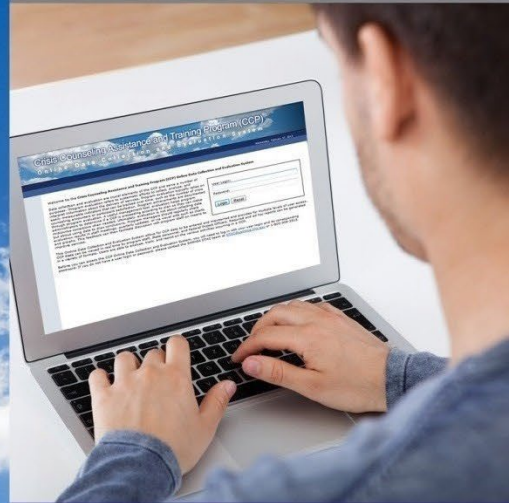# Online Data Collection and Evaluation System User Manual, Version 4.2

**Section 4 of the Guide for Evaluating Your CCP**

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Substance Abuse and Mental Health Services Administration
www.samhsa.gov

FEMA

# Table of Contents

## Introduction to the ODCES

This section provides an overview of how to use the Crisis Counseling Assistance and Training Program (CCP) Online Data Collection and Evaluation System (ODCES) for administrative and data/evaluation program staff at the state[1] or local service provider level.  The system allows CCP data to be entered and maintained. It also provides for multiple levels of user access based on assigned user roles. Users are better able to analyze, track, and report on the various activities occurring in a CCP grant.  This section provides information on system access, user access levels, system organization, special features, disaster/CCP profile setup, data entry and maintenance, and report generation.

Data collection and evaluation are crucial elements of the CCP and serve several purposes. Program evaluation refers to systematic efforts to collect, analyze, and interpret information about the delivery of services.  Program evaluation typically relies on easily measurable indicators that can be tracked over time, such as the number of crisis counseling encounters or level of participant satisfaction. The continuing acceptance and support of the CCP depend, at least in part, on its ability to show sponsors and other stakeholders that it delivers the services it intends to deliver and that disaster survivors benefit from the services provided.  Program achievements are documented through program evaluation.

A useful management tool, evaluation helps program administrators determine whether a CCP is proceeding according to plan, so they can make midcourse corrections when needed.  For example, program evaluation can reveal trends in the demographics of individuals who receive CCP services, allowing for an assessment of whether the program is reaching targeted special populations.  Program management can then help staff identify needed adjustments to outreach strategies.  Ultimately, evaluation is not about collecting data but about using data to draw conclusions.  Evaluations are useful only if their results are communicated.  Program managers should regularly share evaluation results in staff meetings, quarterly updates, or via visual aids such as charts and graphs.  This feedback can then facilitate discussion with program staff on means to improve services.

If you have any technical issues or questions, please contact the Substance Abuse and Mental Health Services Administration (SAMHSA) Disaster Technical Assistance Center (DTAC) at dtac@iqsolutions.com or 800-308-3515 for support.

## User Accounts

The CCP ODCES is available at www.ccpdata.org/CCP2Field. You will need a user login and password to access the system.

Once a state is approved for an Immediate Services Program (ISP) or Regular Services Program (RSP), the state-level staff logins will be activated and provided by a staff member from SAMHSA DTAC.

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[1] In this document, we use the word "state" to refer to states, U.S. territories, and federally recognized tribes.

It is the responsibility of the state-level staff to set up login accounts for other state staff, providers, and crisis counselors/outreach workers and to assign them to a disaster under the User Management panel. It is also the responsibility of state-level staff to update provider- and employee-level accounts at the various stages of the CCP grant.

### User Access Levels

The system is set up to accommodate different types of users, each with a different role within the CCP evaluation process.  Based on your access level, once logged in, you will only see the sections of the system that relate to you and your specific role and function. The chart below describes the types of users and their access levels.

