STAFF CONTACT LOG

Purpose: The staff contact log is designed to collect data related to IV-E contract deliverables and the specifics of activities related to MidSOUTH contact with DCFS and other state or community staff who maybe involved in meeting the contract deliverables. The key word is "contact". The log documents a number of data elements related to external contacts [to MidSOUTH] that occur in the course of doing business (activities that serve meeting deliverables). It is not intended to capture contact among staff at MidSOUTH, preparation time, **conference attendance** or activities that do not directly involve DCFS staff or other relevant agencies. The log is <u>not</u> an attempt to have staff account for all of the activities of the day or every minute of the day.

The tabulation of the data will be reported back to staff and will serve as a primary source for standing and ad hoc reports. The analysis of the data will serve as an element of process and outcome evaluation, will guide the quality improvement processes, and will direct decision-making.

Completed by: Individuals, as designated by their supervisor, will complete the contact log.

Completed when: Contact logs need to be completed daily. Logs must be current through a given Friday by close of business on the following Monday.

Submission: Individual staff must e-mail completed logs for a given month (e.g., October) to her/his supervisor by the close of business of the first workday in the following month (e.g., November). The supervisor will review the log, take any corrective action needed, and when approved will forward the log to the Training Director for processing <u>no later than the 6th of the month</u> (e.g., November).

Processing: The Training Division will process the logs as per the established protocol and generate designated reports and supply data for other related reports based on the data received and analyzed.

DEFINITIONS AND INSTRUCTIONS

General Points and Standards

- Consistency, the standards and instructions provided must be followed exactly for each entry -- there are no short cuts, no individual styles or ways of completing the log, neatness and accuracy count or we have "junk in, junk out" –
- Entries must relate to contact with individuals/agencies outside of MidSOUTH that pertain to the IV-E contract grant deliverables or non-credit continuing education presentations made by MidSOUTH staff. In-house (MidSOUTH) meetings, communications, activities (planning, development, etc), or vacation/sick time are not to be entered into the log.
- Leave no cell in the log form blank. Use the appropriate code or entry detail – do not ad lib
- Use the designated code numbers, format of text, etc. in the response to each cell
- Use upper and lower (U/L) case, except as provided in the approved abbreviations – do not type in all caps
- Multiple individuals, titles, organizations, or activities should <u>not</u> be entered in any cell of the log sheet

- Names need to be entered <u>last name</u> first – <u>comma</u> – <u>first name</u>
- Remember, when using numbers to use the zero (0) and not the U/L letter (O/o)
- Time is recorded in whole and quarter-hours – one-quarter hour is .25 *[not .15]* one half-hour is .50 *[not .30]*, three quarters of an hour is .75 *[not .45]*.
- Do not identify any DCFS clients by name or case number in any cell of a field.

Details of Log Fields

A. **Staff** – the name of the individual providing the training intervention or service. <u>Enter</u>: last name, first name – i.e., Smith, Mary. Name must appear on each line – no blanks, no ditto, no abbreviations.

B. **Date** – is the date that the training intervention or service was provided. Using 2 digits for month, day, and year, e.g., enter July 7, 2001 as: 07 for July 07 for day 01 for 2001 – 07**/07/01.** The date must appear on each line – no blanks, no ditto.

C. **Contact Name** – identifies the individual, training, group, or meeting with whom the contact is being made. The following addresses the different entries.

   1. <u>Individual</u>. When an individual is provided the service or training intervention. <u>en</u>ter the individual's last name, first name, i.e., Jones, Dan. If <u>more than one</u> (1) individual is involved, <u>list each</u> as a <u>separate</u> line entry in the log. Do not list more than one individual in any cell.

   2. <u>Training</u>. When the contact is a <u>credit/non-credit continuing education training</u> [see type field I.], enter one of the training codes listed below. Credit training is a single line entry, do not list individuals in a cell or on multiple lines. For a <u>make-up training</u>, e.g., NST or PRIDE, the entry (contact name) is the name of the individual involved in the make-up activity [separate line entries for each person doing the make-up].

