MINNESOTA LOCAL WORKLOAD ANALYTIC TOOL

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For additional assistance using this tool please contact:
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In 2009, Hornby Zeller Associates, Inc. (HZA) completed a workload study for the Child Safety and Permanency Division of the Minnesota Department of Human Services (MDHS). The resulting report provided standards, expressed in terms of the number of hours required to handle a workgroup, for workgroups of various types. Time caseworkers have available to devote to workgroups was also provided, offering the state and its counties the two key elements needed to measure staffing need.

HZA has developed a Workload Analytic Tool for counties to use, on an ongoing basis, to determine whether sufficient staffing resources exist. The automated tool, constructed using MS Excel, calculates resource need and workloads for workgroups managed by child welfare and children's mental health caseworkers, at the county level by unit or staff person for small counties, from point of intake through to closure. The tool also gives county administrators the ability to assess the impact of workloads in achieving successful outcomes and satisfying process standards.

Since single measurements may be affected by seasonality or by random variations in caseload, counties are recommended to use the analytic tool repeatedly to identify patterns, showing not only whether there are sufficient staffing resources within the agency as a whole, but also whether the distribution of staff across workgroup types is appropriate. The tool has been constructed with sufficient flexibility to allow counties to continue to predict staffing need as future changes in policy and practice are implemented.

Recognizing the availability of resources can impact a county's ability to achieve safety, permanency and well-being for children and families, the tool, originally released in 2009, has been expanded; it now provides counties the ability to correlate staffing need with the achievement of improved outcomes and the satisfaction of practice standards.

The *Administrator's Reference Guide and System Documentation* provides general user information and instructions for staff with administrative privileges to follow when changes to the Workload Analytic Tool are needed. It also documents the contents of the tool and the formulas which are used to calculate resource need.

Generally the users of the Workload Analytic Tool will be directors, managers and possibly supervisors. The tool is not intended for use by line staff. Administrative privileges should be restricted to one or two persons. Most agencies restrict administrative privileges to information technology services' staff.

TOOL SUMMARY

The Workload Analytic Tool is comprised of two Excel workbooks: *Analytic Tool* and *Measures*. The first workbook or file, *Analytic Tool*, provides answers to questions such as, "How many staff are needed to manage a caseload in a quality manner?" and "To what extent did an increase in staff help to improve outcomes for children and families served?" The second file, *Measures*, provides a structured means for using outcome and performance reports available to administrators, managers and supervisors in SSIS in measuring resource impact.

The two Excel workbooks may be stored anywhere on the user's computer, but they must be placed in the same folder (e.g., Workload Analytic Tool). Saving the files in a subfolder as they are used, identifying the date or month, will help users track trends over time (e.g., WAT051510 or WAT0510 or WATMay2010).

Each workbook is made up of a series of worksheets. Some require user input; others are for information purposes only showing the results of calculations of the time needed to handle workgroups, projected workload need, outcome measures and satisfaction in achieving process standards. Worksheet tabs and their contents have been highlighted in a variety of colors to guide the user in identifying which worksheets and cells are intended for data entry purposes, which are view-only and which can be modified.

USE OF COLOR FOR EASE OF NAVIGATION

Each workbook includes a number of worksheets, each with a unique name as listed on the tabs across the bottom of the screen. Colors are used to identify a worksheet's purpose. Columns, rows and cells are also highlighted in a variety of colors to guide the user in identifying which cells are intended for data entry purposes, which are view-only and which can be modified.

Tab Colors

White	Data entry is needed, at least in part.
Blue	Calculations are generated and their results reported.
Green	Tool management.

Cell Colors

The use of color also alerts the user to which cells are "unprotected" and those which are "protected."

Unprotected

White	Cells which are not highlighted, i.e., the cells which are white, are used for data entry. Users will input data in the white cells to record staff and case counts as well as to identify the hours which workers are to work in the average work week. They will also be used to post report data generated in SSIS.

Protected

Yellow	Row and column headings highlighted in yellow are view-only.
Tan	Row headings highlighted in tan are view-only and contain workgroup type, workgroup tasks and county names.
Blue	Cells highlighted in blue are view-only. Formulas used to calculate time needed to process workgroups and, in turn, project staff needs based on current resource levels are contained within the blue cells.
Salmon	Salmon highlighted areas represent totals and sub-totals of workgroup counts, current and projected staff needs, hours needed and time available for casework. These cells, also containing formulas, are view-only.
Gold	Cells highlighted in gold represent areas which may be modified to account for differences when changes in practice take place. Such cells can be found in the *Calculated Workgroup Time* worksheet.

The following chapters guide users through the use of the Workload Analytic Tool, providing step-by-step instructions for entering data, viewing reports and interpreting their meaning, and managing the tool and its data.

Before the user can use the reports generated by the Analytic Tool, data must first be entered into the tool. Much of the data will come from the SSIS system, with users simply pasting the results of reports into the Analytic Tool. Other information, such as unit names and number of staff, must be entered into the tool by the user. This section of the User's Guide describes the data to be entered into the Analytic Tool, where it should be entered and how.

ANALYTIC TOOL

Data entry is confined to the first two tabs in the *Analytic Tool* workbook: Resource Summary and Workgroup Counts. For users of Microsoft Office version 2007 and later, select the "enable external content" option when the security warning appears upon opening the file. This will allow the tool to update itself from the information to be entered in the *Measures* workbook. This should happen automatically for users of Microsoft Office 2003 and earlier.

Resource Summary

The *Resource Summary* worksheet allows users to record the number of caseworker Full-time Equivalents (FTEs). As the number of FTEs change, the counts can be updated by posting new figures to the *Resource Summary* worksheet. The column labeled "Caseworker FTEs" provides cells for the user to report counts of staff by unit or by staff person, if the county is small. The user will begin by first entering into the column labeled "Unit" the name of each unit (or staff person, for small counties).

If counts of workgroups did not change (*Workgroup Counts* worksheets) nor the time needed to spend on a workgroup (*Calculated Workgroup Time*), by entering updated counts of caseworker FTEs into the respective cells, projections for the amount of staff needed to handle workgroups will be updated.

Users should identify the average number of hours caseworkers are supposed to work, less time for lunch. The user should insert a "1" into the cell beneath the 40, 37.5 or 35 hour column, as appropriate, under the label "Weekly Required Work Hours." This will in turn cause the appropriate hours caseworkers have available to devote to casework to be applied (104.30, 97.79 or 91.27 hours, respectively) in the calculation of resource need.

The remaining portions of the worksheet which provide answers to projecting staffing need and staff difference are explained in the Reports chapter of the Reference Guide.

The table which follows describes the contents of each column in the *Resource Summary* worksheet. Totals are provided for the county and by unit.

Column	Definition
Unit	Unit names should be entered.
Total FTE Count	Totals and ratios are auto-populated, summing the county's unit staffing resources and need.
Current Caseworker FTEs	Counts of caseworker FTEs should be entered for each unit.
Projected FTE Need	The number of staff needed to handle the caseload size, based on the counts of workgroups populated in the *Case Counts* worksheet, is calculated for each unit.
Ratio of Need	The proportion of "Projected FTE Need" to "Current Caseworker FTEs" is auto-populated.
Staffing Difference	The number auto-populated in the "Staffing Difference" column represents the result of the formula "Projected FTE Need" less "Current Caseworker FTEs."
Weekly Required Work Hours	Column title.
40	Users should enter a "1" in the cell below the label if the average hours caseworkers are required to work each week is 40, less time for lunch.
37.5	Users should enter a "1" in the cell below the label if the average hours caseworkers are required to work each week is 37.5, less time for lunch.
35	Users should enter a "1" in the cell below the label if the average hours caseworkers are required to work each week is 35, less time for lunch.

Workgroup Counts

Workgroup types are defined using the terms "event" and "status." "Event" workgroups (e.g., investigations) are those in which a particular event or action must take place before a new workgroup may pass to the next stage. "Status" workgroups (e.g., case management, foster care) are those in which there is no specific activity occurring and any required tasks associated with the workgroup are defined in terms of frequency. A count of status workgroups should represent those which are active as of a certain period of time; often the end of the month is used to count workgroups. The analytic tool has been constructed to measure resource need for event workgroups based on the month in which the event was initiated (e.g., date of report).

Counts of workgroups for each workgroup type should be entered in the *Workgroup Counts* worksheet. Formulas have been applied to the worksheet that sums the total number of workgroups for the county and for each unit. A total count of workgroups for the county may be viewed in the "County Totals" column.

The table below describes the contents of each column in the *Workgroup Counts* worksheet.

Column	Definition
Workgroup Type Code	The code used to define workgroup types is displayed.
Workgroup Type Definition	The description identifies the specific workgroup type and placement type for children removed from the home.
County Totals	Counts of workgroups for each workgroup type are calculated for the county.
Unit Name	Counts of workgroups for each workgroup type by unit should be entered in the unit's respective column. Unit names entered in the *Resource Summary* worksheet are auto-populated in the column headings.
Totals	Using formulas in each cell, the total number of workgroups is auto-populated for the county and for each unit.

SSIS General Report Workgroup Count Sources

SSIS offers a series of reports which capture counts of workgroups, by workgroup type, when using the Workload Analytic Tool to determine resource need. The reports are available in the General Reports option listed within the Tools toolbar.

It is recommended that resource need be measured on an ongoing basis, i.e., monthly or quarterly. When selecting the period option, the type of workgroup needs to be considered.

➢ During the Period should be used for "event" workgroup types.
   For workgroups in which an "event" occurred or a specific task had to be taken to complete the workgroup, specifically, Intake Screening (Child), Traditional (Family) Investigation, Facility Investigation and Family Assessment Response workgroup types, counts will be based on those which *started* during the period.

➢ End of the Period should be used for "status" workgroup types.
   For all other workgroup types or "status" workgroups, the count of workgroups active as of the end of the period should be used when calculating resource need. By selecting the period option Custom and entering the last day of the period in both the start and end date fields, workgroups active as of the end of the period will be identified. (Example – Start date: 11/30/2009 End date: 11/30/2009)

Counts of workgroup types by placement type, those in the 400 series, are based on a count of children. The workgroup or family is the unit of measure for all other workgroup types.

In the tables that follow, SSIS reports are identified from which the count of each workgroup type may be obtained. In a few instances, workgroup types which are similar in nature have been combined into a single workgroup type for the purpose of measuring resource need, as the time needed is similar among the included workgroup types. For some of the combined workgroup types, more than one report may be needed to obtain the full count of workgroups. In a few other instances payment data is needed to obtain the count of workgroups, as referenced by the term "*Payment Data*" in the column labeled Report. Such information is not available in SSIS.

SSIS General Reports

For each workgroup type, the specific report to be used is identified in the *Report* column. The items referenced in the *Fields to Use* column include a combination of filter selections to be applied in producing the reports and workgroup titles and column and row labels which disclose where the data may be found in the SSIS General Reports. The highlighted rows identify the menu option in which the report is listed.

Workgroup Type	Report	Fields to Use
Intake Menu Option		
101 Intake Screening (Child)	Detailed Intake Statistics by Program Area	Select the following options when running the report: 'Child Welfare General,' 'Children's Mental Health,' 'Child Protective Services,' 'Adolescent Independent Living Skills' and 'Minor Parents.'
Child Maltreatment Menu Option		
102, 104 Traditional (Family) Investigation, Facility Investigation	Child Maltreatment Summary – Family Investigations plus Facility Investigations	Total number of assessments listed for 'All Child Maltreatment' plus Total number of investigations listed for 'All Child Maltreatment.'
103 Family Assessment Response	Child Maltreatment Summary – Family Assessments	Total number of assessments listed for 'All Child Maltreatment.'
Case Workgroup Menu Option plus Placement Menu Option		
201, 412 Child Protective Case Management/ Trial Home Visit	Workgroup Statistics – By Program plus Children In Out-Of-Home Care by Setting and Reason	Number of 'Child Protective Services' 'Case Management' 'Remaining' workgroups1 plus Number of children in 'Child's reunification home' placement setting.2
Case Workgroup Menu Option		
202 Child Welfare Case Management	Workgroup Statistics – By Program	Number of 'Child Welfare (General)' 'Case Management' 'Remaining' workgroups.3

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[1] The count of Child Protective Case Management workgroups should be reduced for each workgroup where all children in the workgroup are in an out-of-home placement.

[2] For workgroups involving out-of-home placement, select the appropriate Setting Filter after entering the period end date in the start and end fields for the Custom period option. Refer to the last page of the report, referencing the unduplicated count of children in the selected placement setting.

[3] The count of Child Welfare Case Management workgroups should be reduced for each workgroup where all children in the workgroup are in an out-of-home placement.

Workgroup Type	Report	Fields to Use
Payment Data plus Case Workgroup Menu Option plus Placement Menu Option		
203, 204, 410 Parent Support Outreach Program/ Minor Parent/Supervised Independent Living	*Payment Data* plus Workgroup Statistics – By Program plus Children in Out-Of-Home Care by Setting and Reason	*Monthly payments for Parent Support Outreach Program, unduplicated by workgroup number, are to be used to obtain workgroup counts* plus Number of 'Minor Parents' 'Case Management' 'Remaining' workgroups plus Select 'Supervised independent living' setting filter to obtain number of unduplicated children, found on the last page of the report.
Case Workgroup Menu Option		
205 Children's Mental Health	Workgroup Statistics – By Program	Number of 'Children's Mental Health' 'Case Management 'Remaining' workgroups.4
Placement Menu Option		
401 Shelter Care	Count of Children in Out-of-home Care by Setting and Reason	Select 'Shelter' setting filter to obtain number of unduplicated children, found on the last page of the report.
402 Relative Foster Care	Count of Children in Out-of-home Care by Setting and Reason	Select 'Foster family home – relative' setting filter to obtain number of unduplicated children, found on the last page of the report.
403 Non-relative Family Foster Care	Count of Children in Out-of-home Care by Setting and Reason	Select 'Foster family home – non-relative' setting filter to obtain the number of unduplicated children, found on the last page of the report.
Placement Menu Option plus Payment Data		
404, 405 Corporate Foster Care/ Private Agency (therapeutic) Foster Care	Count of Children In Out-Of-Home Care by Setting and Reasons plus *Payment Data*	Select 'Foster home – corporate/shift staff' setting filter to obtain the number of unduplicated children, found on the last page of the report plus *Monthly payments to Private Agency (therapeutic) Foster Care facilities are to be used to obtain children counts.*

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4 The count of Children's Mental Health workgroups should be reduced for each workgroup where all children in the workgroup are in an out-of-home placement.

Workgroup Type	Report	Fields to Use
Placement Menu Option		
406 Group Home	Count of Children in Out-of-home Care by Setting and Reason	Select 'Group home' setting filter to obtain the number of unduplicated children, found on the last page of the report.
407 Residential Facility	Count of Children in Out-of-home Care by Setting and Reason	Select 'Residential treatment center' setting filter to obtain the number of unduplicated children, found on the last page of the report.
408 Relative Pre-adoptive Home	Count of Children in Out-of-home Care by Setting and Reason	Select 'Preadoptive – relative' setting filter to obtain the number of unduplicated children, found on the last page of the report.
409 Non-relative Pre-adoptive Home	Count of Children in Out-of-home Care by Setting and Reason	Select 'Pre-adoptive home – non-relative' setting filter to obtain the number of unduplicated children, found on the last page.
413,414 Correctional Placements5	Count of Children in Out-of-home Care by Setting and Reason	Select 'Juvenile correctional facility (non-secure, 12 or fewer children)' plus 'Juvenile correctional facility (non-secure, 13 or more children)' plus 'Juvenile correctional facility (locked)' setting filter options to obtain the number of unduplicated children, found on the last page of the report.
415, 416 ICPC Placements	Address for Children in Out-of-Home Care	Sorting by state, count the number of children placed in a state outside of MN plus Count the number of children known to the county for which MN is the receiving state.

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[5] Counts of correctional placement workgroups should only be used to determine resource need if such workgroups are the responsibility of the Child Safety and Permanency Division. If responsibility lies with the Department of Corrections, the counts should not be included.

MEASURES

The input of data is more extensive in the *Measures* workbook, but largely comprised of copying and pasting detailed reports which users will generate in SSIS. The worksheet tabs identify the respective report numbers in SSIS which correlate to the data to be posted into the respective sheets. For example, RT1 measures recurrence of maltreatment, while 1.3 measures time to reunification (referring to the second round of federal indicators) and SSIS4 measures the frequency of face-to-face contact with families. Detailed case level data for each of these SSIS reports will be posted in the respective worksheet in the *Measures* file, i.e., RT1, 1.3 and SSIS4. In all, 19 reports in SSIS will help counties correlate workload to the achievement of outcomes and process standards.

RT1	Recurrence of Maltreatment
RT2	Abuse in Foster Care
1.1	Time to Reunification (retrospective)
1.3	Time to Reunification (prospective)
1.4	Re-entry
2.1	Time to Adoption
2.3	Adoption for Children in Care 17+ Months
2.4	TPR for Children in Care 17+ Months
2.5	Time from TPR to Adoption
3.1	Achieving Permanency for Children in Care 24+ Months
3.2	Achieving Permanency for Children with TPR
3.3	Emancipation for Children in Care 3+ Years
4.1	Placement Stability, 0 – 12 months
4.2	Placement Stability, 12 – 24 months
4.3	Placement Stability, 24 – 36 months
SSIS1	Timeliness of Assessments
SSIS4	Frequency of Face-to-face Contact with Families
SSIS5	Frequency of Face-to-face Contact with Children in Care
SSIS8	Multiple Removals

Two other reports are found in the *Analytic Tool* workbook – 1.2, Median Length of Stay for Children Reunified, and 2.2, Median Length of Stay for Children Adopted. These reports rely on data obtained from measures 1.1 and 2.1, respectively, and as such will not necessitate users to copy and paste additional SSIS case level data.

As with the other workbook, users of Microsoft Office version 2007 and later will need to select the "enable external content" option when the security warning appears upon opening the file. This will allow the tool to complete the necessary steps needed to match caseworkers to the units listed in the *Analytic Tool* workbook and generate the report results. This should happen automatically for users of Microsoft Office 2003 and earlier.

The order of the SSIS reports in the *Measures* workbook matches the order in the *Analytic Tool* workbook. The final two tabs, both colored green, help the user manage the tool and identify and resolve any problems with data entered into the tool. These last two tabs will be discussed in the *Tool Management* chapter.

The process of entering the data into the *Measures* workbook can be broken down into two broad steps: 1) export the data from SSIS and 2) paste the data into *Measures.* Each step is described in full.

Export Data from SSIS

Upon logging into SSIS, go to the "Tools" menu at the top of the main SSIS window and select the "SSIS Analysis and Charting" option. The data needed to correlate workload to outcomes and performance is located under the reporting choices positioned on the left side of the "SSIS Analysis and Charting" window. Specifically, data will be used from the reports found in the "Federal Indicators Round 2" and "State Indicators" report options.

The process used to export the data from SSIS is identical for all 19 measures. Using the default period option for the measure, i.e., the most recent six month period of the calendar year, SSIS will generate a pie-chart showing the distribution of cases for the measure. Users do not need to filter or otherwise narrow the data options before generating the SSIS report.

To access the detailed case-level data, the user must select "Data" from the menu option located at the top of the page. SSIS will open a table, showing relevant case level data. The user should position the mouse over the table and click the right mouse button, invoking the Export option to appear.

