

**GCHRS Legal Assistance Using Agency File Cabinet Upload Specification**

<p>The 2 files (client &amp; cases) should be zipped in a single file. It should be uploaded in the Agency File Cabinet under category type "Legal Assistance File" with file name extension as below</p>		
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File Formats			
Naming convention	File Extension	Example	Comments
legalassistance_YYYYMMDD_WA.zip	zip	legalassistance_20210624_WA.zip	filename must have a leading name "legalassistance" and ending name "WA.zip". Zip file contains two csv files (legalassistance_client.csv AND legalassistance_cases.csv)
legalassistance_client.csv	csv Delimiter ,	legalassistance_client.csv	The csv file must have the specification mention in Legal Assistance Consumer
legalassistance_cases.csv	csv Delimiter ,	legalassistance_cases.csv	The csv file must have the specification mention in Legal Assistance Case

Field	Data Type	Format	Comments
<b>Legal Assistance Consumer</b>			
ClientUniqueID	TEXT	Required	Unique identifier for each Client assigned by your system. If id is existing in Getcare, The existing data in GetCare will be updated using the data in the Legal Assistance Client File
Gender	INTEGER	Required	Refer to Lookup Tables Sheet Col A,B
DateofBirth	Date	YYYY-MM-DD	If data is missing here, Application will be marked it as missing DOB
Age	INTEGER		If data is missing this will be auto compute if the DOB is present
Races	MULTI-SELECT TEXT	1;2;3;4;5;6 values must be separated by ; Required	Refer to Lookup Tables Sheet Col C,D
Ethnicity	INTEGER	Required	Refer to Lookup Tables Sheet Col E,F
ZipCode	TEXT	Required if GeographicDistribution column is missing	
GeographicDistribution	INTEGER	Required if ZipCode column is missing	Refer to Lookup Tables Sheet Col G,H
HouseholdStatus	INTEGER	Required	Refer to Lookup Tables Sheet Col I,J
PovertyStatus	INTEGER	Required	Refer to Lookup Tables Sheet Col K,L

Legal Assistance Case			
CaseUniqueID	TEXT	Required	Unique identifier for each Case assigned by your system. If id is present and id is existing in Getcare, The existing data in GetCare will be updated using the data in the Legal Assistance Case File
ClientUniqueID	TEXT	Required	Unique identifier for each Client assigned by your system. The id here must be existing in Legal Assistance Consumer File
CaseOpenDate	Date	YYYY-MM-DD (Required)	
CaseClosedDate	Date	YYYY-MM-DD (Situational)	Date is blank until the case is closed, then send the closed date.
CaseRegion	INTEGER	Required	Refer to RegionProvider Table Sheet
CaseProvider	INTEGER	Required	Refer to RegionProvider Table Sheet
ServiceLevel	TEXT	Required	Refer to Lookup Tables Sheet Col M,N
CaseType	TEXT	Required	Refer to Lookup Tables Sheet Col O,P
Month	INTEGER	1 = January (Required)	Months in Numeric Format, Required and date must be between the CaseOpenDate and CaseClosedDate COLUMN
Year	INTEGER	YYYY (Required)	Required and date must be between the CaseOpenDate and CaseClosedDate COLUMN
Hours	DOUBLE PRECISION	1.0 (Required)	Values with decimal places, and must be greater than 0

Races		Ethnicity		Geographic Distribution		Household Status		Poverty Status		Service Level		Case Type	
D VALUE	D VALUE	D VALUE	D VALUE	D VALUE	D VALUE	D VALUE	D VALUE	D VALUE	D VALUE	D VALUE	D VALUE	D VALUE	D VALUE
1 Female	1 American Indian/Native Alaskan	1 Not Hispanic/Latino	1 Non-Rural	1 Lives Alone	1 Above Poverty	1 Advice	1 Abuse/Neglect	1 At or Below Poverty	1 Limited Representation	1 Age Discrimination	1 Defense of Guardianship or Protective Services	1 Health Care	1 Housing
2 Male	2 Asian	2 Hispanic/Latino	2 Rural	2 Lives in Long Term Care (LTC) Facility	2 At or Below Poverty	2 Limited Representation	2 Age Discrimination	2 At or Below Poverty	2 Limited Representation	2 Age Discrimination	2 Defense of Guardianship or Protective Services	2 Health Care	2 Housing
3 Other	3 Black/African American	3 Ethnicity Missing	3 Geographic Distribution Missing	3 Lives with Others	3 Poverty Status Missing	3 Representation	3 Defense of Guardianship or Protective Services	3 Poverty Status Missing	3 Representation	3 Defense of Guardianship or Protective Services	3 Health Care	3 Housing	3 Income
0 Gender Missing	4 Declines to State	0 Ethnically Missing	0 Geographic Distribution Missing	0 Household Status Missing	0 Poverty Status Missing	3 Representation	3 Defense of Guardianship or Protective Services	0 Poverty Status Missing	3 Representation	3 Defense of Guardianship or Protective Services	4 Health Care	4 Housing	4 Income
	5 Native Hawaiian/Other Pacific Islander										5 Housing	5 Income	5 Long Term Care
	6 White										6 Income	6 Long Term Care	6 Nutrition
	0 Unknown										7 Long Term Care	7 Nutrition	7 Other/Miscellaneous
											8 Nutrition	8 Other/Miscellaneous	8 Utilities
											9 Other/Miscellaneous	9 Utilities	
											10 Utilities		