Training codes:	**FSW**	New Staff Training for Family Service Workers
	SUPV	New Staff Training for Supervisors
	DPA	New Staff Training for DHS Program Assistants
	PRIDE	Adopt PRIDE/Foster PRIDE Pre-service Training
	CED	Continuing Education Training
	CEDCHRIS	CHRIS Continuing Education Training
	CEDNC	Continuing Education Non-credit training
	CEDFP	Continuing Education Training for Foster Parents
	HOT	Hotline Operator Training
	TOT	Training of Trainers
	FPOR	Foster/Adopt PRIDE Orientation

   3. <u>Meeting or Work Group</u>. When the contact is a meeting, group, or other formally designated group and it involves MidSOUTH staff in contact with DCFS or other related agency staff, this is a single line entry using the code designations that follow. These contacts are non-credit training (type field I.) unless the contact involves all or part of the contact time as a credit training [e.g., 2 hour training as a part of an area meeting that lasted 4 hours – requires two entries – 1) a continuing education training and 2) an area meeting]. The credit training should be recorded as addressed above and the non-credit portion recorded based on this set of instructions. For these groups, do not list individuals in a cell

or on multiple lines. This meeting/group designation is used for groups that have a defined membership and which have some record(s) that document meetings and attendance.

Codes:

AM	= DCFS Area Meeting
AMMS	= Area Managers' Meeting – Statewide
APM	= Academic Partnership Meeting
ARW	= Area Resource Worker's/Adoption Specialist's meeting
ASM	= Area Supervisors' Meeting
CHRIS	= Meeting with DCFS CHRIS Staff
CSM	= County Staff Meeting
CSMS	= County Supervisors' Meeting – Statewide
EXS	= DCFS Executive Staff Meeting
FPQ	= Foster Parent Quarterly Meeting
MPCWIP	= Mountains, Plains, Trains & Automobiles
PR	= Panel Review of FSW Practice
PIP	= PIP Work Group
TSDT	= Training and Skill Development Team Meeting
RTT	= Regional Training Team (multi-agency)
WSG	= Worker Support Group
ZT3	**= Zero to Three**

For meetings or groups that do not have a designated code, enter the complete name (U/L case) of the group – do not abbreviate.

D. **Contact Title** -- is the job title of the <u>individual</u> named in the <u>contact name field</u> [C]. The most used titles for DCFS staff ASP/CACD, and others are provided below. Use the abbreviations provided for these titles.   For all others titles, type in the title (U/L case) without abbreviations. If the contact field contains a reference to a training, a group, or a meeting, enter **XX** in the cell.

Titles:

AC	= Area Coordinator
AD	= Area Director
ARW	= Area Resource Worker (replaces FPL)
CHD	= CHRIS Help Desk
COS	= Central Office Staff (Other than EXS)
CS	= County Supervisor
DPA	= DHS Program Assistant (formerly SSA)
EXS	= Executive Staff
FP/AP	= Foster Parent/Adoptive Parent
FSW	= Family Service Worker
FSWS	= Family Service Worker Supervisor
FSWSP	= Family Service Worker Specialist
FSWT	= Family Service Worker Trainee*
HLO	= Hotline Operator
INV	= Investigator
PDU	= DCFS Professional Development Manager
SS	= Stipend Student
UNIV	= Academic partnership staff (Field Instructor, IV-E Coordinator, etc.)
XX	= reference for training, group, or meeting

        * This designation is used for individuals in their first year of employment with DCFS as a new family service worker. An actual change in title to FSW at the conclusion of probation period is not the criteria to change prior to the end of the first year.

If a title <u>code</u> is <u>not provided</u>, enter the <u>complete title</u> for the individual -- do not abbreviate, use U/L case.

<u>Unknown Title</u>: Use the code – **UT –** if the individual's title is unknown.
        Unknown Title should be used as last resort. <u>Remember do not leave a cell blank.</u>

E. **Contact Organization** -- is the employer of the individual named in the contact name field [C]. Abbreviations for some frequently used organizations are provided below. Enter the abbreviation for these organizations as needed. For other organizations, type in the organization's name (U/L case) without abbreviations. If the contact name field [C] contains a reference to a training, a group, or a meeting, enter **XX** in the cell.

