Six Tips for Reducing the Amount of Data Missing From the DCR for FSP Clients

1. Print out your active client list in Anasazi and cross check it against your table of active clients in the DCR.

2. Print out a list of clients that were closed during the current quarter in Anasazi and cross check it against your table of inactive clients in the DCR.

3. Look at the Validation Report when submitting new PAFs, and fill in any missing information.

4. After filling out a 3-month assessment in the DCR, review it to see if any information is missing before you submit it.

5. Create a routine to keep track of which clients have 3-month assessments that are due and notify the staff members responsible for completing these assessments.

6. Keep a list of clients that are missing information for legitimate reasons. For example, a client may be missing information on grades if he or she is over 18 and not attending school.