Attachment B

Consumer Tracking and Data Collection System Review Format

Name of Reviewer: _____

Date of Review: _____

Complete this form to verify compliance with data collection requirements of the NYS ACCES-VR CIL Standards, Part 2: Instructions for Direct Services and Statistical Report and to determine that service data is being maintained in a timely and thorough manner and is being accurately and consistently recorded in the data management system.

Name of CIL: _____

Staff member(s) responsible for data management:

Name _____   Title _____

Name _____   Title _____

Name _____   Title _____

Check Yes or No for questions 1 to 13

1. The CIL has written data management policies and procedures:

_____ Yes _____ No

2. The CIL has internal forms for consumer tracking and data collection:

_____ Yes _____ No

3. The CIL uses a computerized consumer data management system:

_____ Yes _____ No

If yes, name of computer software _____

The CIL maintains information for the following data categories:

4. The CIL maintains a database or log that provides an unduplicated count of demographic data for all consumers with disabilities with a Consumer Service Record (CSR) and updates age, education status and employment status annually.

_____ Yes _____ No

5. The CIL maintains a database or log that provides for each disability category an unduplicated count of disability data for all consumers with disabilities with and without a CSR. The same consumer can select more than one disability category.

        _____ Yes _____ No

6. The CIL maintains a database or log that provides an unduplicated count of total people with disabilities (PWD) served that contains new CSRs started since October 1 of the report year, consumers with a CSR served during prior reporting years who return for services in the report year, and Information and Referral (I&R) consumers who are PWD that includes name, county of residence and type of disability.

        _____ Yes _____ No

7. The CIL maintains a database or log that provides an unduplicated count of family members/significant others served that includes names, addresses, phone numbers, service data and other pertinent documentation.

        _____ Yes _____ No

8. The CIL maintains a database or log that provides an unduplicated count of other non-disabled persons served including personnel from businesses/agencies that includes names, addresses, phone numbers, service data and other pertinent documentation.

        _____ Yes _____ No

9. The CIL maintains a database or log that provides an unduplicated count of businesses/agencies served that includes names, addresses, phone numbers, service data and other pertinent documentation.

        _____ Yes _____ No

10. The CIL maintains a database or log that provides an unduplicated count of consumers served in each individual service area. The same consumer can be counted in more than one service area.

        _____ Yes _____ No

11. The CIL maintains a database or log that provides an unduplicated count of consumers receiving Information and Referral (I&R) service that includes for a person with a disability the name, county of residence and type of disability and for a person without a disability only the name.

        _____ Yes _____ No

12. The CIL maintains a database or log that provides an unduplicated count of consumers served with ACCES-VR funds, with funds from sources other than ACCES-VR and with both ACCES-VR funds and other funds in the following categories: People With Disabilities (PWD); Family Members/Significant Others; and Other Non-disabled.

_____ Yes _____ No

13. The CIL maintains a database or log that provides an unduplicated count of the number of consumers in each county served with ACCES-VR funds, with funds from sources other than ACCES-VR and with both ACCES-VR funds and other funds.

_____ Yes _____ No

14. To verify the CIL is able to produce accurate and reliable data, sample consumer lists are to be provided that are drawn from each section of the data report being reviewed for comparison to the data reported. The lists would be in the following data report areas:

I.   Demographic Data for People with CSRs - two categories to be determined
II.   Disability Data - one category to be determined
III. Total People Served During Year - A. People With Disabilities (PWD)
IV. Individual services - two categories to be determined

General Comments: