

711 Form Instructions

The 711 form can be accessed at: https://bit.ly/DCDHS_711_Form



Contract Information.

Provider

Program

Program Number

Reporting Period.

[Change the default to enter past periods.](#)

	Month	Year
Please Select:	<input type="text" value="January"/>	<input type="text" value="2022"/>

The form defaults to the most recent complete month and year. Providers may change the month and year in these drop-downs to report past periods' data. Future data cannot be entered – the earliest data can be entered is on the first of the month for the prior month (e.g. February 1 for January).

Click the right arrow to advance to screen 2.

Screen 1 – Contact Information & Reporting Period

Contact Information

Provider – Select your organization from the alphabetical drop-down list. You can navigate to your organization by typing the first few letters.

Program – Select the program name you are reporting for. Providers should complete this form for each program they are reporting. Reporting for multiple programs should NOT be combined into one entry. The program name can be found in your contract.

Program Number - Select the program number you are reporting for. Providers should complete this form for each program they are reporting. Reporting for multiple program numbers should NOT be combined into one entry. The program number can be found in your contract.

If your program number changes from one year to the next the system will NOT be updated until on or slightly after February 1, but before February 10 of that contract year. If you do not see your program number please reach out to Betsy Strahin (contact info at the end of the instructions)

Reporting period

Screen 2 – Service Counts

Enter your reporting month numbers for new persons served, total people served, and units delivered.

The form will pull in your agency’s previously reported year-to-date (YTD) counts. This field cannot be changed. If the data is wrong, the agency should restart the survey by entering the survey URL and then enter the correct values, before proceeding with this month’s reporting.

For the purposes of the examples within this document imagine that your service pattern is as follows for January and February:

	<i>January</i>	<i>February</i>
Jane	1 unit	
John	2 units	1 units
Sue	1 units	2 units
Sam	3 units	1 units
Kyle	1 units	
Katie	1 units	1 units
Mary		2 units
Jennifer		3 units

February 2022

Service counts...

	<u>New persons served</u>	<u>Total people served</u>	<u>Units delivered</u>
Previous month YTD	<input type="text" value="6"/>		<input type="text" value="9"/>
This month	<input type="text" value="2"/>	<input type="text" value="6"/>	<input type="text" value="10"/>
Year-to-Date	<input type="text" value="8"/>		<input type="text" value="19"/>

New Persons Served– Enter the number of people that were seen or served this month that were new to this program since January.

Based on the example scenario above you would enter 6 in January (shown in the previous month YTD row in the above image) and 2 in February. All individuals were new in January and count once, while only Mary and Jennifer were new in February. In February you would see the previous month YTD as 6 and the year-to-date total will auto-sum to 8. In March the 8 will auto-populate into your previous month YTD.

For school-based and community-center based programs that operate on a school year as their program year (Sept. through Aug.) you should continue calculating your 711 as you always have, with your new persons served count relative to the beginning of your program year in September. Each month you will enter the new students you have seen since September, even when the 711 form resets YTD totals in January. If you are not sure this applies to you, or if you have any other questions, please ask your contract manager.

Total people served – Provide a count of the number of people served in the reporting month. This is the total number of unique/individual/single people served in the reporting month, regardless of the number of times you provided services or if you had counted them previously. You may think of this as the number of active clients served this month.

Based on the example scenario above you would enter 6 in both January and February.

Units delivered – Your program’s Program Summary Form (PSF) and/or Contract Schedule A defines the unit of service to be provided by your program. It may be client contact hour, staff service hours, hours of operation of the program, clients served, or some other metric. Refer to your Program Summary Form or DCDHS Contract Schedule A for how this is measured for your program.

Based on the example above, this program will enter 9 units of service in January (shown in the previous month YTD row in the above image) and 10 units of service in February. In February you would see the previous month YTD as 9 and the year-to-date total will auto-sum to 19. In March the 19 units of service will auto-populate into your previous month YTD field.

Screen 3 – Do you have a wait list for services?

If your program has a waiting list, mark “yes” and include the number of people on that waiting list in the text box.

If you maintain a wait list but it is currently empty, you should select “yes” and enter “0” in the box.

If you do not have a wait list, mark “no”.

Do you have a wait list for services?

Yes (please specify the number of people on the waiting list)

0

No

Participant demographics

On the next three screens data is entered for **new persons served every month**. Based on the previous example you would enter race, ethnicity, and language data for 6 people in January (Jane, John, Sue, Sam, Kyle, and Katie) and 2 people in February (Mary and Jennifer). (See table on page 2)

All participant demographics should be collected through participant self-reporting, when appropriate. A service provider should NOT make assumptions about a participant’s race, ethnicity, or preferred language. There are situations in which asking a participant demographic questions may be inappropriate or not feasible. In these situations, participants would be included in the “unknown/undisclosed” category for each demographic element.

