SRS5 Data Submission:
State/Territory Checklist for Data Accuracy and Completeness

INSTRUCTIONS: This checklist was developed to help you review your SRS5 data. If you answer "No" to any of the questions below please go back through and review each unit's data and have units revise as needed. **It is important to correct any "No's" below before exporting your SRS5 data to the National office.** Please keep in mind there could be other errors the checklist does not detect. Hints to correct "No's" are on p. 3.

Verify the Database (click on System Administration from the Main Switchboard, then DataDB)

1. Did you create a new database (DataDB) for the reporting period? . . . .   YES   NO

2. Is the correct database attached (see Current DataDB)? . . . .   YES   NO

Confirm the System Configuration (click on System Administration from the Main Switchboard, then System Configuration)

3. Does your Database have the correct State and Unit ID? . . . .   YES   NO

4. Is your System Use marked as EFNEP? . . . .   YES   NO

5. Does your Database have the correct Institution and Unit Name? . . . .   YES   NO

6. Is the Reporting Period Correct? . . . .   YES   NO

7. Is your Period End date on or before Sept. 30th? . . . .   YES   NO

Import all Unit Reports – (click on Data Interchange, then Import CRS Data and then Import Status Report)

8. Do you have data from every unit? . . . .   YES   NO

9. Does every unit have the correct Unit ID? . . . .   YES   NO

10. Do all units have a status of "= File Imported"? . . . .   YES   NO

11. Is each unit listed as being imported only once (i.e., no multiple listings of units). . . . .   YES   NO

Verify the Accuracy of your Data (click on Reports from the Main Switchboard – select to view all units)

For each of the following please enter the value and rate whether or not it seems accurate.

12. View the **Adult Summary Report**. Do the following seem accurate?

#1a	_____	Total Number of Program Families (adults)	YES	NO
#6a	_____	% Pregnant	YES	NO
#10	_____	% that Completed the Program	YES	NO
#12	_____	Mean # Months in Program for those who completed it	YES	NO
#13	_____	% that had Group Instruction	YES	NO
#14	_____	# Lessons - Entry (0 lessons)	YES	NO
#14	_____	Mean # Lessons Taught	YES	NO
#17	_____	% Enrolled in one or more Food Assistance Programs at entry	YES	NO
#17	_____	% Enrolled in one or more Food Assistance Programs at exit . .	YES	NO
	_____	On the last page, # of program families by unit	YES	NO

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13. View the **Diet Summary Report.** Do the following seem accurate?

> _____ # of participants with entry/exit recalls . . . . YES   NO
> _____ On the last page, # of participants by unit . . . . YES   NO

14. View the **Behavior Checklist Summary Report.** Do the following seem accurate?

> _____ # of Participants Evaluated . . . . YES   NO
> _____ # of Additional Questions . . . . YES   NO
> _____ On the last page, # of participants by unit . . . . YES   NO

15. View the **Youth Summary Report**. Do the following seem accurate?

> #2   _____ Total # of Youth . . . . YES   NO
> #6   _____ # of Impact Indicators Evaluated . . . . YES   NO
> _____ On the last page (at the very bottom), # of youth by unit . . . . YES   NO

16. View the **Paraprofessional Summary Report**. Do the following seem accurate?

> #1   _____ Total # of Paraprofessionals . . . . YES   NO
> #2   _____ EFNEP FTE (Adult + Youth) . . . . YES   NO
> _____ On the last page, # of paraprofessionals by unit . . . . YES   NO

17. View the **Volunteer Summary Report**. Do the following values accurate?

> #1   _____ Total # of Volunteers . . . . YES   NO
> #2   _____ EFNEP FTE (Adult + Youth) . . . . YES   NO
> _____ On the last page, # of volunteers by unit . . . . YES   NO

18. View the **Interagency Cooperation Report**. Do the following seem accurate?

> _____ # of WIC offices served . . . . YES   NO
> _____ # of FSNE office served. . . . . YES   NO
> _____ Values for Grant, Contribution and Other Dollars . . . . YES   NO

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Fix any "No's" ("No's" indicate errors – you need to review your data)

19. Please use the following as a guide as you go back through, review and help your units revise their data

Q 1-2   From the Main Switchboard click on System Administration and DataDB to create a new database or to attach the correct one. See Section 2 of the SRS5 User Manual for instructions on Creating a New Database (2.1.1), Attaching an Existing Database (2.1.2), and Starting a New Reporting Period (2.4).

Q 3-7   From the Main Switchboard click on System Administration and System Configuration and update your Information. See Section 2.2 of the SRS5 User Manual for additional details.

Q 8-11   From the Main Switchboard click on Data Interchange and Import CRS Data. Review the status of each unit's database. If the unit has a status of:

- = File Imported, the unit has been successfully imported. Use the "Remove Import" button to remove any duplicate or incorrect data from your database.
- + Have Newer File to Import, the data needs to be imported. Highlight the database and click on import.
- – No File to Import, the unit is listed but there is no export file saved in the Import folder of the current SRS5 database. Determine whether this unit should have data. If it should, locate the CRS5 export file, save it to the Import folder of the current SRS5 database, and import the data. If the unit should not be listed, use the "Delete Unit" button to permanently delete the unit from the list*.
- X Cannot Import, the unit cannot be imported because the CRS5 and SRS5 system configuration information do not match. Highlight the database and click on the red exclamation point. Check the State, Period Begin, Period End, Program Name, and Institution. If there are differences between the CRS5 and SRS5 system configuration information, notify the unit to update and resend their data.

See Section 9.3 of the SRS5 User Manual for additional information on Importing (9.3.3), Removing Imports (9.3.3.1), and Deleting Units (9.3.3.2).

Note: The "Delete Unit" button will only work if the unit has a status of "– No File to Import" or if the unit's CRS5 export file has been deleted from Import folder of the current SRS5 database.

Q 12-18   Review each unit's data more thoroughly and identify errors. Use Browse screens to quickly review key data points by unit. You can also preview summary reports by one or more unit. Instruct any unit with errors to revise their CRS5 data and re-export it to you.

Export your SRS5 Data to the Federal Office: SRS5 data should only be exported to the Federal office after all of the red "No's" are corrected and you are confident your data is accurate and complete. For detailed export instructions see Section 9.2 of the SRS5 User Manual. Exporting to the secure FTP (File Transfer Protocol) server is the preferred method of submission. If you have any questions please send an email to crs-help@lyris.csrees.usda.gov.