After selecting the Export option, SSIS will ask the user where to save the exported data, using a standard Windows save dialog. Because there are 19 separate measures which must be exported from SSIS, it is important to use simple, descriptive names such as RT1 or 1.4 when exporting the data from SSIS. Data should be exported as an excel spreadsheet file (.xls) or comma separated values file (.csv); do not save the file as a HTML file or any other option provided by SSIS. When possible, it is suggested users save the data to their local computers.

Note –

For users of Excel version 2007 and later, the Excel file created by SSIS may be identified as being corrupt. Allowing Excel to correct the file will grant the user access to the data. Files exported using comma separated value files (.csv) do not have this problem. SSIS also intermittently fails to export the data, even if the user carefully followed the directions contained in this guide. Saving the file to the user's local computer should avoid this issue from occurring.

Repeat this process for each of the 19 measures, ensuring that all of the exported data are stored in the same folder, for ease of reference in the next step. When the user is done exporting the report results from SSIS, the user should have a file folder containing 19 data files.

Paste Data into *Measures*

After saving the SSIS report data as a series of Excel files, the user must open each exported data file, one at a time, and copy the data from the SSIS data file (.xls or .csv) into the corresponding *Measures'* worksheet. When opening the files created when exporting data from SSIS, Excel may ask the user for permission to repair the file. If asked, allow Excel to do so.

Select the Copy command after highlighting all columns which contain data in the file exported from SSIS and then Paste the data into the respective *Measures* worksheet, placing the data into the first cell in the first column – A1. The tool will, by default, open the data worksheets to the appropriate cell, A1. To ensure the accuracy of the reports to be generated by the Workload Analytic Tool, it is important that all of the data be copied correctly.

For example, to post the case-level data for RT1 into the *Measures* workbook, the user will open the Excel file that was created containing the data exported for that specific report. Select all of the columns with data and copy. Open or switch to the *Measures* file and paste the data into the worksheet labeled RT1. To make sure the data is organized correctly, it is necessary to paste the data into the tool at cell A1.

After pasting all of the exported data into the *Measures* workbook, delete the exported data tables from your computer. These files are no longer needed since the data are now in the *Measures* file of the Workload Analytic Tool.

Assign Staff to Units

In order to calculate the outcome scores by unit, the user must help the tool organize caseworkers by unit. Open the *Staff* worksheet and click the button labeled "Update Staff List." The left-most column in the sheet will fill with names of caseworkers as presented in the various SSIS reports. The user should select the caseworker's unit from the drop-down list provided in the Unit column. The Unit names entered in the *Analytic Tool* workbook will appear in the drop-down list.

Generate the Measures

To generate the results using the SSIS case-level data, select the *Management* worksheet (last tab colored green) and review any issues presented in the Warnings /

Notes column. This worksheet will identify if potential data problems exist before the measures are calculated.

The following describes the types of warnings or notes which may result.

Measure is Empty - An empty measure may be an indication that the user forgot to paste the data exported from SSIS into the tool. However, it is possible, especially for smaller counties, that some measures may actually lack even a single case which is relevant to the measure. In these cases, this error does not constitute a problem and may be safely disregarded.

Assign All Cases to a Worker – Data tables where one or more cases are not assigned to a specific worker will be identified. When cases are not assigned to a specific worker, the unit and workload scores will be less accurate than the county-wide scores. Whenever possible, the user should assign cases to a worker where assignments were not identified within SSIS.

Inappropriate Data - The Workload Analytic Tool has a limited ability to identify inappropriate data entered into the tool. Many potential problems are handled silently by the tool. When this is impossible, the *Management* worksheet identifies an error and indicates which measure contains a problem. It also presents a count of the number of warnings or errors in each measure. Before calculating the measure scores the user must address or understand each warning or note and how it could impact the accuracy of the scores generated by the *Analytic Tool*. For example, the tool is limited to 2000 cases per data table. If the user pastes more than 2000 rows of data into the tool, the *Management* worksheet will flag this as an error.

Define Label - The *Management* worksheet counts the number of staff in each unit and compares the count to the entry in the *Analytic Tool* file. If the numbers do not agree, the tool notifies the user of a possible data entry error. Imbalances do not affect the mathematical accuracy of the outcome measures. They can, however, affect how cases and units are grouped when the outcomes are grouped by workload ratios.

If Excel generates an error when pasting the data into the *Measures* workbook, the user should first check to see that he or she is pasting data into the first cell of the first column (A1) and that he or she has not selected any blank columns in the exported data file.

Once all errors and warnings have been resolved or understood, click the button labeled "Calculate ALL." Depending on system resources and the size of the data set, the calculations may take anywhere from a few seconds to a minute to complete. During this time Excel may become unresponsive. *Do not close Excel or exit the tool while these calculations are being performed.*

After the measures have processed successfully, the word "Yes" will appear next to "Measures Calculated," indicating that the calculations were completed successfully. For users of Excel version 2007 and later, this text should be colored green. In older versions of Excel, the text may be a different color. If "Yes" does not appear, an error resulted during the calculation process and the cause will need to be identified.

Once the measures have been calculated, the user should save the file and close it.

The Excel workbook *Analytic Tool* provides administrators, managers and supervisors with information on workload need and correlates that need on being able to achieve improved outcomes and meet process standards. The reports may be categorized into two types – Workload Need and Performance, with each report being described below.

WORKLOAD NEED

Resource Summary

The *Resource Summary* worksheet allows users to record the number of caseworker Full-time Equivalents. It is in this worksheet that users first posted unit and caseworker names and FTE counts. This worksheet also provides the answer to the question "How many staff are needed to handle workload in a quality manner?"

The column labeled "Projected FTE Need" provides the ultimate answer to the question as to adequacy of staffing. Projected need is based on the sum of the hours needed to spend on the caseload for each workgroup type based on the caseload size; the result is divided by the time available for case work to determine the overall count of caseworkers needed for the county and by unit.

A positive number in the "Staffing Difference" column indicates additional caseworkers are needed. A negative number indicates that a shift of resources from one unit to another or to other programs within a county may be warranted as more caseworkers are available than what are needed to handle the volume of child welfare/children's mental health workgroups.

A ratio of the Projected FTE Need to the Current Caseworkers FTE may also be used to identify resource need. A ratio greater than 1 in the "Ratio of Need" column indicates additional resources are needed while a ratio less than 1 indicates a shift in resources may apply. A ratio equal to 1 indicates the number of current caseworker FTEs is the number needed to handle the present caseload size.

A description of the worksheet contents of each column was provided earlier in the Data Entry chapter.

Hours Needed

A formula has been applied to the *Hours Needed* worksheet to calculate the total time needed to spend on the volume of workgroups for a given workgroup type, summing the total hours for each workgroup type for the county and by unit. The

counts of workgroups for each workgroup type, taken from the *Workgroup Counts* worksheet, is multiplied by the total time needed to complete the required and other tasks (*Calculated Workgroup Time*) for each workgroup type.

To illustrate the formula, the following example is offered using a Non-Relative Family Foster Care workgroup. The count of workgroups in the *Workgroup Counts* worksheet listed for workgroup type 403 – Non-relative Family Foster Care will be multiplied by the "Time Standard for Caseworkers" for that same workgroup type as taken from the *Calculated Workgroup Time* worksheet.

The following table provides a general description of the worksheet contents by column.

Column	Definition
Workgroup Type Code	The code used to define workgroup types is displayed.
Workgroup Type Definition	The description identifies the specific workgroup type and placement type for children removed from the home.
Time Standard for Caseworkers	Using the formula contained in each cell, the hours needed to handle a workgroup based on the required and other tasks is posted from the *Calculated Workgroup Time* worksheet.
County Totals	Using the formula contained in each cell, the total number of hours needed for each workgroup type is summed for the county.
Unit Name	Using the formula contained in each cell, the total number of hours needed for each workgroup type is broken down by unit based on the "Time Standard for Caseworkers" and the workgroup count in each unit. Unit names entered in the *Resource Summary* worksheet are auto-populated in the column headings.
Totals	Using the formula contained in each cell, the total number of hours needed to spend on the workgroups is summed for the county and for each unit.

Note

> *Time needed to complete Traditional (Family) Investigation/Facility Investigation workgroups and Family Assessment Response workgroups has been increased to account for state and county policy which provides caseworkers with 45 days to render a decision. The time needed for these workgroup types is increased by half again as much for each, as if the investigations and assessments are completed in the month in which they are received.*

FTEs Needed

The *FTEs Needed* worksheet generates a count of needed resources in terms of full-time equivalent caseworkers. The resulting figure identifies the number of

caseworkers needed based on the number of workgroups for each workgroup type. The total hours needed to manage the volume of workgroups, taken from the *Hours Needed* worksheet, is divided by the number of hours caseworkers have available to devote to case work, taken from the *Resource Summary* worksheet and based on the average hours caseworkers work in a week.

The contents of the *FTEs Needed* worksheet are described below.

Column	Definition
Workgroup Type Code	The code used to define workgroup types is displayed.
Workgroup Type Definition	The description identifies the specific workgroup type and placement type for children removed from the home.
County Totals	Counts of FTEs needed to manage the volume of workgroups on a monthly basis are displayed by workgroup type for the county.
Unit Name	Using the formula contained in each cell, FTEs needed are displayed for each workgroup type by unit. Unit names entered in the *Resource Summary* worksheet are auto-populated in the column headings.
Totals	Using the formula contained in each cell, the total number of hours needed to spend on the workgroups is summed for the county and for each unit.

PERFORMANCE

The *Analytic Tool* contains three worksheets which correlate workload need to the second round of CFSR outcome measures and three worksheets which correlate that need to Minnesota process standards as measured by reports categorized as "SSIS." Each of the worksheets is described in the following few pages.

Permanency Reports

The *Analytic Tool* workbook contains three worksheets, as identified with a blue tab, which relate workload need to several of the outcome measures used in conjunction with the second round of the CFSR to assess a state's ability to help children achieve permanency. One of the respective worksheets provides data at the county level and another at the unit level. The last worksheet groups units by their workload ratios, allowing users to more clearly see how workload may have an effect on achieving positive outcomes.

The table below details the 15 Permanency Measures.

Measure	Description
1.1	Of all children discharged to reunification during the period, what percentage was reunified in less than 12 months?
1.2	Of all children discharged to reunification during the period, what was the median length of stay?
1.3	Of all children entering care for the first time during the period what percentage was discharged to reunification in less than 12 months?
1.4	Of all children discharged to reunification in the 12 month period prior to the selected year, what percent re-entered care within 12 months of the date of discharge?
2.1	Of all children discharged to adoption during the period, what percentage was reunified in less than 24 months?
2.2	Of all children discharged to adoption during the period, what was the median length of stay?
2.3	Of all children in care for 17 months or longer as of the first day of the year, what percentage was discharged to a finalized adoption by the end of the year?
2.4	Of all children in care for 17 months or longer as of the first day of the year, what percentage became legally free within six months?
2.5	Of all children becoming legally free in the year prior to the selected period, what percentage was adopted within 12 months of becoming legally free?
3.1	Of all children in foster care 24 months or longer as of the first day of the selected period, what percentage was discharged to a permanent home by the end of the year and before their 18th birthday?
3.2	Of all children discharged during the year who were legally free for adoption, what percentage was discharged to a permanent home prior to their 18th birthday?
3.3	Of all children emancipated or aging out during the year, what percentage was in care for three years or longer?

Measure	Description
4.1	Of all children served in foster care for less than 12 months, what percentage had two or fewer placement settings?
4.2	Of all children served in foster care for 12 to 24 months, what percentage had two or fewer placement settings?
4.3	Of all children served in foster care for 24 to 36 months, what percentage had two or fewer placement settings?

Permanency – County

The CFSR measures are identified in the first column of the worksheet, next to a brief description of each measure. The column labeled "Nat'l 75th Percentile" provides the score for the 75th percentile group, the score by which states are measured in regard to their ability to satisfy the federal outcome.

Three key pieces of information regarding the county-wide item scores are provided in this worksheet. First, the "% Meeting Measure" is a calculation of the percentage of cases which meet the CFSR Item criteria, allowing counties to compare their scores to the national 75th percentile score. The worksheet also provides the number of cases meeting the standard and the total number of cases relevant to the measure.

Column	Definition
Measure	CFSR measure numeric identifier (.e.g., 1.1).
Description	Brief description of each CFSR Measure.
Nat'l 75th Percentile	The national 75th percentile score for the measure.
% Meeting Measure	The percentage of cases which met the requirement for the measure.
# Meeting Measure	The number of cases which met the requirement for the measure.
Total # Cases	The total number of cases included in the population for the measure.
Average Workload Ratio	The average workload ratio of all caseworkers in the measure.

Permanency – Unit

The *Permanency- Unit* worksheet provides results for the same measures as does the *Permanency – County* worksheet, grouping outcomes and ratio of workload need at the unit level. This worksheet allows users to compare unit outcomes to county outcomes and the national 75th percentile. Where the previous report or worksheet, *Permanency – County*, provided all information in a single row, individual unit scores are provided in a column, to allow easy comparison across units.

Row	Definition
Average Workload Ratio	The workload ratio of each unit in the county.
% Meeting Measure	The percentage of cases which met the requirement for the measure.
# Meeting Measure	The number of cases which met the requirement for the measure.
Total # Cases	The total number of cases included in the population for the measure.

Column	Definition
Measure	CFSR measure numeric identifier (e.g., 1.1).
Description	Brief description of the CFSR measure.
Nat'l 75th Percentile	The national 75th percentile score for the measure.
County Score	The county-wide score for the CFSR measure.
Units	Each unit identified in the tool is scored separately.

Permanency - Workload

The *Permanency - Workload* worksheet allows users to assess how workload need affects the ability to achieve improved outcome scores, drawing comparisons based on workload need or the ratio of need. In this report or worksheet, units are grouped by their ratio of workload need, grouping together those with a ratio within a set range (e.g., 0.75 or less, 0.76 to 1.00, 1.01 to 1.25).

Row	Definition
% Meeting Measure	The percentage of cases which met the requirement for the measure.
# Meeting Measure	The number of cases which met the requirement for the measure.
Total # Cases	The total number of cases included in the population for the measure.

Column	Definition
Measure	CFSR measure numeric identifier (e.g., 1.1).
Description	Brief description of each CFSR measure.
Nat'l 75th Percentile	The national 75th percentile score for the measure.
County Score	The county-wide score –for the CFSR measure.
Workload	Units are grouped by ratio of resource need.

Safety and State Measures

The *Analytic Tool* workbook contains an additional three worksheets with tabs also colored blue which contain two of the federal measures that assess safety and four which assess adherence to state process standards. The worksheets are grouped similarly to those for the permanency measures – County, Unit and Workload. The specific measures included in this set of worksheets are: RT1, RT2, SSIS1, SSIS5 and SSIS8.

The table below details the two measures which assess safety from the perspective of re-abuse and the three state process measures.

Measure	Description
RT 1	Of all children who were victims of abuse during the reporting period, what percentage did not have another substantiated or indicated report within a six-month period?
RT 2	Of all children who were in foster care during the reporting period, what percentage was the subject of maltreatment by a foster parent or facility staff?
SSIS 1	What was the percentage of child maltreatment assessments initiated within 24, 48, 72, 96, 120 and over 120 hours of a report?
SSIS 4	For families receiving CPS as of the selected date, what percentage have had a face-to-face contact with a social worker within the last 0 – 30 days, 31 – 60 days, 61 – 90 days and 91+ days?
SSIS 5	For children in out-of-home placement as of the selected date, what percentage have had a face-to-face contact with a social worker within the last 0 – 30 days, 31 – 60 days, 61 – 90 days and 91+ days?
SSIS 8	For children who entered placement during the last 24 months, how many times within the last 24 months were they removed from the home?

The following provides information for the individual report worksheets.

Safety_State – County

The measures are identified in the first column of the worksheet, next to a brief description of each measure. Data are provided for three key pieces of information regarding the county-wide item scores. First, the "% Meeting Measure" is a calculation of the percentage of cases from the SSIS data set which meet the item's criteria. The *Analytic Tool* also provides a count of the cases which satisfy the standard and the total number of cases included in the measure's population.

Column	Definition
Measure	Measure numeric identifier (e.g., RT1).
Description	Brief description of each measure.

Column	Definition
% Meeting Measure	The percentage of cases which met the requirement for the measure.
# Meeting Measure	The number of cases which met the requirement for the measure.
Total # Cases	The total number of cases included in the population for the measure.
Average Workload Ratio	The average workload ratio of all caseworkers in the measure.

Safety_State – Unit

As with the Permanency Measures, the *Safety_State – Unit* worksheet provides the same measures as the *Safety_State – County* worksheet, but grouping the results at the unit level.

Row	Definition
Average Workload Ratio	The workload ratio of each unit in the county.
% Meeting Measure	The percentage of cases which met the requirement for the measure.
# Meeting Measure	The number of cases which met the requirement for the measure.
Total # Cases	The total number of cases included in the population for the measure.

Column	Definition
Measure	Measure numeric identifier (e.g., RT1).
Description	Brief description of each measure.
County Score	The county-wide score for the measure.
Units	Each unit identified in the tool is scored separately.

Safety_State – Workload

The *Safety_State – Workload* worksheet allows users to assess how workload or resource need affects the ability to achieve improved outcomes, drawing comparisons based on workload or the ratio of need, by grouping units with a similar ratio into a single group.

Row	Definition
% Meeting Measure	The percentage of cases which met the requirement for the measure.
# Meeting Measure	The number of cases which met the requirement for the measure.
Total # Cases	The total number of cases included in the population for the measure.

Column	Definition
Measure	Measure numeric identifier (e.g., RT1).
Description	Brief description of each measure.
County Score	The county-wide score for the measure.
Workload	Units are grouped by ratio of resource need.

Users should be aware of a couple of items when evaluating the affect workload need has in being able to achieve positive results. First, in measures where the size of the population is small, the impact of individual case outcomes can have an influence on a county's or unit's rate of success for a particular measure. One or two cases with significantly different results, when the population of cases is small, may have a dramatic effect on the result, positively or negatively.

Secondly, using larger time frames (e.g., a full year instead of six months) will increase the data set, resulting in scores which may be more representative of group outcomes. The default time frame used by SSIS, however, provides data on the most recent six-month period available which should be adequate to generate meaningful results for most counties.

Each of the Workload Analytic Tool's workbooks, *Analytic Tool* and *Measures*, contain worksheets with green tabs indicating that their contents are used to manage the data and processes which serve to produce the resource need calculations and correlate that need with performance. The respective worksheet in the *Analytic Tool* workbook labeled *Calculated Workgroup Time* is for reference purposes only, while the two in the *Measures* workbook require some user input, which was discussed earlier in the Data Entry chapter.

A fuller description of each is provided below.

ANALYTIC TOOL

The Time Study portion of the Workload Study measured the average amount of time needed to complete required and other tasks. "Required" tasks are defined as those which must be done based on policy or practice standards while "other" tasks are not dictated by policy, such as preparing for court or meetings. The sum of the required and other tasks for each workgroup type is the calculated time needed to spend on a workgroup on a monthly basis or "Time Standard."

The *Calculated Workgroup Time* worksheet identifies the times needed to complete the various required and other tasks for each type of workgroup. Time for required tasks is listed for only those workgroup types for which the required task is to be completed. All workgroups have time reported for other tasks. As changes in policy or workflow are made, the worksheet may be amended to capture new required tasks, delete obsolete required tasks and update times needed to perform both required and other tasks.

