyed into the system.

99/99/99
11: 01: 39

Human Services Reporting System
CLIENT NAME SEARCH INQUIRY

xxxxxxx
PW0861

SCREEN 61

CLIENT LAST NAME : _____

FIRST NAME : _____

AGENCY ID : _____

PF10 - MAIN MENU

SCREEN 61 CLIENT NAME SEARCH INQUIRY

Use to locate names and client ID numbers previously entered. The information will appear on Screen 62.

NOTES

Enter the client information available. If there is uncertainty about the name, enter only the beginning letters of the last and first name. Type an asterisk (*) at the points of the truncated name. For example, if you are not sure whether the last name is Smith or Smythe, type Sm*. The minimum requirement for the search is at least the first two letters of the last name. Use the Client Name Search to avoid entering duplicate clients.


```

99/99/99          Human Services Reporting System          xxxxxxxx
11: 13: 44          PROVIDER INQUIRY                      PW08P1
SCREEN P1

PROVIDER NUMBER: _____ PROVIDER TYPE:  __

COUNTY CODE:  __  enter WI for state search

PROVIDER NAME 1: _____
PROVIDER NAME 2: _____

NOTE:  enter an * in name fields to represent
       an unknown letter or at the end of the
       name or provider number for a partial
       search of those fields.

PF2 - INQUIRY MENU  PF5 - PRINT  PF9 - REFRESH SCREEN  PF10 - MAIN MENU

```

```

99/99/99          Human Services Reporting System          xxxxxxxx
11: 15: 29          PROVIDER INQUIRY LIST                PW08P2
SCREEN P2

PROVIDER  PROV  CTY  PROVIDER  PROVIDER
NUMBER    TYPE  CODE  NAME1     NAME2

SEARCH
SEL  _____  ___  _____  _____
-   _____  ___  _____  _____
-   _____  ___  _____  _____
-   _____  ___  _____  _____
-   _____  ___  _____  _____
-   _____  ___  _____  _____
-   _____  ___  _____  _____
-   _____  ___  _____  _____
-   _____  ___  _____  _____
-   _____  ___  _____  _____
-   _____  ___  _____  _____
-   _____  ___  _____  _____
-   _____  ___  _____  _____
-   _____  ___  _____  _____
-   _____  ___  _____  _____

PF2: INQ MENU  PF5: PRINT  PF8: BACK  PF9: ENTRY (P1)  PF10: MAIN MENU

```

SCREEN P1
SCREEN P2

PROVIDER NUMBER INQUIRY
PROVIDER NUMBER INQUIRY LIST

Use to inquire provider information by:
number, provider type, name, or county

Enter information on Screen P1 and Screen P2 will return
with the provider listing.

PROVIDER NUMBER INQUIRY SCREENS P1 AND P2 (continued)

NOTES

Wild cards can be used as unknown values in the provider inquiry. There are two wild cards for

Screen P1:

- an asterisk (*) is used for a ONE position wild card and
- a percent sign (%) is used for a MANY position wild card.

These wild cards can be used in any fields on Screen P1.

COUNTY CODE - County code will default to the inquiring agency's code unless (P1) otherwise indicated. WI can be entered for a statewide search, but this can return many names and should be used only when appropriate.

SEARCH SEL - If you want additional information on one of the providers displayed (P2) on P2, move the cursor to the chosen provider in the Search Select field, type X, and press enter. Screen 91A will be returned with detailed information about the chosen provider.

SOME EXAMPLES:

