

PCRP Data Entry Validation

- **Open Cases Report:**

Column Order and Formatting

1. Case Number
 - a. Required Field
 - b. Text
 - c. "Pre-Petition" or "N/A" allowed if no case number exists
2. Petition Number
 - a. Optional
 - b. Text
3. County
 - a. Required Field
 - b. Text
 - c. See DropDowns tab of Reporting Template
4. Client Last Name
 - a. Required Field
 - b. Text
5. Client First Name
 - a. Required Field
 - b. Text
6. Open Date
 - a. Required Field
 - b. MM/DD/YYYY
7. Case Type
 - a. Required Field
 - b. Text
 - c. See DropDowns tab of Reporting Template
8. Additional Case Weight
 - a. Optional
 - b. Text
 - c. See DropDowns tab of Reporting Template
9. PCRP Case Count
 - a. Required Field
 - b. Number
10. Case Manager
 - a. Required Field
 - b. Yes/No
11. Status of Youth/Child Placement
 - a. Optional
 - b. Text
 - c. See DropDowns tab of Reporting Template
12. Closed Date
 - a. Optional
 - b. MM/DD/YYYY

13. Comments
 - a. Optional
 - b. Text
 - c. 255 characters or less

- **Activity Report:**

Column Order and Formatting

1. Case Number
 - a. Required Field
 - b. Text
 - c. "Pre-Petition" or "N/A" allowed if no case number exists
2. Client Last Name
 - a. Required Field
 - b. Text
3. Client First Name
 - a. Required Field
 - b. Text
4. Activity
 - a. Required Field
 - b. Text
 - c. See DropDowns tab of Reporting Template
5. Activity Date
 - a. Required Field
 - b. MM/DD/YYYY
6. Hours Spent
 - a. Required Field
 - b. Number
 - c. 6.5 maximum value
7. Court Activity Outcome
 - a. Optional
 - b. Text
 - c. See DropDowns tab of Reporting Template
8. Dismissal Reason
 - a. Optional
 - b. Text
 - c. See DropDowns tab of Reporting Template
9. Comments
 - a. Optional
 - b. Text
 - c. 255 characters or less