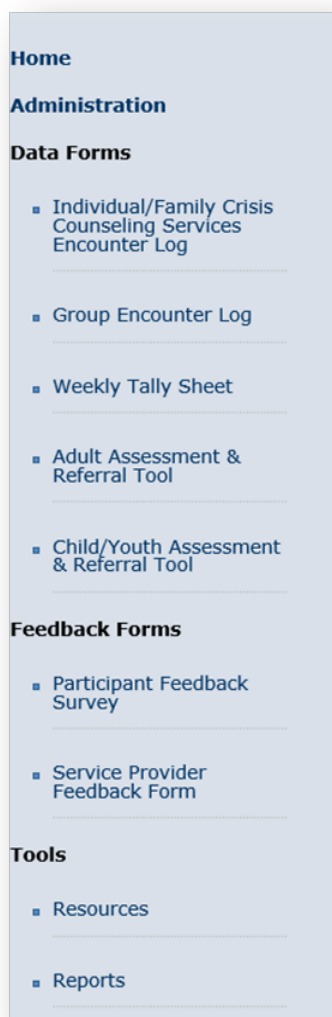| Functions/Features | Disaster Mental Health State Coordinator | Provider | Remote Employee | Employee |
|---|---|---|---|---|
| Access to ODCES (desktop) site | X | X | X | |
| Access to CCP mobile app | X | X | X | X |
| Data entry | X | X | X | X (mobile app only) |
| Review/approval of forms, which includes the ability to do the following: <br> • Search for forms in the database <br> • Edit pending/rejected forms <br> • Approve pending/rejected forms | X | X | | |
| User management | X | X | | |
| Build app resources | X | | | |
| Reporting | X | X | | |

The following are helpful tips to keep in mind when assigning user levels to your staff:
- Typically, crisis counselors are assigned to either remote employee or employee levels.
- Team-lead staff are usually assigned to the provider level.
- Provider-specific data staff are usually assigned to the provider level.
- State-level data staff are usually assigned to the disaster mental health state coordinator level in order to see data from all providers associated with the grant.
- Provider-level users can only see data collected from their staff.
- Disaster mental health state coordinator users can pull data across all providers associated with a grant.

## System Organization

Two of the major components of this system are review/approval functions and data reporting. Forms submitted through the CCP data collection mobile application or entered from the PDF version of the forms directly into the database must go through review and approval in the

Administration section of the system.  Approved data entries are stored in a back-end database, which means that the various system users can immediately access these data for such things as searching, quality control, and reporting.  The reports facilitate an accurate and user-friendly view of the data in real time and allow users to gauge the progress of their program.  The real-time, dynamic nature of this system will enhance the way that grants are implemented and managed.

**Home**

**Administration**

**Data Forms**

- Individual/Family Crisis Counseling Services Encounter Log

- Group Encounter Log

- Weekly Tally Sheet

- Adult Assessment & Referral Tool

- Child/Youth Assessment & Referral Tool

**Feedback Forms**

- Participant Feedback Survey

- Service Provider Feedback Form

**Tools**

- Resources

- Reports

**Home**—Provides a record of disasters and providers with which your user account is associated.

**Administration**—Allows for the setup and editing of user accounts, review and approval of submitted mobile and paper forms, and the ability to share resources with CCP staff.

**Data Forms**—Allows for entry of information from paper versions of required CCP data collection forms.

**Feedback Forms**—Provides access to submitted feedback forms in the system.

**Tools**—Provides electronic data collection forms, system-based resources, and generated reports.

*Note:  Specific system features and data presented are limited by the level of user access.*

## Administration Panel

The Administration section of ODCES allows for review and approval of mobile uploads or direct entry forms into the database. Additional features are granted to state-level staff.

## Review/Approve Pending Forms

Both methods of data entry (direct entry into ODCES and CCP mobile app) require that the forms be reviewed for completeness and accuracy and then approved by a team leader. Once entered into the system forms will reside in a "Pending" queue. The forms available for quality control review are listed in numerical order. To review and approve forms, please follow the instructions below.

Step 2: Select the form you would like to review.



Step 3: Narrow your search to the specific qualifications of your program's data forms, and then select "Search Collection."



Step 4: To review and approve a pending record, click on the record number of the form.

Step 5: Scroll down and review the form. If you see the need for any edits, please reach out to the crisis counselor first to confirm the change needed.

- In addition to reviewing the Individual/Family Encounter Log form, be sure to review the linked Assessment and Referral Tool(s) located at the bottom of the page.

Step 6: Choose whether to approve or reject the form.

**How to decide:**

- Approve any forms that meet your program's standard (see appendices). All forms need to be marked as approved before they are integrated into the reporting section of this system. **Once approved, forms cannot be edited**.
- If you need to make an edit and are awaiting clarification from the provider, then you should reject the form. You can make additional edits later by locating the record under the "Reject" section. You can also add a comment for later reference on why the form was rejected.

**Note:** Users cannot delete a form from the system. In an effort to reduce errors, deleting data is a feature reserved for SAMHSA DTAC staff.  Please contact SAMHSA DTAC with the **Record #** of the form(s) when requesting a deletion.

## Approved



## Rejected

**How to Find Employee IDs**

> **Subject: SAMHSA/FEMA CCP New User Notification**
> Dear CCP Staff Member,
>
> Welcome to the Crisis Counseling Assistance and Training Program (CCP) mobile data collection app. Your CCP mobile user account has been created. Your login information is below:
>
> Name: John Lennon – 707
> Login ID: jlennon@yahoo.com
> Password: Test123!
> Disaster Number: CO-4895-ISP

Provider and state staff will need the employee number to search for and identify specific forms entered by the crisis counselors in the system.

Employee IDs are system-generated for new mobile users. The numeric code that is a part of the ID is located in the **New User Notification** email (see above) sent to new mobile app users once their account is created in ODCES.  The number can also be found in the mobile app when a new form is started.

The makeup of the employee ID is the user's initials, numeric system ID code, and two-letter state abbreviation.

For example, John Lennon + 707 + Colorado = JL707CO.

## User Management Panel

This section allows you to add, edit, deactivate, and search for users within the system.

Step 1: To add a new user to the system, click the "Add a new user to the system here" link.



Step 2: Complete the user information form.



**Note:** When the grant moves to a different stage of the CCP (i.e., ISP extension or RSP), you must reassign *all* mobile app users to the appropriate grant type under the **Mobile Project** dropdown menu (see above).

Step 3: Set a user password that fits the necessary requirements. The user will receive his or her password information in an email. Those granted access to the mobile app will also receive a link to the system.

Step 4: To edit a user's information or password, locate the user using the search menu at the top of the panel. Then click on the "Edit" or "Set Password" link in the user's row.

*Note: When searching for a user, you must select the correct user type.*

## Build App Resources Page

This section allows you to add, edit, and delete project-specific messages and resources for your CCP team. You can add a new announcement, a new resource, and/or a new attachment.

*Note: The Resources section in the mobile app system is not automatically updated, so updates may be delayed. Mobile users must sync their systems in order to receive the most updated information.*

### Add a Resource

Step 1: Choose the appropriate program at the top.

Step 2: Select the "Add New" link for the type of resource you would like to add.
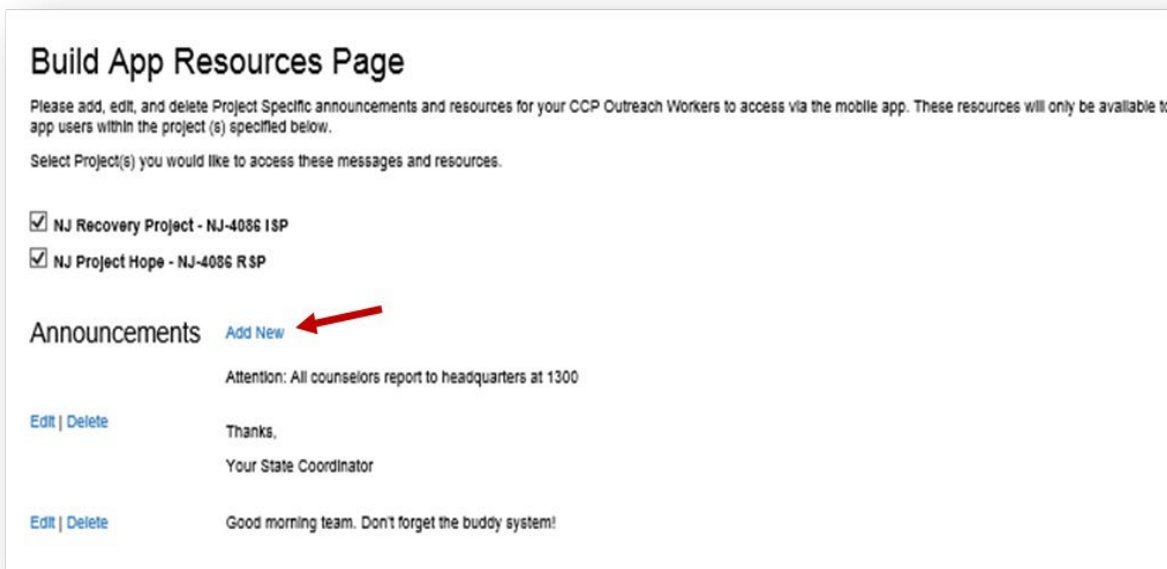


