# Data Quality Assurance Check for Performance Measures (PM)
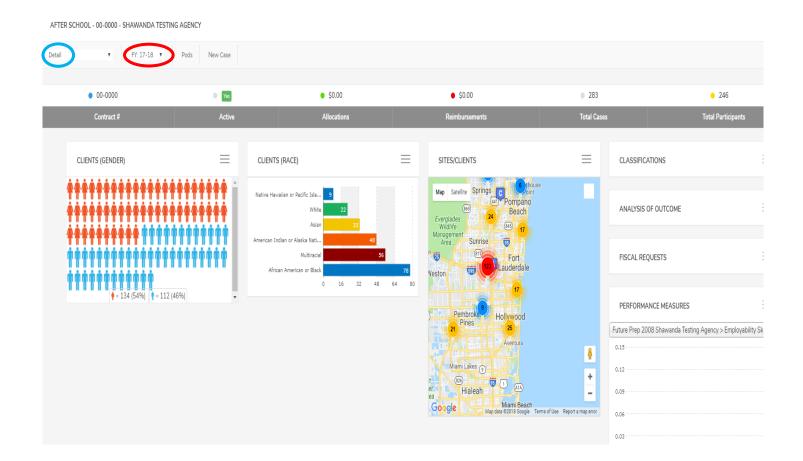
Follow the steps below to:

1. Check for missing data
2. Enter data
3. Correct data entry

Step 1. From this page select "PM Input" from the "Detail" drop down.

Step 2a. Access information entered from the "PM Input" screen by selecting the options from the drop down menus as below, then click on the search button. Review all the youth entered to ensure they have been attached to the service component (SC). If there is a "0" (zero) in the "SC" column, then the corresponding youth has not been attached. If youth is not attached, you will not see their name when you attempt to enter the PMs.

Step 2b: Access PMs entered by selecting the options from the drop down menus as shown below, then click on the **search** button.

Step 3:  A table listing your participants will generate as below. You will see all the participants who are missing data.

Search

Results 182    Download        Save Pending Changes

Changes Pending! Your changes are not complete until you click the Save button above

## Mult. Participant Admin Point Entry

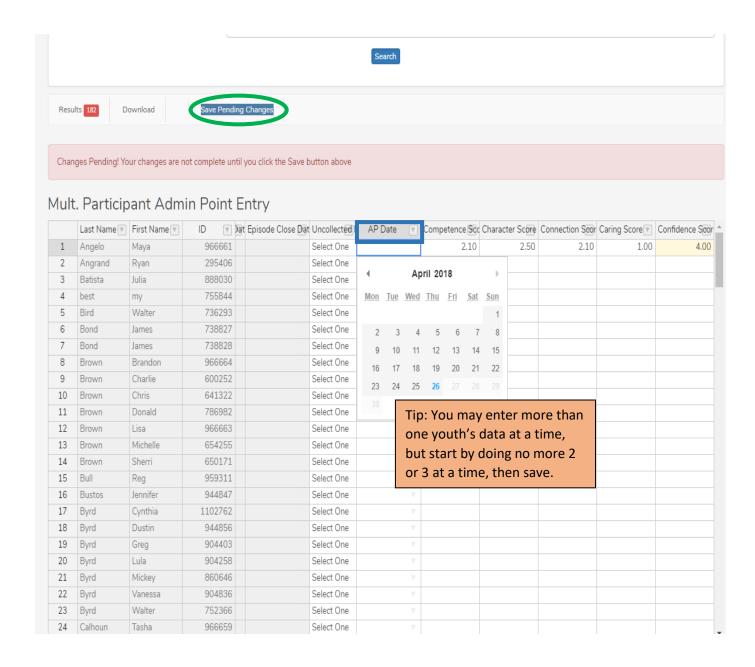|    | Last Name ▼ | First Name ▼ | ID ▼ | Agency Case C | Episode Open Dat | Episode Close Dat | Uncollected | AP Date ▼ | Competence Sco | Character Score | Connection Scor | Ca |
|----|-------------|--------------|---------|---------------|-----------------|-------------------|-------------|-----------|----------------|-----------------|-----------------|----|
| 1  | Angelo      | Maya         | 966661  | 5             | 05/01/2016      |                   | Select One  | ▼         |                |                 |                 |    |
| 2  | Angrand     | Ryan         | 295406  | test          | 10/20/2009      |                   | Select One  | ▼         |                |                 |                 |    |
| 3  | Batista     | Julia        | 888030  |               | 08/03/2015      |                   | Select One  | ▼         |                |                 |                 |    |
| 4  | best        | my           | 755844  |               | 10/26/2013      |                   | Select One  | ▼         |                |                 |                 |    |
| 5  | Bird        | Walter       | 736293  | test          | 02/10/2013      |                   | Select One  | ▼         |                |                 |                 |    |
| 6  | Bond        | James        | 738827  |               | 04/25/2013      |                   | Select One  | ▼         |                |                 |                 |    |
| 7  | Bond        | James        | 738828  |               | 04/25/2013      |                   | Select One  | ▼         |                |                 |                 |    |
| 8  | Brown       | Brandon      | 966664  | 2423          | 05/01/2016      |                   | Select One  | ▼         |                |                 |                 |    |
| 9  | Brown       | Charlie      | 600252  | 001           | 09/26/2011      |                   | Select One  | ▼         |                |                 |                 |    |
| 10 | Brown       | Chris        | 641322  | 123           | 04/20/2012      |                   | Select One  | ▼         |                |                 |                 |    |
| 11 | Brown       | Donald       | 786982  | test          | 01/10/2014      |                   | Select One  | ▼         |                |                 |                 |    |
| 12 | Brown       | Lisa         | 966663  | 1234          | 06/01/2016      |                   | Select One  | ▼         |                |                 |                 |    |
| 13 | Brown       | Michelle     | 654255  | 1254          | 09/01/2012      |                   | Select One  | ▼         |                |                 |                 |    |
| 14 | Brown       | Sherri       | 650171  | 1245          | 07/20/2012      |                   | Select One  | ▼         |                |                 |                 |    |
| 15 | Bull        | Reg          | 959311  | 3407          | 05/01/2016      |                   | Select One  | ▼         |                |                 |                 |    |
| 16 | Bustos      | Jennifer     | 944847  | YMCASF        | 02/01/2016      |                   | Select One  | ▼         |                |                 |                 |    |
| 17 | Byrd        | Cynthia      | 1102762 |               | 01/29/2018      |                   | Select One  | ▼         |                |                 |                 |    |
| 18 | Byrd        | Dustin       | 944856  | 00123         | 02/01/2016      |                   | Select One  | ▼         |                |                 |                 |    |
| 19 | Byrd        | Greg         | 904403  | test          | 11/01/2015      |                   | Select One  | ▼         |                |                 |                 |    |
| 20 | Byrd        | Lula         | 904258  | test          | 10/31/2015      |                   | Select One  | ▼         |                |                 |                 |    |
| 21 | Byrd        | Mickey       | 860646  | test          | 02/20/2015      |                   | Select One  | ▼         |                |                 |                 |    |
| 22 | Byrd        | Vanessa      | 904836  | Test          | 11/01/2015      |                   | Select One  | ▼         |                |                 |                 |    |
| 23 | Byrd        | Walter       | 752366  | test          | 09/01/2013      |                   | Select One  | ▼         |                |                 |                 |    |
| 24 | Calhoun     | Tasha        | 966659  | LLSC          | 05/01/2016      |                   | Select One  | ▼         |                |                 |                 |    |

