

January 13, 2006

Instructions for maintaining the Running Totals:

There seems to be great confusion on how to use the Methamphetamine spreadsheet to produce the Running Totals that we need for each of the next six months. Below are step by step instructions for using the spreadsheet.

1. On December 2, 2005 you received the original spreadsheet.
 - **You should have saved this spreadsheet** to your computer. **This is an Excel spreadsheet that once you have entered the baseline will calculate the Running Totals for you in each subsequent month after you add a total of new children and a total of discharged children.** Give it a name like: Methamphetamine Baseline and Running Totals (because you will have to work from the same spreadsheet each of the next six months).
 - After December 15, 2005 you should have filled in the following information on the saved spreadsheet:
 - **By Circuit** (Cell F1), type your Circuit number.
 - **By Circuit Baseline total** (Cell D8), type the total of children in your Circuit that are in the Division's custody due to Methamphetamine related reasons. Do not include in this total children from other Circuits – but do include in your total all children from your Circuit even if they are physically located in a different Circuit.

Note: you will notice that when you put your total in the Circuit Baseline total cell – this number carries down to A. January-06 under the December Baseline. It will also appear in the Running Total for January, and all subsequent Running Totals.

Once you had completed these two tasks in December, you were to forward the completed Excel spreadsheet to Janette Davis at Janette.M.Davis@dss.mo.gov .

2. On January 16, 2006, please do the following:
 - Open your saved Excel spreadsheet from December 2005.
 - At **Number of New Meth-related entries** (Cell F22): type in the number of children in your Circuit who have **entered** the Division's care for Meth-related reasons. This total is from December 16, 2005 through January 15, 2006.
 - At **Number of Meth-related placements discharged** (Cell H22): type the number of children in your Circuit who have been **discharged** from the Division's custody – children in our care for Meth-related reasons. This total is from December 16, 2005 through January 15, 2006.

Note: you will notice that when you put your total in the Number of New Meth-related entries and your total in the Number of Meth-related placements discharged that the spreadsheet automatically calculates the Running Total for you – pretty cool, uh?

You will also notice that the Running Total for January number is automatically placed in Cell D25 to start February with.

Once you had completed these two tasks in January, you will forward the completed Excel spreadsheet to Janette Davis at Janette.M.Davis@dss.mo.gov .

3. On February 16, 2006 you will follow basically the same instructions you did for January, but this time your totals will reflect changes between January 16, 2006 and February 15, 2006 – and again you will notice all you have to enter are the Number of New Meth-related entries and the Number of Meth-related placements discharged and the spreadsheet will then calculate February's running total for you and carry that number down to March.

...and so on.