

Data File Specifications for CLC_FCSP Combined Programs
Updated January 2021

Field	Data Type, Codes and Maximum 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 Apt 210
City	Text - 35 characters	Federal Way
Zip Code	Text - 5 characters	98104
Date of birth	Date - mm/dd/yyyy	Example: 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 Income Guidelines 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

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Field	Data Type, Codes and Maximum Length	Description/Example
Disability Status	Text	Does the client have a disability?
	u	Unknown
	y	Yes
	n	No
Homeless	Text	Is the client homeless or living in temporary shelter?
	u	Unknown
	y	Yes
	n	No
Relationship	Integer	Required for FCSP only. What is the relationship of the caregiver to the care recipient?
	0	Unknown
	5	Grandparent
	6	Other Relative
	7	Other Non-Relative
	11	Spouse
	12	Adult Child/Child-in-Law
	13	Partner/Domestic Partner
Kinship	Text	Required for FCSP only. Is this a grandparent or older adult caring for a child(ren) under age 18?
	u	Unknown
	y	Yes
	n	No
Veteran	Text	Is the client a veteran?
	u	Unknown
	y	Yes
	n	No
	Text	*Required for Care Coordination services only. Does the client need help with the following Activities of Daily Living (ADL's)?
Eating	y	Yes
	n	No
Toileting	y	Yes
	n	No
Walking	y	Yes
	n	No
Transferring	y	Yes
	n	No
Dressing	y	Yes
	n	No
Bathing	y	Yes
	n	No
Med Mgmt	y	Yes
	n	No

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	Text	*Required for Care Coordination services only. Does the client need help with the following Instrumental Activities of Daily Living (IADL's)?
Cooking	y	Yes
	n	No
Shopping	y	Yes
	n	No
Chores	y	Yes
	n	No
Driving	y	Yes
	n	No
Heavy Housework	y	Yes
	n	No
Phoning	y	Yes
	n	No
Money Mgmt	y	Yes
	n	No
Sexual Orientation	Integer	What is the sexual orientation of the client?
	0	Unknown
	1	Bisexual
	2	Gay
	3	Heterosexual
	4	Lesbian
	5	Questioning
	6	Other
CR Last Name	Text	Required for FCSP only. Care receiver last name: Smith
CR First Name	Text	Required for FCSP only. Care receiver first name: Alice
Service Month	Date - mm/dd/yyyy	Use first day of month for reporting period, e.g., 1/1/2021
Service Type	Code	Program/Service Type
	c4	Care Coordination
	c20	Client Flexible Fund
	i5	Medicaid Transformation Demonstration referrals
	i6	Dementia Capable Person-Centered Options Counseling
	i7	Person-Centered Options Counseling
	i8	Community I&A Assist
	i9	Community I&A Information Contact
	i19	CV-19 Response Care Transitions
	p8	Central I&A Assist

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Field	Data Type, Codes and Maximum Length	Description/Example
	p9	Central I&A Information Contact
	f1	FCSP – Counseling
	f2	FCSP – Support Groups
	f3	FCSP – Training
	f6	FCSP – Consultation (non-TCARE)
	f8	FCSP – Access/Assistance
	f9	FCSP – Access/Information Contact
	f16	FCSP – Emergency Respite (Crisis Connections only)
	f17	VSHSL Caregiver Respite
	f18	VSHSL Caregiver Community Building
	f19	CV-19 Response Counseling
	*As of 10/01/2020: See below for guidance on TCARE	
Units Provided	Integer	Enter the # of units provided during the service month for this service type: Care Coordination: Hour Client Flexible Fund: Item MTD Referral: Activity Dementia Capable Person-Centered Options Counseling: Hour Person-Centered Options Counseling: Hour Community I&A – Assistance: Assist Community I&A – Information Contact: Contact Central I&A – Assistance: Assist Central I&A – Information Contact: Contact FCSP – see Service Type Definitions

***ADL/IADL information is required for Care Coordination programs only.**

Tips:

1. I&A Programs will submit data on two types of units:
 - **Information Contacts:** These are typically information calls, but could be any situation in which information is provided to a client, and the client does not require assistance or follow-up from I&A. Identifying information for the client may not be available, in which case the units may be summed up and associated with an unknown or anonymous client.
 - **Assists:** An “assist” is when I&A helps the client access services and follows up to ensure services were received. Each time a client receives assistance during the reporting period, it will be reported as an “assist.”

2. Data files must contain all of the required field headers although information may not be needed for that service. For example: client may receive FCSP –

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Access/Assistance so ADL/IADL information is not needed (only needed for care coordination).

3. Providers have the option of sending two separate data files, one for each service type, or combining them into one, however, one file is preferable. If the services are delivered through two separate contracts, the provider must submit a separate data file for each contract.
4. Race and ethnicity are two separate categories.