Step 4a: If Data is missing, you may enter the missing data from this screen. Enter a "AP date" , then the PM(s). The example below shows entry of the PYDI test scores. Save your entry by clicking on "Save pending changes" .

Search

Results 182    Download    Save Pending Changes

Changes Pending! Your changes are not complete until you click the Save button above

## Mult. Participant Admin Point Entry

| | Last Name | First Name | ID | Dat | Episode Close Dat | Uncollected | AP Date | Competence Sc | Character Score | Connection Scor | Caring Score | Confidence Scor |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Angelo | Maya | 966661 | | | Select One | | 2.10 | 2.50 | 2.10 | 1.00 | 4.00 |
| 2 | Angrand | Ryan | 295406 | | | Select One | | | | | | |
| 3 | Batista | Julia | 888030 | | | Select One | | | | | | |
| 4 | best | my | 755844 | | | Select One | | | | | | |
| 5 | Bird | Walter | 736293 | | | Select One | | | | | | |
| 6 | Bond | James | 738827 | | | Select One | | | | | | |
| 7 | Bond | James | 738828 | | | Select One | | | | | | |
| 8 | Brown | Brandon | 966664 | | | Select One | | | | | | |
| 9 | Brown | Charlie | 600252 | | | Select One | | | | | | |
| 10 | Brown | Chris | 641322 | | | Select One | | | | | | |
| 11 | Brown | Donald | 786982 | | | Select One | | | | | | |
| 12 | Brown | Lisa | 966663 | | | Select One | | | | | | |
| 13 | Brown | Michelle | 654255 | | | Select One | | | | | | |
| 14 | Brown | Sherri | 650171 | | | Select One | | | | | | |
| 15 | Bull | Reg | 959311 | | | Select One | | | | | | |
| 16 | Bustos | Jennifer | 944847 | | | Select One | | | | | | |
| 17 | Byrd | Cynthia | 1102762 | | | Select One | | | | | | |
| 18 | Byrd | Dustin | 944856 | | | Select One | | | | | | |
| 19 | Byrd | Greg | 904403 | | | Select One | | | | | | |
| 20 | Byrd | Lula | 904258 | | | Select One | | | | | | |
| 21 | Byrd | Mickey | 860646 | | | Select One | | | | | | |
| 22 | Byrd | Vanessa | 904836 | | | Select One | | | | | | |
| 23 | Byrd | Walter | 752366 | | | Select One | | | | | | |
| 24 | Calhoun | Tasha | 966659 | | | Select One | | | | | | |

Calendar (overlapping AP Date column):

April 2018

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

Tip: You may enter more than one youth's data at a time, but start by doing no more 2 or 3 at a time, then save.

Step 4b. After you click on "save pending changes" you will see " saving changes" appear at the top of the screen, after it goes away you changes should be saved. Click on the " search button to see your updated screen.