

CARS Quarterly Data Submission Procedures

Non-Registered Services Data Entry

Enter non-registered services sent by your providers/grantees or other program managers by inputting Aggregate units into Q.

CARS Data Validation Process

Prior to submitting the CARS Quarterly data, it is important to spot check the information that is in Q, otherwise the CARS submission will fail because of missing data. To spot check information for the 5 CARS files, you will need to run queries, then fix (or have providers/grantees fix) the data, then re-run the queries to ensure the data is complete. Finally, you will submit the CARS data to the CDA via the GetCare website.

Client/Caregiver File – The table below describes all the information that is exported in the Client/Caregiver File; it captures Care Recipient demographic information and ADLs/IADLs data.

Client/Caregiver File*				
Field	Required/Optional for System	Required/Optional for Reporting	Data Type/Format	Comments
Participant ID	Required by System	R.RegSrvsFCSP **	INTEGER	Unique identifier for each participant assigned by your system.
First Name	Required by System	Optional **	TEXT	
Last Name	Required by System	Optional **	TEXT	
Middle Name	Required by System	Optional **	TEXT	
Birth Date	Required by System	R.RegSrvsFCSP **	YYYY-MM-DD	When missing, submit value of "0000-00-00" or "0" for this field.
Social Security Number	Required by System	Optional **	TEXT, ###-##-####	If only last four digits are recorded, enter ##-##-####
Address Line 1	Required by System	Optional **	TEXT	
Address Line 2	Required by System	Optional **	TEXT	
City	Required by System	Optional **	TEXT	
Zip code	Required by System	R.RegSrvsFCSP **	##### or #####-####	
Home Phone Number	Required by System	Optional **	(###)###-#####	# for numbers, E for extension
Other Phone Number	Required by System	Optional **	(###)###-#####	# for numbers, E for extension
Rural Designation**	Required by System	R.RegSrvsFCSP **	INTEGER	Refer to Lookup Tables Sheet Col A,B
Gender**	Required by System	R.RegSrvsFCSP **	INTEGER	Refer to Lookup Tables Sheet Col C,D
Race**	Required by System	R.RegSrvsFCSP **	INTEGER	Refer to Lookup Tables Sheet Col E,F
Ethnicity**	Required by System	R.RegSrvsFCSP **	INTEGER	Refer to Lookup Tables Sheet Col G,H
Poverty Status**	Required by System	R.RegSrvsFCSP **	INTEGER	Refer to Lookup Tables Sheet Col I,J
Living Arrangement**	Required by System	R.RegSrvsFCSP **	INTEGER	Refer to Lookup Tables Sheet Col K,L
Employment Status**	Required by System	R.FCSP Only **	INTEGER	Refer to Lookup Tables Sheet Col M,N
Relationship Status**	Required by System	R.FCSP Only **	INTEGER	Refer to Lookup Tables Sheet Col O,P
ADL: Eating**	Required by System	R.RegSrvs Cluster 1**	INTEGER	Refer to Lookup Tables Sheet Col S/T
ADL: Bathing**	Required by System	R.RegSrvs Cluster 1**	INTEGER	Refer to Lookup Tables Sheet Col S/T
ADL: Toileting**	Required by System	R.RegSrvs Cluster 1**	INTEGER	Refer to Lookup Tables Sheet Col S/T
ADL: Transferring in/out of bed/chair**	Required by System	R.RegSrvs Cluster 1**	INTEGER	Refer to Lookup Tables Sheet Col S/T
ADL: Walking**	Required by System	R.RegSrvs Cluster 1**	INTEGER	Refer to Lookup Tables Sheet Col S/T
ADL: Dressing**	Required by System	R.RegSrvs Cluster 1**	INTEGER	Refer to Lookup Tables Sheet Col S/T
ADL: Grooming**	Required by System	MSSP	INTEGER	Refer to Lookup Tables Sheet Col S/T
IADL: Meal Preparation**	Required by System	R.RegSrvs Cluster 1**	INTEGER	Refer to Lookup Tables Sheet Col S/T
IADL: Shopping**	Required by System	R.RegSrvs Cluster 1**	INTEGER	Refer to Lookup Tables Sheet Col S/T
IADL: Medication Management**	Required by System	R.RegSrvs Cluster 1**	INTEGER	Refer to Lookup Tables Sheet Col S/T
IADL: Money Management**	Required by System	R.RegSrvs Cluster 1**	INTEGER	Refer to Lookup Tables Sheet Col S/T
IADL: Using Telephone**	Required by System	R.RegSrvs Cluster 1**	INTEGER	Refer to Lookup Tables Sheet Col S/T
IADL: Heavy Housework**	Required by System	R.RegSrvs Cluster 1**	INTEGER	Refer to Lookup Tables Sheet Col S/T
IADL: Light Housework**	Required by System	R.RegSrvs Cluster 1**	INTEGER	Refer to Lookup Tables Sheet Col S/T
IADL: Transportation**	Required by System	R.RegSrvs Cluster 1**	INTEGER	Refer to Lookup Tables Sheet Col S/T
IADL: Stair Climbing**	Required by System	MSSP	INTEGER	Refer to Lookup Tables Sheet Col S/T
IADL: Mobility Indoors**	Required by System	MSSP	INTEGER	Refer to Lookup Tables Sheet Col S/T
IADL: Mobility Outdoors**	Required by System	MSSP	INTEGER	Refer to Lookup Tables Sheet Col S/T
IADL: Laundry**	Required by System	MSSP	INTEGER	Refer to Lookup Tables Sheet Col S/T
Person at Nutritional Risk**	Required by System	R.CsM, HDM, CgM, NC**	INTEGER	Refer to Lookup Tables Sheet Col U/V

1. In Q, generate the Caregiver/Care Recipients list under the Caregiver/Care Recipients module.
 - a. From the launcher, select the Caregiver/Care Recipients option and open the module.

- b. A list of Caregiver/Care Recipients will appear. If there is no list, either add California ADLs/IADLs fields to the grid or use the column settings “Caregiver/Care Recipient...” to apply the columns to the grid.
- c. Run the Clients Receiving Service (Detailed) Ad-Hoc (copy and paste the following information): [End Date] is null and [Funding Source] = Title III E or [End Date]>”6/30/2015”. Save the Ad-Hoc query to the Waiting Room. Open the Ad-Hoc query and click Execute button.
- d. Compare the Clients Receiving Service (Detailed) Ad-Hoc query list against the Caregiver/Care Recipients list. If the Caregiver name is on the Caregiver/Care Recipient list but not on the Clients Receiving Service (Detailed) Ad-Hoc query no action is needed because the Service Plan has ended before the current fiscal year.
- e. If the Caregiver name is on both of the lists and the Care Recipient ADLs/IADLs are blank (whole row is blank) then notify the provider(s) to fill-out the client’s ADLs/IADLS.
- f. If the Clients Receiving Service (Detailed) Ad-Hoc query shows Catholic Charities – Service: FCSP – Grandparent – Case Management, ADLs/IADLs is not required.

Enrollment File – The table below describes all the information that is exported in the Enrollment File; it captures AAA client data (Title IIIB, Title IIIC1, Title IIIC2, Title IIID, and Title IIIE.)

Enrollment File				
Field	Required/Optional for System	Required/Optional for Reporting	Data Type/Format	Comments
Participant ID	Required by System	R-RegSrvsFCSP	INTEGER	Unique identifier for each participant assigned by your system. This should correspond to the Internal Participant ID from the Client File. If ID is missing, record will be discarded by system, with the exception of Non-Registered services.
Provider ID	Required by System	R-RegSrvsFCSP	INTEGER	Unique identifier (as assigned by your system) of the provider for which the units belong. This ID corresponds to the provider ID in the Service Provider File, Service Units File and Caregiver Relationship File (if reporting a caregiver).
Service ID	Required by System	R-RegSrvsFCSP	INTEGER	Unique identifier for each service delivered by each provider assigned by your system in which the participant is enrolled in the fiscal year. This ID corresponds to the Service ID in the Service Provider File, Service Units File, and Caregiver Relationship File (assigned to a CAREGIVER service).
First ever service date	Required by System	R-RegSrvsFCSP	YYYY-MM-DD	The very first time the participant enrolled in the service (e.g., John Smith first started receiving services from MoW/HDM on 8/1/2004). This is the first ever service date. This is used to determine the number of new participants receiving services each year for NAPIS reporting.
First service current fiscal year	Required by System	R-RegSrvsFCSP	YYYY-MM-DD	The first service date for the participant in the current fiscal year for the specific service.
End service date/Deactivation date (if available)	Required by System	R-RegSrvsFCSP	YYYY-MM-DD	The date on which the participant stopped receiving a service from a provider in the current fiscal year. This is valid only for those participants that did not receive services throughout the entire fiscal year.
Reason for deactivation*	Required by System	R-RegSrvsFCSP	INTEGER	Refer to Lookup Tables Sheet Col W.X