The content of the worksheet is described below.

Column	Definition
Required Tasks	The individual required tasks are listed along with a placeholder for time to complete other tasks.
Workgroup Types	Each workgroup type is listed which allows a unique time standard to be computed for each workgroup type.

Note

> *Counts of Family/Facility Investigations and Family Assessment Responses initiated during the month are used to calculate resource need. Given that state and county policy provides caseworkers with 45 days to render a decision, the time needed for this workgroup type will be increased by half again as much for each, as if the investigations and assessments are completed in the month in which they are received. The increase in time adjustment is found in the* Hours Needed *worksheet.*

MEASURES

The *Measures* workbook contains tool management functions in the Workload Analytic Tool which serve to correlate performance with resource need. The two green tabbed worksheets, *Staff* and *Management,* contain the tool management functions. Specifically, the *Staff* worksheet provides the user with the ability to assign staff to individual units as recorded by the user in the *Analytic Tool* workbook. The *Management* worksheet controls the calculation of the measures, and provides the user with warning or error messages, as appropriate.

Use of the *Staff* and *Management* worksheets is covered in greater detail in the Data Entry chapter. The following outlines the contents of each.

Staff

Column	Definition
Staff Name	Each staff member in the county is listed (max 600).
Unit	Provides a drop-down list of possible units. Users must assign each staff member to a unit.

In addition to the two columns, there is a button at the top of the worksheet, labeled "Update Staff List." This button refreshes the list of staff listed in the "Staff Name" column.

Management

There are two sections to this worksheet. The first section of the worksheet, highlighted in cream, is labeled "Tool Status." It presents the status of the data entered into the tool. The second section of the worksheet, highlighted in light blue, is labeled "Management Tools" and presents two buttons which enable the user to control the Workload Analytic Tool.

Tool Status

The following table details the contents of this portion of the worksheet.

Column	Definition
Tab	List of worksheets in the workbook. The names of the tabs correspond to the measures calculated by the tool.
Data Present	Identifies if there are data present in the tool for each measure.
Cases Not Assigned to Worker / Unit	Number of cases in a tab / measure not assigned to a specific worker. Cases must be assigned to individual workers in order to calculate measure scores on a per unit basis.
Missing / Corrupt Data	Number of cases in a tab / measure with data that can not be handled by the Workload Analytic Tool. This data should be corrected before calculating the measures. Invalid data affects the accuracy of the calculated scores.
Warnings / Notes	*See the table below for detailed content information.*
# Unassigned Staff	Presents the number of staff, listed in the *Staff* worksheet, who are not assigned to a specific unit. Workers must be assigned to units for the tool to accurately calculate measure scores for each unit.
Unit	List of units identified in the *Analytic Tool* workbook.
Analytic Tool FTE Count	Number of staff listed in the *Analytic Tool* workbook.
Staff Tab Count	Staff assigned to each unit in the *Staff* worksheet in the *Measures* workbook.[6]

Warnings / Notes

Warning / Note	Definition
Too many cases	The Workload Analytic Tool can only handle 2000 cases per measure. Cases beyond 2000 will not be used to calculate the success rates.
Assign all cases to a worker	Some cases may not been assigned to a staff member.
Data error in required column	The message indicates the tool has detected an invalid entry or data corruption in a column necessary to calculate the measure score.
Staff members do not match	The number of staff listed in the *Analytic Tool* workbook does not match the number assigned in the *Staff* worksheet in the *Measures* workbook.[7]

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[6] The *Staff* worksheet in the *Measures* workbook counts the number of caseworkers with at least one case assignment of the cases listed in the SSIS report worksheets. The count of caseworkers in the *Resource Summary* worksheet in the *Analytic Tool* workbook represents Full-time Equivalents. Hence, it may be appropriate for the counts to be different, such as when a caseworker is assigned to cases in a different program (e.g., adult services, developmental disabilities).

[7] See footnote above (6).

Warning / Note	Definition
Assign all staff to a unit	There is at least one staff member listed on the *Staff* worksheet who is not assigned to a unit.

Management Tools

This section of the tool contains two buttons. The first button labeled "Calculate ALL" calculates the measure scores. The button labeled "Reset Tool" deletes all of the data, resets all of the scores to NULL, and refreshes the Staff list. This second button may be used to rapidly reset the tool when the user wishes to add new or updated SSIS reports to the tool.

Below the two buttons is a single cell, colored red or green, depending on the status of the tool. It is labeled "Measures Calculated." When the cell next to the label is green and says "Yes" the measures have been calculated by the tool and the results may be viewed in the *Analytic Tool* workbook. When the cell is red and says "No" the measures have not been calculated by the tool and are not available in the *Analytic Tool* workbook. Older versions of Excel may not display the red and green highlighting, but the status – "Yes" or "No" – will be displayed, regardless.

RESET THE WORKLOAD ANALYTIC TOOL

The Workload Analytic Tool is designed to be used on an ongoing basis, allowing users to continually assess resource need and measure that need against the ability to satisfy federal outcome measures and state performance standards. Users should not paste new data on top of existing data in the *Measures* workbook; doing so could lead to errors in the calculations of the individual measures.

To reset the Workload Analytic Tool, open the *Measures* file and select the *Management* worksheet. Click the button marked "Reset Tool," waiting while the tool deletes all of the data in the data tabs and resets the measure calculations. When the word "No" appears next to "Measures Calculated," *Measures* has been successfully reset.

The reset process does not affect the data entered in the *Analytic Tool* file. The list of units in a county rarely changes and the number of workers in each unit changes more gradually than the number of workgroups assigned to a unit. As counts of FTEs for a given unit or equivalent for a given staff member for smaller counties change and/or workgroup counts fluctuate, the information should be updated in the *Analytic Tool* workbook in the respective worksheet, as appropriate.

This section of the guide documents the contents of each worksheet, including formulas. Columns highlighted in light red are hidden by default in the Workload Analytic Tool and should only be accessed by administrators. Some cells link to calculation cells. Links are shown in parentheses and note the worksheet and cells linked to by the local cell.

ANALYTIC TOOL

Resource Summary

The *Resource Summary* worksheet calculates the difference in the amount of Full-time Equivalent Caseworkers (FTEs) by the number of FTEs needed to manage the county's current caseload for the county as a whole and by unit. The Projected FTE need is calculated by dividing the number of hours needed for a workgroup type by the hours caseworkers have available to devote to case work. Counties are given an opportunity to identify the average hours caseworkers are to work each week, less time for lunch, thus applying the appropriate time available for casework in the projection of need.

The table which follows describes the contents of the *Resource Summary* worksheet.

Column	Cell Location	Content
Unit	A1-A2	Title.
Total FTE Count	A3	Title.
Unit	A4-A50	User will enter the unit name or caseworker name, if a small county.
Current Caseworker FTEs	B1-B2	Title.
Total Caseworker FTEs	B3	Calculated sum of FTEs for the county.
Unit Caseworker FTEs	B4-B50	User will enter the count of FTEs for each unit or staff person.

Column	Cell Location	Content
Projected FTE Need	C1-C2	Title.
Total Projected FTE Need	C3	Calculated sum of projected FTEs needed for the county.
Unit Projected FTE Need	C4-C50	These cells contain a formula that provides the total number of FTEs needed for each unit or staff member, calculated by dividing the sum of all the *Hours Needed* for each workgroup type by the "Time Available for Casework," dependent on the hours caseworkers are required to work each week.
Ratio of Need[8]	D1-D2	Title.
County Ratio	D3	Calculated ratio of projected FTEs needed to current caseworker FTEs for the county.
Unit Ratio	D4-D50	The unit cells contain a formula that provides a ratio of projected FTEs needed to current caseworker FTEs.
Staffing Difference	E1-E2	Title.
Total Staffing Difference	E3	Calculated sum of the difference of projected FTEs needed less current caseworker FTEs for the county.
Unit Staffing Difference	E4-E86	These cells contain a formula that subtracts the number of current caseworker FTEs from the number of projected FTEs needed. Negative numbers are listed in parenthesis.
Weekly Required Work Hours	F1-H1	Title.
40	G2	Title.
37.5	H2	Title.
35	I2	Title.
County Caseworker Hours	G3-I3	Users will insert a "1" in the cell which describes the number of hours caseworkers are to work in an average week, less time for lunch.
Instructions	F4-H9, F13-H15 and F19-F22	Instructions are provided for users to follow when entering data in the worksheet.

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[8] A value greater than 1 indicates additional caseworkers are needed. A value less than 1 indicates a shift in resources might be appropriate to programs within the county where additional caseworkers are needed. A value equal 1 indicates sufficient caseworkers are on staff to manage the present caseload size.

Workgroup Counts

The *Workgroup Counts* worksheet is where users will enter in the number of workgroups by workgroup type for each unit. The worksheet will calculate the total number of workgroups by unit, where different types of workgroups are carried by a unit, as well as by the total number of workgroups by workgroup type for the county.

The table which follows details the contents of each column in the *Workgroups Counts* worksheet.

Column	Cell Location	Content
Workgroup Type Code	A1-A2	Title.
Code	A3-A19	List of workgroup type codes.
Workgroup Type Definition	B1-B2	Title.
Definition	B3-B19	List of workgroup definitions.
Totals	B20	Title.
County Totals	C1-C2	Title.
Workgroup Type	C3-C19	The formula in each cell calculates the sum of workgroups by workgroup type.
Totals	C20	The formula calculates the sum of all workgroups.
Units	D1-AX2	Unit names. The unit names entered in the *Resource Summary* worksheet are auto-populated.
Workgroup Type	D3-AX19	In each white cell, the user enters the number of workgroups for each workgroup type in the respective unit column.
Total Unit Count	D20-AX20	The formula in the total column cells calculates the sum of the workgroups for each unit.

Hours Needed

A first step in the calculation of resource need is to identify the hours needed to manage the caseload. The *Hours Needed* worksheet contains a formula for each workgroup type by unit which computes the total hours needed to spend on the volume of workgroups. The basic formula for each workgroup type is as follows, Case Count (*Case Counts*) x Time Standard for Caseworkers (*Hours Needed*).

Details of the *Hours Needed* worksheet are as follows.

Column	Cell Location	Content
Workgroup Type Code	A1-A2	Title.
Code	A3-A19	List of workgroup type codes.
Workgroup Type Definition	B1-B2	Title.
Definition	B3-B19	List of workgroup definitions.
Totals	B20	Title.
Time Standard for Caseworkers	C1-C2	Title.
Workgroup Type	C3-C19	The formula in these cells contains the sum of the time for required and other tasks as listed in the *Calculated Workgroup Time* worksheet for each workgroup type.
County Totals	D1-D2	Title.
Workgroup Type	D3-D19	The formula in each cell contains the sum of the hours needed for each workgroup type.
Totals	D20	Calculated total of hours needed for all workgroups.
Units	E1-AYI1	Title. The unit names entered in the *Resource Summary* worksheet are auto-populated.
Workgroup Type	E3-AY19	The cells display the number of hours needed for each workgroup type within a unit. The formula in each workgroup type cell references the respective workgroup count cell location in the *Workgroups Counts* worksheet and multiplies it by the respective "Time Standard for Caseworkers" cell.
Total Unit Count	E20-AY20	Sum of the total hours needed for each unit.

FTEs Needed

The *FTEs Needed* worksheet contains a set of formulas which calculate resources needed to handle the workload based on the time caseworkers have to devote to casework.

The following details the contents of the worksheet.

Column	Cell Location	Content
Workgroup Type Code	A1-A2	Title.
Code	A3-A19	List of workgroup type codes.
Workgroup Type Definition	B1-B2	Title.
Definition	B3-B19	List of workgroup definitions.
Totals	B20	Title.
County Totals	C1-C2	Title.
Workgroup Type	C3-C19	The formula in each cell contains the sum of the hours needed for each workgroup type.
Total Statewide Count	C20	Calculated total of hours needed for all workgroups.
Units	D1-AX1	Title. The unit names entered in the *Resource Summary* worksheet are auto-populated.
Workgroup Type	D3-AX19	The formula in each cell computes the FTEs needed for each workgroup type by referencing the respective "Hours Needed by Workgroup Type" cell location in the *Hours Needed* worksheet and dividing it by the hours caseworkers have available for casework, dependent on the hours caseworkers are to work each week as reported in the *Resource Summary* worksheet.
Total Unit Count	D20-AX20	Sum of the FTEs needed for each unit.

Calculated Workgroup Time

The analytic tool contains the times needed to complete required and other tasks and formulas which sum the total time needed to complete all the tasks for each workgroup type. The gold highlighted cells may be changed as policies or practice standards change, amending the time it takes to complete a task, adding new tasks and their respective times, or deleting a task that is no longer completed for all workgroups of a given workgroup type (i.e., required tasks). Once a gold cell has been altered, the salmon colored cells will readjust the sums accordingly, including those in the *Hours Needed* worksheet.

The following details the contents of the worksheet.

Column	Cell Location	Content
Required Tasks	A1	Title.
Definition	A2-A13	List of required tasks.
Other Tasks	A14	Title.
Time Standard	A15	Title.
Intake Screening (Child)	B1	Title.
Required Tasks	B2-B13	If tasks are required for Intake Screening (Child) workgroups, the administrator will enter the time needed to complete each required task.
Other Tasks	B14	The administrator enters the time needed to complete other tasks for Intake Screening (Child) workgroups.
Time Standard	B15	The sum of all time entered for required and other tasks for Intake Screening (Child) workgroups.
Traditional/Facility Investigation	C1	Title.
Required Tasks	C2-C13	The administrator enters the time needed to complete each required task for investigations.
Other Tasks	C14	The administrator enters the time needed to complete other tasks for investigations.
Time Standard	C15	The sum all the time entered for required and other tasks for Traditional/Facility Investigation workgroups.

Column	Cell Location	Content
Family Assessment	D1	Title.
Required Tasks	D2-D13	The administrator enters the time needed to complete each required task for assessments.
Other Tasks	D14	The administrator enters the time needed to complete other tasks for assessments.
Time Standard	D15	The sum all the time entered for required and other tasks for Family Assessment workgroups.
CP Case Management/Trial Home Visit	E1	Title.
Required Tasks	E2-E13	The administrator enters the time needed to complete each required task for CP case management and trial home visit workgroups.
Other Tasks	E14	The administrator enters the time needed to complete other tasks for CP case management and trial home visit workgroups.
Time Standard	E15	The sum all the time entered for required and other tasks for CP Case Management/Trial Home Visit workgroups.
CW Case Management	F1	Title.
Required Tasks	F2-F13	The administrator enters the time needed to complete each required task for Child Welfare Case Management workgroups.
Other Tasks	F14	The administrator enters the time needed to complete other tasks for Child Welfare Case Management workgroups.
Time Standard	F15	The sum all the time entered for required and other tasks for Child Welfare Case Management workgroups.

Column	Cell Location	Content
PSOP/Minority Parent/ Independent Living Programs	G1	Title.
Required Tasks	G2-G13	The administrator enters the time needed to complete each required task for PSOP, Minority Parent and Independent Living program workgroups.
Other Tasks	G14	The administrator enters the time needed to complete other tasks for PSOP, Minority Parent and Independent Living program workgroups.
Time Standard	G15	The sum all the time entered for required and other tasks for PSOP/Minority Parent/Independent Living program workgroups.
Children's Mental Health	H1	Title.
Required Tasks	H2-H13	The administrator enters the time needed to complete each required task for children mental health workgroups.
Other Tasks	H14	The administrator enters the time needed to complete other tasks for children mental health workgroups.
Time Standard	H15	The sum all the time entered for required and other tasks for Children Mental Health workgroups.
Shelter Care	I1	Title.
Required Tasks	I2-I13	The administrator enters the time needed to complete each required task for shelter care placements.
Other Tasks	I14	The administrator enters the time needed to complete other tasks for shelter care placements.
Time Standard	I15	The sum all the time entered for required and other tasks for Shelter Care placement workgroups.

Column	Cell Location	Content
Relative Foster Care/Tribal Members	J1	Title.
Required Tasks	J2-J13	The administrator enters the time needed to complete each required task for relative foster care/tribal member placements.
Other Tasks	J14	The administrator enters the time needed to complete other tasks for relative foster care/tribal member placements.
Time Standard	J15	The sum all the time entered for required and other tasks for Relative Foster Care/Tribal Members placement workgroups.
Non-relative Family Foster Care	K1	Title.
Required Tasks	K2-K13	The administrator enters the time needed to complete each required task for non-relative foster care placements.
Other Tasks	K14	The administrator enters the time needed to complete other tasks for non-relative foster care placements.
Time Standard	K15	The sum all the time entered for required and other tasks for Non-relative Family Foster Care placement workgroups.
Corporate Private/Therapeutic Foster Care	L1	Title.
Required Tasks	L2-L13	The administrator enters the time needed to complete each required task for corporate/private placements.
Other Tasks	L14	The administrator enters the time needed to complete other tasks for corporate/private placements.
Time Standard	L15	The sum all the time entered for required and other tasks for Corporate Private/Therapeutic Foster Care placement workgroups.

Column	Cell Location	Content
Group Home Required Tasks	MI1 M2-M13	Title. The administrator enters the time needed to complete each required task for group home placements.
Other Tasks	M14	The administrator enters the time needed to complete other tasks for group home placements.
Time Standard	M15	The sum all the time entered for required and other tasks for Group Home placement workgroups.
Residential Facility Required Tasks	N1 N2-N13	Title. The administrator enters the time needed to complete each required task for residential facility placements.
Other Tasks	N14	The administrator enters the time needed to complete other tasks for residential facility placements.
Time Standard	N15	The sum all the time entered for required and other tasks for Residential Facility placement workgroups.
Relative Pre-adoptive Home Required Tasks	O1 O2-O13	Title. The administrator enters the time needed to complete each required task for relative pre-adoptive placements.
Other Tasks	O14	The administrator enters the time needed to complete other tasks for relative pre-adoptive placements.
Time Standard	O15	The sum all the time entered for required and other tasks for Relative Pre-adoptive Home placement workgroups.

Column	Cell Location	Content
Non-relative Pre-adoptive Home	P1	Title.
Required Tasks	P2-P13	The administrator enters the time needed to complete each required task for non-relative pre-adoptive placements.
Other Tasks	P14	The administrator enters the time needed to complete other tasks for non-relative pre-adoptive placements.
Time Standard	P15	The sum all the time entered for required and other tasks for Non-relative Pre-adoptive Home placement workgroups.
Correctional Placement	Q1	Title.
Required Tasks	Q2-Q13	The administrator enters the time needed to complete each required task for correctional placements.
Other Tasks	Q14	The administrator enters the time needed to complete other tasks for correctional placements.
Time Standard	Q15	The sum all the time entered for required and other tasks for Correctional placement workgroups.
ICPC Placement	R1	Title.
Required Tasks	R2-R13	The administrator enters the time needed to complete each required task for ICPC placements.
Other Tasks	R14	The administrator enters the time needed to complete other tasks for ICPC placements.
Time Standard	R15	The sum all the time entered for required and other tasks for ICPC placement workgroups, regardless if Minnesota is the sending or receiving state.

