

CRS5 Data Submission: County Checklist for Data Accuracy and Completeness

INSTRUCTIONS: Each county may use this checklist as a guide to review CRS5 data. If you answer “No” to any of the questions below please take some time to go back through, review, and revise your data (hints to correct “No’s” are on p. 3). **It is important to correct any “No’s” below before exporting your CRS5 data to the state office.** Please keep in mind there could be other errors the checklist does not detect.

Confirm the System Configuration (see information box at the top of Main Switchboard)

- | | | |
|---|-----|----|
| 1. Is the correct database (DataDB) attached? | YES | NO |
| 2. Is the state abbreviation and 3 digit Unit ID ¹ correct? | YES | NO |
| 3. Is the Reporting Period correct? | YES | NO |
| 4. Does the Reporting Period have an end date on or before Sept. 30 th ? | YES | NO |

Make Sure CRS5 has been Updated (see information box at top of the Main Switchboard)

- | | | |
|---|-----|----|
| 5. Are you running version 5.03 dated 01/31/2007? | YES | NO |
|---|-----|----|

Preview the Adult Summary Report*

- | | | |
|---|-----|----|
| 6. On # 1a - Total # of Program Families: Is the total number of program families accurate? | YES | NO |
| 7. On # 10 - Status of Participants: Do the # completed, terminated and continuing seem accurate? | YES | NO |
| 8. On # 11 - Reasons why homemaker did not complete the program: Is there a good distribution of responses - i.e., “Other” is not the predominant response? | YES | NO |
| 9. On # 12 - Months in program, is there data - i.e., no N/A and not blank? | YES | NO |
| 10. On # 14 - Distribution of lessons taught - Completed Program: Does the number of homemakers listed under “Entry” (0 lessons) equal zero? | YES | NO |

Check the Diet Summary Report*

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|---|-----|----|
| 11. Does the # of graduates ² listed on the top right of p.1 seem accurate? | YES | NO |
| 12. On the Diet Summary Report, are there recalls from at least 90% of graduates (unless you have an approved sampling plan)? | YES | NO |

***NOTE:** *When viewing the Adult, Diet, Behavior Checklist, and Youth Summary Reports please be sure to select the appropriate reporting period and filter (where applicable) prior to previewing the report.*

¹ *FIPS codes for Unit IDs* can be found at <http://www.itl.nist.gov/fipspubs/co-codes/states.htm>

² *Number of graduates on p.1 of the Diet Summary Report includes all participants which completed both an entry and an exit recall not just those who met educational objectives*

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Check Behavior Checklist Summary Report*

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|---|-----|----|
| 13. Does the # of participants ³ listed in the left column on p.1 seem accurate? | YES | NO |
| 14. On the Behavior Checklist Report, are there checklists from at least 90% of participants (unless you have an approved sampling plan)? | YES | NO |

Verify Staff Information

- | | | |
|--|-----|----|
| 15. Are your Paraprofessional FTEs for Adult, Youth and Total accurate (view Profile Summary)? | YES | NO |
| 16. Are your Volunteer FTEs for Adult, Youth and Total accurate (view Profile Summary)? | YES | NO |
| 17. Are your staff hours accurate (click “Enter Hours” on the Staff Switchboard)? | YES | NO |
| 18. Does your Staff Status Report include only current staff? This includes staff that left mid-year | YES | NO |

Preview the Youth Summary Report

- | | | |
|--|-----|----|
| 19. On # 1 – Number of Youth Groups Reporting, is the number of groups accurate? | YES | NO |
| 20. On # 2 – Total Number of Youth, is the number of youth accurate? | YES | NO |
| 21. On # 6 (if applicable) – Impact Indicators, are the percentages accurate? | YES | NO |

Verify Interagency Cooperation Data

- | | | |
|--|-----|----|
| 22. Have you entered Interagency Cooperation data? | YES | NO |
| 23. Is the Interagency Cooperation data accurate? | YES | NO |

***NOTE:** *When viewing the Adult, Diet, Behavior Checklist, and Youth Summary Reports please be sure to select the appropriate reporting period and filter (where applicable) prior to previewing the report.*

³ *Number of participants on p.1 of the Behavior Checklist Summary Report includes all participants which completed both an entry and an exit checklist not just those who met educational objectives*

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Hints to Correct “No’s”

Please use the following as a guide as you go back through, review and revise your CRS5 data.

- Q 1 Click on “System Administration” and “DataDB”. Highlight the database you wish to attach from the list of Available DataDB’s and click “Attach”.
- Q 2-4 Click on “System Administration” and update the “System Configuration”. FIPS codes can be found at <http://www.itl.nist.gov/fipspubs/co-codes/states.htm>.
- Q 5 Go to <http://www.csrees.usda.gov/nea/food/efnep/pdf/install.pdf> and follow all of instructions to update the software. Please be sure to complete each step!
- Q 6 Review Adult Data and input missing data if Total # of Program Families does not seem accurate.
- Q 7 Review Adult Data and make sure program status is up-to-date.
- Q 8 Review Adult Data and consider alternatives if “Other” is the primary response for program participants not completing the program.
- Q 9-10 Review Adult Data and make sure exit dates and # of lessons taught are accurate and up-to-date for each program participant.
- Q 11 If you notice a discrepancy between the # of adults with both exit and entry recalls entered (regardless of program status) vs. the # showing up as participants on p.1 of the Diet Summary Report, go to <http://www.csrees.usda.gov/nea/food/efnep/pdf/install.pdf> and follow all of the instructions to update the software, particularly the section on refreshing and recalculating recalls.
- Q 12 Review Adult Data and input missing diet recalls if # of participants does not seem reasonable.
- Q 13 If you notice a discrepancy between the # of adults with both exit and entry checklists entered (regardless of program status) vs. the # showing up as graduates on p.1 of the Checklist Summary Report, go to <http://www.csrees.usda.gov/nea/food/efnep/pdf/install.pdf> and follow all of the instructions to update the software, particularly the section on refreshing checklists.
- Q 14 Review Adult Data and input missing behavior checklists data if # of graduates does not seem reasonable.
- Q 15-18 Review Staff Data - look for errors, make updates, and delete any staff that did not work during the reporting year.
- Q 19-20 Review Youth Groups and input missing data if # of youth groups reporting and total # of youth do not seem accurate.
- Q 21 Review Youth Group data and revise data if Impact Indicator data do not seem accurate.
- Q 22-23 Review the Interagency Data - Look for errors, make updates, and input any missing data.