

# 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.

AFTER SCHOOL - 00-0000 - SHAWANDA TESTING AGENCY

Detail FY: 17-18 Pods New Case

00-0000 Yes \$0.00 \$0.00 283 246

Contract #	Active	Allocations	Reimbursements	Total Cases	Total Participants
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### CLIENTS (GENDER)

Male	134 (54%)
Female	112 (46%)

### CLIENTS (RACE)

Native Hawaiian or Pacific Isla...	9
White	22
Asian	33
American Indian or Alaska Nati...	48
Multiracial	56
African American or Black	78

### SITES/CLIENTS

House Point	6
Pompano Beach	17
Sunrise	24
Fort Lauderdale	123
Weston	17
Pembroke Pines	21
Hollywood	25
Aventura	17
Miami Lakes	9
Hiialeah	25
Miami Beach	25

### CLASSIFICATIONS

### ANALYSIS OF OUTCOME

### FISCAL REQUESTS

### PERFORMANCE MEASURES

Future Prep 2008 Shawanda Testing Agency > Employability Sk

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.

Contract # Active Allocations Reimbursements Total Cases Total Participants

Filter

Site **Select this option to search for youth at a specific site**

Involvement Select One

\* Episode Date(s) 10/01/2018 - 09/30/2019

Participant Status Participants Active During Date Range (If a follow-up performance measure is selected, only episodes closed within the date r

Service Component **Youth Force 17-18**

You have two options now: conduct a Multiple Participant Admin Point entry by selecting a performance measure and admin point below or a Quick Participant Point Entry

Performance Measure Select One

Admin Points

Search

Results 183 Download Set Service Component Dates **Save Pending Changes**

Participant Quick Entry

	Actions	Last Name	First Name	ID	Agency Case Code	Episode Open Date	Episode Close Date	SCs	Start Date	End Date
1	<a href="#">View</a>	Sue	Curly	110713		04/02/2018		0		
2	<a href="#">View</a>	Byrd	Cynthia	11027		01/29/2018		1	08/22/2017	
3	<a href="#">View</a>	Spell	Keith	11043	test	03/01/2018		1	03/01/2018	
4	<a href="#">View</a>	Paul	Kim	11046	test	03/05/2018		1	03/05/2018	
5	<a href="#">View</a>	Paul	Don	11016	test	01/08/2018		1	03/01/2018	

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

The screenshot shows a 'Filter' panel with several fields: 'Site' (dropdown), 'Involvement' (dropdown), 'Episode Date(s)' (date range: 10/01/2018 - 09/30/2019), 'Participant Status' (text: 'Participants Active During Date Range...'), and 'Service Component' (dropdown: 'Youth Force 17-18'). A blue box below the filters contains the text: 'You have two options now: conduct a Multiple Participant Admin Point entry by selecting a performance measure and admin point below or a Quick Par...'. Below this are three options: 'Performance Measure' (dropdown: 'Youth FORCE - Positive Youth Development Inventory'), 'Admin Points' (dropdown: 'Youth FORCE - Positive Youth Development: Youth FORCE (Post-Te...'), and 'Show only Participants Missing Selected Admin Point'. A 'Search' button is at the bottom. A yellow box on the right contains a numbered list of instructions.

Annotations in the image include a green arrow pointing to the 'Site' dropdown with the text 'Select this option to search for youth at a specific site', a red arrow pointing to the 'Youth Force 17-18' option in the 'Service Component' dropdown, and a yellow arrow pointing from the numbered list to the 'Admin Points' dropdown.

1. Select the performance measure.
2. Choose appropriate admin point, i.e. Pre, post, spring, etc.
3. Then choose **“show only participants missing selected admin point”** or **“show all participants”** to see all youth who have been attached to the admin point”

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

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 Sc	Character Score	Connection Score
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” .

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

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.**