Permanency - County

The *Permanency – County* worksheet contains no end-user editable content. This worksheet presents the county-wide outcomes for the 15 permanency measures used for the second round of the Child and Family Services Review. Provided that all Errors and Warnings have been dealt with on the *Management* worksheet in the *Measures* workbook, the outcomes listed on this worksheet should match the scores presented by SSIS, with one possible exception. It appears that SSIS may calculate the median number of months for CFSR 1.2 in a way that slightly inflates the number of months. The Workload Analytic Tool calculates the median number of months using floating point values to achieve a more accurate measure of the median.

Links to calculation cells in their respective worksheets are noted in parentheses. The following details the contents of the worksheet.

Column	Cell Location	Content
Measure	A1–A2	Title.
	A3-B3	Section Title – Composite 1.
	A4-A7	Measure Labels – 1.1 – 1.4.
	A9-B9	Section Title – Composite 2.
	A10-A14	Measure Labels – 2.1 – 2.5.
	A16-B16	Section Title – Composite 3.
	A17-A19	Measure Labels – 3.1 – 3.3.
	A21-B21	Section Title – Composite 4.
	A22-A24	Measure Labels – 4.1 – 4.3.
Description	B1-B2	Title.
	B4-B7	Description of measures 1.1-1.4.
	B10-B14	Description of measures 2.1-2.5.
	B17-B19	Description of measures 3.1-3.3.
	B22-B24	Description of measures 4.1-4.3.
Nat'l 75th Percentile	C1-C2	Title.
	C4–C7	National 75th percentile for measures 1.1-1.4.
	C10-C14	National 75th percentile for measures 2.1-

Column	Cell Location	Content
		2.5.
	C17-C19	National 75th percentile for measures 3.1-3.3.
	C22-C24	National 75th percentile for measures 4.1-4.3.
% Meeting Measure	D1–D2	Title.
	D4-D7	Percent of cases meeting the criteria for measures 1.1-1.4. (CFSR Measures BE7, BE16, BE21, BE31)
	D10-D14	Percent of cases meeting the criteria for measures 2.1-2.5. (CFSR Measures BE41, BE50, BE55, BE64, BE 73)
	D17-D19	Percent of cases meeting the criteria for measures 3.1-3.3. (CFSR Measures BE84, BE93, BE102)
	D22-D24	Percent of cases meeting the criteria for measures 4.1-4.3. (CFSR Measures BE113, BE122, BE131)
# Meeting Measure	E1-E2	Title.
	E4-E7	Number of cases meeting the criteria for measures 1.1-1.4. (CFSR Measures BE7, BE16, BE21, BE31)
	E10-E14	Number of cases meeting the criteria for measures 2.1-2.5. (CFSR Measures BE41, BE50, BE55, BE64, BE 73)
	E17-E19	Number of cases meeting the criteria for measures 3.1-3.3. (CFSR Measures BE84, BE93, BE102)
	E22-E24	Number of cases meeting the criteria for measures 4.1-4.3. (CFSR Measures BE113, BE122, BE131)
Total # Cases	F1–F2	Title.
	F4-F7	Total population count for measures 1.1-1.4. (CFSR Measures BE7, BE16, BE21, BE31)
	F10-F14	Total population count for measures 2.1-2.5. (CFSR Measures BE41, BE50, BE55,

Column	Cell Location	Content
		BE64, BE 73)
	F17-F19	Total population count for measures 3.1-3.3. (CFSR Measures BE84, BE93, BE102)
	F22-F24	Total population count for measures 4.1-4.3. (CFSR Measures BE113, BE122, BE131)
Average Workload Ratio	G1-G2	Title.
	G4-G7	Average workload for the population of cases in measures 1.1-1.4. (H4-H7)
	G10-G14	Average workload for the population of cases in measures 2.1-2.5. (H10-H14)
	G17-G19	Average workload for the population of cases in measures 3.1-3.3. (H17-H19)
	G22-G24	Average workload for the population of cases in measures 4.1-4.1. (H22-H24)
	H4	Calculates average workload for measure 1.1. (1.1 M2-M2000)
	H5	Calculates average workload for measure 1.2. (1.1 M2-M2000)
	H6	Calculates average workload for measure 1.3. (1.3 M2-M2000)
	H7	Calculates average workload for measure 1.4. (1.4 M2-M2000)
	H10	Calculates average workload for measure 2.1. (2.1 M2-M2000)
	H11	Calculates average workload for measure 2.1. (2.1 M2-M2000)
	H12	Calculates average workload for measure 2.3. (2.3 L2-L2000)
	H13	Calculates average workload for measure 2.4. (2.4 L2-L2000)
	H14	Calculates average workload for measure 2.5. (2.5 M2-M2000)
	H17	Calculates average workload for measure

Column	Cell Location	Content
		3.1. (3.1 M2-M2000)
	H18	Calculates average workload for measure 3.2. (3.2 M2-M2000)
	H19	Calculates average workload for measure 3.3. (3.3 M2-M2000)
	H22	Calculates average workload for measure 4.1. (4.1 L2-L2000)
	H23	Calculates average workload for measure 4.2. (4.2 L2-L2000)
	H24	Calculates average workload for measure 4.3. (4.3 L2-L2000)

Permanency - Unit

The *Permanency – Unit* worksheet contains no end-user editable content. The same permanency measures presented in the *Permanency – County* worksheet are presented in this worksheet and the same conditions apply to this worksheet in regard to the warning and error messages and calculation of median number of months.

Links to calculation cells in their respective worksheets are noted in parentheses. The following details the contents of the worksheet.

Column	Cell Location	Content
Measure	A1-A2	Title.
	A5-B5	Section Title – Composite 1.
	A6, A10, A14, A18	Measure Labels – 1.1 – 1.4.
	A22-B22	Section Title – Composite 2.
	A23, A27, A31, A35, A39	Measure Labels – 2.1 – 2.5.
	A43-B43	Section Title – Composite 3.
	A44, A48, A52	Measure Labels – 3.1 – 3.3.
	A56-B56	Section Title – Composite 4.
	A57, A61, A65	Measure Labels – 4.1 – 4.3.
Description	B1-C2	Title.
	B6, B10, B14, B18	Description of measures 1.1-1.4.
	B23, B27, B31, B35, B39	Description of measures 2.1-2.5.
	B44, B48, B52	Description of measures 3.1-3.3.
	B57, B61, B65	Description of measures 4.1-4.3.
	C6	Percent of cases meeting the criteria for measure 1.1.
	C7	Number of cases meeting the criteria for measure 1.1.
	C8	Total population count for measure 1.1.
	C10	Median length of stay for measure 1.2.
	C11	Total population count for measure 1.2.
	C14	Percent of cases meeting the criteria for

Column	Cell Location	Content
		measure 1.3.
	C15	Number of cases meeting the criteria for measure 1.3.
	C16	Total population count for measure 1.3.
	C18	Percent of cases meeting the criteria for measure 1.4.
	C19	Number of cases meeting the criteria for measure 1.4.
	C20	Total population count for measure 1.4.
	C23	Percent of cases meeting the criteria for measure 2.1.
	C24	Number of cases meeting the criteria for measure 2.1.
	C25	Total population count for measure 2.1.
	C27	Median length of stay for measure 2.2.
	C28	Total population count for measure 2.2.
	C31	Percent of cases meeting the criteria for measure 2.3.
	C32	Number of cases meeting the criteria for measure 2.3.
	C33	Total population count for measure 2.3.
	C35	Percent of cases meeting the criteria for measure 2.4.
	C36	Number of cases meeting the criteria for measure 2.4.
	C37	Total population count for measure 2.4.
	C39	Percent of cases meeting the criteria for measure 2.5.
	C40	Number of cases meeting the criteria for measure 2.5.
	C41	Total population count for measure 2.5.
	C44	Percent of cases meeting the criteria for measure 3.1.
	C45	Number of cases meeting the criteria for measure 3.1.
	C46	Total population count for measure 3.1.
	C48	Percent of cases meeting the criteria for measure 3.2.
	C49	Number of cases meeting the criteria for measure 3.2.
	C50	Total population count for measure 3.2.

Column	Cell Location	Content
	C52	Percent of cases meeting the criteria for measure 3.3.
	C53	Number of cases meeting the criteria for measure 3.3.
	C54	Total population count for measure 3.3.
	C57	Percent of cases meeting the criteria for measure 4.1.
	C58	Number of cases meeting the criteria for measure 4.1.
	C59	Total population count for measure 4.1.
	C61	Percent of cases meeting the criteria for measure 4.2.
	C62	Number of cases meeting the criteria for measure 4.2.
	C63	Total population count for measure 4.2.
	C65	Percent of cases meeting the criteria for measure 4.3.
	C66	Number of cases meeting the criteria for measure 4.3.
	C67	Total population count for measure 4.3.
Nat'l 75th Percentile	D1-D2	Title.
	D6, D10, D14, D18	National 75th percentile for measures 1.1-1.4.
	D23, D27, D31, D35, D39	National 75th percentile for measures 2.1-2.5.
	D44, D48, D52	National 75th percentile for measures 3.1-3.3.
	D57, D61, D65	National 75th percentile for measures 4.1-4.3.
County Score	E1-E2	Title.
	E6	Percent of cases countywide meeting the criteria for measure 1.1.
	E7	Number of cases countywide meeting the criteria for measure 1.1.
	E8	Countywide population count for measure 1.1.
	E10	Median length of stay countywide for measure 1.2.
	E11	Countywide population count for

Column	Cell Location	Content
		measure 1.2.
	E14	Percent of cases countywide meeting the criteria for measure 1.3.
	E15	Number of cases countywide meeting the criteria for measure 1.3.
	E16	Countywide population count for measure 1.3.
	E18	Percent of cases countywide meeting the criteria for measure 1.4.
	E19	Number of cases countywide meeting the criteria for measure 1.4.
	E20	Countywide population count for measure 1.4.
	E23	Percent of cases countywide meeting the criteria for measure 2.1.
	E24	Number of cases countywide meeting the criteria for measure 2.1.
	E25	Countywide population count for measure 2.1.
	E27	Median length of stay countywide for measure 2.2.
	E28	Countywide population count for measure 2.2.
	E31	Percent of cases countywide meeting the criteria for measure 2.3.
	E32	Number of cases countywide meeting the criteria for measure 2.3.
	E33	Countywide population count for measure 2.3.
	E35	Percent of cases countywide meeting the criteria for measure 2.4.
	E36	Number of cases countywide meeting the criteria for measure 2.4.
	E37	Countywide population count for measure 2.4.
	E39	Percent of cases countywide meeting the criteria for measure 2.5.
	E40	Number of cases countywide meeting the criteria for measure 2.5.
	E41	Countywide population count for measure 2.5.

Column	Cell Location	Content
	E44	Percent of cases countywide meeting the criteria for measure 3.1.
	E45	Number of cases countywide meeting the criteria for measure 3.1.
	E46	Countywide population count for measure 3.1.
	E48	Percent of cases countywide meeting the criteria for measure 3.2.
	E49	Number of cases countywide meeting the criteria for measure 3.2.
	E50	Countywide population count for measure 3.2.
	E52	Percent of cases countywide meeting the criteria for measure 3.3.
	E53	Number of cases countywide meeting the criteria for measure 3.3.
	E54	Countywide population count for measure 3.3.
	E57	Percent of cases countywide meeting the criteria for measure 4.1.
	E58	Number of cases countywide meeting the criteria for measure 4.1.
	E59	Countywide population count for measure 4.1.
	E61	Percent of cases countywide meeting the criteria for measure 4.2.
	E62	Number of cases countywide meeting the criteria for measure 4.2.
	E63	Countywide population count for measure 4.2.
	E65	Percent of cases countywide meeting the criteria for measure 4.3.
	E66	Number of cases countywide meeting the criteria for measure 4.3.
	E67	Countywide population count for measure 4.3.
Outcomes Grouped by Units	E1-L1	Title.
	F2–AZ2	Units
	F6–AZ6	Percent of cases meeting the criteria for measure 1.1 grouped by unit.
	F7–AZ7	Number of cases meeting the criteria for measure 1.1 grouped by unit.

Column	Cell Location	Content
	F8-AZ8	Population count for measure 1.1 grouped by unit. (CFSR Measures BE143)
	F10-AZ10	Median length of stay for measure 1.2 grouped by unit.
	F11-AZ11	Population count for measure 1.2 grouped by unit. (CFSR Measures BE153)
	F14-AZ14	Percent of cases meeting the criteria for measure 1.3 grouped by unit.
	F15-AZ15	Number of cases meeting the criteria for measure 1.3 grouped by unit.
	F16-AZ16	Population count for measure 1.3 grouped by unit. (CFSR Measures BE160)
	F18-AZ18	Percent of cases meeting the criteria for measure 1.4 grouped by unit.
	F19-AZ19	Number of cases meeting the criteria for measure 1.4 grouped by unit.
	F20-AZ20	Population count for measure 1.4 grouped by unit. (CFSR Measures BE174)
	F23-AZ23	Percent of cases meeting the criteria for measure 2.1 grouped by unit.
	F24-AZ24	Number of cases meeting the criteria for measure 2.1 grouped by unit.
	F25-AZ25	Population count for measure 2.1 grouped by unit. (CFSR Measures BE188)
	F27-AZ27	Median length of stay for measure 2.2 grouped by unit.
	F28-AZ28	Population count for measure 2.2 grouped by unit. (CFSR Measures BE198)
	F31-AZ31	Percent of cases meeting the criteria for measure 2.3 grouped by unit.
	F32-AZ32	Number of cases meeting the criteria for measure 2.3 grouped by unit.
	F33-AZ33	Population count for measure 2.3 grouped by unit. (CFSR Measures BE206)
	F35-AZ35	Percent of cases meeting the criteria for

Column	Cell Location	Content
	F36-AZ36	measure 2.4 grouped by unit. Number of cases meeting the criteria for measure 2.4 grouped by unit.
	F37-AZ37	Population count for measure 2.4 grouped by unit. (CFSR Measures BE216)
	F39-AZ39	Percent of cases meeting the criteria for measure 2.5 grouped by unit.
	F40-AZ40	Number of cases meeting the criteria for measure 2.5 grouped by unit.
	F41-AZ41	Population count for measure 2.5 grouped by unit. (CFSR Measures BE226)
	F44-AZ44	Percent of cases meeting the criteria for measure 3.1 grouped by unit.
	F45-AZ45	Number of cases meeting the criteria for measure 3.1 grouped by unit.
	F46-AZ46	Population count for measure 3.1 grouped by unit. (CFSR Measures BE238)
	F48-AZ48	Percent of cases meeting the criteria for measure 3.2 grouped by unit.
	F49-AZ49	Number of cases meeting the criteria for measure 3.2 grouped by unit.
	F50-AZ50	Population count for measure 3.2 grouped by unit. (CFSR Measures BE248)
	F52-AZ52	Percent of cases meeting the criteria for measure 3.3 grouped by unit.
	F53-AZ53	Number of cases meeting the criteria for measure 3.3 grouped by unit.
	F54-AZ54	Population count for measure 3.3 grouped by unit. (CFSR Measures BE258)
	F57-AZ57	Percent of cases meeting the criteria for measure 4.1 grouped by unit.
	F58-AZ58	Number of cases meeting the criteria for measure 4.1 grouped by unit.
	F59-AZ59	Population count for measure 4.1 grouped by unit. (CFSR Measures BE270)
	F61-AZ61	Percent of cases meeting the criteria for measure 4.2 grouped by unit.

Column	Cell Location	Content
	F62-AZ62	Number of cases meeting the criteria for measure 4.2 grouped by unit.
	F63-AZ63	Population count for measure 4.2 grouped by unit. (CFSR Measures BE280)
	F65-AZ65	Percent of cases meeting the criteria for measure 4.3 grouped by unit.
	F66-AZ66	Number of cases meeting the criteria for measure 4.3 grouped by unit.
	F67-AZ67	Population count for measure 4.3 grouped by unit. (CFSR Measures BE290)

Permanency - Workload

The *Permanency – Workload* worksheet contains no end-user editable content. This worksheet presents the outcomes for the 15 permanency measures after grouping units by resource need. The same permanency measures presented in the *Permanency – County* and *Permanency – Unit* worksheets are presented in this worksheet and the same conditions apply to this worksheet in regard to the warning and error messages and calculation of median number of months.

Links to calculation cells in their respective worksheets are noted in parentheses. The following details the contents of the worksheet.

Column	Cell Location	Content
Measure	A1-A2	Title.
	A3-B3	Section Title – Composite 1.
	A4, A8, A12, A16	Measure Labels – 1.1 – 1.4.
	A19-B19	Section Title – Composite 2.
	A20, A24, A28, A32, A36	Measure Labels – 2.1 – 2.5.
	A40-B40	Section Title – Composite 3.
	A41, A45, A59	Measure Labels – 3.1 – 3.3.
	A53-B53	Section Title – Composite 4.
	A54, A58, A62	Measure Labels – 4.1 – 4.3.
Description	B1-C2	Title.
	B4, B8, B12, B16	Description of measures 1.1-1.4.
	B20, B24, B28, B32, B36	Description of measures 2.1-2.5.
	B41, B45, B49	Description of measures 3.1-3.3.
	B54, B58, B62	Description of measures 4.1-4.3.
	C4	Percent of cases meeting the criteria for measure 1.1.
	C5	Number of cases meeting the criteria for measure 1.1.
	C6	Total population count for measure 1.1.
	C8	Median length of stay for measure 1.2.

