

## DESIGNING A DATA COLLECTION AND MANAGEMENT SYSTEM WORKSHEET

Complete this worksheet to clarify your program's needs and plan a data collection and management system.

### I. Introduction

#### 1. Document Development

Provide background information that may be relevant

#### 2. Purpose

Provide general details on who the document is intended for and what parts of the program it covers.

### II. Forms

#### 1. Forms for Data Entry

Provide a description of the forms covered by the document:

- i. Form 1
- ii. Form 2
- iii. Form 3

#### 2. Form Submission

Describe the form submission process.

#### 3. Storing Forms

Describe procedures regarding storage of forms.

#### 4. Personally identifiable information (PII) or protected health information (PHI)

Describe procedures for protecting PII/PHI

### III. General Guidelines for Entering Data

1. Provide general guidelines for data entry (e.g., Enter the information documented on the form as it is written. Do not interpret or alter the data).
2. Provide timelines for data entry (e.g., within X business days of receipt).
3. Provide instructions or reference for guidelines (see Section VI) on how to handle missing or unclear data.

### IV. Accessing the Data Entry System

Provide instructions for how to access the data entry system.

### V. Questions/Fields in the Data Entry System

Describe the basic features of the data entry screens. Use screenshots as appropriate.

### VI. Handling Missing or Unclear Data

1. Provide details on how to handle missing or unclear data. Depending on the size of your program and available resources, consider a tiered approach to following up on missing or unclear data.

Example:

- Core Variables – Variables that are required prior to data entry (e.g., Program Patient ID Number, Date of Visit, Program Services Provided at Visit). Required variables that should be followed up on immediately.
- Tier 1 Variables – Variables that provide context to describe the population served by your program (e.g., standard demographic variables, behavior variables related to your program's services). These variables should be prioritized for follow-up as soon as is feasible depending on program resources.
- Tier 2 or higher variables – Variables that provide additional context to describe the population served by your program but that may be more difficult to obtain. These variables should be prioritized for follow-up as program resources allow.
- Develop a system for tracking follow-up efforts of missing or unclear data (e.g., Data Queries Log). Provide details on how follow-up should be conducted and efforts documented. Procedures for how to document unsuccessful attempts to obtain missing or unclear data should also be described.

## VII. Quality Control and Quality Assurance

Conducting quality control (QC) and quality assurance (QA) checks are critical components of data entry and management. Ensuring the data are as accurate and reliable as possible allows the program to identify issues for monitoring and follow-up and to provide a clear representation of the overall impact of the program. QC activities are the real-time, ongoing activities described in Section VI. QA activities are systematic, periodic reviews of the data that are conducted as an additional measure to evaluate the reliability of the data. These reviews should include checks for discrepancies or inconsistencies within and across visits for all variables reported. Findings from QC/QA activities should be used to make decisions about the need for follow-up actions (e.g., newsletter reminder, refresher training, form updates).