Service Type	Code	Unit Type
Care Coordination	c4	Hour
Client Flexible Fund	c20	Item
Medicaid Transformation Demonstration Referral	i5	Activity
Dementia Capable Person-Centered Options Counseling	i6	Hour
Person-Centered Options Counseling	i7	Hour
Community I&A – Assistance	i8	Assist
Community I&A – Information Contact	i9	Contact
Central I&A – Assistance	p8	Assist
Central I&A – Information Contact	p9	Contact

FCSP Service Definitions

Service Type	Code	Unit Type	Definition	Data System
FCSP - Counseling	f1	Session	Counseling addresses <i>emotional</i> support to the caregiver provided by licensed mental health professionals through formal therapy sessions.	Data file
FCSP – Support Groups	f2	Session	Support Groups rely on group process to assist family caregivers in developing new competencies, coping strategies related to their caregiver experience, and expanding / sustaining networks of support.	Data file
FCSP - Training	f3	Session	Caregiver trainings provide instruction on a wide range of topics of importance to family caregivers. The most common training modules focus on teaching caregivers to take better care of themselves and tips and skills for improving care of their loved ones. Examples include “Powerful Tools for Caregiving,” “A Matter of Balance,” and “Living Well with Chronic Conditions.”	Data file

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Service Type	Code	Unit Type	Definition	Data System
FCSP – Supplemental Services		Item: each purchase received by caregiver	Purchase and receipt of a one-time or short-term purchase of goods and services that help a caregiver in their role.	GetCare
FCSP – Consultation (non-TCARE)	f6	Session	Consultation services are primarily <u>educational</u> in nature and help the caregiver and/or family to develop caregiving strategies to help them navigate services and make decisions about care options. Consultation may also include brief emotional support provided by staff who are not licensed mental health professionals. Do not include TCARE consultation/care planning here.	Data file
FCSP – TCARE Care Plan		Activity	Completing the TCARE care plan with agreement date. Do not include minor Care Plan updates done between assessments. This category is only meant to count Care Plans done immediately after an assessment or reassessment.	GetCare (Step 3)
FCSP – Access/ Assistance	f8	Assist	An “assist” is when program staff help the client access services and follow up to ensure services were received. Each time a client receives assistance for a particular issue during the reporting period, it should be reported as an “assist.”	Data file
FCSP – Access/ Information Contact	f9	Contact	These are typically information calls, but could be any situation which information is provided to a client, and the client does not require assistance or follow-up. Identifying information for the client may not be available in which case the units may be summed up and associated with an unknown or anonymous client.	Data file
FCSP – TCARE Intake/ Demographics		Activity	Gathering and entering demographic information into GetCare for a TCARE intake.	GetCare (Step 1)
FCSP – TCARE Screen		Activity	Entering TCARE screening or rescreening information into the GetCare system. Screen or rescreen must be marked as complete.	GetCare (Step 2)

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Service Type	Code	Unit Type	Definition	Data System
FCSP – Emergency Respite	f16	Unit	Emergency respite support for caregivers in an emergency situation who are not currently receiving caregiver support through the FCSP network. This code should only be used by Crisis Connections to record number of clients receiving emergency respite.	Data file

***TCARE Data Guidelines, updated 2/1/2021**

As of October 1, 2020, TCARE has been integrated into the state’s GetCare data system and the separate WA TCARE data system has been retired. All TCARE work from this date forward should be recorded directly in GetCare. ADS’s data guidelines have been updated to include only what is required by state and federal funding guidelines and can be captured in GetCare using TCARE Step Service Enrollments:

- TCARE Step 1: Intake/Demographics
 - Include activities previously recorded with Activity Code f10.
- TCARE Step 2: Completion of Screening or Re-Screening
 - Include activities previously recorded with Activity Code f11.
- TCARE Step 3: Completion of Assessment and Care Plan
 - Include activities previously recorded with Activity Code f7.
 - Note: Activity codes f12 and f13 will no longer be used. Activities previously recorded using those codes will no longer be tracked separately in GetCare.
- Supplemental Services: Caregiver receipt of a purchased good/service
 - Include activities previously recorded with Activity Code f5.

For additional information regarding activity recording in GetCare, please see FCSP TCARE and Supplemental Guidance for King County Users.

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.

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- 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".

Submitting Data Files

- Providers will upload data files to City of Seattle's secure ftp server. Contact your contract specialist for information on how to access this server. If you do not have access, please send your file through a secure email.
- Please send your contract specialist an email letting them know that when 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 both the provider and the service month. For example: MSM_Jan2011.xls for My Service Mind's January 2011 data file.
- Data files are **due by the 10th 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.