

Instructions on using the updated MARs:

1 Save an Excel Template for each client for the calendar year.

- Save a template file for each client with your agency name, the client initials, and year. (Example, *AmazingAgency ACR 2023.xls*).
- Use this template to prepare each month of the client's service activity by updating the month information and service activity.
- Please note that once you have prepared the template for the month, you will be saving the only Report tab as a PDF to send to your DSHS GOSH program manager.

2 Review instructions & resources on the **Instruction tab**.

- There are resources for you on the instructions tab, including:
 - service category definitions,
 - information on due dates, and
 - the link to detailed instructions.

3 Enter the **Agency & Client info** on the **Agency & Client info tab**.

- You will report:
 - Information on client including their name, and DSHS Aces ID number.
 - Details **related to the month you are reporting**.
 - Identify whether a supervisor has reviewed the service activity.

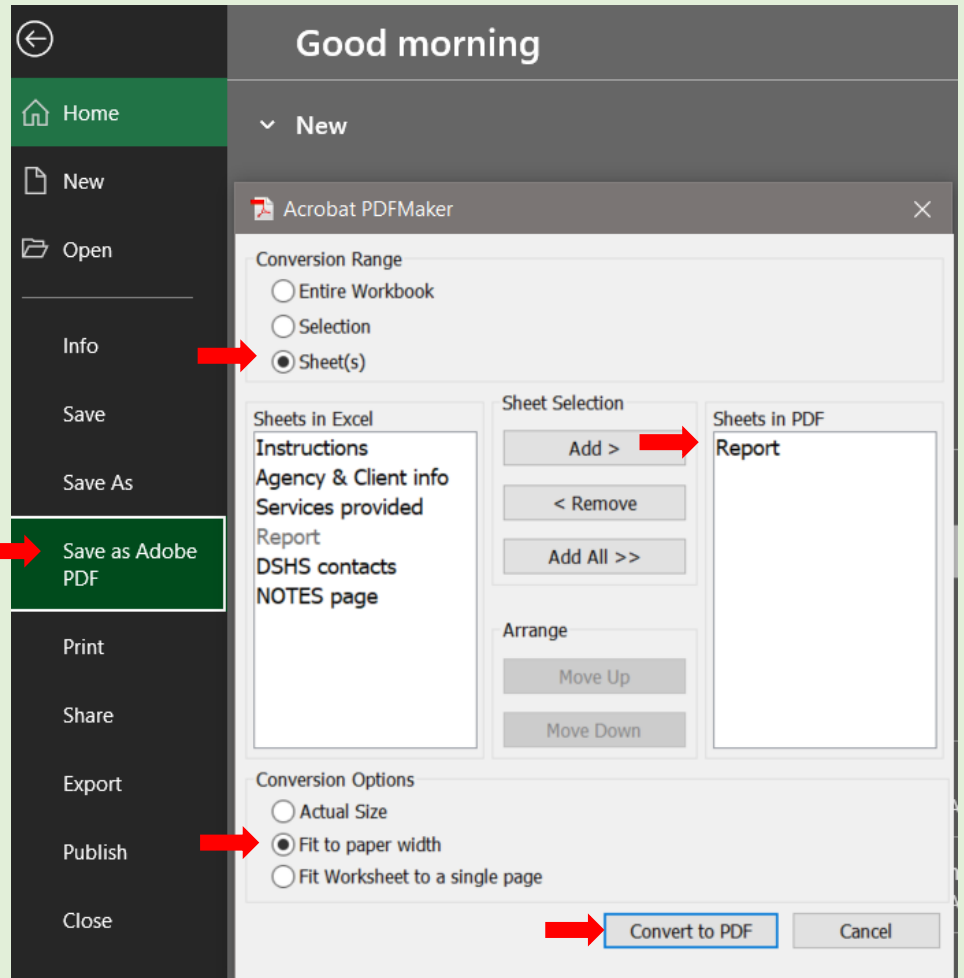
4 Enter each service event.

- You will report:
 - Date of service,
 - Minutes of service (please note that units will be auto calculated),
 - Staff initials,
 - Service category or provide a short description of the work.
 - **NEW!** Select from drop-down list to indicate if the service event was an in-person visit, or other client contact. When not applicable, select "Not Applicable."

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Prepare a PDF of the Report tab.

1. When you are ready to send in the client's MARs, click **File, Save as Adobe PDF**.
2. The **Adobe PDFMaker** pop-up box appears (see display on the right).
3. Using the Add button, select the **Report** sheet in PDF.
4. Ensure that the conversion option is **"Fit to Paper Width,"** and
5. Click the **Convert to PDF** button.



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Email PDF file to the DSHS GOSH program manager.

- **Save and email the PDF file:**
 - Name the file with the agency name, client initials, month, and year. (Example *AmazingAgency ACR 2023.05.pdf*).
 - Email only the **PDF file** to the DSHS GOSH program manager.

