

Instructions

Single Monthly Count Report

(For enrollment and billing)

This report is now available in the T-DMS for you to run every month. ESIT staff will not be pulling these reports. Your designated staff will run the Single Monthly Count Details and Summary each month, make corrections and return to ESIT.reports@dcyf.wa.gov by the due date.

If you find major discrepancies in the report, please contact Kim Hopkins at kim.hopkins@dcyf.wa.gov and your Quality Improvement Specialist.

Criteria to be on the Report

This report should contain all children who meet the criteria below. (Please note this is the same criteria as the previous Enrollment report);

Criteria to be on the report:

- Be enrolled in an EIPA and
- Be between the ages of birth through 2 years of age and not yet three on the first business day of the month (the monthly count day) and
- Have an active IFSP:
 - based on eligibility criteria established in ESIT State Policies and
 - which meets federal and state procedural requirements and
- Be eligible for and receiving early intervention services^[1].

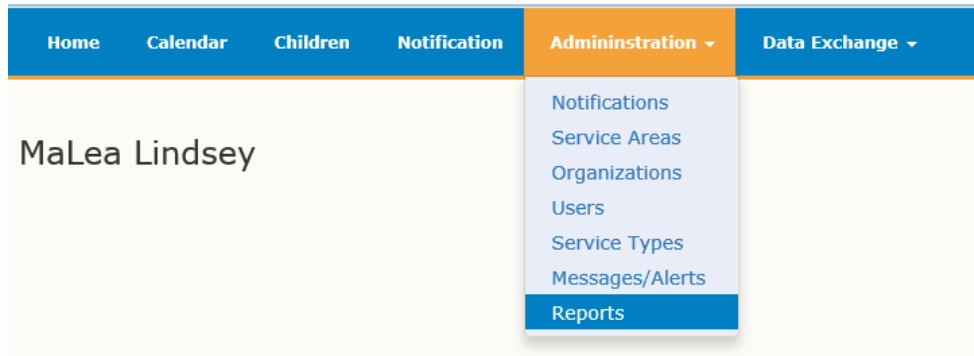
^[1] SHB 2787 states ["For the purposes of this subsection \(2\), a child is receiving early intervention services if the child has received services within a month prior to the monthly count day."](#)

If a child relocated and responsibility for services transferred between two contractors during a monthly billing cycle, the child will be automatically represented on the Single Monthly Count report generated by the T-DMS, for the Contractor that holds the IFSP in the T-DMS on the first business day of the month.
***PLEASE NOTE- this is a change from the last business day of the month.**

Please review carefully and submit any revisions, if applicable, in accordance with the following instructions:

To Pull Reports

1. Go to the home page of your T- DMS which looks like the snip it below. Click on the Administration tab to open the drop down. Go to the bottom of the drop down and click **Reports**.



2. The ESIT Report List will appear as shown below. The following **highlighted** reports must be the **ONLY** reports used:



Both reports will need to be completed and turned in by the due date. ***EVEN if there are no changes both reports need to be turned in.***

3. Click the Single Monthly Enrollment and Billing Report. Enter all of the information below with the start date and end date being the first business day of the month. For example, for August 2021 the start date and end date will be 8/2/2021.

*Note if you do not have an DMS User ID it is required to run this report. Please contact kim.hopkins@dcyf.wa.gov to obtain a DMS User ID.

Single Monthly Enrollment and Billing

DMSUser ID Service Area:

Agencies: Start Date

End Date

4. Enter the parameters of the reports and hit **view report**.

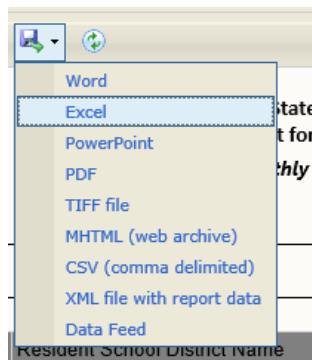
Single Monthly Enrollment and Billing

DMSUser ID Service Area:

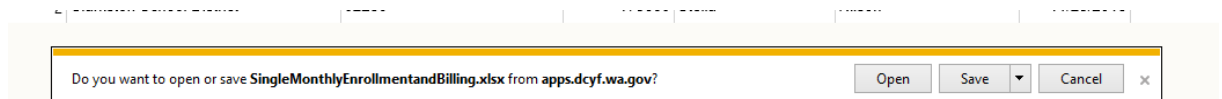
Agencies: Start Date

End Date

5. The list of children will come on the screen, but it is not yet an excel report. Go to the file symbol as shown below. Click on the drop down and hit **EXCEL**.



