

Major Changes to Data Quality Manual effective 10/1/17

- All programs will be developing a Data Collection, Entry, and Quality Plan as outlined in the Methodology and Data Quality Manual. JWB will be guiding each program through this process.
- Updated terminology that has changed (Contract Manager vs Program Consultant, Data Business Rules vs Data Quality Manual, etc).
- Document has been reorganized to improve the ease of finding information.
- Adjusted language throughout the document to improve readability and increase clarity.
- Fields that are no longer in GEMS have been removed from the document.
- Further defined how the episode open date is determined (date the participant enrolled in the program). JWB will make a note in the program file if the episode open date is defined in another way.
- Provided clarity on the Written Statement of Purpose in regards to the sharing of Social Security Numbers.
- Further guidance for determining household income for participants in group homes added.
- Instructions on how to enter families living in different households has been added. For example, mother and child living in one house and father living in a different house but all receiving services together.