**New Announcement:** Draft your program announcement in the space provided. Once complete, click the "Create" button.
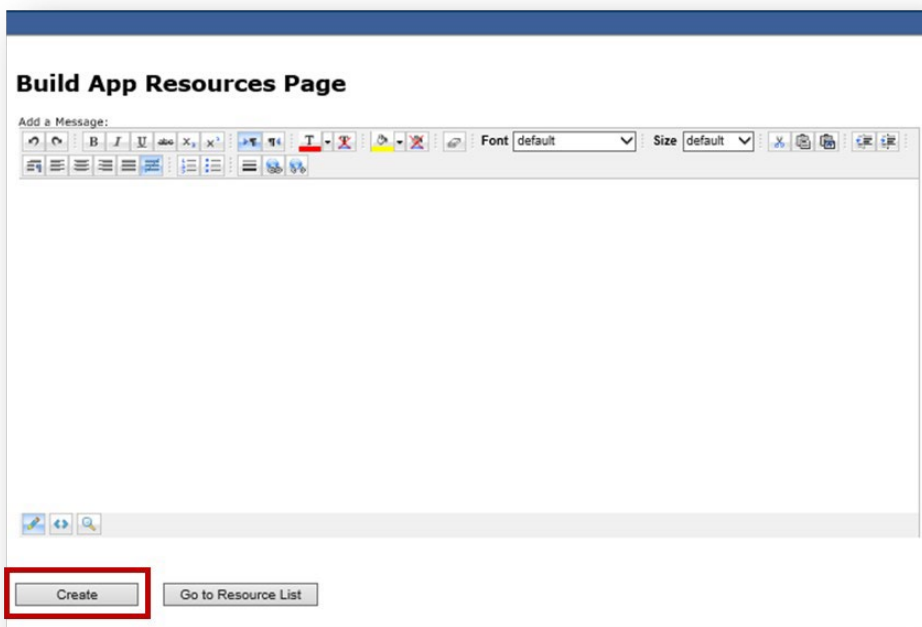


**New Resource:** Choose the resource type from the dropdown menu (either phone number or web link). Then provide a title for the resource and the resource's phone number or web address. Once complete, click the "Create" button.

**New Attachment:** Provide the resource title, and then select "Browse" to search your computer for the resource. Once complete, click the "Create" button.

## Edit an Announcement, Project Resource, or Attachment

Step 1: Click on the "Edit" button next to the item you would like to update.



Step 2: You will return to the resource's original page where you can make any edits needed.



## Delete an Announcement, Project Resource, or Attachment

To delete an item, click on the "Delete" button next to it.

## Data Forms

From the navigation bar on the left side of the screen, users can select a particular form to either enter new form data or search past entries.



### Entering Data

State-level, provider-level, or remote employee-level users may enter form data by simply selecting a form from the left-hand navigation bar and then entering the data for that particular form. The initial base information at the top of the page correlates directly to the PDF version of the data collection form and typically includes the minimal required information, such as project number, provider name, date of service, and county of service.

Once entered, this base information will be auto-populated into each new instance of this form that you create during this particular data-entry session. You can change the base information at any point when you need to do so.

The data fields for each form are identical to the fields on the PDF version of the data collection forms.

However, if you have difficulty with your data entry and would like to restart a form, you can clear the data already entered and start over simply by clicking on the Reset Form button on the bottom of the form page. **Do not** use this method to delete a record.

Users cannot delete a form from the system. In an effort to reduce errors, deleting data is a feature reserved for SAMHSA DTAC staff. Please contact SAMHSA DTAC with the *Record* # of the form(s) when requesting a deletion.

**Note***:* Data forms entered through the online system must still be approved under the Administration panel before they are integrated into the reporting section. Once approved, forms cannot be edited.

## Generating Reports

Powerful tools have been incorporated into this system to allow users to better analyze, track, and report on the various activities occurring under each grant and, in some instances, over a series of grants. Reports are provided in a variety of formats, which makes incorporating the data into other documents very simple.

- Federal users will be able to access reports across states and across disasters.
- State-level users will only be able to access reports related to their particular state.
- Provider-level users will only be able to access reports related to their own provider-level data.