6. This will trigger a pop up as shown below. Click **open**.



7. This will open your excel document. Make changes to the report following the instructions below. Follow the same instructions to pull the Single Monthly Enrollment and Billing Summary. **Remember to password protect the details document with ESIT2021.**

8. Return both reports in Excel format. You can save as a PDF to sign but **please return original Excel documents in addition to the signed PDF. The summary and details reports can be combined into one excel document or turned in separately.**

Instructions on how to make changes to the Single Monthly Count Reports.

The following steps must be followed to Document Revisions to the TDMS-generated Single Monthly Count Report. Submissions using any other formats will be returned delaying payment of invoice:

1. **To delete a child** from the report, ~~use the strike-through~~, and add a Comment indicating why the child is being removed. You must include your Initials and Date. Use the Review Tab-New Comment button and **highlight in blue**.



2. **To add a child** to the report, drop to the bottom of the report and insert the child's information by completing all of the data fields, and add a Comment indicating why the child is being added. You must include your Initials and Date. Use the Review Tab-New Comment button, and **highlight in yellow**.
3. Revise the Total Count at the bottom of the report to reflect the revisions. You must include your Initials and date. Use the Review Tab-New Comment button.
4. Revise the school district count(s) and the Total Count on the Summary Report to reflect the revisions made on the Details Report.
5. **Sign and Date the Single Monthly Count reports on the designated line and return to ESIT.Reports@dcyf.wa.gov for verification. Please also CC your QIS.**
6. **If there are no changes to the Single Monthly Count Reports, check the "No Changes" box located at the bottom of the Single Monthly Count Report on the designated line and submit to: ESIT.Reports@dcyf.wa.gov. Please submit both the details and summary report even if there are no changes.**
7. **Password protect your details report with ESIT2021.**
8. Use the total count(s) from the Single Monthly Count report to complete your A-19 Invoice Form.
9. A-19 Invoices are due by the 10th of the following month and must include:
 - a. Number of children enrolled for each county listed
 - b. Part C receipts
 - c. ELTA receipts
 - d. Unrealized Enrollment receipts

**Single Monthly Count Report Schedule
(For both enrollment and billing purposes)**

Count Date	Run by Date ** (11th of the Month)	Due Date ** (25th of the Month)	Forecast Council Caseload Count Due Date
July 1, 2021	July 12, 2021	July 26, 2021	August 10, 2021
August 2, 2021	August 11, 2021	August 25, 2021	September 10, 2021
September 1, 2021	September 13, 2021	September 27, 2021	October 10, 2021
October 1, 2021	October 11, 2021	October 25, 2021	November 10, 2021
November 1, 2021	November 12, 2021	November 29, 2021	December 10, 2022
December 1, 2021	December 13, 2022	December 27, 2022	January 10, 2022
January 3, 2022	January 11, 2022	January 25, 2022	February 10, 2022
February 1, 2022	February 11, 2022	February 25, 2022	March 10, 2022
March 1, 2022	March 11, 2022	March 25, 2022	April 10, 2022
April 1, 2022	April 11, 2022	April 25, 2022	May 10, 2022
May 2, 2022	May 11, 2022	May 25, 2022	June 10, 2022
June 1, 2022	June 13, 2022	June 27, 2022	July 10, 2022

A-19 Invoice Due Dates

Month	*Due Date
July	August 10, 2021
August	September 10, 2021
September	October 11, 2021
October	November 10, 2021
November	December 10, 2021
December	January 10, 2022
January	February 10, 2022
February	March 10, 2022
March	April 11, 2022
April	May 10, 2022
May	June 10, 2022
June	July 11, 2022

- **** If the "Run By" or "Due Date" falls on a holiday or weekend, please complete on the following business day.**
- Submit all Certified Reports and A-19 Invoices to ESIT.reports@dcyf.wa.gov
- **If you are unable to meet a due date, you must submit to your QI Specialist, for approval, a written request for an extension prior to the due date.**
- Contact your QI Specialist with questions.