

## CREATING A RANDOMIZED LIST IN EXCEL FROM THE WORK SERVICES PARTICIPANT LISTS

1. Copy/paste all rows/columns to one spreadsheet with just 1 header row.
2. On the unassigned tab, look up the clients in offices 255, 256, 257 & 268 to see if the client is assigned to a CM. If so, copy/paste that row to the spreadsheet.
3. Delete the other worksheets for individual offices.
4. Save as: "random list for mmm-yy reviews" in the ".xlsx" format.
5. Expand all columns. Then, delete columns:

Sampleme	EIScsnum	Total_1	WS12mos_1	Total_2	WS12mos_2	rptmo
----------	----------	---------	-----------	---------	-----------	-------

6. Insert 2 columns where column A is.
7. Sort the list by the ClientID column (A-Z) to mix up all of the offices.
8. In cell A1, type =rand() and press enter. Excel will assign a long number to that cell.
  - a. Click on the long number. In the lower right corner of the cell is a tiny square. Rest your mouse on the tiny square until your mouse changes from a big open "+" to a small one. Click and hold your mouse and pull the cell down to the last row of information. You now have a different numerical value in each cell.
  - b. With this column still highlighted, right click, then left click copy. Left click in cell B1. Right click, then left click on "paste123" to paste the value to column B.
  - c. Delete column A. In cell A1, type in "Random #".
9. Sort the list in this order to put the highest number for each caseload in order:
  - a. Sort the "Random #" column from Z-A
  - b. Sort the "JAScsld" column from A-Z
  - c. Sort the "JASoff" column from A-Z
10. Insert a new column A. Type each CMs first name in column A next to the first client on their caseload. Drag their name down to the end of their cases.
11. Sort the list by the CM column so that it is alphabetical.
12. Highlight the highest ranking case (or 2 cases as noted below), selecting one from the case manager's WF and one from their FF caseloads, if applicable.
13. Sort the list again by the JAScsld column and then JASoffice.

**Note:** each month each CM gets 1 case selected. Select a total of 29 total by choosing the extra cases by CM first name. The next month, it starts with the next CM in order.