1. The information is from client’s Service Plan in Q. CARS failures in this area pertain to Care Plan service disposition mismatches.
2. In Q, use the Clients Receiving Service (Detailed) query.
 - a. Ad-Hoc query (copy and paste the following information): [Disposition] = 'Activated' and [End Date] >'6/30/2015' and [Funding Source] in ('Title III B', 'Title III C1', 'Title III C2',

'Title III E', 'Title V', 'Title VII B') or [Disposition] in ('Deceased', 'High Cost of Services', 'Institutionalization', 'Moved out of Service Area', 'No Longer Desires Services', 'No Longer Medi-Cal Eligible', 'No Longer MSSP Eligible', 'No Longer SNF Certifiable', 'On Hold', 'On Waiting List', 'Other Reason', 'Past Active', 'Service No Longer Needed', 'Won't Follow Care Plan') and [End Date] is null and [Funding Source] in ('Title III B', 'Title III C1', 'Title III C2', 'Title III E', 'Title V', 'Title VII B')

- b. Click the Execute button.
- c. Enter start date/end date of the fiscal quarter, leave all other fields blank, and click the Query button.
- d. If there's no end date, the disposition reason is "Activated".
- e. If there's an end date, the disposition reason must be something other than "Activated".
- f. Export to Excel and notify the provider(s) of the incorrect disposition reason and have the provider or Sourcewise department make the necessary correction in Q.

Service Units File – The table below describes all the information that is exported in the Service Units File; it captures AAA clients' service data.

Service Units File				
Field	Required/Optional for System	Required/Optional for Reporting	Data Type/Format	Comments
Participant ID	Required by System	R-RegSrvsFCSP	INTEGER	Unique identifier for each participant assigned by your system. This should correspond to the Internal Participant ID from the Client file. If ID is missing, record will be discarded by system, with the exception of Non-Registered services. A NULL (i.e. blank) value is acceptable in this field when entering service units for non-registered services.
Provider ID	Required by System	R-RegSrvsFCSP	INTEGER	Unique identifier (as assigned by your system) of the provider for which the units belong. This ID corresponds to the provider ID in the Service Provider File, Enrollment File and Caregiver Relationship File (if reporting units for a caregiver).
Service ID	Required by System	R-RegSrvsFCSP	INTEGER	Unique identifier for each service delivered by each provider assigned by your system in which the participant is enrolled in the fiscal year. This ID corresponds to the Service ID in the Service Provider File, Enrollment File, and Caregiver Relationship File (assigned to a CAREGIVER service).
Reporting Month (reported quarterly, but by individual month)	Required by System	R-RegSrvsFCSP	INTEGER, 1-12	Month for which the service units are recorded
Reporting year	Required by System	R-RegSrvsFCSP	INTEGER, YYYY	Year for which the service units are recorded
Unit name*	Required by System	R-RegSrvsFCSP	TEXT	Specify unit of service from look-up Table AA (report hours as whole numbers only).
Quantity	Required by System	R-RegSrvsFCSP	INTEGER	Total units of service delivered to participant in the month/year indicated. When reporting services for Non-Registered services you may also manually enter aggregate units directly in CARS.

1. The information is from the client's Service Plan in Q. (Have not had any errors in section, so you can probably skip the Ad-hoc query.)
2. In Q, use the Clients Receiving Service (Detailed) query.
 - a. Ad-Hoc query (copy and paste the following information): [Agency] is null or [Service] is null or [Unit of Measure] is null and [Funding Source] in ('Title III B', 'Title III C1', 'Title III C2', 'Title III E')
 - b. Click the Execute button.
 - c. Enter start date/end date, leave all other fields blank, and click the Query button.
 - d. Notify the creator of the missing information and make the necessary correction in Q.

Service-Provider File – The table below describes all the information that is exported in the Service-Provider File; it captures agencies/services information.

