610 Reporting EZ

To obtain a 610 form to use every month for reporting click on the link below:

https://danecountyhumanservices.org/Providers/DataCollection/client_data_monthly_reporting_other.aspx

Click on the arrow next to "Reporting" and select "Monthly Client Reporting". Then select the last option on the list "Monthly Client Services Report-Other Services (610 Form)". Then save this form as you will use this every month.

•**OPEN FORM**• Open your downloaded form

•**AMEND/CHANGE FORM**• Click the gray box 'Amend/Change Form'

•**PROVIDER NAME FIELDS**• Fill in Provider name and information fields, Report for (date) Provider number, Data Entry Contact (me), Program number and Program Area

•**CLIENT NAMES/INFO**• Fill in Client Name (last name, first name), client number and such information as you have it. Client numbers can be requested from me. The client gets one number per lifetime.

>   Starting date must be in the month you are reporting, closing date as well. **Important to remember that you must work in the current month only.**

>   Target group, client characteristics, SPC end reason values can be found by doing a Google search or you can use the link attached: http://dhs.wisconsin.gov/pps/desk-cards.htm. Then click on F-00603a PPS Core Deskcard.

>   Diagnosis codes can be found doing a search on the website or by clicking this link: http://icd10data.com/ICD10CM/Codes

•**INSERT ROWS**• When you run out of lines to fill in, click the gray box above 'Insert Row' to add rows.

•**CLOSING CLIENTS**• Clients must be closed on the 610 if they have had 90 consecutive days of 0- units. This has no bearing on your agency records. It simply cleans up the report to better account for clients receiving services. Closing clients, you will enter an end date in the month that you are reporting along with the end reason code and submit. The next month you will 'delete row' which is in a gray box just above insert row.

•**ERROR CHECK**• After completing the 610 form, you will error check. This button is located above in a gray box 'Check for Errors'. Errors will appear on a 2nd tabbed page. They occur because you may have missed a field that is necessary or a date is wrong, etc.

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•**CROSS CHECK WORK**• Cross check your Beginning Census and Openings and Closings with your previous month. Opening census for the month you are working in should be the same as the Closing Census for the previous month. Check your openings and closings with your agency list.

•**SAVE WORK**• Keep the 610 report in your records and also use it for the next month, altering the 'Report For' date.

•**SAVE AND SEND**• Send your completed and accurate 610 to me no later than the 10th of the following month to tobatto.angela@countyofdane.com