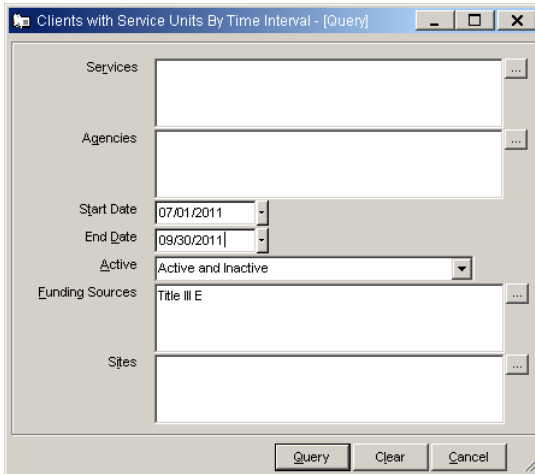


## CARS – FCSP Clients and Caregiver Data Validation

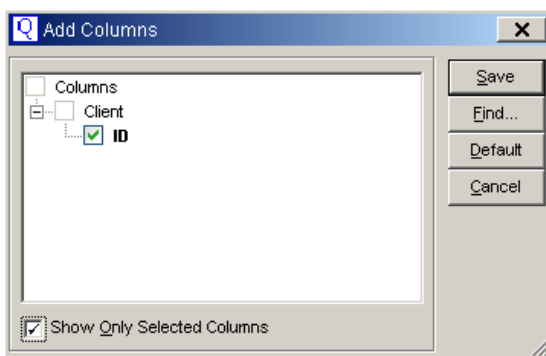
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This exercise helps to double check that all parts of the FCSP Caregiver process are complete before submitting the CARS files in GetCare. **Any problems in this area will result in an automatic failure of the submission process** and it's a waste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

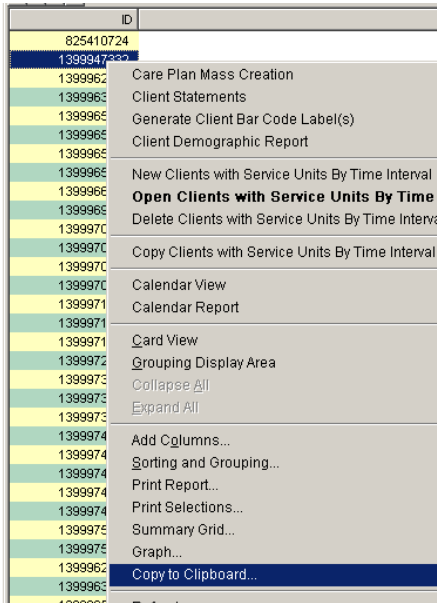
1. Run the CARS generation for the quarter that you want to check
2. Run the query "Clients with Service By Time Interval"
3. Enter Title III E as the funding source
4. Enter the date range for the quarter



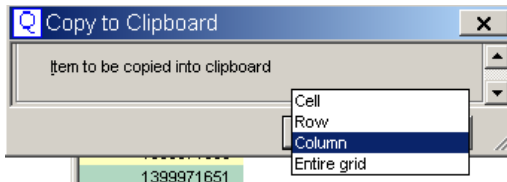
5. Click the Query button
6. The persons displayed are all the clients that have received FCSP Service Units in the time period queried (ex. 1<sup>st</sup> quarter 2019)
7. Right-Click and select Add Columns
8. Add the Clients' ID column



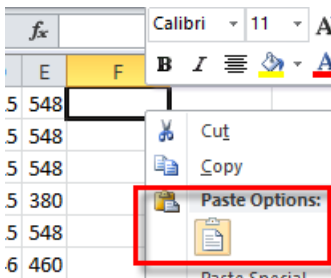
9. Open the Caregiver Relationship file (from your CARS generation) with Excel
10. Follow the prompts to import the data. When you are finished, there should be five (5) columns of data A-E
11. Go back to the Query in Q
12. In the Grid view, right-click in the ID column and select Copy to Clipboard



