

Dashboard Data and Results Review Checklist

Contract:					
Date of Review:					
Dashboard Page					
	Yes	No	Source of Error		Comments
Dashboard Pages					
On the main page, do any referral engagement rates show greater than 100%?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
On the demographics page are there any charts showing the "Other" category with a large percentage share?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
On the Referral Tracking page, are all the therapists for the site listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
On the Referral Tracking page, are there cohorts projected throughout the license period for each therapist listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	

Data Entry Pages					
	Yes	No	Source of Error		Comments
Cohort Tracking Page					
Are there any cohorts listed with a start date that is in the past, and show "0" for Contacted and/or Started?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Client Information Page					
Are there any clients listed twice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Are the fields for Coaching Phases being completed for a sampling of clients?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Are there any clients listed that are either In Process or Closed AND show an Unassigned Therapist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Are there any other noticeable issues with the clients listed on the page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Assessments Page					
Do completed/incomplete assessments match up with figures from the Supervision Report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	

Reports Page					
	Yes	No	Source of Error		Comments
Relapse Prevention Report					
Do completed 30 day callbacks and tune-ups match to the Relapse Prevention page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Do completed 60 day callbacks and tune-ups match to the Relapse Prevention page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Do completed 90 day callbacks and tune-ups match to the Relapse Prevention page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Are there any problems noted with the report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Supervision Benchmarks					
Does the Completion Rate section match the numbers from the main dashboard page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Do the New Families Served and Referral Engagement figures match the main dashboard page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Do the Referral Tracking sections for each therapist match the Referral Tracking dashboard page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Are there any other problems noted from the report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Stakeholder Benchmarks					
Do each of the charts shown, match the dashboard charts for the same time period for the report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Do each of the charts shown from assessment data, match the assessment reports for the same time period for the report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Are there any charts that report no data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Are there any other problems noted from the report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	

Assessment Reports					
	Yes	No	Source of Error		Comments
For individual reports, do the pre-, mid-, and/or post-test dates match to the assessments page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Are there any other problems noted from the reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data Entry	<input type="checkbox"/> System	
Additional Comments					