

CHILDREN’S BOARD OF HILLSBOROUGH COUNTY

DATA INTEGRITY CHECK PROCESS

Procedures for Contract Managers

Pre-Site Visit Review (All data in CATS)

Full Data Review	<p><u>Demographics, Outcomes and Measures Check</u></p> <ul style="list-style-type: none"> • Login to CATS and Visit the program. Click on the Export/Download menu and select Data Exporter. Start a New Export and select Real Program Participant Data for the appropriate template. Make sure to select Yes to include outcomes. • Review exported data of all participants for each of your programs prior to the visit to identify any anomalies, missing CBHC required data or apparently incorrect data. Scanners can be run directly on CATS prior to exporting to determine “cleanliness” of data and error trends. • Complete the Data Checklist (second tab) on the Data Integrity Check Template spreadsheet located at P:/2018 Agrees/FY18 Program Site Visit Documents/Data Integrity Check Template or P:\2018 Agrees\FY18 Program Site Visit Documents\Data Integrity Checks\Data Integrity Check Template.xlsx
Generating Random Sample	<ul style="list-style-type: none"> • To generate random sample for on-site review, login to CATS and Visit the program. Click on the Export/Download menu and select Data Exporter. Start a New Export and select Real Program Participant Data for the appropriate template. Make sure to select Yes to include outcomes and Yes to generate random sample. • Contract Managers will e-mail the appropriate size sample of ID #'s to Providers 5 days prior to the scheduled Data Check to allow Provider to collect participant charts. • If the Provider is an ASO Participant the ASO FAMID for participants should be entered in the column ASO Number (if applicable). This will allow Contract Managers to sample records of participants that are also receiving ASO. Please coordinate scheduling these visits with Rebecca when possible or as preferred by Providers so that the time needed to conduct data integrity checks and ASO checks can be maximized.
Sample Size Determination and Record Selection	<p>Annual Service Level up to 400 unduplicated participants annually = 15 records Annual Service Level above 400 unduplicated participants annually = 25 records <i>*At the discretion of the Program Team a larger or smaller sample size may be selected.</i></p> <ul style="list-style-type: none"> • Review randomly selected participants in export and verify if sample contains diversity of factors (children, adults, outcomes, ASO, zip codes, etc.) • Generate additional random exports if needed until sample is sufficiently diverse.

On-Site Data Review of Random Sample

Child and Adult Demographic/ Record Comparison	<p>To compare demographics entered in CATS with documentation in the participant file/record it is recommended that the Contract Manager request the provider login to CATS when onsite so that the accuracy of confidential fields can be determined. Contract Managers may also want to take the exported spreadsheet on a laptop and use it in conjunction with the Template above if trends were identified in the pre-site visit desk audit.</p>
Accuracy of Data Entry of Demographics	<p>The Contract Manager reviews the data with special attention given to the following fields:</p> <ul style="list-style-type: none"> • Child –Age/DOB, Gender, Race, Ethnicity, City, State, Zip Codes, Agency Identifier (if applicable), Participant Type, Child Grade, Child Free Lunch Eligible, Attached To Outcome (Yes or No) • Adult – Age/DOB, Gender, Race, Ethnicity, City, State, Zip Codes, Agency Identifier (if applicable), Participant Type, Attached To Outcome (Yes or No) • City, State, Zip Codes, Participant Type, Number of Minor Children and Adults in the Home, Household Structure, Highest Level of Education, Program Start and Program End Dates, Closure Reason and if Re-Enrolled during the contract period the Re-Enrolled Program Start and Program End Dates • Note: All errors found in demographics will count as individual errors in accuracy totals (even if systematic/process)

	Utilize the File Review Log tab on the Data Integrity Check Template spreadsheet to indicate where there were demographic errors across Records selected.
Accuracy of Data Entry Outcomes and Measures	<p>The Contract Manager reviews the data with special attention given to the following fields:</p> <ul style="list-style-type: none"> • Participants are attached to the correct outcomes that they are working to achieve. • Original measures administered and entered in CATS are complete and available for review; participant is clearly identified on tool and dates or wording indicate time of measurement (e.g., pretest versus posttest; interval) which corresponds to matrix. • Indicator scores are computed accurately according to measurement tool scoring guidelines (e.g., reverse scoring, subscale scores/total scores, averages). • File documentation (progress notes, observations) supports measurement scoring and matrix results (Met/Not Met/Data). • Administration of measures follow published guidelines/protocols or written program evaluation procedures and are consistently applied for all outcome data collected (e.g., length of observation period, use of scoring definitions, interview versus self-report, explanations/assistance/translations provided to participants). • Note: All errors found in outcomes (e.g., attaching, scoring, data entry/missing data) will count as individual errors in accuracy totals (even if systematic/process) <p>Utilize the Outcome Tab on the Data Integrity Check Template spreadsheet to indicate where there were errors across Outcomes and Measures across Records selected. Use comments field to note any measure administration, scoring or procedural issues.</p>

Post Site Visit

Completing the Data Integrity Check Report Spreadsheets and Back-up	Transfer your results to the FY18 Data Integrity Template (see link above). Utilize the first two tabs to summarize the results of your findings. Enter or scan handwritten on-site results from the File Review Log tab for demographic errors and the Outcome Tab for errors in Outcomes and Measures. There is also an ASO Tab for Programs as applicable.
Follow-up Action (if applicable)	Notify provider of any data corrections and due date for completion. Verify that corrections have been made in CATS. For any identified concerns revealed through data review process, complete Out Of Compliance Letter or implement Provider Improvement Plan (PIP) process; notify Director of Programs.
Annual Evaluation	Enter the Data Integrity Check Score for each program in the appropriate space on Part II Evaluation.