

PRIME Data Validation Checklist

Signoff Process:

- The programming was completed based on specifications received from SNI. The programming is tested by IT for technical design. Before the data can be used for official purposes, the Metric Steward needs to validate the data and report results prior to sign off.
- Please use this check list to document the validation process and your findings for each measure and save the file in the PRIME team site on iSite in the PRIME Evidence -> PRIME Data Validation folder with the following naming convention <Measure Name> + <Metric Steward>.doc. Please also save the excel spreadsheet containing the MRNs reviewed in the same folder with the same file name.
- After saving the file, please email Leslie.Ocang@hsd.cccounty.us to notify her if issues were found or that the validation has been signed off.

Measure Name: _____

Project Name: _____

	Quality Assurance Requirements	Reviewer Notes	Report Writer Notes
1	Review 20 charts at a minimum using data from the most recent complete month. Use random function in Excel to select the charts to review. If issues found, report to IT. Else, continue to review at least 50 charts. If 50 consecutive charts have zero issues, then sign off.		
2	Confirm report matches inclusion/exclusion criteria.		
3	Confirm all appropriate data sources and workflows have been used (e.g. billing, claims, problem list, visit diagnosis, flowsheets, external data source, etc.)		

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4	Review data dictionary and confirm the fields listed are the ones being used in the report.		
5	Does the title and description of the report easily convey to other staff what the report does?		
6	Are the column headers easy to understand?		
7	Review the Disparities Over Time sheet to confirm there are no unexpected variations in the data.		
8	Other		

Signoff:

Numerator Count:	Denominator Count:	Reviewed data for Month/Year:
REVIEWED BY:		Date Signed off: