

Summary of Changes to the Data Quality Manual Effective 10/1/2019

**Anything in light blue text is a change that has been added to the Data Quality Manual*

***Additional Roster Services and Calendar updates to the Data Quality Manual will be rolled out in the beginning of FY20*

Section F: Episodes

- Updated Episode Definition.
 - An episode is a period of time in which a participant is enrolled in a program or receiving services.

Section I: Definition and Guidelines

Household/ Family

- Number 2
 - Annual gross income as defined by the United States Census Bureau
- Number 6
 - Household records should only be deleted in instances where they were entered in error or where active household records have been duplicated, **or when no members remain in the household**
- Household Address 1, Address 2, City and ZIP Code (GEMS)
 - **Address Legally Restricted**
 - **In Address 1 enter “2”**
 - **Select “Address Legally Restricted” for City and ZIP code**
- Number of Adults / Adults in Household
 - For the Adults in Household field, the total number of adults (18 or older) who reside in the same physical location should be entered. If the adult participant resides in a group home or shelter with no other family members, the number of adults in household should be indicated as “1”. In this situation the number of youth in household would be “0”. If the adult participant resides in a group home or shelter **with other family members**, the actual number of adult family members in the temporary housing situation should be entered. If a child or children reside in a foster home, enter the number of adults in that foster home.
- Number of Minor Children / Children in Household
 - For the Children in Household field, the total number of children (under 18) who reside in the same physical location should be entered. If the youth participant resides in a group home or shelter with no other family members, the number of children in household should be indicated as “1”. In this situation the number of adults in household would be “0”. If the participant resides in a group home or shelter **with other family members**, the actual number of youth family members in the temporary housing situation should be entered. If a child resides in a foster home, then enter the current number of children in the foster home.

- Household Income Refused/ Unknown (GEMS)
 - If Refused/Unknown is selected, the case file should document why the information was not able to be obtained. If Refused/Unknown is selected in GEMS, then the Household Income field should be empty. **If a child resides in foster care or a group home this field should be selected.**
- Household Income
 - Household Income is a required field in GEMS. This item refers to the total annual gross income of all members living in the same physical location before taxes. This information is typically used to determine Federal Poverty Level (FPL). The exact annual gross Household Income amount is required. If income is refused or **unknown or a child resides in foster care or a group home** a \$0 should **NOT** be entered into the income field, **instead** the income unknown check-box should be selected.

Participant / Member Fields

- Number 3
 - Participant records should only be deleted in instances where they were entered in error, where active participant records have been duplicated, **or if a service was never rendered.**
- Sex*
 - **Based on the biological attributes of men and women (chromosomes, anatomy, hormones)**
***Definition from the United States Census Bureau**
 - **Male**
 - **Female**
- Gender*
 - ***Definitions from** <https://www.genderspectrum.org/the-language-of-gender/>
 - The participant's identified gender
 - **Male**
 - **Female**
 - **Trans Male: An individual who was assigned a female sex at birth and has a male gender identity**
 - **Trans Female: An individual who was assigned a male sex at birth and has a female gender identity**
 - **Gender Non-Conforming: An umbrella term for gender identities that are not exclusively masculine or feminine**
- Written Statement of Purpose
 - Use this field to identify if a signed copy of the Written Statement of Purpose for collecting Social Security Numbers has been signed and is included in the participant case file. If the participant rescinds the form at any point after it has been originally signed, the Written Statement of Purpose field should be updated to "No" and the Social Security Number field should be updated to "999999999". A record of the form being rescinded should be included in the participant case file. **However, it is possible that JWB may have already relied on this approval before it receives notice of my withdrawal and that JWB may have already taken action based on the approval. Historical information previously reported to JWB will not be deleted.**
- Race

- **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia.
- **Black or African American** - A person having origins in any of the black racial groups of Africa. “Haitian” can be used in addition to “Black or African American.”
- **Multiracial** - Participant reports belonging to more than one race
- **Native Hawaiian** - A person having origins in any of the original peoples of Hawaii
- **Other Asian (Hmong, Laotian, Thai, Pakistani, Cambodian, etc.)** - Participant is an Asian other than the options provided
- **Other Pacific Islander (Fijian, Tongan, etc.)** - Participant is a Pacific Islander other than the options provided
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Grade**
 - This field is available under the Child tab in GEMS and represents the current grade in which the child is enrolled. **For summer programing it reflects the grade the child will be entering for the upcoming school year. If the episode remains open this information should be updated as the child progresses through school.** Select the appropriate description from the dropdown list. The following items have specific definitions.
- **Program Site**
 - Program Site is a mandatory field in GEMS. The program site reflects where the participant currently receives services. **The program site list defaults to the first site in the list if a program has more than one site.** This field should be updated if the participant’s program site changes.
- **Participant Address 1, Address 2, City and ZIP code**
 - **Address Legally Restricted**
 - **In Address 1 enter “2”**
 - **Select “Address Legally Restricted” for City and ZIP code**