

Instructions

Single Monthly Count Report

(For enrollment and billing)

This report is available in the DMS for you to run every month. Your designated staff will run the Single Monthly Count Details and Summary reports each month, make corrections, sign and return to ESIT.reports@dcyf.wa.gov by the due date.

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

Criteria to be on the Report

This report should contain all children who meet the following criteria:

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

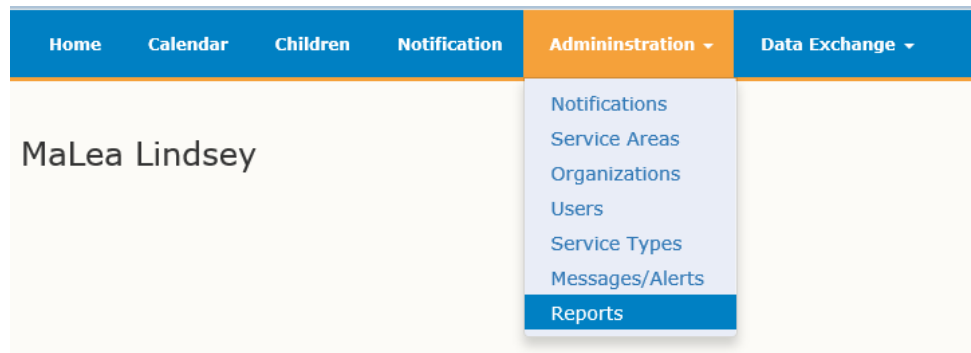
^[1] [“For the purposes of this subsection \(2\), a child is receiving early intervention services if the child has received services in the same month as the count date, which is the last business day of the month.”](#)

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

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

To Pull Reports

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



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



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

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

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

Single Monthly Enrollment and Billing

DMSUser ID Service Area: ▾
Agencies: ▾ Start Date
End Date

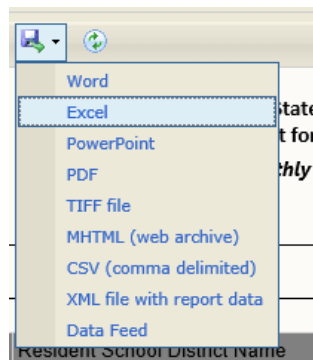
4. Enter the parameters of the reports and hit **view report**.

Single Monthly Enrollment and Billing

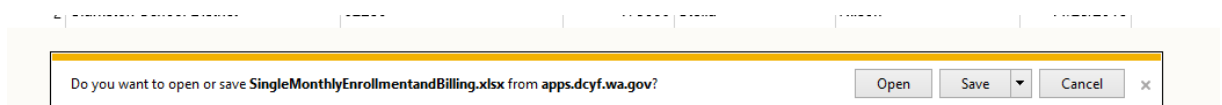
DMSUser ID Service Area: ▾ View Report
Agencies: ▾ Start Date
End Date

1 of 1 | 100% | Find | Next

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



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



7. This will open your excel document. Make changes to the report following the instructions below. Follow the same instructions to pull the Single Monthly Enrollment and Billing Summary. **Remember to password protect the details document with ESIT(current year) ex. ESIT2025.**

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

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

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

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



2. **To add a child** to the report, drop to the bottom of the report and insert the child's information by completing all of the data fields, and add a Comment indicating why the child is being added. You must include your Initials and Date. Use the Review Tab-New Comment button and **highlight in yellow**.
3. Revise the Total Count at the bottom of the report to reflect the revisions. You must include your Initials and date. Use the Review Tab-New Comment button.
4. Revise the school district count(s) and the Total Count on the Summary Report to reflect the revisions made on the Details Report.
5. **Sign and Date the Single Monthly Count reports on the designated line and return to ESIT.Reports@dcyf.wa.gov for verification. Please also CC your QIS.**
6. **If there are no changes to the Single Monthly Count Reports, check the "No Changes" box located at the bottom of the Single Monthly Count Report on the designated line and submit to: ESIT.Reports@dcyf.wa.gov. Please submit both the details and summary report even if there are no changes.**
7. **Password protect your details report with ESIT(current year) ex. ESIT2025.**
8. Use the total count(s) from the Single Monthly Count report to complete your A-19 Invoice Form.
9. A-19 Invoices are due on or before the last day of the following month and must include:
 - a. Number of children enrolled for each county listed
 - b. Part C receipts
 - c. ELTA receipts
 - d. Unrealized Enrollment receipts

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

Count Date (Last Business Day of the Month)	Run by Date ** (11 th of the Month)	Due Date ** (20 th of the Month)
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A-19 Invoice

Due on or before the last day of the following month

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