**Federal- and State-level View**

## CCP Evaluation Online Database Report

| | | |
|---|---|---|
| Individual/Family Crisis Counseling Services Encounter Log | Custom Report | Weekly Trends Report |
| Group Encounter Log | Custom Report | Weekly Trends Report |
| Weekly Tally Sheet | Custom Report | Weekly Trends Report |
| Adult Assessment & Referral Tool | Custom Report | Weekly Trends Report |
| Child/Youth Assessment & Referral Tool | Custom Report | Weekly Trends Report |
| Participant Feedback Survey | Custom Report | Weekly Trends Report |
| Service Provider Feedback Form | Custom Report | Weekly Trends Report |

## Standard Progress Report

▼

State CCP Progress Report

Progress Report for Individual Crisis Counseling Services Encounter Log

Progress Report for Group Encounter Log - Counseling

Progress Report for Group Encounter Log - Public Education

Progress Report for Weekly Tally Sheet

Adult Assessment & Referral Tool

Child/Youth Assessment & Referral Tool

Participant Feedback Survey

Service Provider Feedback Survey

> **Note:** Only federal- and state-level users have access to the standard progress reports, which show data collected on all variables in the forms.
>
> If providers would like to view this information, then they should contact their state for the report.

## CCP Evaluation Online Database Download

| | | | |
|---|---|---|---|
| Individual/Family Crisis Counseling Services Encounter Log | Customize Dataset | Download CSV | Download SPSS |
| Group Encounter Log | Customize Dataset | Download CSV | Download SPSS |
| Weekly Tally Sheet | Customize Dataset | Download CSV | Download SPSS |
| Adult Assessment & Referral Tool | Customize Dataset | Download CSV | Download SPSS |
| Child/Youth Assessment & Referral Tool | Customize Dataset | Download CSV | Download SPSS |
| Participant Feedback Survey | Customize Dataset | Download CSV | Download SPSS |
| Service Provider Feedback Form | Customize Dataset | Download CSV | Download SPSS |
| SAMHSA Crisis Counselor Course Completion Survey | | Download CSV | Download SPSS |

**Provider-level View**

**CCP Evaluation Online Database Report**

| | | |
|---|---|---|
| Individual/Family Crisis Counseling Services Encounter Log | Custom Report | Weekly Trends Report |
| Group Encounter Log | Custom Report | Weekly Trends Report |
| Weekly Tally Sheet | Custom Report | Weekly Trends Report |
| Adult Assessment & Referral Tool | Custom Report | Weekly Trends Report |
| Child/Youth Assessment & Referral Tool | Custom Report | Weekly Trends Report |
| Participant Feedback Survey | Custom Report | Weekly Trends Report |
| Service Provider Feedback Form | Custom Report | Weekly Trends Report |

**CCP Evaluation Online Database Download**

| | | | |
|---|---|---|---|
| Individual/Family Crisis Counseling Services Encounter Log | Customize Dataset | Download CSV | Download SPSS |
| Group Encounter Log | Customize Dataset | Download CSV | Download SPSS |
| Weekly Tally Sheet | Customize Dataset | Download CSV | Download SPSS |
| Adult Assessment & Referral Tool | Customize Dataset | Download CSV | Download SPSS |
| Child/Youth Assessment & Referral Tool | Customize Dataset | Download CSV | Download SPSS |

The types of system-generated reports range from weekly data snapshots (weekly trends), customized reporting features (custom reports), or standard reporting features (standard reports). Users can run reports to appear on screen, or generate and download them as Adobe PDF files, Microsoft Word documents, or CSV files to use with Microsoft Excel or other spreadsheet or database applications.

## Custom Reports

Custom reporting allows users to choose their own column and row variables, as well as how they would like the report to be grouped. To generate a custom report, users select the project type, project/disaster number, provider, county, and the data range for services rendered that they wish to be reflected in the report. Users will then have an option of choosing row and column variables. These will include options such as service location, risk categories, visit number, age, visit type, and other categories based on the type of report that the user is running.