Service-Provider File				
Field	Required/Optional for System	Required/Optional for Reporting	Data Type/Format	Comments
Provider name	Required by System	R-RegSrvsFCSP	TEXT	Name of the provider offering the Title III-funded service in which the participant is enrolled in the fiscal year (e.g., Meals on Wheels)
Provider ID	Required by System	R-RegSrvsFCSP	INTEGER	Unique identifier (as assigned by your system) of the provider for which the units belong. This ID corresponds to the provider ID in the Enrollment File, Service Units File and Caregiver Relationship File (if reporting a caregiver).
Service name	Required by System	R-RegSrvsFCSP	TEXT	Name of the specific service offered by the provider (e.g., Meals on Wheels, Home Delivered Meals). Each service is specific to a service type.
Service ID	Required by System	R-RegSrvsFCSP	INTEGER	Unique identifier for each service delivered by each provider assigned by your system in which the participant is enrolled in the fiscal year. This ID corresponds to the Service ID in the Service Units File, Enrollment File, and Caregiver Relationship File (assigned to a CAREGIVER service).
Program Type ID*	Required by System	R-RegSrvsFCSP	INTEGER	Refer to Lookup Tables Sheet Col V, Z
Minority Provider*	Required by system	R-RegSrvsFCSP	INTEGER	Refer to Lookup Tables Sheet Col Q, R
Is AAA the Provider?*	Required by system	R-RegSrvsFCSP	INTEGER	Refer to Lookup Tables Sheet Col Q, R

1. The information is from Agencies/Services module in Q.
2. No spot check needed.

Caregiver Relationship File – The table below describes all the information that is exported in the Caregiver Relationship File; it captures Caregiver/Care Recipient relationship information.

Caregiver Relationship File				
Field	Required/Optional for System	Required/Optional for Reporting	Data Type/Format	Comments
Caregiver (use Participant ID)	Required by System	R-FCSP Only	INTEGER	Insert the appropriate Internal Participant ID from the Client File for this individual. If ID is missing, record will be discarded by system, with the exception of Non-Registered services. A NULL (i.e. blank) value is acceptable in this field when entering service units for non-registered services.
Care Receiver (use Participant ID)	Required by System	R-FCSP Only	INTEGER	Insert the appropriate Internal Participant ID from the Client File for this individual. If ID is missing, record will be discarded by system.
Caregiver Relationship*	Required by System	R-FCSP Only	INTEGER	Refer to Lookup Tables Sheet Col AB, AC
Provider ID	Required by System	R-FCSP Only	INTEGER	Unique identifier for the FCSP provider assigned by your system. This ID corresponds to the provider ID in the Enrollment File, Service Units File and Caregiver Relationship File (if reporting a caregiver).
Service ID	Required by System	R-FCSP Only	INTEGER	Unique identifier (as assigned by your system) of the CAREGIVER service for which the units belong. This ID corresponds to a service ID in the Service Provider File. There is no Service ID requirement for the CARE RECEIVER.

1. Run the Ad-Hoc Service Units in a Date Range Query on synchronized Caregiver/Care Recipient records.
 - a. Ad-Hoc query (copy and paste the following information): [Client\Caregiver (Synchronized)\Client (Synchronized)\Name] is null and [Funding Source] in ('Title III E')
 - b. Click the Execute button.
 - c. Enter Title III E in the funding sources field and enter start date/end date, leave all other fields blank.
2. The Ad-Hoc query will look for any Caregivers that do not have Care Recipient synchronization and it will show the FCSP service units as well.
3. Review the Caregiver Relationship column to make sure the relationship is filled-out.

4. Notify the provider(s) of the missing Care Recipient synchronization and make the necessary correction in Q.

Spot check client demographic information

1. In Q, run the Ad-Hoc Clients with Service Units By Time Interval query on missing client demographic information (required client demographics – birth date, gender, zip code, rural designation, race, ethnicity, marital status, poverty status, and living status.)
 - a. Ad-Hoc query (copy or paste the following information): [Birth Date] is null or [Sex] is null or [Zip (Client Data)] is null or [Rural] is null or [Race] is null or [Ethnicity] is null or [Marital Status] is null or [Poverty Status] is null or [Living Status] is null
 - b. Click the Execute button.
 - c. Enter start date/end date, select Active and Inactive from the Active drop-down list and add the following funding sources Title III B, Title III C1, Title III C2, Title III E into the funding sources field and click the Query button.
2. Notify the provider(s) of the missing client demographic information and update the information in Q.

Spot check Congregate Meals and Home Delivered Meals Nutrition Risk Last Updated date

1. In Q, run the Clients with Service Units By Time Interval query on Nutrition Risk Last Updated date.
2. Enter start date/end date, select Active and Inactive from the Active drop-down list and add Title III C1 and Title III C2 in the funding sources field and click the Query button.
3. If Last Updated date is older than 2014, notify the provider(s) to update client's Nutrition Risk.

