

## Supervision and Treatment Services for Juveniles Program (STSJP) Data Accuracy & Consistency Checklists

The following checklists are provided to facilitate an assessment of data accuracy and consistency prior to submission of the *County Summary Sheet*. They are intended to help localities identify potential errors in their *Provider Roster* and *County Summary Sheet* data. Please complete these checklists each reporting period prior to submission of your *County Summary Sheet*.

### **Provider Roster**

**Directions:** Complete the following checklist for each *Provider Roster* received during the reporting period. If you answer YES to any of the questions, please follow up with the provider and make any necessary changes before transferring data from the "For County Reference" section to the *County Summary Sheet*.

- Youth should be counted as Raise the Age (RTA) if they received services in a program that is listed on:
  - (1) the county's approved *STSJP Plan* for the year AND
  - (2) the approved *Department of Budget RTA Fiscal Comprehensive Plan*.Following these guidelines, please check whether any youth were recorded in the **WRONG Provider Roster**.
  - Were RTA youth recorded in the *Non-RTA Provider Roster* (blue)?  **YES**  **NO**.
  - Were Non-RTA youth recorded in the *RTA Provider Roster* (orange)?  **YES**  **NO**.
  - If yes to either item (or both), the youth will need to be removed from the incorrect roster and reentered into the correct roster.
  
- Did the provider enter data into a roster that was created for a different reporting period?  
 **YES**  **NO**. If yes, please note the following:
  - Provider Rosters for the reporting period 10/1/2018 to 3/31/2019 and beyond show the reporting period dates at the top of each tab in the Excel document. New rosters are created and sent out each reporting period. Using the wrong roster will result in incorrect data being reported, because rosters have dates set "behind the scenes" to grey out certain cells and automatically calculate certain values (e.g., length of stay and ALOS). If the wrong roster was used, data must be reentered into the correct version. First, check the OCFS website ([https://ocfs.ny.gov/main/jj\\_reform/webinar.asp](https://ocfs.ny.gov/main/jj_reform/webinar.asp)) for the current roster. If the version you need is not there, e-mail [OCFS.SM.STSJP@ocfs.ny.gov](mailto:OCFS.SM.STSJP@ocfs.ny.gov) to obtain a copy.
  
- If the Provider entered data onto the Prevention, Early Intervention, PINS\_ATD\_ATPDP, and/or ATP tabs in the traditional STSJP file (blue), was the FSS indicator question on row 8 left blank?  
 **YES**  **NO**. If yes, check the STSJP County Plan for the approved Program Type, and confirm accuracy with the provider.
  
- Did the provider enter data for youth who were NOT served during the reporting period?  
 **YES**  **NO**. If yes, please note the following:
  - Data should only be entered for youth served one or more days during the reporting period. For example, the provider should have included youth with the following program start and end dates for the 10/1/17 – 3/31/18 reporting period:

<u>Program Start Date</u>	<u>Program End Date</u>
10/15/17	11/25/17
3/31/18	4/15/18
9/15/17	4/8/18
9/7/17	10/1/17
  - However, the provider should NOT have included youth with the following dates:

<u>Program Start Date</u>	<u>Program End Date</u>
9/7/17	9/28/17
4/15/18	6/2/18

- Did the provider enter data into a greyed-out cell?  **YES**  **NO**. If yes, please note the following:
  - The *Provider Roster* was designed to collect outcome information for youth released during the reporting period (e.g., 10/1/17 – 3/31/18). If a youth is still in the program or was released after the end of the reporting period, all outcome-related cells grey out to indicate that data should not be entered. Outcomes will be collected for these youth during a later reporting period when they are released. Check that the year of the “Program End Date” was entered correctly before clearing any data entered into a greyed-out cell (right click > Clear Contents).
  
- Did the provider leave cells blank?  **YES**  **NO**. If yes, please note the following:
  - No cells should be left blank unless they are greyed out. If information is unknown or not currently collected, the “Unknown” or “Info Not Collected” pull-down options should be selected.
  
- Did the provider paste or type data into the sheet rather than using the pull-down menus?  
 **YES**  **NO**. If yes, please note the following:
  - Formulas used to calculate items (e.g., # Hispanic) in the “For County Reference” section may not work if the provider failed to use the pull-down menus. Results should be reviewed carefully before transferring data from the “For County Reference” section to the *County Summary Sheet*. For example, if it looks like the provider pasted or typed data into the “Ethnicity” column, you should compare the number of Hispanic, Non-Hispanic and unknown that appear in the “Ethnicity” column to the “# Hispanic,” “# Non-Hispanic” and “# Unknown” reported in the “For County Reference” section. These numbers should match.

### **County Summary Sheet**

**Directions:** After transferring data from the “For County Reference” section of each *Provider Roster* received during the reporting period, complete the following checklist. If you answer YES to any of the questions, please revise your *County Summary Sheet* as necessary before submission.

- It is important that data on RTA youth, tracked in the *RTA Provider Rosters* (orange), make it into the *RTA County Summary Sheets* (orange). And, that data on the Non-RTA youth, tracked in the *Non-RTA Provider Rosters* (blue), make it into the *Non-RTA County Summary Sheets* (blue). Please check for any instances where data may have been transferred from a *Provider Roster* into the WRONG version of the *County Summary Sheet*.
  - Were data from an *RTA Provider Roster* (orange) recorded in the *Non-RTA County Summary Sheet* (blue)?  **YES**  **NO**.
  - Were data from a *Non-RTA Provider Roster* (blue) recorded in the *RTA County Summary Sheet* (orange)?  **YES**  **NO**.
  - If yes to either item (or both), the data will need to be removed from the incorrect summary sheet and reentered into the correct summary sheet.
  