Dane County Department of Human Services recognizes individuals’ unique racial and ethnic identities. However, to analyze impacts of systems we must group individuals together into like groups. The labels for these groups are imperfect – they vary by data source and are often generalizations of more specific identities. DCDHS is using racial and ethnic groups based on guidance from the federal Office of Management and Budget (OMB), which requires many federal, state, and local programs to report participant race and ethnicity within specific categories, as well as separate data elements.

For the purposes for the examples provided in these instructions, assume that participants served in January and February reported the following race, ethnicity, and preferred language:

	<i>Race</i>	<i>Ethnicity</i>	<i>Language</i>
Jane	White	Non-Latino	Spanish
John	Pacific Islander	unknown	Samoan
Sue	Black or African American & White	Hispanic/Latin	Spanish
Sam	White	Hispanic/Latin	English
Kyle	White	Non-Latino	English
Katie	Black or African American	Non-Latino	English
Mary	Asian	Non-Latino	Hmong
Jennifer	Asian	Hispanic/Latin	English

Screen 4 - Race

Race should be self-reported. Each individual should be uniquely counted in only one race category. Individuals who are biracial or multiracial, such as Sue in the example above, would be included in the “Two or more races” line.

Enter data for only the new people served this month in the right-hand “this month” column. The year-to-date column on the right auto-sums so in February this column will show 3 White, 1 Black or African American, 2 Asian, 1 Native Hawaiian or Pacific Islander, 1 Two or more races and all other rows would be zero.

January 2022

Race

	This month 6	Year-to-Date 6
White	3	3
Black or African American	1	1
Asian	0	0
Native Hawaiian or Pacific Islander	1	1
Native American/ American Indian/ Alaskan Native	0	0
Other	0	0
Two or more races	1	1
Unknown/ Undisclosed	0	0
TOTAL	6	6



Screen 5 - Ethnicity (not pictured)

Ethnicity should be self-reported.

Enter data for only the new people served this month. In January that would be for 6 people and in February it would be for 2 people. The year-to-date column will auto-sum.

In January, based on the table above, you will enter 2 individuals as Hispanic/Latin, 3 as non-Latino, and 1 as unknown or undisclosed. In February you enter 1 individual as Non-Latino and 1 as Hispanic or Latin.

Screen 6 - Preferred language

This is the language the participant prefers that staff use when communicating with them. For many participants their preferred language will be the same as their primary language. Spanish and Hmong are the most common non-English languages preferred by participants in Dane County.

The “other” category should be used when participants’ preferred language is not English, Spanish, or Hmong like John in the example above. John has reported his preferred language to be Samoan, so in January enter 1 for the “other” preferred language.

The agency should make every attempt to provide interpretation and translation services for participants whose preferred language is not English to ensure equal access for all participants.

January 2022

Preferred Language

	This month 6	Year-to-Date 6
English	<input type="text" value="3"/>	<input type="text" value="3"/>
Spanish	<input type="text" value="2"/>	<input type="text" value="2"/>
Hmong	<input type="text" value="0"/>	<input type="text" value="0"/>
Other (please specify in next question)	<input type="text" value="1"/>	<input type="text" value="1"/>
Unknown/ Undisclosed	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTAL	<input type="text" value="6"/>	<input type="text" value="6"/>



Update Totals

Verify & Next



Screen 7 – Other preferred languages

If a provider enters a number in the “other” field for the preferred language on the previous screen, as shown above, the provider will be asked about what languages those participants preferred and should complete this screen. If there was no “other” preferred languages this month, the provider will not be shown this screen.

Information entered on this screen carries over from month to month. So, if in March, the agency serves an individual whose preferred language is French they will continue to see Language 1 as Samoan with a year-to-date total of 1. The agency should enter the language (French in March) in the next blank text box.

The number of rows shown will be equal to the largest number out of this month and Year-to-Date – up to 10 rows. In many cases, you will not need all of these rows. Data entry for other languages should start at language 1 and continue sequentially until all individuals are accounted for. If a row is not needed, then the language box should be left blank and the entered counts should remain “0”.

January 2022

Other Preferred Languages

	This month 1	Year-to-Date 1
Language 1		
Samoan	1	1
TOTAL	1	1

← Update Totals Verify & Next →

Screen 8 – Answer Summary

After completing all information for preferred language, your form will submit. Upon submission, the form will take you to a summary report where you can view all the data you have entered year-to-date. This report can take a minute or two to refresh. If it is blank or does not look right, wait two minutes and refresh the page. That should give the system enough time to permanently record your data and display it properly.

You can copy and keep this URL so you can always see your 711 data entry.

For technical issues with data entry, please contact [Betsy Strahin](#).