

## HUMAN SERVICE CENTER REPORTING FORMAT

The following items are suggested data for human service centers to report to the Legislative Assembly and to interim legislative committees. This list would not preclude legislators or legislative committees from requesting additional data or the human service centers from providing additional information but is intended to provide a consistent and comprehensive reporting basis for major human service center programs and provide consistent reporting among human service centers.

Each of the statistics would be presented for the current and two previous bienniums (six fiscal years) unless otherwise noted.

### HUMAN SERVICE CENTER (IN TOTAL)

1. Funding by funding source.
2. Full-time equivalent (FTE) positions.
3. Major sources of federal and special/other funds.
4. Unduplicated number of clients served annually.
5. Number of clients served annually – One-time visit only. (This data will be reported beginning with fiscal year 2005.)

### MAJOR PROGRAM REPORTING

#### Administration

1. Summary of services.
2. Funding by funding source.
3. FTE positions.
4. Major sources of federal and special/other funds.
5. Administrative costs as a percentage of budget.
6. Administrative costs per client served.

#### Child Welfare

1. Summary of services.
2. Funding by funding source.
3. FTE positions.
4. Major sources of federal and special/other funds.
5. Average number of children in foster care per year.
6. Average number of children in foster care placed out of state.
7. Number of child abuse and neglect reports per year.
8. Percentage incidence of repeat maltreatment.
9. Average time spent in foster care.
10. Percentage of foster care reentries within 12 months of previous discharge.

#### Disability Services

1. Summary of services.
2. Funding by funding source.
3. FTE positions.

4. Major sources of federal and special/other funds.
5. Number of Developmental Center residents from region.
6. Unduplicated number of clients served annually:
  - a. Developmental disabilities.
  - b. Vocational rehabilitation.
7. Percentage of clients employed:
  - a. Developmental disabilities.
  - b. Vocational rehabilitation.
8. Average annual earned income of clients - Vocational rehabilitation.
9. Average caseload per caseworker:
  - a. Developmental disabilities.
  - b. Vocational rehabilitation.

#### Older Adult Services

1. Summary of services.
2. Funding by funding source.
3. FTE positions.
4. Major sources of federal and special/other funds.
5. Dollar value of contracts, number of service sites, and number of individuals served under the Older Americans Act.
6. Dollar value of contracts and number of individuals served:
  - a. Vulnerable adult services.
  - b. National family caregiver program.

#### Mental Health and Substance Abuse Services

1. Summary of services.
2. Funding by funding source.
3. FTE positions.
4. Major sources of federal and special/other funds.
5. Contracts with providers by type of service and funding.
6. For mental health services:
  - a. Unduplicated number of clients served:
    - (1) Individuals with serious mental illness.
    - (2) Individuals with acute mental illness.
    - (3) Children with serious emotional disorders.
  - b. Average caseload per caseworker:
    - (1) Individuals with serious mental illness.
    - (2) Individuals with acute mental illness.
    - (3) Children with serious emotional disorders.
  - c. Number of State Hospital admissions from region by year.
  - d. Number of clients in extended employment.
  - e. Average annual earned income of clients in extended employment.
7. For substance abuse services:
  - a. Unduplicated number of clients served.

- b. Average caseload per caseworker.
- c. Number of State Hospital admissions from region by year.
- d. Number of clients with multiple admissions for services:
  - (1) Two or three.
  - (2) Four or five.

(3) More than five.

#### **STATEWIDE OR UNIQUE PROGRAMS**

- 1. Summary of services.
- 2. Funding by funding source.
- 3. FTE positions.
- 4. Unduplicated number of clients served.