



CalSWEC

California Social Work Education Center

Find and Correct Errors

With FileMaker

Data in the Tutorial


- ▶ All data are fictitious
 - Identifying information has been altered
- ▶ FileMaker is very Interactive
 - FileMaker saves continuously
 - Entries are saved automatically
- ▶ FileMaker often wants to upgrade.
 - **DO NOT DO IT!**
 - FileMaker 11 is not compatible with FileMaker 12.

Errors

- ▶ Use Table form or Fields layouts and sort files by column headings in ascending order to check records for missing data & errors

- IDs

- Delete blank Records
- Add School Initials



CALSWE...	DONE	FIRST_N...
	Still in school	
001310	Still in school	Mitchell

Missing Data

PI_BEG...	GEND...	BIRTHDATE	ETHNICITY
2010			Hispanic
2015			
2015			
2008	female	1/8/1978	African/African American
2008	female	4/9/1983	Latino/Latin American

Error in data

BIRTHDATE
11/13/2038

Errors

- ▶ Check error fields – Sort Error fields in Descending order to find the Error messages
- ▶ What is wrong with these?

find error in grad date	Student Status	PI_BEG...	PI_GRAD...	year ...
ERROR?	enrolled - in good	2011	5/15/2014	2014
ERROR?	enrolled - in good	2011	5/24/2013	2013

find error in perm res	ORIG_CNT...	CITIZENS...	NATRLZ_DT	PERMRES...
ERROR	Costa Rica	Costa Rica	01/1/2001	

Solutions

- ▶ Status should be “graduated”
- ▶ or “gone on leave” or “Returned from leave in good standing” and Grad date and Year changed.

find error in grad date	Student Status	PI_BEG...	PI_GRAD...	year ...
ERROR?	enrolled - in good	2011	5/15/2014	2014
ERROR?	enrolled - in good	2011	5/24/2013	2013

- ▶ If student is not a US citizen “Permres...” should say “Yes” and NARTRLZ_DT (Naturalization date) deleted.
- ▶ If NARTRLZ_DT is correct than student would be US citizen and “CITIZENS...” should be “USA”

find error in perm res	ORIG_CNT...	CITIZENS...	NATRLZ_DT	PERMRES...
ERROR	Costa Rica	Costa Rica	01/1/2001	

Errors In Work Requirement

- ▶ What is wrong with this?
- ▶ Why the “**Check Work Status!**” message?

Expected Completion Date		9/1/2014		Check Work Status!		Still working as of:			
Work Requirement Status		WORK REQUIREMENT BEGUN,							
County		Volunteer?	Work Phone	Work Email	From Date	To Date	Months of Service:		
1.	Madera	<input type="checkbox"/>	559-662-8391	sharon.grey@co.	9/1/2012		41.9		
2.		<input type="checkbox"/>					0.0		

- ▶ And this?
- ▶ Why “**Check Work Start date**”?

Employment		Grad Date	5/15/2015
Work Requirement Done?		no	
Still working as of:			
TOTAL MONTHS OF SERVICE:		38.9	
Check Work start date			
From Date	To Date	Months of Service:	
OV	1/11/2014		25.5
			0.0

Errors In Work Requirement

Should be done with work ... more than 24 months

Expected Completion Date: 9/1/2014

Check Work Status!

Still working as of: []

Work Requirement Status: WORK REQUIREMENT BEGUN

TOTAL MONTHS OF SERVICE: 41.9

	County	Volunteer?	Work Phone	Work Email	From Date	To Date	Months of Service:
1.	Madera	<input type="checkbox"/>	559-662-8391	sharon.grey@co.	9/1/2012		41.9
2.		<input type="checkbox"/>					0.0

Red arrows point from the text 'Should be done with work ... more than 24 months' to the 'Check Work Status!' label and the '41.9' value in the first row of the table.

Work start date precedes
Grad Date

Employment

Grad Date: 5/15/2015

Work Requirement Done? no

Still working as of: []

TOTAL MONTHS OF SERVICE: 38.9

Check Work start date

	From Date	To Date	Months of Service:
ov	1/11/2014		25.5
			0.0

Red arrows point from the text 'Work start date precedes Grad Date' to the '1/11/2014' date in the table and the '5/15/2015' date at the top.


Check for “Monitor” Records

- ▶ Search for “Monitor” in status field
 - MONITOR–Student on leave
 - MONITOR–Student in Repayment
 - MONITOR–Graduate in Repayment
- ▶ What is wrong here? Why the “**ERROR?**” message?

MONITOR-Student on leave			
Student Status	Year Entered CalSWEC	2009	Full or Part Time
gone on leave			part
County Employee?		yes	County
			Fresno
Expected / Actual Graduation Date		5/15/2014	
ERROR?		Grad Year	2014
Temporary Leave from Program			
Leave from Program	both MSW and IV-E		
Reason for Leave	illness / disability		
Leave Date	1/1/2012	Expected / Actual Return Date	9/1/2013
Months of Leave		20.0	

Solution

- ▶ Didn't come back from leave or Student status wasn't changed. Needs follow-up.



A screenshot of a student record form. A red arrow points from the top left towards the 'Student Status' field, which contains the text 'gone on leave'. Another red arrow points from the top left towards the 'Expected / Actual Return Date' field, which contains '9/1/2013'. The form is divided into several sections. The top section is titled 'MONITOR-Student on leave'. Below this, the 'Student Status' field is 'gone on leave', 'Year Entered CalSWEC' is '2009', 'Full or Part Time' is 'part', 'Expected / Actual Graduation Date' is '5/15/2014', 'County Employee?' is 'yes', 'County' is 'Fresno', 'ERROR?' is displayed in red, and 'Grad Year' is '2014'. The next section is titled 'Temporary Leave from Program'. Below this, 'Leave from Program' is 'both MSW and IV-E', 'Reason for Leave' is 'illness / disability', 'Leave Date' is '1/1/2012', 'Expected / Actual Return Date' is '9/1/2013', and 'Months of Leave' is '20.0'.

MONITOR-Student on leave			
Student Status	Year Entered CalSWEC	Full or Part Time	
gone on leave	2009	part	
Expected / Actual Graduation Date		5/15/2014	
County Employee?	County	ERROR?	Grad Year
yes	Fresno		2014
Temporary Leave from Program			
Leave from Program	Reason for Leave		
both MSW and IV-E	illness / disability		
Leave Date	Expected / Actual Return Date	Months of Leave	
1/1/2012	9/1/2013	20.0	

Errors in Contact Info

- ▶ Hard returns in small fields are not visible

First Name

Looks normal, but clicking on the field

First Name
Gender

reveals a hard return.

- ▶ Use **Avery 5160 labels Layout in Preview mode** to find entry errors in contact Info like these:

Hard return after Joe

Joe
Blow
123 Main Street
Anytown, CA 99999

Two Cities listed

Pa Roberson
2350 E. Yale
Fresno, CA
Clovis, CA 93277

No City listed

Frances Evans
5392 W. Lansing Way
, CA

Contact information

Data Management Specialist – Susan Jacquet

sjacquet@berkeley.edu 510-643-9846

Database Analyst – Afton Hencky

aftonh@berkeley.edu 510-664-7131