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



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

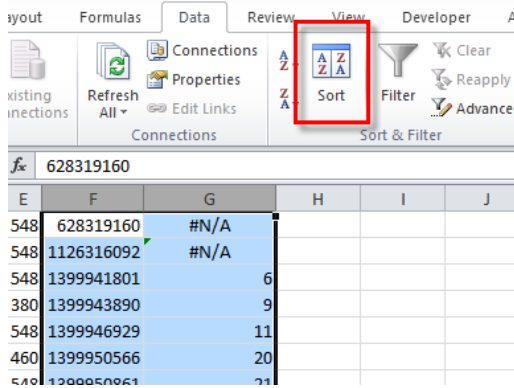


15. Column F will now have data
16. Click in cell G1
17. Type the following **"=match(f1,a:a,0)"** (without the quotes)

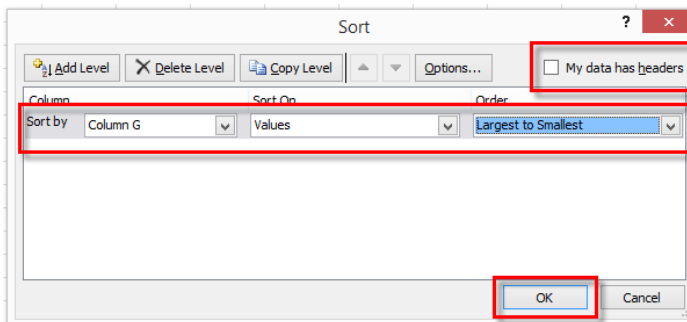
- Copy the contents of G1 in all cells of column G. Quick tip: click on the small square in the bottom right of the cell border and drag down to the last cell with information in **column F**.

E	F	G
548	825410724	#N/A
548	1399947332	
548	1399962941	
380	1399963487	

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



- Make certain the “My data has headers” is UNCHECKED
- Sort by Column G and make the Order Largest to Smallest
- Click on OK

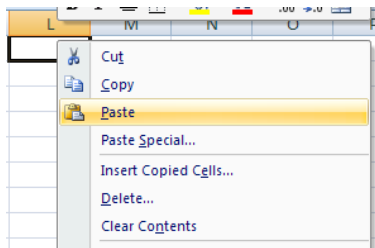


- All the rows that have #N/A are FCSP clients that are NOT in the Caregiver listing. This means there is something wrong with their Caregiver record (No Synchronization, No Caregiver Record at all, No Care recipient, etc...)

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

	F	G
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	1399963070	30

26. Right click in cell L1 and select Paste

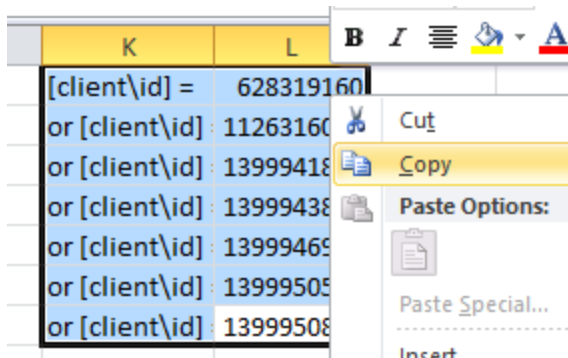


27. In Cell K1 type “[client\ID] =”

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

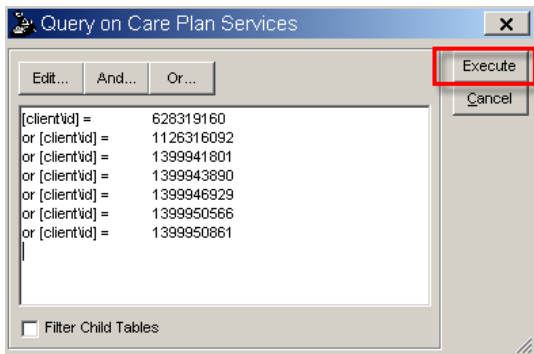


31. Back in Q single click on “Clients Receiving Service (Detailed)”

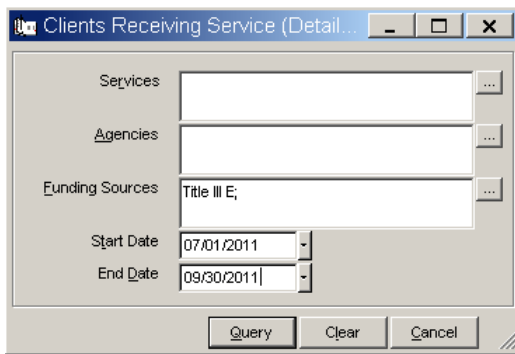
32. Click on the Ad Hoc button

33. Paste the data that you copied in step 30 into the open area

34. Click on Execute



35. Make certain the query condition are as shown:



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.