

REQUIRED DATA VERIFICATION PROCEDURES

THURSDAY, OCTOBER 02, 2008

Run Required Data Report
(minimum weekly; daily preferred)

Does the first record in the list have a notation in the Count Comments field that is dated 08.01.08 or later AND indicates record is acceptable as it appears?

Yes

Nothing further needs to be done with this record; this comment is considered to be current.

No

Research the record.
Are the data correct?

Yes

Enter the following information in the child's demographic record in the Count Comments field, most current comments on top:
child's demographic record:
- date research occurred
- initials of data entry person completing the research
- brief statement

Example:
09.03.08 MMT grade and age correct per Sarah.

No

Correct the data. No notation necessary because data will no longer show up on report.

Yes

Is there any record in the Required Data Report in which the Count Comments field does *not* have a date of 08.0.08 or later AND indicates the record is acceptable as it appears?

No

Congratulations!
You are finished with the Required Data Report until the report needs to be run again!