Column	Cell Location	Content
	C9	Total population count for measure 1.2.
	C12	Percent of cases meeting the criteria for measure 1.3.
	C13	Number of cases meeting the criteria for measure 1.3.
	C14	Total population count for measure 1.3.
	C16	Percent of cases meeting the criteria for measure 1.4.
	C17	Number of cases meeting the criteria for measure 1.4.
	C18	Total population count for measure 1.4.
	C20	Percent of cases meeting the criteria for measure 2.1.
	C21	Number of cases meeting the criteria for measure 2.1.
	C22	Total population count for measure 2.1.
	C24	Median length of stay for measure 2.2.
	C25	Total population count for measure 2.2.
	C28	Percent of cases meeting the criteria for measure 2.3.
	C29	Number of cases meeting the criteria for measure 2.3.
	C30	Total population count for measure 2.3.
	C32	Percent of cases meeting the criteria for measure 2.4.
	C33	Number of cases meeting the criteria for measure 2.4.
	C34	Total population count for measure 2.4.
	C36	Percent of cases meeting the criteria for measure 2.5.
	C37	Number of cases meeting the criteria for measure 2.5.
	C38	Total population count for measure 2.5.
	C41	Percent of cases meeting the criteria for measure 3.1.
	C42	Number of cases meeting the criteria for measure 3.1.
	C43	Total population count for measure 3.1.
	C45	Percent of cases meeting the criteria for measure 3.2.
	C46	Number of cases meeting the criteria for

Column	Cell Location	Content
	C47	measure 3.2. Total population count for measure 3.2.
	C48	Percent of cases meeting the criteria for measure 3.3.
	C49	Number of cases meeting the criteria for measure 3.3.
	C50	Total population count for measure 3.3.
	C54	Percent of cases meeting the criteria for measure 4.1.
	C55	Number of cases meeting the criteria for measure 4.1.
	C56	Total population count for measure 4.1.
	C58	Percent of cases meeting the criteria for measure 4.2.
	C59	Number of cases meeting the criteria for measure 4.2.
	C60	Total population count for measure 4.2.
	C62	Percent of cases meeting the criteria for measure 4.3.
	C63	Number of cases meeting the criteria for measure 4.3.
	C64	Total population count for measure 4.3.
Nat'l 75th Percentile	D2	Title.
	D4, D8, D12, D16	National 75th percentile for measures 1.1-1.4.
	D20, D24, D28, D32, D36	National 75th percentile for measures 2.1-2.5.
	D41, D45, D49	National 75th percentile for measures 3.1-3.3.
	D54, D58, D62	National 75th percentile for measures 4.1-4.3.
County Score	E2	Title.
	E4	Percent of cases countywide meeting the criteria for measure 1.1.
	E5	Number of cases countywide meeting the criteria for measure 1.1.
	E6	Countywide population count for measure 1.1.
	E8	Median length of stay countywide for

Column	Cell Location	Content
		measure 1.2.
	E9	Countywide population count for measure 1.2.
	E12	Percent of cases countywide meeting the criteria for measure 1.3.
	E13	Number of cases countywide meeting the criteria for measure 1.3.
	E14	Countywide population count for measure 1.3.
	E16	Percent of cases countywide meeting the criteria for measure 1.4.
	E17	Number of cases countywide meeting the criteria for measure 1.4.
	E18	Countywide population count for measure 1.4.
	E20	Percent of cases countywide meeting the criteria for measure 2.1.
	E21	Number of cases countywide meeting the criteria for measure 2.1.
	E22	Countywide population count for measure 2.1.
	E24	Median length of stay countywide for measure 2.2.
	E25	Countywide population count for measure 2.2.
	E28	Percent of cases countywide meeting the criteria for measure 2.3.
	E29	Number of cases countywide meeting the criteria for measure 2.3.
	E30	Countywide population count for measure 2.3.
	E32	Percent of cases countywide meeting the criteria for measure 2.4.
	E33	Number of cases countywide meeting the criteria for measure 2.4.
	E34	Countywide population count for measure 2.4.
	E36	Percent of cases countywide meeting the criteria for measure 2.5.
	E37	Number of cases countywide meeting the criteria for measure 2.5.
	E38	Countywide population count for

Column	Cell Location	Content
		measure 2.5.
	E41	Percent of cases countywide meeting the criteria for measure 3.1.
	E42	Number of cases countywide meeting the criteria for measure 3.1.
	E43	Countywide population count for measure 3.1.
	E45	Percent of cases countywide meeting the criteria for measure 3.2.
	E46	Number of cases countywide meeting the criteria for measure 3.2.
	E47	Countywide population count for measure 3.2.
	E49	Percent of cases countywide meeting the criteria for measure 3.3.
	E50	Number of cases countywide meeting the criteria for measure 3.3.
	E51	Countywide population count for measure 3.3.
	E54	Percent of cases countywide meeting the criteria for measure 4.1.
	E55	Number of cases countywide meeting the criteria for measure 4.1.
	E56	Countywide population count for measure 4.1.
	E58	Percent of cases countywide meeting the criteria for measure 4.2.
	E59	Number of cases countywide meeting the criteria for measure 4.2.
	E60	Countywide population count for measure 4.2.
	E62	Percent of cases countywide meeting the criteria for measure 4.3.
	E63	Number of cases countywide meeting the criteria for measure 4.3.
	E64	Countywide population count for measure 4.3.
Outcomes Grouped by Workload	D1-L1	Title.
	F2–L2	Resource Need Groups
	F4-L4	Percent of cases meeting the criteria for measure 1.1 grouped by resource.
	F5-L5	Number of cases meeting the criteria for

Column	Cell Location	Content
	F6-L6	measure 1.1 grouped by resource need. Population count for measure 1.1 grouped by resource need. (CFSR Measures BE305)
	F8-L8	Median length of stay per unit for measure 1.2 grouped by resource need.
	F9-L9	Population count for measure 1.2 grouped by resource need. (CFSR Measures BE315)
	F12-L12	Percent of cases meeting the criteria for measure 1.3 grouped by resource need.
	F13-L13	Number of cases meeting the criteria for measure 1.3 grouped by resource need.
	F14-L14	Population count for measure 1.3 grouped by resource need. (CFSR Measures BE322)
	F16-L16	Percent of cases meeting the criteria for measure 1.4 grouped by resource need.
	F17-L17	Number of cases meeting the criteria for measure 1.4 grouped by resource need.
	F18-L18	Population count for measure 1.4 grouped by resource need. (CFSR Measures BE336)
	F20-L20	Percent of cases meeting the criteria for measure 2.1 grouped by resource need.
	F21-L21	Number of cases meeting the criteria for measure 2.1 grouped by resource need.
	F22-L22	Population count for measure 2.1 grouped by resource need. (CFSR Measures BE350)
	F24-L24	Median length of stay for measure 2.2 grouped by resource need.
	F25-L25	Population count for measure 2.2 grouped by resource need. (CFSR Measures BE360)
	F28-L28	Percent of cases meeting the criteria for measure 2.3 grouped by resource need.
	F29-L29	Number of cases meeting the criteria for measure 2.3 grouped by resource need.
	F30-L30	Population count for measure 2.3 grouped by resource need. (CFSR Measures BE368)

Column	Cell Location	Content
	F32-L32	Percent of cases meeting the criteria for measure 2.4 grouped by resource need.
	F33-L33	Number of cases meeting the criteria for measure 2.4 grouped by resource need.
	F34-L34	Population count for measure 2.4 grouped by resource need. (CFSR Measures BE378)
	F36-L36	Percent of cases meeting the criteria for measure 2.5 grouped by resource need.
	F37-L37	Number of cases meeting the criteria for measure 2.5 grouped by resource need.
	F38-L38	Population count for measure 2.5 grouped by resource need. (CFSR Measures BE388)
	F41-L41	Percent of cases meeting the criteria for measure 3.1 grouped by resource need.
	F42-L42	Number of cases meeting the criteria for measure 3.1 grouped by resource need.
	F43-L43	Population count for measure 3.1 grouped by resource need. (CFSR Measures BE400)
	F45-L45	Percent of cases meeting the criteria for measure 3.2 grouped by resource need.
	F46-L46	Number of cases meeting the criteria for measure 3.2 grouped by resource need.
	F47-L47	Population count for measure 3.2 grouped by resource need. (CFSR Measures BE410)
	F49-L49	Percent of cases meeting the criteria for measure 3.3 grouped by resource need.
	F50-L50	Number of cases meeting the criteria for measure 3.3 grouped by resource need.
	F51-L51	Population count for measure 3.3 grouped by resource need. (CFSR Measures BE420)
	F54-I54	Percent of cases meeting the criteria for measure 4.1 grouped by resource need.
	F55-L55	Number of cases meeting the criteria for measure 4.1 grouped by resource need.
	F56-L56	Population count for measure 4.1 grouped by resource need. (CFSR Measures BE432)
	F58-L58	Percent of cases meeting the criteria for

Column	Cell Location	Content
	F59-L59	measure 4.2 grouped by resource need. Number of cases per the criteria for measure 4.2 grouped by resource need.
	F60-L60	Population count for measure 4.2 grouped by resource need. (CFSR Measures BE442)
	F62-L62	Percent of cases meeting the criteria for measure 4.3 grouped by resource need.
	F63-L63	Number of cases meeting the criteria for measure 4.3 grouped by resource need.
	F64-L64	Population count for measure 4.3 grouped by resource need. (CFSR Measures BE452)

Safety_State - County

The *Safety_State – County* worksheet contains no end-user editable content and presents the county-wide outcomes for the two federal safety measures used for the second round of the Child and Family Services Review and four of Minnesota's practice standards. Provided that all Errors and Warnings have been dealt with on the *Management* worksheet in the *Measures* workbook, the outcomes listed on this sheet should match the scores presented by SSIS.

Links to calculation cells in the *State Measures* worksheet are marked in parentheses. The following details the contents of the worksheet.

Column	Cell Location	Content
Measure	A1	Title.
	A2-B2	Measure Label – RT 1.
	A5-B5	Measure Label – RT 2.
	A8-B8	Measure Label – SSIS 1.
	A16-B16	Measure Label – SSIS 4.
	A23-B23	Measure Label – SSIS 5.
	A30-B30	Measure Label – SSIS 8.
Description	B1	Title.
	B3	Description of measure RT 1.
	B6	Description of measure RT 2.
	B9	Description of measure SSIS 1 – 24 hours.
	B10	Description of measure SSIS 1 – 48 hours.
	B11	Description of measure SSIS 1 – 72 hours.
	B12	Description of measure SSIS 1 – 96 hours.
	B13	Description of measure SSIS 1 – 120 hours.
	B14	Description of measure SSIS 1 – 120+ hours.
	B17	Description of measure SSIS 4 – 0-30 days.
	B18	Description of measure SSIS 4 – 31-60 days.
	B19	Description of measure SSIS 4 – 61-90 days.
	B20	Description of measure SSIS 4 – 90+ days.
	B21	Description of measure SSIS 4 – No Contact.

Column	Cell Location	Content
	B24	Description of measure SSIS 5 – 0-30 days.
	B25	Description of measure SSIS 5 – 31-60 days.
	B26	Description of measure SSIS 5 – 61-90 days.
	B27	Description of measure SSIS 5 – 90+ days.
	B28	Description of measure SSIS 5 – No Contact.
	B31	Description of measure SSIS 8 – 1 removal.
	B32	Description of measure SSIS 8 – 2 removals.
	B33	Description of measure SSIS 8 – 3 removals.
	B34	Description of measure SSIS 8 – 4 removals.
	B35	Description of measure SSIS 8 – 5 removals.
% Meeting Measure	C1	Title.
	C3	Percent of cases meeting the criteria for measure RT 1. (State Measures BE6)
	C6	Percent of cases meeting the criteria for measure RT 2. (State Measures BE14)
	C9	Percent of cases meeting the criteria for measure SSIS 1 – 24 hours.
	C10	Percent of cases meeting the criteria for measure SSIS 1 – 48 hours.
	C11	Percent of cases meeting the criteria for measure SSIS 1 – 72 hours.
	C12	Percent of cases meeting the criteria for measure SSIS 1 – 96 hours.
	C13	Percent of cases meeting the criteria for measure SSIS 1 – 120 hours.
	C14	Percent of cases meeting the criteria for measure SSIS 1 – 120+ hours. (State Measures BE22, BE31, BE40, BE49, BE58, BE67)
	C17	Percent of cases meeting the criteria for measure SSIS 4 – 0-30 days.
	C18	Percent of cases meeting the criteria for measure SSIS 4 – 31-60 days.
	C19	Percent of cases meeting the criteria for measure SSIS 4 – 61-90 days.

Column	Cell Location	Content
	C20	Percent of cases meeting the criteria for measure SSIS 4 – 91+ days.
	C21	Percent of cases meeting the criteria for measure SSIS 4 – No Contact. (State Measures BE76)
	C24	Percent of cases meeting the criteria for measure SSIS 5 – 0-30 days.
	C25	Percent of cases meeting the criteria for measure SSIS 5 – 31-60 days.
	C26	Percent of cases meeting the criteria for measure SSIS 5 – 61-90 days.
	C27	Percent of cases meeting the criteria for measure SSIS 5 – 91+ days.
	C28	Percent of cases meeting the criteria for measure SSIS 5 – No Contact. (State Measures BE85)
	C31	Percent of cases meeting the criteria for measure SSIS 8 – 1 removal.
	C32	Percent of cases meeting the criteria for measure SSIS 8 – 2 removals.
	C33	Percent of cases meeting the criteria for measure SSIS 8 – 3 removals.
	C34	Percent of cases meeting the criteria for measure SSIS 8 – 4 removals.
	C35	Percent of cases meeting the criteria for measure SSIS 8 – 5 removals. (State Measures BE94)
# Meeting Measure	D1	Title.
	D3	Number of cases meeting the criteria for measure RT 1. (State Measures BE6)
	D6	Number of cases meeting the criteria for measure RT 2. (State Measures BE14)
	D9	Number of cases meeting the criteria for measure SSIS 1 – 24 hours.
	D10	Number of cases meeting the criteria for measure SSIS 1 – 48 hours.
	D11	Number of cases meeting the criteria for measure SSIS 1 – 72 hours.
	D12	Number of cases meeting the criteria for measure SSIS 1 – 96 hours.
	D13	Number of cases meeting the criteria for measure SSIS 1 – 120 hours.
	D14	Number of cases meeting the criteria for measure SSIS 1 – 120+ hours.

Column	Cell Location	Content
		(State Measures BE22, BE31, BE40, BE49, BE58, BE67)
	D17	Number of cases meeting the criteria for measure SSIS 4 – 0-30 days.
	D18	Number of cases meeting the criteria for measure SSIS 4 – 31-60 days.
	D19	Number of cases meeting the criteria for measure SSIS 4 – 61-90 days.
	D20	Number of cases meeting the criteria for measure SSIS 4 – 91+ days.
	D21	Number of cases meeting the criteria for measure SSIS 4 – No Contact. (State Measures BE76)
	D24	Number of cases meeting the criteria for measure SSIS 5 – 0-30 days.
	D25	Number of cases meeting the criteria for measure SSIS 5 – 31-60 days.
	D26	Number of cases meeting the criteria for measure SSIS 5 – 61-90 days.
	D27	Number of cases meeting the criteria for measure SSIS 5 – 91+ days.
	D28	Number of cases meeting the criteria for measure SSIS 5 – No Contact. (State Measures BE85)
	D31	Number of cases meeting the criteria for measure SSIS 8 – 1 removal.
	D32	Number of cases meeting the criteria for measure SSIS 8 – 2 removals.
	D33	Number of cases meeting the criteria for measure SSIS 8 – 3 removals.
	D34	Number of cases meeting the criteria for measure SSIS 8 – 4 removals.
	D35	Number of cases meeting the criteria for measure SSIS 8 – 5 removals. (State Measures BE94)
Total # Cases	E1	Title.
	E3	Countywide population count for measure RT 1. (State Measures BE6)
	E6	Countywide population count for measure RT 2. (State Measures BE14)
	E9	Countywide population count for measure SSIS 1 – 24 hours.
	E10	Countywide population count for measure

Column	Cell Location	Content
	E11	SSIS 1 – 48 hours. Countywide population count for measure SSIS 1 – 72 hours.
	E12	Countywide population count for measure SSIS 1 – 96 hours.
	E13	Countywide population count for measure SSIS 1 – 120 hours.
	E14	Countywide population count for measure SSIS 1 – 120+ hours. (State Measures BE22, BE31, BE40, BE49, BE58, BE67)
	E17	Countywide population count for measure SSIS 4 – 0-30 days.
	E18	Countywide population count for measure SSIS 4 – 31-60 days.
	E19	Countywide population count for measure SSIS 4 – 61-90 days.
	E20	Countywide population count for measure SSIS 4 – 91+ days.
	E21	Countywide population count for measure SSIS 4 – No Contact. (State Measures BE76)
	E24	Countywide population count for measure SSIS 5 – 0-30 days.
	E25	Countywide population count for measure SSIS 5 – 31-60 days.
	E26	Countywide population count for measure SSIS 5 – 61-90 days.
	E27	Countywide population count for measure SSIS 5 – 91+ days.
	E28	Countywide population count for measure SSIS 5 – No Contact. (State Measures BE85)
	E31	Countywide population count for measure SSIS 8 – 1 removal.
	E32	Countywide population count for measure SSIS 8 – 2 removals.
	E33	Countywide population count for measure SSIS 8 – 3 removals.
	E34	Countywide population count for measure SSIS 8 – 4 removals.
	E35	Countywide population count for measure SSIS 8 – 5 removals. (State Measures BE94)
Average Workload Ratio	F1	Title.

Column	Cell Location	Content
	F3	Average workload for caseworkers for measure RT 1. (G3)
	F6	Average workload for caseworkers for measure RT 2. (G6)
	F9	Average workload for caseworkers for measure SSIS 1 – 24 hours. (G9)
	F10	Average workload for caseworkers for measure SSIS 1 – 48 hours. (G10)
	F11	Average workload for caseworkers for measure SSIS 1 – 72 hours. (G11)
	F12	Average workload for caseworkers for measure SSIS 1 – 96 hours. (G12)
	F13	Average workload for caseworkers for measure SSIS 1 – 120 hours. (G13)
	F14	Average workload for caseworkers for measure SSIS 1 – 120+ hours. (G14)
	F17	Average workload for caseworkers for measure SSIS 4 – 0-30 days. (G17)
	F18	Average workload for caseworkers for measure SSIS 4 – 31-60 days. (G18)
	F19	Average workload for caseworkers for measure SSIS 4 – 61-90 days. (G19)
	F20	Average workload for caseworkers for measure SSIS 4 – 91+ days. (G20)
	F21	Average workload for caseworkers for measure SSIS 4 – No Contact. (G21)
	F24	Average workload for caseworkers for measure SSIS 5 – 0-30 days. (G24)
	F25	Average workload for caseworkers for measure SSIS 5 – 31-60 days. (G25)
	F26	Average workload for caseworkers for measure SSIS 5 – 61-90 days. (G26)
	F27	Average workload for caseworkers for measure SSIS 5 – 91+ days. (G27)
	F28	Average workload for caseworkers for measure SSIS 5 – No Contact. (G28)
	F31	Average workload for caseworkers for measure SSIS 8 – 1 removal. (G31)
	F32	Average workload for caseworkers for measure SSIS 8 – 2 removals. (G32)
	F33	Average workload for caseworkers for measure SSIS 8 – 3 removals. (G33)
	F34	Average workload for caseworkers for measure SSIS 8 – 4 removals. (G34)

Column	Cell Location	Content
	F35	Average workload for caseworkers for measure SSIS 8 – 5 removals. (G35)
	G3	Calculates average workload for measure RT1. (RT1 K2-K2000)
	G6	Calculates average workload for measure RT2. (RT2 K2-K2000)
	G9, G10, G11, G12, G13, G14	Calculates average workload for measure SSIS1. (SSIS1 R2-R2000)
	G17, G18, G19, G20, G21	Calculates average workload for measure SSIS4. (SSIS4 J2-J2000)
	G24, G25, G26, G27, G28	Calculates average workload for measure SSIS5. (SSIS5 L2-L2000)
	G31, G32, G33, G34, G35	Calculates average workload for measure SSIS8. (SSIS8)O2-O2000)

Safety_State - Unit

The *Safety_State – Unit* worksheet contains no end-user editable content, providing correlations of two safety measures and four state practice standards as did the *Safety_State – County* worksheet, but at the unit level.

Links to calculation cells in the *State Measures* worksheet are marked in parentheses. The following details the contents of the worksheet.

Column	Cell Location	Content
Measure	A1	Title.
	A5-C5	Measure Label – RT 1.
	A6	Row Label – RT 1.
	A10-C10	Measure Label – RT 2.
	A11	Row Label – RT 2.
	A15-C15	Measure Label – SSIS 1.
	A16	Row Label – SSIS 1.
	A40-C40	Measure Label – SSIS 4.
	A41	Row Label – SSIS 4.
	A48-C48	Measure Label – SSIS 5.
	A49	Row Label – SSIS 5.
	A56-C56	Measure Label – SSIS 8.
	A57	Row Label – SSIS 8.
Description	B1	Title.
	B3	Label - Unit Workload
	B6	Description of measure RT 1.
	B11	Description of measure RT 2.
	B16	Description of measure SSIS 1 – 24 hours.
	B20	Description of measure SSIS 1 – 48 hours.
	B24	Description of measure SSIS 1 – 72 hours.
	B28	Description of measure SSIS 1 – 96 hours.