    DCFS = Division of Children and Family Services
    AOC = Administrative Offices of the Courts
    CARES = Arkansas Cares
    ACH = Arkansas Children's Hospital
    ADE = Arkansas Department of Education
    ADH = Arkansas Department of Health
    ASP = Arkansas State Police
    ASU = Arkansas State University
    ATU = Arkansas Tech University
    CEP = Center for Effective Parenting
    CADC = Central Arkansas Development Council
    CACD = Crimes Against Children Division of ASP
    CASA = Court Appointed Special Advocate
    DBH = Division of Behavioral Health Services (formerly Mental Health & ADAP)
    DCC = Division of Child Care
    DCO = Division of County Operations
    DDD = Division of Developmental Disabilities
    DHS = Department of Human Services – Director's Office
    DMS = Division of Medical Services (Medicaid)
    DOV = Division of Volunteerism
    DYS = Division of Youth Services
    FTC = Family Treatment Centers
    GAL = Guardian ad litem
    HU = Harding University
    JC = Juvenile Court
    OPLS = Office of Policy and Legal Services (Replaces OCC)
    OST = Office Systems and Technology (CHRIS Project)
    PSC = Philander Smith College
    SAU = Southern Arkansas University
    UACE = University of Arkansas Cooperative Extension
    UAF = University of Arkansas at Fayetteville
    UALR = University of Arkansas at Little Rock
    UAM = University of Arkansas at Monticello

      UAPB   = University of Arkansas at Pine Bluff
      XX   = Reference for training, group, or meeting

F. County/Area -- is the work site for the <u>individual</u> named in the contact name field [C]. Please enter the county name <u>not</u> the county number. Enter the county <u>name only</u> – <u>do not</u> enter the name followed by County or county. For counties with more than one office in the county use the codes provided below. When the contact name field contains a reference to a <u>training, group, or meeting</u> that relates <u>to one county only</u> [CSM in C 1 above], enter that county name, e.g., Jefferson, that identifies the county of the CSM (County Supervisors' Meeting).

    1. Counties with multiple offices: Enter the <u>county name</u> space followed by the <u>location</u>

For Arkansas:	**S** = Stuttgart	**D** = Dewitt	example: Arkansas S
For Clay:	**P** = Piggott	**C** = Corning	
For Logan:	**P** = Paris	**B** = Booneville	
For Mississippi:	**B** = Blytheville	**O** = Osceola	
For Monroe:	**C** = Clarendon	**B** = Brinkley	
For Pulaski:	**N** = North	**S** = South **E** = East **SW** = Southwest	
	J = Jacksonville		

    2. When the contact name field [C] contains a reference to a <u>training, a group, or a meeting</u> that relates to <u>one DCFS area only</u> [AM in C 1 above], enter the area number, e.g., 1, that identifies the area of the AM (DCFS Area Meeting).

    3. When the contact name field [C] contains a reference to a <u>training, group, or meeting</u> that relates to <u>more than one DCFS area but not all</u> [AM in C 1 above], enter the appropriate code provided below.

    12 = Areas 1 and 2   **34** = Areas 3 and 4   **56** = Areas 5 and 6   **710** = Areas 7 and 10

    89 = Areas 8 and 9 **00** = <u>Other combinations</u> -- two or more areas (number combinations not provided but not statewide) – <u>identify</u> areas <u>in the note field</u>.

    4. When the contact name field [C] contains a reference to a <u>training, a group, or a meeting</u> that relates to <u>all DCFS areas or statewide</u> [AMMS in C 1 above], enter **ALL** in the county/area field.

G. Travel Time -- captures the total travel time involved in getting to and from the site(s) of the service or training intervention. For a <u>trip</u> (one or multiple sites) <u>on a given day</u>, the total travel time is recorded on the first contact entry line for that day. **Record the time in 15-minute increments as listed here.** *Example: .25 = 15 minutes.*

.00	2.25	4.25	6.50
.25	2.50	4.50	6.75
.50	2.75	4.75	7.00
.75	3.00	5.00	7.25
1.00	3.25	5.25	7.50
1.25	3.50	5.50	7.75
1.50	3.75	5.75	8.00
1.75	4.00	6.00	
2.00	4.25	6.25	

H. **Contact Duration** -- is the actual amount of time spent providing the training intervention or service. In the event that a staff member prepared for and/or traveled to provide a training intervention or service and for some reason the planned event did not occur, type in .00 as the contact duration and enter an explanation in the notes field. **Record the time in 15-minute increments as listed here.** *Example: 1 .25 = 1 hour and 15 minutes.*

.00	2.25	4.25	6.50
.25	2.50	4.50	6.75
.50	2.75	4.75	7.00
.75	3.00	5.00	7.25
1.00	3.25	5.25	7.50
1.25	3.50	5.50	7.75
1.50	3.75	5.75	8.00
1.75	4.00	6.00	
2.00	4.25	6.25	

I. **Type** – is the designation of the contact as a "credit training" or "non-credit training". A credit training is one formally assigned a training course number, is entered in the Peopleware database, and meets the other standards for a credit training. Exception, make-up training with an individual(s) is labeled credit training even though the make-up event is not included in Peopleware. All other entries will be recorded as non-credit training.