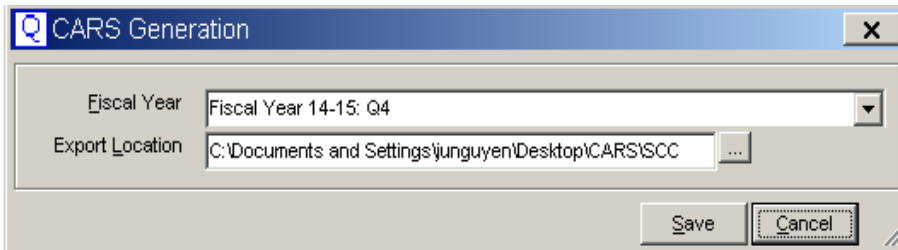
Spot check Home Delivered Meals and Personal Care clients ADLs/IADLs

1. In Q, run the Clients with Service Units By Time Interval query on Home Delivered Meals and Personal Care.
2. Enter start date/end date, select Active and Inactive from the Active drop-down list and add Title III C2 and Title III B into the funding sources field and click the Query button.
3. If no ADLs/IADLs filled out, notify the provider(s) to fill-out the ADLs/IADLs for the client.
4. If Last Updated date is older than the previous year, notify the provider(s) to update client's ADLs/IADLs.

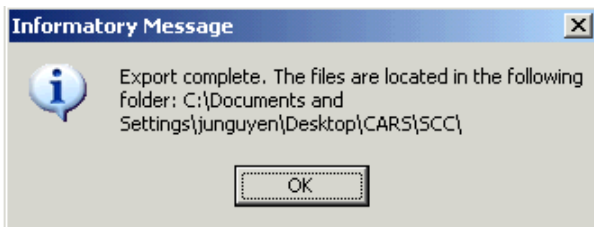
After validation and spot checks are completed, run the CARS Generation files in Q.

CARS Generation Process

1. From the Launcher, select CARS Generation and double click or, open the module.
2. Select the current fiscal year and the reporting quarter. (If the fiscal quarter is not available in the dropdown, you must add the new quarters by selecting Fiscal Year from the Launcher. It's best to copy the fiscal quarter from the previous year and change the date range.) **Note: the date range always starts with the beginning of the fiscal year and goes through the end of the quarter to date. Ex: Q3 is 7/1/YY – 3/31/YY.**
3. Specify the export location of the exported files

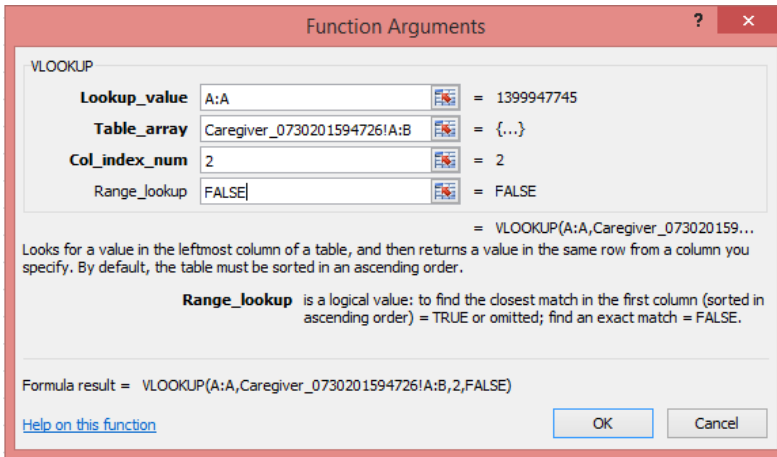


4. Click the Save button to generate the five files (Client, Service Provider, Enrollment, Service Unit and Caregiver files.) It will take 4-6 hours to generate the files, so you cannot use Q while the files are in progress. Recommend starting this file generation at end of the day and run it overnight.
5. When it is finished, a pop-up message will appear on the screen. Click the OK button to acknowledge the downloading process has finished.



6. Perform one last data check before uploading the files into the CA – GetCare website. The file that needs special attention is the Service Unit file.
7. Convert the Service Unit file from a text file to Excel.
 - a. Open Excel → Click the File tab → Click the open folder icon → Select Text files from the drop-down list → Click on the text file that you want to convert to Excel → Click the Open button
 - b. The “Text Import Wizard – Step 1 of 3 screen will pop-up
 - c. Keep the default selection and click the Next button → The final screen, click the Finish button
8. Convert the Caregiver file from a text file to Excel – repeat step 7b and 7c.

