

**Client Data Reports for Senior Centers**  
**Updated January 2020**

Field Name	Data Type, Codes, and Max Length	Description/Example
Client ID	Text – 15 characters	Unique identification number assigned by agency.
Last Name	Text - 20 characters	Smith
First Name	Text - 15 characters	Jonathan
Middle Name	Text - 15 characters	William
Street Address	Text - 255 characters	511 15th Avenue S
City	Text - 35 characters	Federal Way
Zip Code	Text - 5 characters	98104
Date of birth	Date – mm/dd/yyyy	1/30/1928
Race	Integer	What is the client's race?
	0	Unknown
	1	American Indian or Alaska Native
	2	Asian, Asian American
	3	Black, African, African-American
	4	Hawaiian Native or Pacific Islander
	6	White
	7	Other
	8	Multi-Racial
Ethnicity	Text	What is the client's ethnicity?
	u	Unknown
	y	Hispanic or Latino
	n	Not Hispanic or Latino
Income	Integer	Refer to <a href="#">Income Guidelines</a> for \$ amounts for the categories listed below.
	0	Unknown
	1	Very Low (< 30% Median)
	2	Low (< 50% Median)
	3	Moderate (< 80% Median)
	4	Above Moderate (> 80% Median)
Live Alone	Text	Does the client live alone?
	u	Unknown
	y	Yes
	n	No
Gender	Text	What is the client's gender?
	u	Unknown
	f	Female
	m	Male
	o	Other (e.g. transgender)
Limited English	Text	Does the client have limited proficiency in English?
	u	Unknown
	y	Yes
	n	No
Disability Status	Text	Does the client have a disability?
	u	Unknown
	y	Yes
	n	No
Homeless	Text	Description:
	u	Unknown
	y	Yes
	n	No
Veteran	Text	Is the client a veteran?
	u	Unknown
	y	Yes
	n	No
Sexual Orientation	Integer	What is the sexual orientation of the client?
	0	Unknown
	1	Bisexual

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Field Name	Data Type, Codes, and Max Length	Description/Example
	2	Gay
	3	Heterosexual
	4	Lesbian
	5	Questioning
	6	Other
Service Month	Date	Use first day of month for reporting period, e.g., 1/1/2016
Service Type	Code	Enter the code for the type of service provided.
	s1	Food and Nutrition
	s2	Health Promotion, Wellness, Fitness
	s3	Education, Recreation, Socialization, Personal Growth
	s4	Social Services
	s5	Socialization – Drop-in/unprogrammed
Units Provided	Integer	Enter the # of units provided during the service month for this service type. See Service Type Definitions for the type of unit associated with each service.

**Senior Center Service Definitions**

Service Type	Code	Unit Type	Definition
Food and Nutrition	s1	Activity/ Meal	Provide access to food and/or nutrition education to address food insecurity and promote healthy eating and nutrition. Examples include congregate meals, home-delivered meals, nutrition education/counseling, cooking classes, community kitchens, and food banks. <i>Do not double-count meals reported on congregate nutrition client data report.</i>
Health Promotion, Wellness, Fitness	s2	Activity	Educate, support, and provide opportunity for people in making choices to improve health, well-being, and fitness. Examples include health screening (blood pressure, blood glucose checks), health education, exercise classes, foot care, and training to self-manage chronic conditions.
Education, Recreation, Socialization, Personal Growth	s3	Activity	Scheduled activities or opportunities lead by a paid staff or volunteer and designed to build relationships among participants and help them develop new skills. Examples include guest lectures, cultural activities, computer classes, card and board games, crafts, dances, classes/workshops, trips/excursions, volunteer programs, and leadership development programs.
Social Services	s4	Activity	Social service assistance provided by, or under the supervision of, a licensed social worker including one-on-one counseling, home visits and/or group sessions.
Socialization – Drop-in/Unstructured	s5	Visit	Drop-in visits to the Senior Center for unstructured “hang out” time. This category is to be used for client visits that cannot otherwise be categorized.

### **Data File Guidelines**

- Each client should have a unique identifier or Client ID. This ID # should be used consistently for the same client. ID #'s should not be reused. If a change to your data system causes ID #'s to change (e.g., you purchased a new software system) please let ADS staff know in advance of the change.
- Field names must be at the top of each column and must **exactly match** those in the data specifications.
- Fields may be in any order. You are not required to use them in the order listed above. The one exception is that the Client ID field must be the first column.
- If you do not have information for a particular field, and that field doesn't have a corresponding code or category for Unknown (usually "0" or "U"), please leave the field blank.
- Include only clients who had services during the reporting period. If a client did not have services in the reporting month, they should not appear on the report. Do not keep them on the report with a unit of "0".
- If a client had services using more than one service type (i.e. Food/Nutrition and Social Services), include a separate row for each service type. The provider has the option of sending two separate data files, one for each service type, or combining them into one data file. One data file is preferable.

### **Submitting Data Files**

- Providers will upload data files to City of Seattle's secure ftp server or through a secure email.
- Please send your program specialist an email letting them know that you have uploaded the file.
- Data files may be submitted in either spreadsheet (Excel) or delimited (e.g., csv) format.
- Use a unique name for each file that clearly identifies the provider, the program and the service month. For example: CISC\_SeniorCenter\_Jan2012.xls.
- Data files are **due by the 10<sup>th</sup> working day** of the month. Payment of invoices is contingent upon receipt of all required reports, including monthly data files.
- Program Specialists may request the agency resubmit corrected data files if the files contain errors in formatting or content.