Code	Type
1	Credit Training
2	Non-Credit Training

J. **Format** -- describes the mode of interaction for the activity being documented. Enter the choices as described in this list.

Code	Type
1	WebCam
2	E-mail
3	Face to face
4	Fax
5	Letter/memo/other written formats
6	Telephone

K. **Category** – addresses the contract deliverable categories. Below is a list of the contract deliverable options for category. Enter the corresponding code for the appropriate choice in this field.

Code	Category
1	Academic
2	Advanced Practice Education
3	CHRIS Continuing Education (not included in new staff trainings)
4	Curriculum or Workshop/Course Development
5	DCFS New Staff Training and Continuing Education

6	**Field Unit/Placement**
7	**Foster/Adoptive Parent Pre-Service Training and Continuing Education Program**
8	**Support to Area Directors**
9	**Other**
10	**Grant/Special Project**

1. When the **Academic** category is selected the activity entry must be **7** ["**Other**" in the **All** grouping] with the activity titled and described in the note field (N.). This category relates specifically to the academic programs at the university, e.g., course instructor or stipend program or multidisciplinary committee.

2. When the **Advanced Practice Education category** is selected, the activity entry needs to be chosen from the **All** list or the **Field Instructor** list. The specifics of the activity need to be described as a narrative in the note field (N.). This category logs the interventions designed to improve practice, to include mentoring of new supervisors. The activity may involve an individual or small group of individuals who are not in new staff status (first year of employment). If a small group, each individual would have a separate entry line.

3. **When the CHRIS Program category is selected, the activity entry needs to be chosen from the "ALL" grouping or "CHRIS" Activity List with the specifics entered in the note field (N.). If the CHRIS activity relates to new staff training (FSW/Supervisor), Category #5, DCFS New Staff Training and Continuing Education should be used.**

4. When the **Curriculum or Workshop/Course Development** category is selected, the activity entry needs to be chosen from the **All** grouping or **Curriculum or Workshop/Course Development** list with the specifics entered in the note field (N.). This category logs efforts related to the development or revision of curricula or courses that includes contacts external to MidSOUTH. Staff activity related to development of new curriculum or workshops is not to be logged if the activity does not involve contract with others outside of MidSOUTH. It does not include preparation for the delivery of a curriculum or a course/workshop.

5. When the **DCFS New Staff Training and Continuing Education** category is selected, the activity entry must be chosen from the **All, CHRIS, Field Instruction,** or **DCFS New Staff Training and Continuing Education** groupings. The specific activities are described as a narrative in the note field (N.). For Field Instructors, if the activity is with a new FSW (in first year of employment) this is the category that would be used to document this contact.

6. When the **Field Unit/Placement** category is selected, the activity entry needs to be chosen from the **All** grouping or **Field Instruction** list with the specifics of the activity being described as a narrative in the note field (N.). These activities relate specifically to activities with students [MSW, BSW].

7. When the **Foster/Adoptive Parent Pre-Service Training and Continuing Education Program (to include home studies, visits, consultation with families, etc.)** category is selected, the activity entry needs to be chosen from the **All** grouping or **Foster/Adoptive Parent Program** list with the specifics of the activity being described as a narrative in the note field (N.).

8. When the **Support to Area Director** category is selected, the activity entry must be **7** ["Other" in the All grouping] with the activity titled and described in the note field (N.). This category logs the interventions that do not fit in other categories and are requested by an area director.

9. When the **Other** category is selected, the activity entry must be chosen from the **ALL** grouping with the activity titled and described in the note field (N). This category logs the activities that do not fit in the other categories.

10. When the Grant/Special Project category is selected, the activity entry must come from the "ALL", "CURRICULUM OR WORKSHOP/COURSE DEVELOPMENT", "FIELD INSTRUCTION", and CONTINUING EDUCATION" Activity List Codes.