9. Insert the Caregiver Excel sheet into the Service Unit workbook.
 - a. Open both the Service Unit File and Caregiver File → On the Caregiver file, right click and select “Move or Copy” option → Check the “Create a copy” box → Select the Unit Service workbook and select the place you want the Caregiver file to be placed in the workbook → Click the OK button to insert the Caregiver file tab into the workbook
10. On the Service Unit sheet, add a Care Recipient column.
11. Add the “VLookup” formula in the first “H” cell. Copy the formula for the remaining H cells.



Lookup_Value: Participant ID on the Service Unit sheet

Table_array: Caregiver file column A and B

Col_index_num: 2 (this will return the value in column B (Care Recipient ID) if the Service Unit participant ID matches the Caregiver participant ID)

Range_lookup: False (return the exact match)

12. Add filter to the Service Unit and Caregiver sheets.
13. On the Service Unit, select only FCSP service ID. The FCSP service ID can be found on the Caregiver sheet.
14. Once the filtered has been set, look at the H column. If there is a “#N/A”, it means no Care Recipient synchronization. Check the Caregiver service plan and notify the service plan creator to synchronize a Care Recipient to the Caregiver. The error needs to be fixed before submitting the files to CDA to prevent data submission failure. No Caregiver/Care Recipient synchronization is an automatic data submission failure.
15. On the Caregiver sheets, click on the Caregiver Relationship and Provider ID filter arrows and make sure there is no “0” or “Blanks” listed on the drop-down list. If there is “0” or “Blanks” listed, notify the service plan creator to make the necessary change in Q.
16. Once all error(s) have been corrected, repeat steps 1-14. If files are error free, upload the text CARS Generation files into the CA-GetCare website.

Data Submission Process

1. Log into CA-GetCare website - <https://ca.getcare.com/caprovider/index.jsp>
2. Click the File Upload Manager icon.
3. Select the current fiscal year and the reporting quarter and click the Apply Filter button.
4. Click the Upload Data link and fill-out the required fields and click the Upload button to upload the data. Each file is uploaded separately. Total of five data submissions for the five files. Once completed, log off.

Upload/Edit

* File Name: C:\Users\jnguyen\Desktop\CARS\Sourcewise\073015\Client_0730201 Browse...

* File Type: Client/caregiver

* Submission: 1st

* FY: 2014-15

Note

Upload

Only click this button once. Depending on the file size and the speed of your network connection, this process may take several minutes.

Click on 'Browse' to select a file saved to your local computer or server.

Indicate which of the five CARS files you added above.

Indicate the quarter for this submission. The system will pre-populate a quarter based on the current date; please confirm this selection or pick another.

Indicate the fiscal year for this submission. The system will pre-populate a fiscal year based on the current date; please confirm this selection or pick another.

* Required. Selecting incorrect categories can delay the processing of your file.

File Name: This is the CARS Generated files (Client, Enrollment, Service Unit, Service Provider and Caregiver files) that need to be uploaded into the Website.

File Type: Select the file name that corresponds to the CARS Generated file.

Submission: Reporting quarter.

FY: The current fiscal year.

CDA will validate the data submission and it takes about 2 to 3 days. CDA will send a CARS Error Report email and has information to log into CA-GetCare website to review the status of the files upload. An errors report is attached to the email.

CDA Errors Report

1. Review the Errors Report. Look for “fail” submissions (column D). If column E (# of Errors) shows “0”, the file submission has passed the CDA data validation stage. If there’s a number in column E (# of Errors) greater than “0” then the file submission has failed.
2. “0” # of Errors: Log into CA-GetCare website and validate the data. Make sure to check every services enrollment and unit numbers as non-registered numbers can disappear from the file. If enrollment or unit data is missing, input the correct enrollment/unit numbers into the file. Once data validation is completed, click on the Approved button. This action is done in GetCare website not Q.
3. Failed submission [number in column E (# of Errors) greater than “0”]: This is usually caused by no Caregiver/Care Recipient synchronization and it is an automatic failed. Research the error(s) and make the necessary correction in Q. Repeat the CARS Generation process and the data submission process. Wait for the email from CDA and perform the CDA errors report steps 1 and 2.