A report will be generated based on the selections that users made, and it will include a data table as well as a graph of the data. You can run reports to appear on screen or generate and download them as Word documents.

| Visit Type | Visit Number | | | | | | |
|---|---|---|---|---|---|---|---|
| | N/A | First visit | Second visit | Third visit | Fourth visit | Fifth visit or later | Column Total |
| individual | 44(86.3%) | 1888(92.1%) | 60(85.7%) | 21(84.0%) | 14(87.5%) | 24(100.0%) | 2051(91.0%) |
| family or household (2 individuals) | 5(9.8%) | 89(4.3%) | 6(8.6%) | 4(16.0%) | 2(12.5%) | 0(0.0%) | 106(4.0%) |
| family or household (3 individuals) | 2(3.9%) | 47(2.3%) | 4(5.7%) | 0(0.0%) | 0(0.0%) | 0(0.0%) | 53(2.0%) |
| family or household (4 individuals) | 0(0.0%) | 19(0.9%) | 0(0.0%) | 0(0.0%) | 0(0.0%) | 0(0.0%) | 19(0.0%) |
| family or household (5 individuals) | 0(0.0%) | 6(0.3%) | 0(0.0%) | 0(0.0%) | 0(0.0%) | 0(0.0%) | 6(0.0%) |
| family or household (6 or more indivi... | 0(0.0%) | 2(0.1%) | 0(0.0%) | 0(0.0%) | 0(0.0%) | 0(0.0%) | 2(0.0%) |
| Row Total | 51(2.0%) | 2051(91.0%) | 70(3.0%) | 25(1.0%) | 16(0.0%) | 24(1.0%) | 2237(100%) |

## Weekly Trends

The weekly trend reporting feature allows users to generate standard weekly trend reports for individual/family crisis counseling services, group services, and weekly tally services. To generate a weekly trends report, users choose the type of report they wish to generate from the standard reporting options and select the project type, project/disaster number, provider, county, and the data range for services rendered that they wish to be reflected in the report. A report will be generated based on the selections that users made, and it will include a data table as well as a graph of the data.

**List of System-generated Weekly Trends Reports for Individual/Family Crisis Counseling Encounter Log**



**Standard Report - Individual Crisis Counseling Services Encounter Log**

- Individual Crisis Counseling Services - Weekly Trends Report
- Individual Crisis Counseling Services 1st Visit - Weekly Trends Report
- Individual Crisis Counseling Services Referral - Weekly Trends Report(All Visit Number)
- Individual Crisis Counseling Services LOCATION OF SERVICE - Weekly Trends Report

**Search Function**



**Individual Crisis Counseling Services 1st Visit - Weekly Trends Report**

| Please enter criteria: | |
|---|---|
| Project Type | ● ISP      ○ RSP      ○ Both ISP and RSP |
| Project | MO-4317 |
| Provider | All Provider |
| County | All County |
| Start Date (mm/dd/yyyy) | 6/1/2017 |
| End Date (mm/dd/yyyy) | 10/23/2017 |
| ☑ Show Chart | W Download DOC       Download CSV |

[ Show Report ]       [ Back to Menu ]

**Results of First Visits Conducted Each Week**

**Individual Crisis Counseling Services 1st Visit - Weekly Trends Report**

Project Type: **ISP**
Project: **MO-4317**
Provider: **All Provider**
County: **All County**
Date: 6/1/2017 to 10/23/2017

| Week Start | # of Service (%) |
|---|---|
| 06/11/2017 | 11 ( 1.6 %) |
| 06/18/2017 | 17 ( 2.5 %) |
| 07/02/2017 | 1 ( 0.1 %) |
| 07/09/2017 | 11 ( 1.6 %) |
| 07/16/2017 | 25 ( 3.7 %) |
| 07/23/2017 | 95 (13.9 %) |
| 07/30/2017 | 76 (11.1 %) |
| 08/06/2017 | 96 (14.1 %) |
| 08/13/2017 | 58 ( 8.5 %) |
| 08/20/2017 | 50 ( 7.3 %) |
| 08/27/2017 | 37 ( 5.4 %) |
| 09/03/2017 | 46 ( 6.7 %) |
| 09/10/2017 | 28 ( 4.1 %) |
| 09/17/2017 | 33 ( 4.8 %) |
| 09/24/2017 | 34 ( 5.0 %) |
| 10/01/2017 | 49 ( 7.2 %) |
| 10/08/2017 | 15 ( 2.2 %) |
| **Total** | **682** |

## Standard Progress Report

The standard progress reporting feature allows users to generate progress reports for all primary disaster outreach services (individual/ family crisis counseling services, group services, and weekly tally services). Users can generate a standard progress report by choosing the type of report they wish to generate from the listed options and entering criteria specified by users.

**Standard Progress Report**

State CCP Progress Report

Progress Report for Individual Crisis Counseling Services Encounter Log

Progress Report for Group Encounter Log - Counseling

Progress Report for Group Encounter Log - Public Education

Progress Report for Weekly Tally Sheet

The state CCP progress report allows state- and federal-level users to generate a report for primary disaster outreach services for a particular state or disaster. To generate a state CCP progress report, users select the disaster type, state, county, provider, and date range for services rendered that they wish to be reflected in the report. A report will be generated based on the selections that users made, and it will include a data table as well as a chart of the data.