Column	Cell Location	Content
	B32	Description of measure SSIS 1 – 120 hours.
	B36	Description of measure SSIS 1 – 120+ hours.
	B41	Description of measure SSIS 4.
	B49	Description of measure SSIS 5.
	B57	Description of measure SSIS 8.
	C6	Percent of cases meeting the criteria for measure RT 1.
	C7	Number of cases meeting the criteria for measure RT 1.
	C8	Population count for measure RT 1.
	C11	Percent of cases meeting the criteria for measure RT 2.
	C12	Number of cases meeting the criteria for measure RT 2.
	C13	Population count for measure RT 2.
	C16	Percent of cases meeting the criteria for measure SSIS 1 – 24 hours.
	C17	Number of cases meeting the criteria for measure SSIS 1 – 24 hours.
	C18	Population count for measure SSIS 1 – 24 hours.
	C20	Percent of cases meeting the criteria for measure SSIS 1 – 48 hours.
	C21	Number of cases meeting the criteria for measure SSIS 1 – 48 hours.
	C22	Population count for measure SSIS 1 – 48 hours.
	C24	Percent of cases meeting the criteria for measure SSIS 1 – 72 hours.
	C25	Number of cases meeting the criteria for measure SSIS 1 – 72 hours.
	C26	Population count for measure SSIS 1 – 72 hours.
	C28	Percent of cases meeting the criteria for measure SSIS 1 – 96 hours.
	C29	Number of cases meeting the criteria for measure SSIS 1 – 96 hours.
	C30	Population count for measure SSIS 1 – 96 hours.
	C32	Percent of cases meeting the criteria for measure SSIS 1 – 120 hours.
	C33	Number of cases meeting the criteria for

Column	Cell Location	Content
		measure SSIS 1 – 120 hours.
	C34	Population count for measure SSIS 1 – 120 hours.
	C36	Percent of cases meeting the criteria for measure SSIS 1 – 120+ hours.
	C37	Number of cases meeting the criteria for measure SSIS 1 – 120+ hours.
	C38	Population count for measure SSIS 1 – 120+ hours.
	C41	Percent of cases meeting the criteria for measure SSIS 4 – 0-30 Days.
	C42	Percent of cases meeting the criteria for measure SSIS 4 – 31-60 Days.
	C43	Percent of cases meeting the criteria for measure SSIS 4 – 61-90 Days.
	C44	Percent of cases meeting the criteria for measure SSIS 4 – 91+ Days.
	C45	Percent of cases meeting the criteria for measure SSIS 4 – No Contact.
	C46	Population count for measure SSIS 4.
	C49	Percent of cases meeting the criteria for measure SSIS 5 – 0-30 Days.
	C50	Percent of cases meeting the criteria for measure SSIS 5 – 31-60 Days.
	C51	Percent of cases meeting the criteria for measure SSIS 5 – 61-90 Days.
	C52	Percent of cases meeting the criteria for measure SSIS 5 – 91+ Days.
	C53	Percent of cases meeting the criteria for measure SSIS 5 – No Contact.
	C54	Population count for measure SSIS 5.
	C57	Percent of cases meeting the criteria for measure SSIS 8 – 1 Removal.
	C58	Percent of cases meeting the criteria for measure SSIS 8 – 2 Removals.
	C59	Percent of cases meeting the criteria for measure SSIS 8 – 3 Removals.
	C60	Percent of cases meeting the criteria for measure SSIS 8 – 4 Removals.
	C61	Percent of cases meeting the criteria for measure SSIS 8 – 5 Removals.
	C62	Population count for measure SSIS 8.
County Score	D6	Percent of cases countywide meeting the criteria for measure RT 1.
	D7	Number of cases countywide meeting the criteria for measure RT 1.

Column	Cell Location	Content
	D8	Countywide population count for measure RT 1.
	D11	Percent of cases countywide meeting the criteria for measure RT 2.
	D12	Number of cases countywide meeting the criteria for measure RT 2.
	D13	Countywide population count for measure RT 2.
	D16	Percent of cases countywide meeting the criteria for measure SSIS 1 – 24 hours.
	D17	Number of cases countywide meeting the criteria for measure SSIS 1 – 24 hours.
	D18	Countywide population count for measure SSIS 1 – 24 hours.
	D20	Percent of cases countywide meeting the criteria for measure SSIS 1 – 48 hours.
	D21	Number of cases countywide meeting the criteria for measure SSIS 1 – 48 hours.
	D22	Countywide population count for measure SSIS 1 – 48 hours.
	D24	Percent of cases countywide meeting the criteria for measure SSIS 1 – 72 hours.
	D25	Number of cases countywide meeting the criteria for measure SSIS 1 – 72 hours.
	D26	Countywide population count for measure SSIS 1 – 72 hours.
	D28	Percent of cases countywide meeting the criteria for measure SSIS 1 – 96 hours.
	D29	Number of cases countywide meeting the criteria for measure SSIS 1 – 96 hours.
	D30	Countywide population count for measure SSIS 1 – 96 hours.
	D32	Percent of cases countywide meeting the criteria for measure SSIS 1 – 120 hours.
	D33	Number of cases countywide meeting the criteria for measure SSIS 1 – 120 hours.
	D34	Countywide population count for measure SSIS 1 – 120 hours.
	D36	Percent of cases countywide meeting the criteria for measure SSIS 1 – 120+ hours.
	D37	Number of cases countywide meeting the criteria for measure SSIS 1 – 120+ hours.
	D38	Countywide population count for measure SSIS 1 – 120+ hours.
	D41	Percent of cases countywide meeting the criteria for measure SSIS 4 – 0-30 Days.

Column	Cell Location	Content
	D42	Percent of cases countywide meeting the criteria for measure SSIS 4 – 31-60 Days.
	D43	Percent of cases countywide meeting the criteria for measure SSIS 4 – 61-90 Days.
	D44	Percent of cases countywide meeting the criteria for measure SSIS 4 – 91+ Days.
	D45	Percent of cases countywide meeting the criteria for measure SSIS 4 – No Contact.
	D46	Countywide population count for measure SSIS 4.
	D49	Percent of cases countywide meeting the criteria for measure SSIS 5 – 0-30 Days.
	D50	Percent of cases countywide meeting the criteria for measure SSIS 5 – 31-60 Days.
	D51	Percent of cases countywide meeting the criteria for measure SSIS 5 – 61-90 Days.
	D52	Percent of cases countywide meeting the criteria for measure SSIS 5 – 91+ Days.
	D53	Percent of cases countywide meeting the criteria for measure SSIS 5 – No Contact.
	D54	Countywide population count for measure SSIS 5.
	D57	Percent of cases countywide meeting the criteria for measure SSIS 8 – 1 Removal.
	D58	Percent of cases countywide meeting the criteria for measure SSIS 8 – 2 Removals.
	D59	Percent of cases countywide meeting the criteria for measure SSIS 8 – 3 Removals.
	D60	Percent of cases countywide meeting the criteria for measure SSIS 8 – 4 Removals.
	D61	Percent of cases countywide meeting the criteria for measure SSIS 8 – 5 Removals.
	D62	Countywide population count for measure SSIS 8.
Unit Scores	E3 – AY3	Resource Need, grouped by unit.
	E6 – AY6	Percent of cases meeting the criteria for measure RT 1, grouped by unit.
	E7 – AY7	Number of cases meeting the criteria for measure RT 1, grouped by unit.
	E8 – AY8	Population count for measure RT 1, grouped by unit. (State Measures BE105)
	E11 – AY11	Percent of cases meeting the criteria for measure RT 2, grouped by unit.
	E12 – AY12	Number of cases meeting the criteria for

Column	Cell Location	Content
	E13 – AY13	measure RT 2, grouped by unit. Population count for measure RT 2, grouped by unit. (State Measures BE113)
	E16 – AY16	Percent of cases meeting the criteria for measure SSIS 1 – 24 hours, grouped by unit.
	E17 – AY17	Number of cases meeting the criteria for measure SSIS 1 – 24 hours, grouped by unit.
	E18 – AY18	Population count for measure SSIS 1 – 24 hours, grouped by unit. (State Measures BE123)
	E20 – AY20	Percent of cases meeting the criteria for measure SSIS 1 – 48 hours, grouped by unit.
	E21 – AY21	Number of cases meeting the criteria for measure SSIS 1 – 48 hours, grouped by unit.
	E22 – AY22	Population count for measure SSIS 1 – 48 hours, grouped by unit. (State Measures BE134)
	E24 – AY24	Percent of cases meeting the criteria for measure SSIS 1 – 72 hours, grouped by unit.
	E25 – AY25	Number of cases meeting the criteria for measure SSIS 1 – 72 hours, grouped by unit.
	E26 – AY26	Population count for measure SSIS 1 – 72 hours, grouped by unit. (State Measures BE145)
	E28 – AY28	Percent of cases meeting the criteria for measure SSIS 1 – 96 hours, grouped by unit.
	E29 – AY29	Number of cases meeting the criteria for measure SSIS 1 – 96 hours, grouped by unit.
	E30 – AY30	Population count for measure SSIS 1 – 96 hours, grouped by unit. (State Measures BE156)
	E32 – AY32	Percent of cases meeting the criteria for measure SSIS 1 – 120 hours, grouped by unit.
	E33 – AY33	Number of cases meeting the criteria for

Column	Cell Location	Content
	E34 – AY34	measure SSIS 1 – 120 hours, grouped by unit. Population count for measure SSIS 1 – 120 hours, grouped by unit. (State Measures BE 167)
	E36 – AY36	Percent of cases meeting the criteria for measure SSIS 1 – 120+ hours, grouped by unit.
	E37 – AY37	Number of cases meeting the criteria for measure SSIS 1 – 120+ hours, grouped by unit.
	E38 – AY38	Population count for measure SSIS 1 – 120+ hours, grouped by unit. (State Measures BE178)
	E41 – AY41	Percent of cases meeting the criteria for measure SSIS 4 – 0-30 Days, grouped by unit.
	E42 – AY42	Percent of cases meeting the criteria for measure SSIS 4 – 31-60 Days, grouped by unit.
	E43 – AY43	Percent of cases meeting the criteria for measure SSIS 4 – 61-90 Days, grouped by unit.
	E44 – AY44	Percent of cases meeting the criteria for measure SSIS 4 – 91+ Days, grouped by unit.
	E45 – AY45	Percent of cases meeting the criteria for measure SSIS 4 – No Contact, grouped by unit.
	E46 – AY46	Population count for measure SSIS 4, grouped by unit. (State Measures BE189)
	E49 – AY49	Percent of cases meeting the criteria for measure SSIS 5 – 0-30 Days, grouped by unit.
	E50 – AY50	Percent of cases meeting the criteria for measure SSIS 5 – 31-60 Days, grouped by unit.
	E51 – AY51	Percent of cases meeting the criteria for measure SSIS 5 – 61-90 Days, grouped by unit.
	E52 – AY52	Percent of cases meeting the criteria for measure SSIS 5 – 91+ Days, grouped by unit.
	E53 – AY53	Percent of cases meeting the criteria for measure SSIS 5 – No Contact, grouped by

Column	Cell Location	Content
		unit.
	E54 – AY54	Population count for measure SSIS 5, grouped by unit. (State Measures BE204)
	E57 – AY57	Percent of cases meeting the criteria for measure SSIS 8 – 1 Removal, grouped by unit.
	E58 – AY58	Percent of cases meeting the criteria for measure SSIS 8 – 2 Removals, grouped by unit.
	E59 – AY59	Percent of cases meeting the criteria for measure SSIS 8 – 3 Removals, grouped by unit.
	E60 – AY60	Percent of cases meeting the criteria for measure SSIS 8 – 4 Removals, grouped by unit.
	E61 – AY61	Percent of cases meeting the criteria for measure SSIS 8 – 5 Removals, grouped by unit.
	E62 – AY62	Population count for measure SSIS 8, grouped by unit. (State Measures BE219)

Safety_State - Workload

The *Safety_State – Workload* worksheet contains no end-user editable content, providing a correlation of resource need and performance by grouping units with similar resource needs.

Links to calculation cells in the *State Measures* worksheet are marked in parentheses. The following details the contents of the worksheet.

Column	Cell Location	Content
Measure	A1-A2	Title.
	A3-C3	Measure Label – RT 1.
	A4	Row Label – RT 1.
	A8-C8	Measure Label – RT 2.
	A9	Row Label – RT 2.
	A13-C13	Measure Label – SSIS 1.
	A14	Row Label – SSIS 1.
	A38-C38	Measure Label – SSIS 4.
	A39	Row Label – SSIS 4.
	A46-C46	Measure Label – SSIS 5.
	A47	Row Label – SSIS 5.
	A54-C54	Measure Label – SSIS 8.
	A55	Row Label – SSIS 8.
Description	B1-C1	Title.
	B4	Description of measure RT 1.
	B9	Description of measure RT 2.
	B14	Description of measure SSIS 1 – 24 hours.
	B18	Description of measure SSIS 1 – 48 hours.
	B22	Description of measure SSIS 1 – 72 hours.
	B26	Description of measure SSIS 1 – 96 hours.
	B30	Description of measure SSIS 1 – 120 hours.
	B34	Description of measure SSIS 1 – 120+ hours.

Column	Cell Location	Content
	B39	Description of measure SSIS 4.
	B47	Description of measure SSIS 5.
	B55	Description of measure SSIS 8.
	C4	Percent of cases meeting the criteria for measure RT 1.
	C5	Number of cases meeting the criteria for measure RT 1.
	C7	Population count for measure RT 1.
	C9	Percent of cases meeting the criteria for measure RT 2.
	C10	Number of cases meeting the criteria for measure RT 2.
	C11	Population count for measure RT 2.
	C14	Percent of cases meeting the criteria for measure SSIS 1 – 24 hours.
	C15	Number of cases meeting the criteria for measure SSIS 1 – 24 hours.
	C16	Population count for measure SSIS 1 – 24 hours.
	C18	Percent of cases meeting the criteria for measure SSIS 1 – 48 hours.
	C19	Number of cases meeting the criteria for measure SSIS 1 – 48 hours.
	C20	Population count for measure SSIS 1 – 48 hours.
	C22	Percent of cases meeting the criteria for measure SSIS 1 – 72 hours.
	C23	Number of cases meeting the criteria for measure SSIS 1 – 72 hours.
	C24	Population count for measure SSIS 1 – 72 hours.
	C26	Percent of cases meeting the criteria for measure SSIS 1 – 96 hours.
	C27	Number of cases meeting the criteria for measure SSIS 1 – 96 hours.
	C28	Population count for measure SSIS 1 – 96 hours.
	C30	Percent of cases meeting the criteria for measure SSIS 1 – 120 hours.
	C31	Number of cases meeting the criteria for measure SSIS 1 – 120 hours.
	C32	Population count for measure SSIS 1 – 120 hours.
	C34	Percent of cases meeting the criteria for

Column	Cell Location	Content
	C35	measure SSIS 1 – 120+ hours. Number of cases meeting the criteria for measure SSIS 1 – 120+ hours.
	C36	Population count for measure SSIS 1 – 120+ hours.
	C39	Percent of cases meeting the criteria for measure SSIS 4 – 0-30 Days.
	C40	Percent of cases meeting the criteria for measure SSIS 4 – 31-60 Days.
	C41	Percent of cases meeting the criteria for measure SSIS 4 – 61-90 Days.
	C42	Percent of cases meeting the criteria for measure SSIS 4 – 91+ Days.
	C43	Percent of cases meeting the criteria for measure SSIS 4 – No Contact.
	C44	Population count for measure SSIS 4.
	C47	Percent of cases meeting the criteria for measure SSIS 5 – 0-30 Days.
	C48	Percent of cases meeting the criteria for measure SSIS 5 – 31-60 Days.
	C49	Percent of cases meeting the criteria for measure SSIS 5 – 61-90 Days.
	C50	Percent of cases meeting the criteria for measure SSIS 5 – 91+ Days.
	C51	Percent of cases meeting the criteria for measure SSIS 5 – No Contact.
	C52	Population count for measure SSIS 5.
	C55	Percent of cases meeting the criteria for measure SSIS 8 – 1 Removal.
	C56	Percent of cases meeting the criteria for measure SSIS 8 – 2 Removals.
	C57	Percent of cases meeting the criteria for measure SSIS 8 – 3 Removals.
	C58	Percent of cases meeting the criteria for measure SSIS 8 – 4 Removals.
	C59	Percent of cases meeting the criteria for measure SSIS 8 – 5 Removals.
	C60	Population count for measure SSIS 8.
County Score	D4	Percent of cases countywide meeting the criteria for measure RT 1.
	D5	Number of cases countywide meeting the criteria for measure RT 1.
	D7	Countywide population count for measure RT 1.
	D9	Percent of cases countywide meeting the

Column	Cell Location	Content
	D10	criteria for measure RT 2. Number of cases countywide meeting the criteria for measure RT 2.
	D11	Countywide population count for measure RT 2.
	D14	Percent of cases countywide meeting the criteria for measure SSIS 1 – 24 hours.
	D15	Number of cases countywide meeting the criteria for measure SSIS 1 – 24 hours.
	D16	Countywide population count for measure SSIS 1 – 24 hours.
	D18	Percent of cases countywide meeting the criteria for measure SSIS 1 – 48 hours.
	D19	Number of cases countywide meeting the criteria for measure SSIS 1 – 48 hours.
	D20	Countywide population count for measure SSIS 1 – 48 hours.
	D22	Percent of cases countywide meeting the criteria for measure SSIS 1 – 72 hours.
	D23	Number of cases countywide meeting the criteria for measure SSIS 1 – 72 hours.
	D24	Countywide population count for measure SSIS 1 – 72 hours.
	D26	Percent of cases countywide meeting the criteria for measure SSIS 1 – 96 hours.
	D27	Number of cases countywide meeting the criteria for measure SSIS 1 – 96 hours.
	D28	Countywide population count for measure SSIS 1 – 96 hours.
	D30	Percent of cases countywide meeting the criteria for measure SSIS 1 – 120 hours.
	D31	Number of cases countywide meeting the criteria for measure SSIS 1 – 120 hours.
	D32	Countywide population count for measure SSIS 1 – 120 hours.
	D34	Percent of cases countywide meeting the criteria for measure SSIS 1 – 120+ hours.
	D35	Number of cases countywide meeting the criteria for measure SSIS 1 – 120+ hours.
	D36	Countywide population count for measure SSIS 1 – 120+ hours.
	D39	Percent of cases countywide meeting the criteria for measure SSIS 4 – 0-30 Days.
	D40	Percent of cases countywide meeting the criteria for measure SSIS 4 – 31-60 Days.
	D41	Percent of cases countywide meeting the criteria for measure SSIS 4 – 61-90 Days.

