

# GetCare Service Unit Upload Info/Q&A Session

October 15, 2021



**Seattle**  
Human Services  
Equity • Support • Community



# Agenda

- Welcome!
- Your data in GetCare
- Data entry elements
- Service Recording Module
- Agency File Cabinet/ Service Unit Upload option
- Support and tools available
- Questions?

# Your data in GetCare

- Direct entry for all begins Monday, Nov 1
- Your data is mostly already in GetCare
  - Upload or direct entry (TCARE/Kinship)
  - Planning for current through Sept by Nov. 1
  - If clients/services reported in data files, will be in GetCare
  - Minimize network entry of previously reported data for transition

# Data Entry Elements

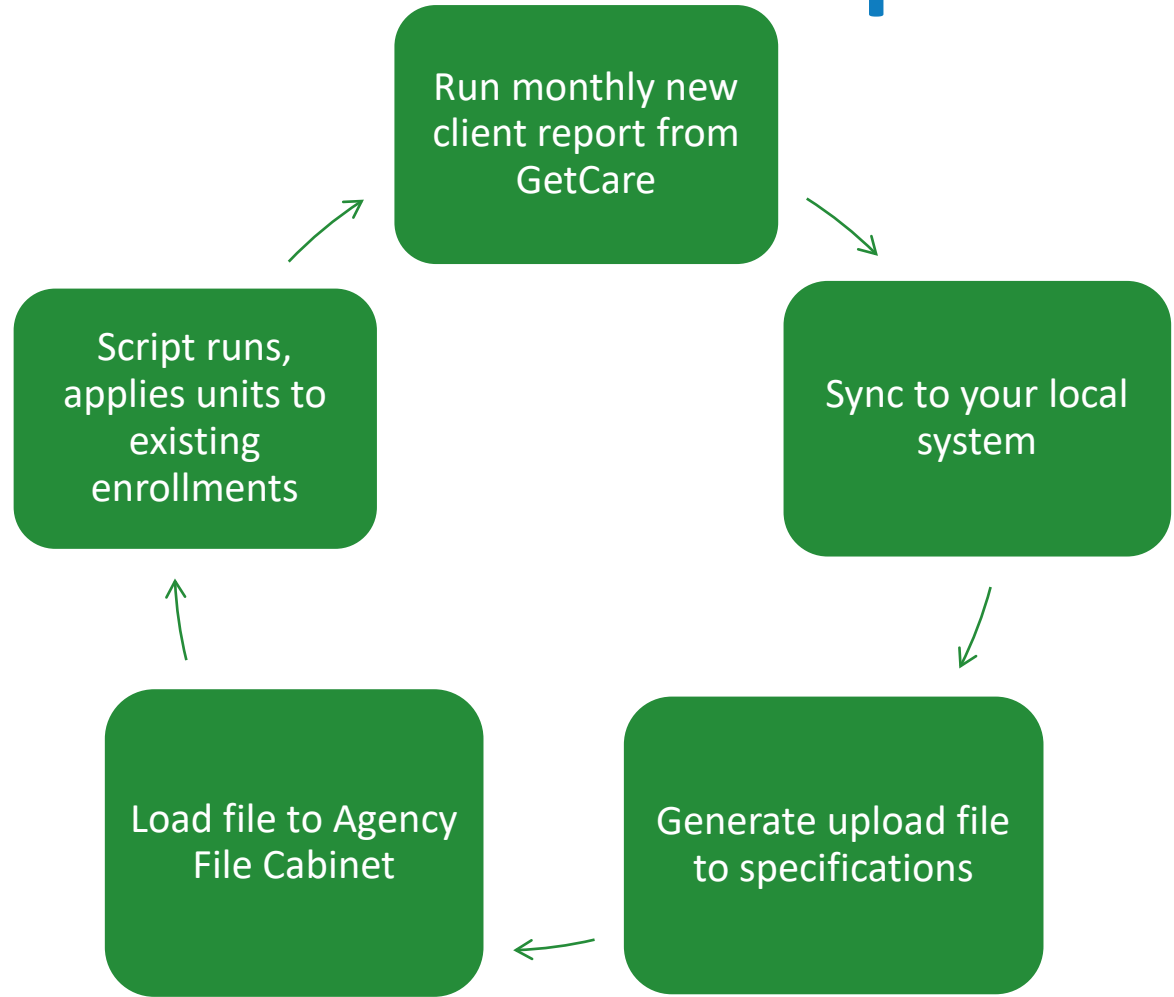
- October and forward, you'll enter in GetCare:
  - Client file for brand new clients only
    - Enter once (by any agency), update as needed
  - Assessments/reassessments where required
  - Enrollments for any new services
    - Enter once, stays open until closed
  - Monthly service unit totals
    - Most services by client, some aggregate

# Service unit recording options

- Manual
  - In Client record, using Progress Notes
  - In Service Recording Module
- Agency File Cabinet
  - Upload/file import option for service unit data only

# Agency File Cabinet/Unit upload

Provider  
Monthly  
Process



# Agency File Cabinet Support - RTZ

- Agency File Cabinet access in GetCare
- Specifications for upload file
- Sample data file
- Report showing site and route codes (if using), for each agency
- Review of a test file for accuracy
  - Email to ADS Program Specialist, ADS will create ticket

# Agency File Cabinet Support - ADS

- Written documentation of the process
  - <https://www.agingkingcounty.org/getcare/>
- Today's Info Session
  - Slide deck will be shared on ADS GetCare website
- Custom report filter - monthly new clients
- Manage user access requests/permission updates
- No technical assistance with AFC



# Your ADS support team

- Your ADS Program Specialists
  - First stop for program questions, support for monthly reporting
- Trainers (Jungmin, Amanda, Gretchen, Aaron)
  - Run training sessions, answer how-to questions in GetCare including login issues
- Sarah
  - Coordination at ADS and with the state, resource for technical questions

# Other resources

- Trainings and training recordings
- Written guidance
  - GetCare Help Library: [wacdc.org](http://wacdc.org) (staff log in bottom right)
  - CLC Provider Portal:  
<https://www.communitylivingconnections.org/provider-portal/>
  - Aging and Disability Services Website:  
<https://www.agingkingcounty.org/>
  - ADS GetCare Transition Website:  
<https://www.agingkingcounty.org/getcare/>

# Thank you!!



# Questions?