

# Required Data Verification Report Procedures

1. Run the report once a week or daily (preferred).
2. If a record doesn't have a comment dated 08.01.08 or later AND indicates the record is acceptable as it appears, research it.
  - If the record is in error, correct it.
  - If a record is not an error and the data will remain unchanged, enter the following information in the Count Comments field on the child's demographic record:
    - < Date research occurred.
    - < Initials of data entry person completing the research.
    - < Brief statement.
    - < Example: 09.03.08 MMT LRE correct per Sarah.
3. Enter the most recent comments at the top of the Count Comments field.
4. When an AEA certifies the count, if any records appear on your required data report, they need to:
  - > Have been researched
  - > Contain count comments in child demographic dated 08.01.08 or after or after AND indicate the record is acceptable as it appears.

**In short, any record remaining in the Required Data Report should be:**

- **correct**
- AND**
- **current**