## Standard Progress Report

| Please enter criteria: | |
|---|---|
| **Disaster Type** | ☐ Select All<br>4042 (ISP)<br>AK-4122 (RSP)<br>CO-4134 (ISP)<br>CO-4134 (RSP)<br>CO-4145 (ISP)<br>CO-4145 (ISP Extension)<br>CO-4145 (RSP)<br>DR-4241-SC (RSP)<br>FL-4283 (ISP)<br>FL-4283 (ISP Extension) |
| **Start Date (mm/dd/yyyy)** | |
| **End Date (mm/dd/yyyy)** | |
| **State** | All ▼ |
| **County** | All ▼ |
| **Provider** | All ▼ |
| ⤓ Download PDF  📄 Download DOC  📊 Download CSV | |

[ Show Report ]     [ Back to Menu ]

**Disaster Outreach Services: Primary Services**

| Primary Service | Population Served | Percentage |
|---|---|---|
| Individual Crisis Counseling | 1042 | 16.6 % |
| Group Counseling/Public Education | 228 | 3.6 % |
| Brief Educational/Supportive Contact | 5017 | 79.8 % |

### Disaster Outreach Services: Primary Services

79.8 % - Brief Educational/Supportive…

3.6 % - Group Counseling/Public…

16.6 % - Individual Crisis Counseling

- ■ 16.6 % - Individual Crisis Counseling
- ■ 3.6 % - Group Counseling/Public Education
- ■ 79.8 % - Brief Educational/Supportive Contact
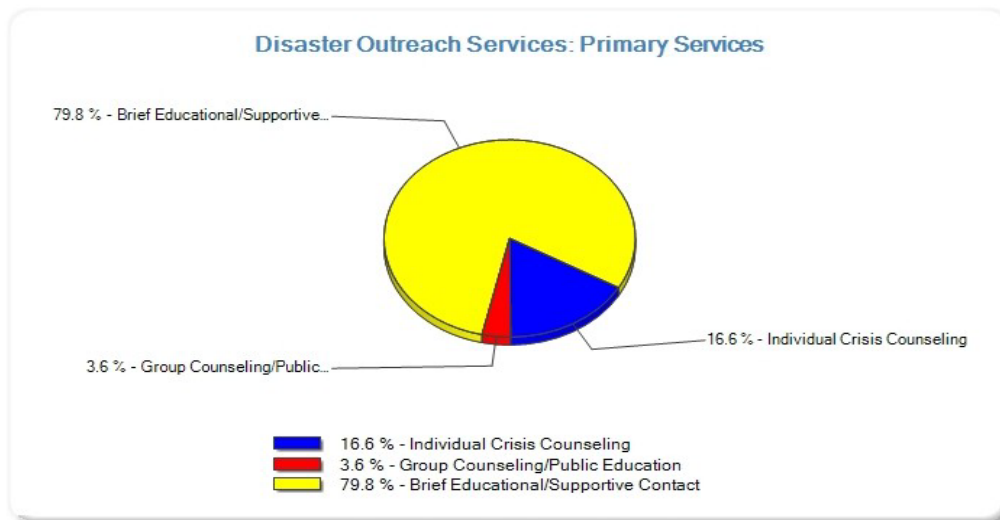
To generate a progress report for individual/family crisis counseling services, group services, and weekly tally services, users select the project number, disaster type, state/territory, county, provider, and data range for services rendered that they wish to be reflected in the report. A report will be generated based on the selections that users made, and it will display information such as the total count of ISP and RSP services, location of service, referral type, number of participants, focus of the encounter, and type of contacts.



Database download options are available for all data forms. Users can download data from each of these forms in a CSV file for use with Excel or other spreadsheet or database applications. Users can also download a text file with data that they can easily incorporate into the SPSS application by choosing "Download SPSS."

Once the data are downloaded, users can refer to the CCP ODCES Codebook for more detailed explanations of variables in each dataset.

## Appendix A

**Provider Programmatic Data Quality Checklist**

### Mobile Form Submissions

*Individual/Family Encounters*

- ❑ Does the date of service match the schedule of the crisis counselor?
- ❑ Do county/parish and ZIP code match the schedule of the crisis counselor?
- ❑ Is a second employee identified?
- ❑ If children are listed under demographic information, then the selection of temporary or permanent home under Location should also indicate that children < age 18 live in this home.