Region Id	Region	
1	PSA 11 - Aging & Long Term Care of Eastern Washington	1001 Community Action Center-altcew29 (00441)
1	PSA 11 - Aging & Long Term Care of Eastern Washington	1002 Gonzaga Law School-CLP-altcew 18
1	PSA 11 - Aging & Long Term Care of Eastern Washington	1003 PSA 11 - Aging & Long Term Care of Eastern Washington (00467)
1	PSA 11 - Aging & Long Term Care of Eastern Washington	1004 Rural Resources Community Action-altcew25 (00435)
1	PSA 11 - Aging & Long Term Care of Eastern Washington	1005 Rural Resources Community Action-Whitman-altcew23 (00420)
1	PSA 11 - Aging & Long Term Care of Eastern Washington	1006 University Legal Assistance-altcew 18 (00059)
2	PSA 13 - Kitsap County Division of Aging & Long Term Care	1002 GSJones Law Group (00398)
2	PSA 13 - Kitsap County Division of Aging & Long Term Care	1004 Northwest Justice Project (00254)
2	PSA 13 - Kitsap County Division of Aging & Long Term Care	1006 PSA 13 - Kitsap County Division of Aging & Long Term Care (00081)
3	PSA 1 - Olympic Area Agency on Aging	1003 Northwest Justice Project (00254)
3	PSA 1 - Olympic Area Agency on Aging	1006 Olympic Area Agency on Aging (00474)
3	PSA 1 - Olympic Area Agency on Aging	1009 PSA 1 - Olympic Area Agency on Aging (00530)
4	PSA 2 - Northwest Regional Council	1004 Legal Assistance (00261)
4	PSA 2 - Northwest Regional Council	1008 Northwest Justice Project (00254)
4	PSA 2 - Northwest Regional Council	1012 PSA 2 - Northwest Regional Council (00144)
4	PSA 2 - Northwest Regional Council	1016 Tom Ashton (00035)
5	PSA 3 - Snohomish County LTC and Aging Division	1005 Northwest Justice Project (00254)
5	PSA 3 - Snohomish County LTC and Aging Division	1010 PSA 3 - Snohomish County LTC and Aging Division (00548)
6	PSA 4 - Aging and Disability Services	1006 Columbia Legal Services (00383)
6	PSA 4 - Aging and Disability Services	1012 Northwest Justice Project (00254)
6	PSA 4 - Aging and Disability Services	1018 Northwest Justice Project (00254)
6	PSA 4 - Aging and Disability Services	1024 PSA 4 - Aging and Disability Services (00438)
7	PSA 5 - Pierce County Aging and Disability Resources	1007 Northwest Justice Project (00254)
7	PSA 5 - Pierce County Aging and Disability Resources	1014 Northwest Justice Project (00254)
7	PSA 5 - Pierce County Aging and Disability Resources	1021 PSA 5 - Pierce County Aging and Disability Resources (00108)
8	PSA 6 - Lewis/Mason/Thurston Area Agency on Aging	1008 Catholic Community Services of Western Washington (06) (00516)
8	PSA 6 - Lewis/Mason/Thurston Area Agency on Aging	1016 Columbia Legal Services - LMT (00105)
8	PSA 6 - Lewis/Mason/Thurston Area Agency on Aging	1024 Mason County Transportation Authority (00017)
8	PSA 6 - Lewis/Mason/Thurston Area Agency on Aging	1032 Northwest Justice Project (00254)
8	PSA 6 - Lewis/Mason/Thurston Area Agency on Aging	1040 PSA 6 - Lewis/Mason/Thurston Area Agency on Aging (00520)
8	PSA 6 - Lewis/Mason/Thurston Area Agency on Aging	1048 Senior Services for South Sound (00093)
9	PSA 7 - Area Agency on Aging & Disabilities of Southwest Washington	1009 Northwest Justice Project (00254)
9	PSA 7 - Area Agency on Aging & Disabilities of Southwest Washington	1018 PSA 7 - Area Agency on Aging & Disabilities of Southwest Washington (00373)
10	PSA 8 - Aging & Adult Care of Central Washington	1010 Aac (00271)
10	PSA 8 - Aging & Adult Care of Central Washington	1020 Legal Assistance (00261)
10	PSA 8 - Aging & Adult Care of Central Washington	1030 Northwest Justice Project (00254)
10	PSA 8 - Aging & Adult Care of Central Washington	1040 Northwest Justice Project (00254)
10	PSA 8 - Aging & Adult Care of Central Washington	1050 PSA 8 - Aging & Adult Care of Central Washington (00040)
11	PSA 9 - Southeast WA Aging and Long Term Care	1011 Northwest Justice Project (00254)
11	PSA 9 - Southeast WA Aging and Long Term Care	1022 PSA 9 - Southeast WA Aging and Long Term Care (00469)
12	PSA 10 - Yakama Nation Area Agency on Aging	1012 Northwest Justice Project (00254)