L. Activity – is the descriptive title of the training intervention or service activity being documented in the log entry. These activities are directly related to the category entered in field K. The activities are grouped by those activities common to all program staff and by activities that relate primarily to programs or deliverables. The activity chosen needs to be the choice that best describes (or is primary reason for the contact) the contact being logged for a given category. There may be several activities that occur during the contact and those need to be included in the note field narrative. If during the same contact period the nature of the contact is so complex, separate entries for each major or principle activity should be recorded. The activity field is followed by a note field (N.). The note field is where a narrative description of the activity is to be entered. If the appropriate activity title option is not provided enter **7** for "other" and enter the activity title in the note field along with the activity narrative. [see N., Notes].

Activity List	
Code	**ALL**
1	DCFS Central Office Staff Meeting – purposeful interaction with one or more central office staff
2	DCFS County/Area Staff Meeting – participation in county or area meetings
3	DCFS Panel Reviews – participation in the DCFS staff reviews
4	DCFS Staff – discussion, planning, and observation regarding DCFS staff with a DCFS supervisor, area manager [identified in the contact name field] Identify worker in the note field.

5	DCFS Work Group – participation in a work/task group or committee created by DCFS
6	Information Exchange – providing or receiving information from another individual
7	Other – use when other options don't apply or as directed in relation to items specified in the category field
8	TSDT (Training and Skill Development Team) Meeting – participation in the meeting
9	Regional Team Meeting – participation in the meeting involving DCFS and partnership universities
10	University Partners Meeting – purposeful interaction with one or more of the universities
11	University Partners and DCFS Meeting – purposeful interaction with DCFS and partner universities
12	Non-credit continuing education training (CEDNC)
Code	**CHRIS Program**
28	Training Needs Assessment (COR/AFCARS/NCANDS reviews)
29	Enhancement Training – intervention specific to a new CHRIS release
30	Training [Special Request] – interventions requested by a supervisor or area manager
31	Data entry correction coaching/support for FSW on CHRIS problems
33	CHRIS COR Training
34	Orientation & Navigation
35	Family, Strengths, Needs and Risk Assessment/ Case Plan training
36	SUPER CHRIS
37	Testing for CHRIS Release
38	CHRIS Training for OCC Staff
Code	**CURRICULUM OR WORKSHOP/COURSE DEVELOPMENT**
40	Advisory Group –meeting to provide input for the development/revision of a curriculum or workshop/course
41	Work Group – working directly on developing curriculum or workshop/courses
42	Interaction with speaker/presenter regarding contract or *gratis* training, e.g., scheduling, content of presentation, needs of learners, see to speaker's requirements, etc.
43	Facilitation responsibilities associated with a credit continuing education, i.e., introducing speaker, housekeeping, overseeing CIV equipment, group management activities, etc.
Code	**FIELD INSTRUCTION**
50	Assessment -- all types: health & safety, risk, family, individual
51	Child and Family Development – issues of normal development and effects of behaviors, maltreatment, etc on development
52	Case Plan – development, review, revision
53	Child Maltreatment -- dynamics, identification, investigation
54	Client Contact – Home, Office, School/day care, court, treatment facility, foster home [note location of contact first in the note field narrative]
55	Court -- general preparation, rehearsal/role play, observation, affidavit, report
56	Developmental Disabilities – issues, interventions, resources
57	Documentation – content and quality of written work/reports and CHRIS entries
58	Domestic Violence -- issues, interventions, resources
59	Education/Day Care -- issues, interventions, resources
60	Environmental – housing, food, financial assistance, support systems
61	Facilitation/Support – interventions that promote, empower, or mediate resolution of conflicts
62	Family-Centered Meeting – preparation, rehearsal, observation, processing of planning/assessment meeting
63	Family System – ecograms, genograms, nuclear and extended, interventions