- Was the Family Support Service question left blank (Column D of the traditional file)?  **YES**  **NO**  
If yes, please check the *Provider Roster* (row 8) for the response. If no response was given, check the STSJP County Plan for the approved Program Type, and confirm accuracy with the provider.
  
- Do data appear in any greyed-out cells?  **YES**  **NO**. If yes, please note the following:
  - Cells that are not applicable grey out after selecting a “Program Type” (Column C) from the pull-down menu. No data should be entered into a greyed-out cell.
  
- Are any cells blank?  **YES**  **NO**. If yes, please note the following:
  - No cells should be left blank unless they are greyed out. For example, if a program served zero Native Americans/Alaskans during the reporting period, a zero (0) should be entered in Column Y (“# Native American/Alaskan”). It should not be left blank.
  
- Did you manually enter any program types into Column C, rather than using the pull-down menu?  
 **YES**  **NO**. If yes, please note the following:
  - “Program Type” should be selected from the pull-down menu. Do not type or paste into Column

C. Simply select one of the provided program types. If you are not sure which option to select, send an e-mail to [OCFS.SM.STSJP@ocfs.ny.gov](mailto:OCFS.SM.STSJP@ocfs.ny.gov) for guidance.

- Add Columns I through K (“# Male” + “# Female” + “# Unknown” = \_\_\_\_\_), is your total more or less than the Total # Youth Served (Column G)?  **YES**  **NO**. If yes, please note the following:
  - The sum of Columns H through J should equal the “Total # Youth Served.” If not, there was an error in copying the data over from the “For County Reference” section of the *Provider Roster*, the provider did not complete all necessary cells, and/or the formulas in the “For County Reference” section did not work properly. If the formulas did not work, the provider likely pasted or typed data into the *Provider Roster* rather than using the pull-down menus.
- Do any of the averages presented in Column L (“Average Age at Enrollment”) seem nonsensical (e.g., 45 years)?  **YES**  **NO**. If yes:
  - “Age at Enrollment” in the *Provider Roster* is set to calculate automatically once “Date of Birth” (Column E) and “Program Start Date” (Column S) have been entered. Check “Date of Birth” and “Program Start Date” to see if dates were entered incorrectly. Fixing any incorrect dates should resolve the problem.
- Add columns M through R (#13 and under + #14 + #15 + #16 + #17 + #18 and older = \_\_\_\_). Is your total more or less than the “Total # Youth Served” (Column G)?  **YES**  **NO**. If yes, please note the following:
  - The sum of Columns M through R should equal the “Total # Youth Served.” If not, there was an error in copying the data over from the “For County Reference” section of the *Provider Roster*, the provider may have skipped entering a “Date of Birth” (Column E) and/or a “Program Start Date” (Column S), and/or the formulas in the “For County Reference” section did not work properly. If the formulas did not work, e-mail [OCFS.SM.STSJP@ocfs.ny.gov](mailto:OCFS.SM.STSJP@ocfs.ny.gov) for guidance.
- Add Columns S through U (“# Hispanic” + “# Non-Hispanic” + “# Unknown” = \_\_\_\_\_), is your total more or less than the “Total # Youth Served” (Column H)?  **YES**  **NO**. If yes, please note the following:
  - The sum of Columns S through U should equal the “Total # Youth Served.” If not, there was an error in copying the data over from the “For County Reference” section of the *Provider Roster*, the provider did not complete all necessary cells, and/or the formulas in the “For County Reference” section did not work properly. If the formulas did not work, the provider likely pasted or typed data into the *Provider Roster* rather than using the pull-down menus.
- Add Columns V through AA (“# Black/African American” through “# Unknown”), is your total less than the “Total # Youth Served” (Column H)?  **YES**  **NO**. If yes, please note the following:
  - Multiple race selections are possible, so the sum of Columns V through AA may be higher than the “Total # Youth Served,” but it should NOT be lower. If it is lower, there was an error in copying the data over from the “For County Reference” section of the *Provider Roster*, the provider did not complete all necessary cells, and/or the formulas in the “For County Reference” section did not work properly. In order for “unknown” race to be counted, all options must have a response selected. If the formulas did not work, the provider likely pasted or typed data into the *Provider Roster* rather than using the pull-down menus.
- Is the “Total # Youth Released” (Column AB) greater than the “Total # Youth Served” (Column H)?  **YES**  **NO**. If yes, please note the following:
  - Column AB should never be greater than Column H, since all youth released during the period must have been served. If Column AB is greater than Column H, an error was likely made when copying data over from the “For County Reference” section of the *Provider Roster*.
- Do any of the averages presented in Column AF (“Average LOS”) seem nonsensical (e.g., 900 days)?  **YES**  **NO**. If yes:
  - Confirm accuracy with the provider.

- With the exception of Column AF, are any of the numbers entered into Columns AC through AP (i.e., the outcome columns) greater than the “Total # Youth Released” (Column AB)?  
 **YES**  **NO**. If yes, please note the following:
  - The provider likely entered outcome data for youth who were NOT released during the reporting period. As mentioned above, we are only collecting outcome information for released youth; therefore, the number of youth who experienced an outcome should never be greater than the total number of youth released. Double check the *Provider Roster*; any data entered into a greyed-out cell should be cleared (right click > Clear Contents).