## **CARS – FCSP Clients and Caregiver Data Validation**

This exercise helps to double check that all parts of the FCSP Caregiver process are complete before submitting the CARS files in GetCare. Any problems in this area will result in an automatic failure of the submission process and it's a waste of time submitting the files unless they're "clean".

- 1. Run the CARS generation for the quarter that you want to check
- 2. Run the query "Clients with Service By Time Interval"
- 3. Enter Title III E as the funding source
- 4. Enter the date range for the quarter

🃁 Clients with Servi	ce Units By Time Interval - [Query]
Services	
Agencies	
S <u>t</u> art Date	07/01/2011 •
End <u>D</u> ate	09/30/2011
<u>A</u> ctive	Active and Inactive
Eunding Sources	Title III E
Sįtes	
<u> </u>	Query Clear Cancel

- 5. Click the Query button
- 6. The persons displayed are all the clients that have received FCSP Service Units in the time period queried (ex. 1<sup>st</sup> quarter 2019)
- 7. Right-Click and select Add Columns
- 8. Add the Clients' ID column





- 9. Open the Caregiver Relationship file (from your CARS generation) with Excel
- 10. Follow the prompts to import the data. When you are finished, there should be five (5) columns of data A-E
- 11. Go back to the Query in Q
- 12. In the Grid view, right-click in the ID column and select Copy to Clipboard

	ID
8254107	24
13999472	
1399962	Care Plan Mass Creation
1399963	Client Statements
1399965	Generate Client Bar Code Label(s)
1399965	Client Demographic Report
1399965 _	energe graphine report
1399965	New Clients with Service Units By Time Interval
1399966	Open Clients with Service Units By Time
1399965	Delete Clients with Service Units By Time Interva
1399970	
1399970	Copy Clients with Service Units By Time Interval
1399970 -	
1399970	Calendar View
1399971	Calendar Report
1399971 -	Card View
1399971 1399972	-
1399972	<u>G</u> rouping Display Area
1399973	Collapse <u>A</u> ll
1399973	Expand All
1399974	Add Columno
1399974	Add Columns
1399974	Sorting and Grouping
1399974	Print Report
1399974	Print Selections
1399975	Summary Grid
1399975	Graph
1399962	Copy to Clipboard
1399963	Copy to Chipboard
4000007	

13. When prompted for the Item to be copied, select Column. Then click Save

Q Copy to Clipboard	×
tem to be copied into clipboard	<b>^</b>
Cell	┓┛
Row	
Column Entire grid	
1399971651	

14. Go back to the Excel Spreadsheet and Paste the copied info into cell F1



- 15. Column F will now have data
- 16. Click in cell G1
- 17. Type the following "=match(f1,a:a,0)" (without the quotes)

 Copy the contents of G1 in all cells of column G. Quick tip: click on the small square in the bottom right of the cell border and drag down to the last cell with information in <u>column F</u>.



- 19. Next select columns F and G
- 20. Go to the Data tab and click on Sort



- 21. Make certain the "My data has headers" is UNCHECKED
- 22. Sort by Column G and make the Order Largest to Smallest
- 23. Click on OK



24. All the rows that have #N/A are FCSP clients that are NOT in the Caregiver listing. This means there is something wrong with their Caregiver record (No Synchronization, No Caregiver Record at all, No Care recipient, etc...)

25. Highlight and copy all of the ID numbers in Column F that have a #N/A in Column G

-			
	F	G	H
8	628319160	#N/A	
8	1126316092	#N/A	
8	1399960184	#N/A	
0	1399962909	#N/A	
8	1399962923	#N/A	
0	1399963490	#N/A	
8	1399965052	#N/A	
9	1399967219	#N/A	
0	1399969027	#N/A	
8	1399970628	#N/A	
8	1399969705	42	
0	1399967491	41	
8	1399965509	39	
9	1399963046	34	
0	1000060070	20	

## 26. Right click in cell L1 and select Paste

	N	.00 <b>.</b> .0	P
Cu <u>t</u>			
<u>С</u> ору			-
<u>P</u> aste			-
Paste <u>S</u> pecia	al		-
Insert Copied C <u>e</u> lls			
Delete			
Clear Co <u>n</u> tents			
	Cu <u>t</u> <u>C</u> opy <u>P</u> aste Paste <u>S</u> pecia Insert Copie <u>D</u> elete	Cut Copy Paste Paste <u>Special</u> Insert Copied C <u>e</u> lls <u>D</u> elete	M N O Cut Cot Paste Paste Special Insert Copied Cells Delete

- 27. In Cell K1 type "[client\ID] ="
- 28. In Cell K2 type "or [client\ID] ="
- 29. Copy Cell K2 all the way down the column (see step 24 on how to do this quickly)
- 30. Copy all of columns K and L



- 31. Back in Q single click on "Clients Receiving Service (Detailed)"
- 32. Click on the Ad Hoc button
- 33. Paste the data that you copied in step 30 into the open area

34. Click on Execute

🚴 Query on C	are Plan Services	×
Edit And [clientVid] = or [clientVid] = or [clientVid] = or [clientVid] = or [clientVid] = or [clientVid] =	628319160 1126316092 1399941801 1399943890 1399946929	<u>Cancel</u>
Filter Child Tak		dition are as show

🛄 Clients Receiving Service (Detail 💶 🔲 🗙		
Services		
Agencies		
Eunding Sources	Title III E;	
S <u>t</u> art Date	07/01/2011 -	
End <u>D</u> ate	09/30/2011	
	Query Clear Cancel	

36. Click Query

The persons displayed are clients that have received FCSP Service Units but are missing something from the Caregiver process. You can add the Agency to the listing to know whom to contact to fix the erroneous information.