1. Search for a provider number with "luth" in the name. On Screen P1 enter %luth% on the Provider Name 1 line and press enter. Screen P2 will return with a list of providers that fit that description. (If you need more data on one provider, put an X in the Search Select column on the left and press enter. Screen 91A will return with all data about that provider.)
2. Partial provider number search. You may search for provider numbers if you only know a few digits of the number.
3. Search for all providers in a specific type category such as Adult Family Home--type 36. On Screen P1 enter a 36 in Provider Type. Screen P2 will return with all Adult Family Homes within your county or the county code you entered.

```

99/99/99          Human Services Reporting System          xxxxxxxx
11:17:51          PROVIDER FILE                          PW0891A

SCREEN 91(A)

PROVIDER NUMBER   _____
FACILITY NAME     _____
OPERATOR(S)/PARENT ORG _____
ADDRESS           _____
CITY              _____
ZIP CODE          _____
COUNTY           _____
PROVIDER TYPE     _____
LICENSE           _____
LIC AGENCY NAME   _____
REQUESTING AGENCY RU _____
CURRENT MONTHLY RATE _____
CURRENT DAILY RATE _____
ACTIVE PROVIDER IND -
DATE KEYPED      _____

BOARD OP FAC     _____
PREV MONTHLY RATE _____
PREV DAILY RATE  _____
EFFECTIVE DATE   _____

Press ENTER for second page of Screen 91.

```

```

99/99/99          Human Services Reporting System          xxxxxxxx
11:19:40          PROVIDER FILE                          PW0891B

SCREEN 91(B)

FOSTER FAMILY STRUCTURE _

FIRST FOSTER CARETAKER:
  BIRTH YEAR _____
  HISP(Y/N)  _____
  RACE       _____

SECOND FOSTER CARETAKER:
  BIRTH YEAR _____
  HISP(Y/N)  _____
  RACE       _____

PF2 - INQUIRY MENU   PF5 - PRINT   PF9 - REFRESH SCREEN   PF10 - MAIN MENU

```

SCREEN 91A
SCREEN 91B

PROVIDER FILE INQUIRY

Screens 91A and 91B will return with information about a specific provider when a selection is made on Screen P2.

NOTES

Screen 91A - Do NOT use (P) F keys on Screen 91A. Pressing ENTER transfers you to Screen 91B.

SCREEN 91B –

If a (P)F key was mistakenly used on Screen 91A, use the ENTER key on Screen 91B to exit.

If a (P)F key was used on both Screens 91A and 91B, one of the following messages will appear: PROGRAM FUNCTION KEY LITERAL ALLOWED ONLY ONE PER MESSAGE, or INPUT MUST BEGIN FROM FIRST PHYSICAL PAGE. Press the PAUSE key and reenter /for W0800o1.

FULL CLIENT PRINT SCREEN

```

99/99/99          Human Services Reporting System          xxxxxxxx
11: 22: 54        HSRS Full Client Print Entry           PW08AA
SCREEN AA

CLIENT ID: _____ *YEAR: _____

- COR          - CSC          - ADOP
- COP          - FSP          - SE
- MA          - AODA          - LTS
- B3          - MH
- ALL MODULES

- **ALL EPI SODES WITHIN MODULE(S)

AGENCY: _____ (MIS section + REGIONAL OFFICES only)

*Specifies year for which units/costs will be shown.
If no year is entered total units/costs (ALL years) will be printed.
**IF NOT selected then ONLY the most current episode per module is displayed.
# Module unavailable at this time
ENTER - PROCESS QUERY   PF2 - INQUIRY MENU   PF9 - REFRESH SCREEN
PF10 - MAIN MENU
    
```

```

04/21/04          Human Services Reporting System          xxxxxx
11: 16: 55        HSRS Full Client Print                 PW08BB
SCREEN BB
CLIENT ID: _____
NAME: _____

- PRINT ALL EPI SODES DISPLAYED
MODTYPE SEL EPI SODE   START DATE   END DATE   SEL EPI SODE   START DATE   END DATE
_____-__-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-__-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-__-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-__-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-__-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-__-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-__-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-__-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-__-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-__-_____-_____-_____-_____-_____-_____-_____-_____-_____-
PF2 - INQUIRY MENU   PF5 - PRINT   PF9 - ENTRY SCREEN AA   PF10 - MAIN MENU
    
```

SCREEN AA
SCREEN BB

FULL CLIENT PRINT ENTRY
FULL CLIENT PRINT
Enter Client ID and an X next to the episode type on Screen AA that you wish to print. Screen BB returns. Select episode(s) you wish to print on screen BB.