*Group Encounter*

- ❑ Does the date of service match the schedule of the crisis counselor?
- ❑ Do county/parish and ZIP code match the schedule of the crisis counselor?
- ❑ Is the type of service indicated appropriate for the event held?

*Weekly Tally Sheet*

- ❑ Does county/parish match the schedule of the crisis counselor?
- ❑ Are the numbers provided appropriate for the crisis counselor?

*Assessment and Referral Tool(s)*

- ❑ Does the date of service match the schedule of the crisis counselor?
- ❑ Do county/parish and ZIP code match the schedule of the crisis counselor?
- ❑ Does the age and gender of the participant match those on the linked Individual/Family Encounter Log?

### ODCES Form Submission

*Individual/Family Encounters*

- ❑ Does the date of service match the schedule of the crisis counselor?
- ❑ Do county/parish and ZIP code match the schedule of the crisis counselor?
- ❑ Is the first employee ID valid?
- ❑ Is a second employee identified?
- ❑ Is the number of participants in the encounter identified?
- ❑ Does the number of males/females match the number of participants?
- ❑ Is the location of service identified?
- ❑ If children are listed under demographic information, then the selection of temporary or permanent home under Location should also indicate children < age 18 live in this home.

❑ If "coping well" is selected, are event reaction(s) also identified? *Note: Crisis counselors cannot indicate both.*

❑ Does the number of participants experiencing event reactions match the number of participants in the encounter?

❑ If event reactions were identified, were materials or referrals provided?

### *Group Encounter*

❑ Does the date of service match the schedule of the crisis counselor?

❑ Do county/parish and ZIP code match the schedule of the crisis counselor?

❑ Is the employee ID valid?

❑ Is the type of service identified?

❑ Is the type of service correct for the event held?

❑ Is the location of service identified?

❑ Is the number of participants identified?

❑ Is the composition of the group identified?

### *Weekly Tally Sheet*

❑ Does the county/parish match the schedule of the crisis counselor?

❑ Is the week beginning date provided?

❑ Is the employee ID valid?

❑ Are the numbers provided appropriate for the crisis counselor?

### *Assessment and Referral Tools*

❑ Is the provider name identified?

❑ Is the date of service identified?

❑ Are the county and ZIP code identified?

❑ Is the first employee ID provided?

❑ Is the second employee identified?

❑ Is the location of service identified?

❑ If children are listed under demographic information, then the selection of temporary or permanent home under Location should also indicate children < age 18 live in this home.

❑ Do the referrals given to the survivor match with the assessment findings?

# Appendix B

**State Data Entry Quality Checklist**

## ODCES Form Submission

*Individual/Family Encounter*

- ❑ Is the provider name identified?
- ❑ Is the date of service identified?
- ❑ Are the county and ZIP code identified?
- ❑ Is the first employee ID provided?
- ❑ Is the number of participants in the encounter identified?
- ❑ Does the number of males/females match the number of participants?
- ❑ Is the location of service identified?
- ❑ If children are listed under demographic information, then the selection of temporary or permanent home under Location should also indicate children < age 18 live in this home.
- ❑ If "coping well" is selected, are event reaction(s) also identified? *Note: Crisis counselors cannot indicate both.*
- ❑ Does the number of participants experiencing event reactions match the number of participants identified?

*Group Encounter*

- ❑ Is the provider name identified?
- ❑ Is the date of service identified?
- ❑ Are the county and ZIP code identified?
- ❑ Is the first employee ID provided?
- ❑ Is the type of service identified?
- ❑ Is the location of service identified?
- ❑ Is the number of participants identified?
- ❑ Is the composition of the group identified?

*Weekly Tally Sheet*

- ❑ Is the provider name identified?
- ❑ Is the date of service identified?
- ❑ Is the week beginning date provided?
- ❑ Is the employee ID provided?

*Assessment and Referral Tools*

- ❑ Is the provider name identified?
- ❑ Is the date of service identified?
- ❑ Are the county and ZIP code identified?

❑  Is the first employee ID provided? Second employee?

❑  Is the location of service identified?

❑  If children are listed under demographic information, then the selection of temporary or permanent home under Location should also indicate children < age 18 live in this home.

❑  Do the referrals given to the survivor match with the assessment findings?