Column	Cell Location	Content
	D42	Percent of cases countywide meeting the criteria for measure SSIS 4 – 91+ Days.
	D43	Percent of cases countywide meeting the criteria for measure SSIS 4 – No Contact.
	D44	Countywide population count for measure SSIS 4.
	D47	Percent of cases countywide meeting the criteria for measure SSIS 5 – 0-30 Days.
	D48	Percent of cases countywide meeting the criteria for measure SSIS 5 – 31-60 Days.
	D49	Percent of cases countywide meeting the criteria for measure SSIS 5 – 61-90 Days.
	D50	Percent of cases countywide meeting the criteria for measure SSIS 5 – 91+ Days.
	D51	Percent of cases countywide meeting the criteria for measure SSIS 5 – No Contact.
	D52	Countywide population count for measure SSIS 5.
	D55	Percent of cases countywide meeting the criteria for measure SSIS 8 – 1 Removal.
	D56	Percent of cases countywide meeting the criteria for measure SSIS 8 – 2 Removals.
	D57	Percent of cases countywide meeting the criteria for measure SSIS 8 – 3 Removals.
	D58	Percent of cases countywide meeting the criteria for measure SSIS 8 – 4 Removals.
	D59	Percent of cases countywide meeting the criteria for measure SSIS 8 – 5 Removals.
	D60	Countywide population count for measure SSIS 8.
Scores, grouped by resources need.	E4-K4	Percent of cases meeting the criteria for measure RT 1, grouped by resource need.
	E5-K5	Number of cases meeting the criteria for measure RT 1, grouped by resource need.
	E7-K5	Population count for measure RT 1, grouped by resource need. (State Measures BE234)
	E9-K9	Percent of cases meeting the criteria for measure RT 2, grouped by resource need.
	E10-k10	Number of cases meeting the criteria for measure RT 2, grouped by resource need.
	E11-K11	Population count for measure RT 2, grouped by resource need. (State Measures BE242)
	E14-K14	Percent of cases meeting the criteria for

Column	Cell Location	Content
		measure SSIS 1 – 24 hours, grouped by resource need.
	E15-K15	Number of cases meeting the criteria for measure SSIS 1 – 24 hours, grouped by resource need.
	E16-K16	Population count for measure SSIS 1 – 24 hours, grouped by resource need. (State Measures BE252)
	E18-K18	Percent of cases meeting the criteria for measure SSIS 1 – 48 hours, grouped by resource need.
	E19-K19	Number of cases meeting the criteria for measure SSIS 1 – 48 hours, grouped by resource need.
	E20-K20	Population count for measure SSIS 1 – 48 hours, grouped by resource need. (State Measures BE263)
	E22-K22	Percent of cases meeting the criteria for measure SSIS 1 – 72 hours, grouped by resource need.
	E23-K23	Number of cases meeting the criteria for measure SSIS 1 – 72 hours, grouped by resource need.
	E24-K24	Population count for measure SSIS 1 – 72 hours, grouped by resource need. (State Measures BE274)
	E26-K26	Percent of cases meeting the criteria for measure SSIS 1 – 96 hours, grouped by resource need.
	E27-K27	Number of cases meeting the criteria for measure SSIS 1 – 96 hours, grouped by resource need.
	E28-K28	Population count for measure SSIS 1 – 96 hours, grouped by resource need. (State Measures BE285)
	E30-K30	Percent of cases meeting the criteria for measure SSIS 1 – 120 hours, grouped by resource need.
	E31-K31	Number of cases meeting the criteria for measure SSIS 1 – 120 hours, grouped by resource need.
	E32-K32	Population count for measure SSIS 1 – 120 hours, grouped by resource need. (State Measures BE296)

Column	Cell Location	Content
	E34-K34	Percent of cases meeting the criteria for measure SSIS 1 – 120+ hours, grouped by resource need.
	E35-K35	Number of cases meeting the criteria for measure SSIS 1 – 120+ hours, grouped by resource need.
	E36-K36	Population count for measure SSIS 1 – 120+ hours, grouped by resource need. (State Measures BE307)
	E39-K39	Percent of cases meeting the criteria for measure SSIS 4 – 0-30 Days, grouped by resource need.
	E40-K40	Percent of cases meeting the criteria for measure SSIS 4 – 31-60 Days, grouped by resource need.
	E41-K41	Percent of cases meeting the criteria for measure SSIS 4 – 61-90 Days, grouped by resource need.
	E42-K42	Percent of cases meeting the criteria for measure SSIS 4 – 91+ Days, grouped by resource need.
	E43-K43	Percent of cases meeting the criteria for measure SSIS 4 – No Contact, grouped by resource need.
	E44-K44	Population count for measure SSIS 4, grouped by resource need. (State Measures BE318)
	E47-K47	Percent of cases meeting the criteria for measure SSIS 5 – 0-30 Days, grouped by resource need.
	E48-K48	Percent of cases meeting the criteria for measure SSIS 5 – 31-60 Days, grouped by resource need.
	E49-K49	Percent of cases meeting the criteria for measure SSIS 5 – 61-90 Days, grouped by resource need.
	E50-K50	Percent of cases meeting the criteria for measure SSIS 5 – 91+ Days, grouped by resource need.
	E51-K51	Percent of cases meeting the criteria for measure SSIS 5 – No Contact, grouped by resource need.
	E52-K52	Population count for measure SSIS 5, grouped by resource need. (State Measures BE333)
	E55-K55	Percent of cases meeting the criteria for

Column	Cell Location	Content
		measure SSIS 8 – 1 Removal, grouped by resource need.
	E56-K56	Percent of cases meeting the criteria for measure SSIS 8 – 2 Removals, grouped by resource need.
	E57-K57	Percent of cases meeting the criteria for measure SSIS 8 – 3 Removals, grouped by resource need.
	E58-K58	Percent of cases meeting the criteria for measure SSIS 8 – 4 Removals, grouped by resource need.
	E59-K59	Percent of cases meeting the criteria for measure SSIS 8 – 5 Removals, grouped by resource need.
	E60-K60	Population count for measure SSIS 8, grouped by resource need. (State Measures BE348)

MEASURES

The *Measures* workbook contains 23 worksheets. The first nineteen worksheets contain user-editable areas, where the SSIS reports can be entered into the tool. The next two worksheets, *Staff* and *Management* provide tools to manage the Workload Analytic Tool. There are two additional worksheets which are hidden from the user. These worksheets, *State Measures* and *CFSR Measures,* can be unhidden by right clicking on the tabs region of the workbook and selecting the "Unhide" menu option.

Each of the worksheets containing SSIS report data include several hidden columns and two named ranges. The first named range contains the names of the staff assigned to cases. On each worksheet, this range is the first 2001 rows of the column containing the Worker Name. These ranges are used by the *Staff* worksheet to create a list of worker names. The second named range contains the contents of the hidden columns, which are used in pivot tables to calculate the measure scores. These named ranges, and the measure they are applicable to are shown in the next table.

Measure / Worksheet	Worker Range	Data Range
RT1	wrt1 - G1 – G2000	drt1 - I1-O2000
RT2	wrt2 - G1 – G2000	drt2 - I1-O2000
1.1	w1.1 - H1 – H2000	d1.1 – J1-Q2000
1.3	w1.3 - H1 – H2000	d1.3 – J1-BS2000
1.4	w1.4 - H1 – H2000	d1.4 - J1-Q2000
2.1	w2.1 - H1 – H2000	d2.1 - J1-BS2000
2.3	w2.3 - H1 – H2000	d2.3 - J1-P2000
2.4	w2.4 - G1 – G2000	d2.4 - I1-P2000
2.5	w2.5 - G1 – G2000	d2.5 - J1-Q2000
3.1	w3.1 - J1 – J2000	d3.1 – K1-R2000
3.2	w3.2 - I1 – I2000	d3.2 – K1-Q2000
3.3	w3.3 - H1 – H2000	d3.3 - J1-Q2000
4.1	w4.1 - G1 – G2000	d4.1 - I1-P2000
4.2	w4.2 - G1 – G2000	d4.2 - I1-P2000
4.3	w4.3 - G1 – G2000	d4.3 - I1-P2000
SSIS1	wssis1 -	dssis1 -
SSIS4	wssis4 -	dssis4 -
SSIS5	wssis5 -	dssis5 -
SSIS8	wssis8 -	dssis8 -

The following tables, which detail the layout and structure of the worksheets in the *Measures* workbook, highlight the hidden columns by coloring them in light red. These columns are not visible to the user and should only be edited by an administrator.

RT1

The *RT1* worksheet contains the dataset necessary to calculate the federal RT1 safety measure. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Recurrence	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data.
Hispanic	F1	Title.
	F2 – F2000	SSIS Data.
Worker	G1	Title.
	G2 – G2000	SSIS Data.
Recurrence	I1	Title.
	I2 – I2000	Copy of "Recurrence" column.
Unit	J1	Title.
	J2 – J2000	Calculates which unit the case belongs to.
Workload	K1	Title.
	K2 – K2000	Links to the unit workload in the *Analytic Tool* workbook.
Workload Group	L1	Title.
	L2 – L2000	Groups the workloads.
Use	M1	Title.
	M2 – M2000	Displays 1 if the row contains data.

Column	Cell Location	Content
Not Assigned	N1	Title.
	N2 – N2000	Displays 1 if case not assigned to a specific worker.
Missing Data	O1	Title.
	O2 – O2000	Displays 1 if incorrect data found in a required column.

Rт**2**

The RT2 worksheet contains the dataset necessary to calculate the federal RT2 safety measure. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Subj of Malt	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data.
Hispanic	F1	Title.
	F2 – F2000	SSIS Data.
Worker	G1	Title.
	G2 – G2000	SSIS Data.
Subj of Malt	I1	Title.
	I2 – I2000	Copy of "Subj of Malt" column.
Unit	J1	Title.
	J2 – J2000	Calculates which unit the case belongs to.
Workload	K1	Title.
	K2 – K2000	Links to the unit workload in the *Analytic Tool* workbook.
Workload Group	L1	Title.
	L2 – L2000	Groups the workloads.
Use	M1	Title.
	M2 – M2000	Displays 1 if the row contains data.

Column	Cell Location	Content
Not Assigned	N1	Title.
	N2 – N2000	Displays 1 if case not assigned to a specific worker.
Missing Data	O1	Title.
	O2 – O2000	Displays 1 if incorrect data found in a required column.

1.1

The 1.1 worksheet contains the dataset necessary to calculate federal permanency outcome measures 1.1 and 1.2. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Mos to Reunif	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data.
Hispanic	F1	Title.
	F2 – F2000	SSIS Data.
Discharge Reason	G1	Title.
	G2 – G2000	SSIS Data.
Worker	H1	Title.
	H2 – H2000	SSIS Data.
Months	J1	Title.
	J2 – J2000	Copy of "Mos to Reunif" column.
Under 12 Months	K1	Title.
	K2 – K2000	Calculates if "Months" is less than 12.
Unit	L1	Title.
	L2 – L2000	Calculates which unit the case belongs to.
Workload	M1	Title.
	M2 – M2000	Links to the unit workload in the *Analytic Tool* workbook.
Workload Group	N1	Title.
	N2 – N2000	Groups the workloads.

Column	Cell Location	Content
Use	O1	Title
	O2 – O2000	Displays 1 if the row contains data.
Not Assigned	P1	Title.
	P2 – P2000	Displays 1 if case not assigned to a specific worker.
Median	Q1-BR1	Title.
	Q2-BR2000	Median of "Months", grouped by unit.
Missing Data	BS1	Title.
	BS2 – BS2000	Displays 1 if incorrect data found in a required column.

1.3

The 1.3 worksheet contains the dataset necessary to calculate the federal permanency outcome measure 1.3. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Mos to Reunif	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data.
Hispanic	F1	Title.
	F2 – F2000	SSIS Data.
Discharge Reason	G1	Title.
	G2 – G2000	SSIS Data.
Worker	H1	Title.
	H2 – H2000	SSIS Data.
Months	J1	Title.
	J2 – J2000	Copy of "Mos to Reunif" column.
Under 12 Months	K1	Title.
	K2 – K2000	Calculates if "Months" is less than 12.
Unit	L1	Title.
	L2 – L2000	Calculates which unit the case belongs to.
Workload	M1	Title.
	M2 – M2000	Links to the unit workload in the *Analytic Tool* workbook.

Column	Cell Location	Content
Workload Group	N1	Title.
	N2 – N2000	Groups the workloads.
Use	O1	Title.
	O2 – O2000	Displays 1 if the row contains data.
Not Assigned	P1	Title.
	P2 – P2000	Displays 1 if case not assigned to a specific worker.
Missing Data	Q1	Title.
	Q2 – Q2000	Displays 1 if incorrect data found in a required column.

1.4

The 1.4 worksheet contains the dataset necessary to calculate the federal permanency outcome measure 1.4. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Mos to Re-ent	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data.
Hispanic	F1	Title.
	F2 – F2000	SSIS Data.
Discharge Reason	G1	Title.
	G2 – G2000	SSIS Data.
Worker	H1	Title.
	H2 – H2000	SSIS Data.
Re-Entered	J1	Title.
	J2 – J2000	Copy of "Mos to Re-ent" column.
Re-Entered within 12 Months	K1	Title.
	K2 – K2000	Calculates if "Re-Entered" is less than 12.
Unit	L1	Title.
	L2 – L2000	Calculates which unit the case belongs to.
Workload	M1	Title.
	M2 – M2000	Links to the unit workload in the *Analytic Tool* workbook.

Column	Cell Location	Content
Workload Group	N1 N2 – N2000	Title. Groups the workloads.
Use	O1 O2 – O2000	Title. Displays 1 if the row contains data.
Not Assigned	P1 P2 – P2000	Title. Displays 1 if case not assigned to a specific worker.
Missing Data	Q1 Q2 – Q2000	Title. Displays 1 if incorrect data found in a required column.

2.1

The 2.1 worksheet contains the dataset necessary to calculate the federal permanency outcome measures 2.1 and 2.2. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Mos to Dischg	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data.
Hispanic	F1	Title.
	F2 – F2000	SSIS Data.
Discharge Reason	G1	Title.
	G2 – G2000	SSIS Data.
Worker	H1	Title.
	H2 – H2000	SSIS Data.
Months	J1	Title.
	J2 – J2000	Copy of "Mos to Dischg" column.
Less Than 24 Months	K1	Title.
	K2 – K2000	Calculates if "Months" is less than 24
Unit	L1	Title.
	L2 – L2000	Calculates which unit the case belongs to.
Workload	M1	Title.
	M2 – M2000	Links to the unit workload in the *Analytic Tool* workbook.

Column	Cell Location	Content
Workload Group	N1	Title.
	N2 – N2000	Groups the workloads.
Use	O1	Title.
	O2 – O2000	Displays 1 if the row contains data.
Not Assigned	P1	Title.
	P2 – P2000	Displays 1 if case not assigned to a specific worker.
Median - Units	Q1-BK1	Title.
	Q2 – BK2000	Median of "Months" grouped by unit.
Median - Workload	BL1-BR1	Title.
	BL2 – BR2000	Median of "Months" grouped by workload groups.
Missing Data	BS1	Title.
	BS2 – BS2000	Displays 1 if incorrect data found in a required column.

2.3

The 2.3 worksheet contains the dataset necessary to calculate the federal permanency outcome measure 2.3. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Adopt Final	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data.
Hispanic	F1	Title.
	F2 – F2000	SSIS Data.
Discharge Reason	G1	Title.
	G2 – G2000	SSIS Data.
Worker	H1	Title.
	H2 – H2000	SSIS Data.
Adopt Final	J1	Title.
	J2 – J2000	Copy of "Adopt Final" column.
Unit	K1	Title.
	K2 – K2000	Calculates which unit the case belongs to.
Workload	L1	Title.
	L2 – L2000	Links to the unit workload in the *Analytic Tool* workbook.
Workload Group	M1	Title.
	M2 – M2000	Groups the workloads.
Use	N1	Title.
	N2 – N2000	Displays 1 if the row contains data.

Column	Cell Location	Content
Not Assigned	O1	Title.
	O2 – O2000	Displays 1 if case not assigned to a specific worker.
Missing Data	P1	Title.
	P2 – P2000	Displays 1 if incorrect data found in a required column.

2.4

The 2.4 worksheet contains the dataset necessary to calculate the federal permanency outcome measure 2.4. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Legally Free Mos	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data.
Hispanic	F1	Title.
	F2 – F2000	SSIS Data.
Worker	G1	Title.
	G2 – G2000	SSIS Data.
Months	I1	Title.
	I2 – I2000	Copy of "Legally Free Mos" column.
Legally Free 6 Months	J1	Title.
	J2 – J2000	Calculates if "Months" is less than 6
Unit	K1	Title.
	K2 – K2000	Calculates which unit the case belongs to.
Workload	L1	Title.
	L2 – L2000	Links to the unit workload in the *Analytic Tool* workbook.
Workload Group	M1	Title.
	M2 – M2000	Groups the workloads.
Use	N1	Title.
	N2 – N2000	Displays 1 if the row contains data.

Column	Cell Location	Content
Not Assigned	O1	Title.
	O2 – O2000	Displays 1 if case not assigned to a specific worker.
Missing Data	P1	Title.
	P2 – P2000	Displays 1 if incorrect data found in a required column.

2.5

The 2.5 worksheet contains the dataset necessary to calculate the federal permanency outcome measure 2.5. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Legally Free Mos	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data.
Hispanic	F1	Title.
	F2 – F2000	SSIS Data.
Discharge Reason	G1	Title.
	G2 – G2000	SSIS Data.
Worker	H1	Title.
	H2 – H2000	SSIS Data.
Months	J1	Title.
	J2 – J2000	Copy of "Legally Free Mos" column.
Legally Free 6 Months	K1	Title.
	K2 – K2000	Calculates if "Months" is less than 6
Unit	L1	Title.
	L2 – L2000	Calculates which unit the case belongs to.
Workload	M1	Title.
	M2 – M2000	Links to the unit workload in the *Analytic Tool* workbook.
Workload Group	N1	Title.
	N2 – N2000	Groups the workloads.

Column	Cell Location	Content
Use	O1	Title.
	O2 – O2000	Displays 1 if the row contains data.
Not Assigned	P1	Title.
	P2 – P2000	Displays 1 if case not assigned to a specific worker.
Missing Data	Q1	Title.
	Q2 – Q2000	Displays 1 if incorrect data found in a required column.

3.1

The 3.1 worksheet contains the dataset necessary to calculate the federal permanency outcome measure 3.1. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Test.
	A2 – A2000	SSIS Data.
Child	B1	Test.
	B2 – B2000	SSIS Data.
Disch Age	C1	Test.
	C2 – C2000	SSIS Data.
Disch Dt	D1	Test.
	D2 – D2000	SSIS Data.
Meets Standard	E1	Test.
	E2 – E2000	SSIS Data.
Gender	F1	Test.
	F2 – F2000	SSIS Data.
Race	G1	Test.
	G2 – G2000	SSIS Data.
Hispanic	H1	Test.
	H2 – H2000	SSIS Data.
Discharge Reason	I1	Test.
	I2 – I2000	SSIS Data.
Worker	J1	Test.
	J2 – J2000	SSIS Data.
Meets Standard	L1	Test.
	L2 – L2000	Copy of "Meets Standard" column.
Unit	M1	Test.
	M2 – M2000	Calculates which unit the case belongs to.
Workload	N1	Test.
	N2 – N2000	Links to the unit workload in the *Analytic Tool* workbook.

Column	Cell Location	Content
Workload Group	O1	Test.
	O2 – O2000	Groups the workloads.
Use	P1	Test.
	P2 – P2000	Displays 1 if the row contains data.
Not Assigned	Q1	Test.
	Q2 – Q2000	Displays 1 if case not assigned to a specific worker.
Missing Data	R1	Title.
	R2 – R2000	Displays 1 if incorrect data found in a required column.

