

CHECKLISTS FOR COMPLETING THE CARE ACT DATA REPORT

...for **Web Entry** Submissions

ALL service providers:

- ❑ Use the assigned registration code to create a user name and password.
- ❑ Enter your data.
- ❑ Validate your CADR and correct any errors.
- ❑ Click 'Submit' and add your comments to advance the CADR into "Review" status for review by grantees.
 - If your report is "rejected" by a grantee and returned to "Working" status, make corrections as necessary and resubmit your CADR to "Review" status.

NOTE: If funded under more than one Title, or if more than one person within your organization is responsible for data entry, be sure to *release the lock* on the CADR when logging out so it will be accessible to other users.

Grantees only:

- ❑ Complete the Provider Verification Form included in your mailing and return it to CSR, Incorporated.
- ❑ If you provide services, complete the above tasks for service providers. At a minimum, you must create a user name and password in order to review CADRs online.
- ❑ As your providers advance their CADRs into "Review" status, review and "accept" or "reject" them. Include an explanatory comment so that it is clear what, if any, changes must be made. Each report, including your own, must be accepted to achieve "Submitted" status.
- ❑ Complete and sign the Grantee Cover Page included in your CADR mailing. Mail or fax it to CSR, Incorporated no later than the official CADR due date. A cover page must accompany each grantee's submission.

...for **Paper** Submissions

ALL service providers:

- ❑ Complete a single report for your agency, including information from all Titles.
- ❑ Review your report, referring to the Quality Assurance Checklist provided with the CADR instructions.
- ❑ Prepare and submit photocopies of your report to each of your grantees of record.

Grantees only:

- ❑ Complete the Provider Verification Form included in your mailing and return it to CSR, Incorporated.
- ❑ If you provide services, complete the above tasks for service providers.
- ❑ Verify that you have received a submission from each provider.
- ❑ Review each CADR for data quality, communicating with providers as necessary to resolve any problems.
- ❑ Complete and sign the Grantee Cover Page included in your CADR mailing.
- ❑ Mail your signed Grantee Cover Page and two copies of each CADR submission to CSR, Incorporated. Your submission must be postmarked by the official CADR due date to be considered on time.