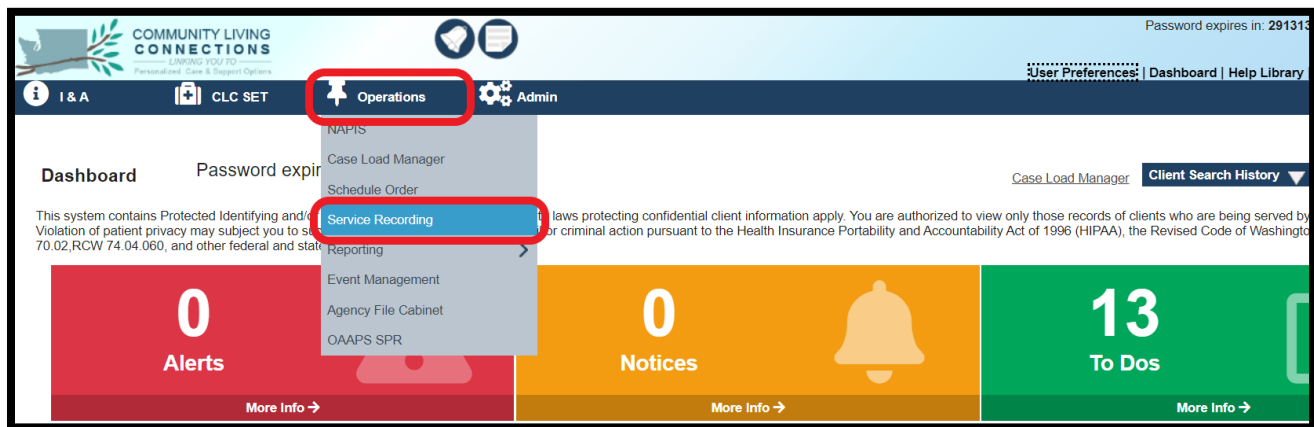


## Aggregate Data – Information Services

This guide shows how to record Information Services data in GetCare including adding units and client totals. Information Services data are always entered as aggregate, which means no client level data needs to be entered, and no service enrollments need to be created.

1. To get to the Service Recording page, hover over “Operations,” then click on “Service Recording.”



2. Enter in the information for the month and service you want to record units for, then hit “apply”

Fields you should fill out: Month, Year, Provider (your agency), Site (no site assigned), Scope of Work (Information Services) and Service Detail (Dissemination Of Publications – 1 Activity, Group Presentation – 1 Activity, or Publicity/Media Campaign – 1 Activity).

A screenshot of the 'Filter for Clients' form. The 'Recording View' is set to 'Monthly Quantity Recording'. The 'Month' is set to 'July' and the 'Year' is set to '2025' (both highlighted with a red box). The 'Provider' is 'Open Doors For Multicultural Families', 'Site' is 'No Site Assigned', 'Scope of Work' is 'Information Services', and 'Service Detail' is 'Dissemination Of Publications - 1 Activity' (all highlighted with a red box). The 'Add New Record' button is at the bottom left. The 'Apply' button is at the bottom right, highlighted with a red box. There are also 'Reset' and 'Save current filter' buttons.

### 3. Enter the number of units in the white box under “Monthly Quantity,” and click “Save.”

For Information Services, 1 unit = 1 activity. If you had 2 activities, your unit will be “2.”

The screenshot shows the Recording interface with the Transaction Logs table. The table has columns: Program/Service Detail/Site, GC ID, DOB, Client Name, Monthly Quantity, Recording Quantity, Authorized Qty, Enrollment Date, Updated By, and Update Date. The first row is highlighted, and a red box is placed around the 'Monthly Quantity' input field. Another red box is placed around the 'Save' button in the top right corner.

### 4. To enter client totals, click on “Non-registered.”

The screenshot shows the Recording interface with the Transaction Logs table. The table has columns: Program/Service Detail/Site, GC ID, DOB, Client Name, Monthly Quantity, Recording Quantity, Authorized Qty, Enrollment Date, Updated By, and Update Date. The first row is highlighted, and a red box is placed around the 'Non-registered --' dropdown menu.

### 5. In the “Non-registered” overlay, enter client totals in the first row.

The left column is for clients that are newly enrolled in the fiscal year. The fiscal year starts in January, so every January, everyone is considered new again. In the right column, enter the total number of clients, for outreach, it is the total number of people who received outreach contacts. Then hit “Save.”

The screenshot shows the Non-Registered and Registered Enrollment Counts overlay. The table has columns: Registered Clients Enrolled, Newly Enrolled in the FY (Unduplicated), Monthly Clients Served (duplicated), and Daily Clients Served (duplicated). The first row is highlighted, and a red box is placed around the input fields for 'Newly Enrolled in the FY (Unduplicated)' and 'Monthly Clients Served (duplicated)'. Another red box is placed around the 'Save' button in the top left corner.