

Community Check Box Data Entry Review Process

Overview

The University of Kansas and IDPH will provide review of each county's Community Check Box data entry on a monthly basis. The results of the review will be provided to each County Grant Coordinator via email.

Data Entry Timeframe

Even though County Grant Coordinators are expected to be entering data on a weekly basis, all entries for each month need to be completed by the last business day of each month. For example, all of May's entries should be completed by the close of business by May 31.

Review Document

The review report for all entries will be provided to County Grant Coordinators via an Excelspreadsheet. This spreadsheet is broken out into three tabs:

The **first tab** of the document titled "Cover Page" shows the percentage of agreement between how the Coordinator coded the entries and how the reviewers felt the entries should be coded.

The **second tab** titled "Score Sheet Data" is where all of the reviews are located. Code 1 is how the SIPDO Coordinator coded the entry. Code 2 are the codes from the reviewers. The reviewers will also provide comments for the Coordinator to review. If there are discrepancies between what the Coordinator coded in Code 1 and what the reviewers coded in Code 2, the SIPDO Coordinator is expected make revisions based on Code 2.

The **third tab** is titled "Agreement Summary 1" and is an overview of the agreement between the Coordinator and reviewer.

Review Timeframe

The review report will be provided to each County Grant Coordinator via email by the 15th of the month following the month that is reviewed. For example, County Grant Coordinators would receive the review report for May's entries by June 15. If the 15th falls on a weekend, the review report will be provided on preceding Friday.

Data Entry Corrections

All revisions that are listed on the review report need to be made in the Community Check Box and not on the Excel spreadsheet as the entries will not be transferred into the Community Check Box from that document. In order to change an existing Community Check Box entry, go into the Community Check Box site, click on the “View Accomplishments” button and then click “Edit” next to the entry you wish to change. Make the needed changes and click “Save.”

Correction Timeframe

After receiving the review report, County Grant Coordinators will have until the end of that month to correct any entries that have errors. So, if the Excel spreadsheet is provided to the SIPDOCoordinator on May 15 for April’s entries, the Coordinator would have until May 31 to make any corrections.