3.2

The 3.2 worksheet contains the dataset necessary to calculate the federal permanency outcome measure 3.2. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Disch Perm Home	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2– E2000	SSIS Data.
Hispanic	F1	Title.
	F2– F2000	SSIS Data.
Discharge Reason	G1	Title.
	G2 – G2000	SSIS Data.
Disch age	H1	Title.
	H2 – H2000	SSIS Data.
Worker	I1	Title.
	I2– I2000	SSIS Data.
Perm Home	K1	Title.
	K2 – K2000	Copy of "Disch Perm Home" column.
Unit	L1	Title.
	L2 –L2000	Calculates which unit the case belongs to.
Workload	M1	Title.
	M2 – M2000	The workload for the unit in L1 – L2000

Column	Cell Location	Content
Workload Group	N1	Title.
	N2 – N2000	Links to the unit workload in the *Analytic Tool* workbook.
Use	O1	Title.
	O2 – O2000	Displays 1 if the row contains data.
Not Assigned	P1	Title.
	P2 – P2000	Displays 1 if case not assigned to a specific worker.
Missing Data	Q1	Title.
	Q2 – Q2000	Displays 1 if incorrect data found in a required column.

3.3

The 3.3 worksheet contains the dataset necessary to calculate the federal permanency outcome measure 3.3. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Mos in Care	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data.
Hispanic	F1	Title.
	F2 – F2000	SSIS Data.
Discharge Reason	G1	Title.
	G2 – G2000	SSIS Data.
Worker	H1	Title.
	H2 – H2000	SSIS Data.
Months	J1	Title.
	J2 – J2000	Copy of "Mos in Care" column.
Thee or More Years	K1	Title.
	K2 – K2000	Calculates if "Months" >= 3 years
Unit	L1	Title.
	L2 –L2000	Calculates which unit the case belongs to.
Workload	M1	Title.
	M2 – M2000	Links to the unit workload in the *Analytic Tool* workbook.
Workload Group	N1	Title.
	N2 – N2000	Groups the workloads.

Column	Cell Location	Content
Use	O1	Title.
	O2 – O2000	Displays 1 if the row contains data.
Not Assigned	P1	Title.
	P2 – P2000	Displays 1 if case not assigned to a specific worker.
Missing Data	Q1	Title.
	Q2 – Q2000	Displays 1 if incorrect data found in a required column.

4.1

The 4.1 worksheet contains the dataset necessary to calculate the federal permanency outcome measure 4.1. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Settings	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data
Hispanic	F1	Title.
	F2 – F2000	SSIS Data
Worker	G1	Title.
	G2 – G2000	SSIS Data
# Settings	I1	Title.
	I2 – I2000	Copy of "Settings" column.
Two of Fewer	J1	Title.
	J2 – J2000	Calculates if "# Settings" is <= 2.
Unit	K1	Title.
	K2 – K2000	Calculates which unit the case belongs to.
Workload	L1	Title.
	L2 – L2000	Links to the unit workload in the *Analytic Tool* workbook.
Workload Group	M1	Title.
	M2 – M2000	Groups the workloads.
Use	N1	Title.
	N2 – N2000	Displays 1 if the row contains data.

Column	Cell Location	Content
Not Assigned	O1	Title.
	O2 – O2000	Displays 1 if case not assigned to a specific worker.
Missing Data	P1	Title.
	P2 – P2000	Displays 1 if incorrect data found in a required column.

4.2

The 4.2 worksheet contains the dataset necessary to calculate the federal permanency outcome measure 4.2. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Settings	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data
Hispanic	F1	Title.
	F2 – F2000	SSIS Data
Worker	G1	Title.
	G2 – G2000	SSIS Data
# Settings	I1	Title.
	I2 – I2000	Copy of "Settings" column.
Two of Fewer	J1	Title.
	J2 – J2000	Calculates if "# Settings" is <= 2.
Unit	K1	Title.
	K2 – K2000	Calculates which unit the case belongs to.
Workload	L1	Title.
	L2 – L2000	Links to the unit workload in the *Analytic Tool* workbook.
Workload Group	M1	Title.
	M2 – M2000	Groups the workloads.
Use	N1	Title.
	N2 – N2000	Displays 1 if the row contains data.

Column	Cell Location	Content
Not Assigned	O1	Title.
	O2 – O2000	Displays 1 if case not assigned to a specific worker.
Missing Data	P1	Title.
	P2 – P2000	Displays 1 if incorrect data found in a required column.

4.3

The 4.3 worksheet contains the dataset necessary to calculate the federal permanency outcome measure 4.3. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Settings	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data
Hispanic	F1	Title.
	F2 – F2000	SSIS Data
Worker	G1	Title.
	G2 – G2000	SSIS Data
# Settings	I1	Title.
	I2 – I2000	Copy of "Settings" column.
Two of Fewer	J1	Title.
	J2 – J2000	Calculates if "# Settings" is <= 2.
Unit	K1	Title.
	K2 – K2000	Calculates which unit the case belongs to.
Workload	L1	Title.
	L2 – L2000	Links to the unit workload in the *Analytic Tool* workbook.
Workload Group	M1	Title.
	M2 – M2000	Groups the workloads.
Use	N1	Title.
	N2 – N2000	Displays 1 if the row contains data.

Column	Cell Location	Content
Not Assigned	O1	Title.
	O2 – O2000	Displays 1 if case not assigned to a specific worker.
Missing Data	P1	Title.
	P2 – P2000	Displays 1 if incorrect data found in a required column.

SSIS1

The SSIS1 worksheet contains the dataset necessary to calculate state indicator SSIS 1. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Intake Workgroup #	A1	Title.
	A2 – A2000	SSIS Data.
Intake Workgroup	B1	Title.
	B2 – B2000	SSIS Data.
CP Rpt Workgroup #	C1	Title.
	C2 – C2000	SSIS Data.
CP RPT Workgroup	D1	Title.
	D2 – D2000	SSIS Data.
Hours	E1	Title.
	E2 – E2000	SSIS Data.
Report Accepted	F1	Title.
	F2 – F2000	SSIS Data.
Victim First Contact	G1	Title.
	G2 – G2000	SSIS Data.
Offender First Contact	H1	Title.
	H2 – H2000	SSIS Data.
Worker	I1	Title.
	I2 – I2000	SSIS Data.
Init – 24 Hours	K1	Title.
	K2 – K2000	Calculates if "Hours" is less than 24.
Init – 48 Hours	L1	Title.
	L2 – L2000	Calculates if "Hours" is less than 48.
Init – 72 Hours	M1	Title.
	M2 – M2000	Calculates if "Hours" is less than 72.
Init – 96 Hours	N1	Title.
	N2 – N2000	Calculates if "Hours" is less than 96.

Column	Cell Location	Content
Init – 120 Hours	O1	Title.
	O2 – O2000	Calculates if "Hours" is less than 120.
Init – 120+ Hours	P1	Title.
	P2 – P2000	Calculates if "Hours" is more than 120.
Unit	Q1	Title.
	Q2-Q2000	Calculates which unit the case belongs to.
Workload	R1	Title.
	R2-R2000	Links to the unit workload in the *Analytic Tool* workbook.
Workload Group	S1	Title.
	S2 – S2000	Groups the workloads.
Use	T1	Title.
	T2 – T2000	Displays 1 if the row contains data.
Not Assigned	U1	Title.
	U2 – U2000	Displays 1 if case not assigned to a specific worker.
Missing Data	V1	Title.
	V2 – V2000	Displays 1 if incorrect data found in a required column.

SSIS4

The SSIS4 worksheet contains the dataset necessary to calculate state indicator SSIS 4. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
WG ID	A1	Title.
	A2 – A2000	SSIS Data.
Workgroup	B1	Title.
	B2 – B2000	SSIS Data.
Days Since Contact	C1	Title.
	C2 – C2000	SSIS Data.
WG Start	D1	Title.
	D2 – D2000	SSIS Data.
WG End	E1	Title.
	E2 – E2000	SSIS Data.
Worker	F1	Title.
	F2 – F2000	SSIS Data.
Days Since Contact	H1	Title.
	H2 – H2000	Copy of "Days Since Contact" column.
Unit	I1	Title.
	I2-I2000	Calculates which unit the case belongs to.
Workload	J1	Title.
	J2-J2000	Links to the unit workload in the *Analytic Tool* workbook.
Workload Group	K1	Title.
	K2 – K2000	Groups the workloads.
Use	L1	Title.
	L2 – L2000	Displays 1 if the row contains data.
Not Assigned	M1	Title.
	M2 – M2000	Displays 1 if case not assigned to a specific worker.

Column	Cell Location	Content
Missing Data	N1	Title.
	N2 – N2000	Displays 1 if incorrect data found in a required column.

SSIS5

The SSIS5 worksheet contains the dataset necessary to calculate state indicator SSIS 5. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
Days Since Contact	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data.
Hispanic	F1	Title.
	F2 – F2000	SSIS Data.
Setting	G1	Title.
	G2 – G2000	SSIS Data.
Worker	H1	Title.
	H2 – H2000	SSIS Data.
Days Since Contact	J1	Title.
	J2 – J2000	Copy of "Days Since Contact" column
Unit	K1	Title.
	K2-K2000	Calculates which unit the case belongs to.
Workload	L1	Title.
	L2-L2000	Links to the unit workload in the *Analytic Tool* workbook.
Workload Group	M1	Title.
	M2 – M2000	Groups the workloads.
Use	N1	Title.
	N2 – N2000	Displays 1 if the row contains data.

Column	Cell Location	Content
Not Assigned	O1	Title.
	O2 – O2000	Displays 1 if case not assigned to a specific worker.
Missing Data	P1	Title.
	P2 – P2000	Displays 1 if incorrect data found in a required column.

SSIS8

The SSIS8 worksheet contains the dataset necessary to calculate state indicator SSIS 8. The user pastes SSIS data into the white columns.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Person ID	A1	Title.
	A2 – A2000	SSIS Data.
Child	B1	Title.
	B2 – B2000	SSIS Data.
#Removals	C1	Title.
	C2 – C2000	SSIS Data.
Gender	D1	Title.
	D2 – D2000	SSIS Data.
Race	E1	Title.
	E2 – E2000	SSIS Data.
Hispanic	F1	Title.
	F2 – F2000	SSIS Data.
Age at Entry	G1	Title.
	G2 – G2000	SSIS Data.
Cont Plcmt Start	H1	Title.
	H2 – H2000	SSIS Data.
Cont Plcmt End	I1	Title.
	I2 – I2000	SSIS Data.
Months in Care	J1	Title.
	J2 – J2000	SSIS Data.
Worker	K1	Title.
	K2 – K2000	SSIS Data.
#Removals	M1	Title.
	M2 – M2000	Copy of "#Removals" column
Unit	N1	Title.
	N2-N2000	Calculates which unit the case belongs to.

Column	Cell Location	Content
Workload	O1	Title.
	O2-O2000	Links to the unit workload in the *Analytic Tool* workbook.
Workload Group	P1	Title.
	P2 – P2000	Groups the workloads.
Use	Q1	Title.
	Q2 – Q2000	Displays 1 if the row contains data.
Not Assigned	R1	Title.
	R2 – R2000	Displays 1 if case not assigned to a specific worker.
Missing Data	S1	Title.
	S2 – S2000	Displays 1 if incorrect data found in a required column.

Staff

The *Staff* worksheet is where the user assigns each staff member to a unit. After clicking the button labeled "Update Staff List," a list of staff will appear in the first 607 rows of the O column. This is done by refreshing the hidden pivot table which starts in the E column of the worksheet. The user must assign each staff member to a unit. There are many hidden columns on this page, which reference the units defined in the *Analytic Tool* workbook and generate the list of staff members.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Names	O5 – O607	Names of staff members. References the contents of G5 - G607.
Unit	P5 – P607	Drop-down list of possible units listed in *Analytic Tool.* References the cells found in C4 – C79
Units#	A5 – A79	Unit numbers. Used in VLOOKUPS throughout the tool.
Units-Raw	B5 – B79	Directly references the units listed in *Analytic Tool.*
Workers Unit	C5 – C79	References B5 – B79. Hides empty rows.
Unit#	D4 – D79	Unit numbers. Used in VLOOKUPS throughout the tool.
Names	E5 – E2005	Workers from RT1
Names	E2006 – E4006	Workers from RT2
	E4007 – E6007	Workers from 1.1
	E6008 – E6008	Workers from 1.3
	E8009 – E10009	Workers from 1.4
	E 10010 – E 12010	Workers from 2.1
	E 12011 – E 14011	Workers from 2.3
	E 14012 – E 16012	Workers from 2.4
	E 16013 – E 18013	Workers from 2.5
	E 18014 – E 20014	Workers from 3.1
	E 20015 – E 22015	Workers from 3.2
	E 22016 – E 24016	Workers from 3.3
	E 24017 – E 26017	Workers from 4.1
	E 26018 – E 28018	Workers from 4.2
	E28019 – E30019	Workers from 4.3
	E 30020 – E 32020	Workers from SSIS1
	E 32021 – E 34021	Workers from SSIS4
	E 34022 – E 36022	Workers from SSIS5
	E36023 – E38024	Workers from SSIS8

Management

The *Management* worksheet presents the user with Warnings and Notes regarding the data entered into the tool. Once these Warnings and Notes have been addressed or understood, the user will click the "Calculate All" button to calculate each of the measures. Selecting this button refreshes *all* of the pivot tables in the two hidden tabs, *CFSR Measures* and *State Measures*.

The table which follows describes the contents of the worksheet.

Column	Cell Location	Content
Tab	B4 – B23	List of the worksheet tabs in *Measures.*
Data Present	C4 – C23	Identifies if there is data in the worksheet.
Cases Not Assigned to Worker / Unit	D4 – D23	Identifies the number of rows not assigned to a case worker.
Missing / Corrupt Data	E4 – E23	Identifies rows with critical data errors.
Warnings / Notes	F4 – F23	Explanation and description of any errors found in the data set.
Unit	B29 – B76	References listed in *Analytic Tool.*
Analytic Tool FTE Count	C29 – C76	The count of workers identified by the user in *Analytic Tool.*
Staff Tab Count	D29 – D76	The count of workers listed in the tool.
Measures Calculated	L13	Yes or No. Provides the status of the tool.

State Measures

The *State Measures* worksheet is a hidden worksheet which contains the pivot tables and calculations necessary to calculate the state process measures and federal safety measures. This worksheet is divided into two portions. Column C contains the left most column of the pivot tables. Column BE contains the left most column of the calculations.

The pivot tables take the named ranges (dRT1, d1.1, etc.) and create tables to present the information in a meaningful manner. Each calculation region can be divided into two sections. The top section links to the data created by the pivot tables. The second section calculates the percents and performs error corrections for missing data.

The table which follows describes the contents of the worksheet.

Grouped BY	State Measure	Pivot Table Location	Calculation Location
County	RT1	C6	BE6
	RT2	C14	BE14
	SSIS1	C22, C31, C40, C49, C58, C67	BE22, BE31, BE40, BE49, BE58, BE67
	SSIS4	C76	BE76
	SSIS5	C85	BE85
	SSIS8	C94	BE94
Unit	RT1	C105	BE105
	RT2	C113	BE113
	SSIS1	C123, C134, C145, C156, C167, C178	BE123, BE134, BE145, BE156, BE167, BE178
	SSIS4	C189	BE189
	SSIS5	C204	BE204
	SSIS8	C219	BE219
Workload	RT1	C234	BE234
	RT2	C242	BE242
	SSIS1	C252, C263, C274, C285, C296, C307	BE252, BE263, BE274, BE285, BE296, BE307
	SSIS4	C318	BE318
	SSIS5	C333	BE333
	SSIS8	C348	BE348

CFSR Measures

The *CFSR Measures* worksheet is a hidden worksheet which contains the pivot tables and calculations necessary to calculate the 15 federal permanency measures. This worksheet is divided into two portions. Column C contains the left most column of the pivot tables. Column BE contains the left most column of the calculations.

The pivot tables take the named ranges (dRT1, d1.1, etc.) and create tables to present the information in a meaningful manner.

The table which follows describes the contents of the worksheet.

Grouped BY	CFSR Measure	Pivot Table Location	Calculation Location
County	1.1	C7	BE7
	1.2	C16	BE16
	1.3	C21	BE21
	1.4	C31	BE31
	2.1	C41	BE41
	2.2	C50	BE50
	2.3	C55	BE55
	2.4	C64	BE64
	2.5	C73	BE73
	3.1	C84	BE84
	3.2	C93	BE93
	3.3	C102	BE102
	4.1	C113	BE113
	4.2	C122	BE122
	4.3	C131	BE131
Unit	1.1	C143	BE143
	1.2	C153	BE153
	1.3	C160	BE160
	1.4	C174	BE174
	2.1	C188	BE188
	2.2	C198	BE198
	2.3	C206	BE206
	2.4	C216	BE216
	2.5	C226	BE226
	3.1	C238	BE238
	3.2	C248	BE248
	3.3	C258	BE258
	4.1	C270	BE270
	4.2	C280	BE280
	4.3	C290	BE290
Workload	1.1	C305	BE305
	1.2	C315	BE 315
	1.3	C322	BE322
	1.4	C336	BE336
	2.1	C350	BE350

Grouped BY	CFSR Measure	Pivot Table Location	Calculation Location
	2.2	C360	BE360
	2.3	C368	BE368
	2.4	C378	BE378
	2.5	C388	BE388
	3.1	C400	BE400
	3.2	C410	BE410
	3.3	C420	BE420
	4.1	C432	BE432
	4.2	C442	BE442
	4.3	C452	BE452

All cells, other than those not highlighted or highlighted in gold, are read-only, preventing users from making changes to the formulas which count staff and workgroups, determine time needed and project staffing need. This has been done by locking all cells within each worksheet, unlocking cells that users may enter information into, and then password protecting each worksheet and its respective cells which should remain unlocked. The password for users with administrative privileges is "mdhs," all lower case alpha characters.

To make changes to any given sheet, the password protection will need to be turned off. Using a 2003 version of Excel this is done by selecting "Tool" on the toolbar, clicking "Protection" from the drop-down menu, clicking "Unprotect Sheet," entering "mdhs" in the password field and then clicking "OK." For more recent versions, this is done by selecting "Unprotect Sheet" from the "Review" tab, entering "mdhs" in the password field and clicking "OK." This will unlock the sheet that the administrator is viewing. By selecting "Unprotect Workbook" in the "Review" tab and following the same instructions, the administrator can unprotect the entire tool at once.

In the event workgroup types are added and/or deleted, it is important that their placement be consistent within each worksheet. That is, within the sequence of workgroup types or programs posted in the *Workgroup Counts* worksheet, that same sequence should be applied to *Hours Needed, FTEs Needed* and the *Calculated Workgroup Time* worksheets. This will allow the administrator to minimize the changes he or she will need to make when making revisions. In many instances formulas from adjacent columns may be copied and pasted, minimizing the amount of changes that would need to be made when making revisions.

When revisions have been completed using a 2003 version of Excel, users with administrative privileges may then re-protect the worksheet by clicking "Tool" on the toolbar, clicking "Protect Sheet," entering "mdhs" in the password field, clicking "OK," re-entering the same password to confirm and again clicking "OK." To protect the tool using a more recent version of Excel, select "Protect Sheet" (or "Protect Workbook"), enter "mdhs" in the password field, click "OK" and re-enter the password to confirm and click "OK."