64	Health/Mental Health -- issues, interventions, resources
65	Home Study – observation, collection and organization of information, analysis, recommendations, and reporting
66	Interviewing – observation, skill practice, rehearsal, processing
67	Placement – issues, resources, planning, observation, preparation, implementation
68	Practice Values and Ethics – issues, identification of conflicts, dilemma resolution
69	Resource/Referral – identification, planning, initiation
70	Staffing -- discussion of a case that does not include clients [not family-centered meeting]
71	Substance Abuse -- issues, interventions, resources
72	Time Management – issues, planning, resources, techniques
73	Visitation – Foster Child/FSW – observation, processing, rules for supervision
74	Visitation – Parent/Child – observation, processing, rules for supervision
75	Visitation – Siblings -- observation, processing, rules for supervision
76	Visitation – Other – use note field to explain
77	Worker Support Group
78	Supervisor Mentoring
79	Judges Quarterly Meeting
Code	**FOSTER/ADOPTIVE PARENT PROGRAM**
80	DCFS Area Resource Worker Meeting – purposeful interaction with DCFS Program staff and Area Resource Workers/Adoption Specialists
81	FP Association Meeting – purposeful interaction with the association and its members
82	FP/AP Continuing Ed Trainer – individual providing this training
83	Home Visit – the interaction with potential foster/adoptive parent families to collect necessary information to complete the SAFE home study.
84	SAFE Foster Home Study – the analysis of information collected and the production of the written foster home study
85	SAFE Adoptive Home Study – the analysis of information collected and the production of the written adoptive home study
86	IHC Review – time spend reviewing the referral packet for training to ensure completeness and accuracy of the referral.
87	Make-up Trainer -- the individual providing training for a participant who missed all or part of a required training. (continued on next page)
88	Trainer -- the individual so designated; the individual having primary responsibility for the training.
89	SAFE Home Study Review – time spent reviewing a home study written by another (Use family name in "Contact Name" field.)
Code	**DCFS NEW STAFF TRAINING and CONTINUING EDUCATION**
90	ITP Conference – may be selected by field instructors, trainer, or CHRIS trainers in relation to the category New Staff Training
91	OJT – Phase 1 or 2 – may be selected by field instructors in relation to the category New Staff Training
92	Orientation – may be selected by field instructors in relation to the category New Staff Training
93	Co-Trainer – the individual who assists a lead trainer in delivering a training or in the event that two trainers assume responsibility for an entire training

94	Lab Trainer for FSW/Supervisor Leadership trainings (other than initial Orientation & Navigation) – the individual responsible for training in the computer labs
95	Lead Trainer – the individual so designated; the individual having primary responsibility for the training
96	Make-up Trainer – the individual providing training for a participant(s) who missed all or part of a required training.

M. Number of Participants – applies only to non-credit continuing education trainings (CEDNC). Remember leave no cell blank. If this field does not apply, **XX** should be entered.

N. Notes -- allow for clarification of the activity field [L.], "other" entry and is also the location of a narrative related to the activity provided.   When "other" is entered in field L., enter the descriptive title or word(s) for the activity followed with a narrative describing the activity.

Examples of Note Entries:

For H. Contact Duration. When the response is zero <u>and</u> there has been travel time [G.] incurred <u>and</u> no time devoted to the actual training intervention or service. Enter the descriptive title or word(s) for the activity. This title entry is followed with a narrative describing the activity. Note entry example:

> FSW was summonsed to juvenile court while this field instructor was traveling to the FSW's county office. The activity will be rescheduled.

For L. Activity. When "other " [7] is selected. enter the descriptive title for the activity.   This title entry is followed with a narrative describing the activity. Note entry example:

> Underwater basket weaving.   This learning activity was specified in the FSW's ITP since she has a specialized caseload.

When "Non-credit continuing education training (CEDNC)" [12] is selected, enter the descriptive title of the non-credit continuing education training accompanied by a narrative describing the activity. Note entry example:

> Mandated Reporter training for school counselors, Wynne School District

Entering data in Excel – when you enter data into the Excel spreadsheet provided, only enter the one item requested in each cell/field. Tab to get to the next field. In the notes field, you do not need to hit enter or go to another line when typing the narrative. Enter all the notes information in the one cell/field. It may look like it doesn't fit, but it does. Each row in the spreadsheet is related to one contact.

Reporting – at the end of the month – no later than the close of business of the first workday following the end of the month, e-mail your spreadsheet to your supervisor for review. If approved, your supervisor will e-mail the spreadsheet to the Training Director. If corrections are indicated, the supervisor will return the spreadsheet to the individual for corrections and return to the supervisor. All spreadsheets must be submitted to the Training Director no later than the 6th of the month following the month being reported.