

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

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

Section H: Program Services / Attendance

1. A service must be entered for all participants to identify the individual and group or program-wide service for which the participant is engaged. In GEMS, services can be entered as a range service with start and end dates, or as roster services which are dates of individual service interactions. Specific services are entered as either range or roster. Services will be defined in the programs' GEMS Scope of Work Report. Providers who upload data to JWB through SharePoint, SFTP, or other secure portal must follow the JWB Data Upload Guidelines for services and/or attendance data.

Roster Entry Timeline

All roster entries should be entered as soon as possible. A timeline for data entry should be documented in the Agency's Data Collection, Entry, and Quality Plan. JWB recommends that data should be entered within two weeks.

Calendar Guidelines

- a. Calendars should be set up prior to the beginning of the Fiscal Year.
- b. Changes to the calendar are allowed during the fiscal year (i.e. Hurricane Day), however please note that changes to the calendar will impact any attendance that has already been entered (i.e. closing a day where attendance has been entered will delete those attendance days).
- c. Calendars should be set up at the most specific level as appropriate for your sites, services, and days open. This should be discussed with your evaluator.
- d. There should be no gaps in Calendars. A program can have multiple calendars, however all closed days should be marked on the calendar. The calendar(s) should be continuous, for instance, if your program calendar runs to the end of the school year and another calendar starts for your summer program, your school year calendar should reflect the week that the program is closed between the end of the school year and the beginning of summer programming. The summer program calendar will begin on the first day of programming.

Program Site Assignment Guidelines

- a. All participants are required to have a site assignment.
- b. As participants move to a new site, the existing site must be closed before they are opened in a new site. Within an Open Episode, there should be no gaps in site assignments. The new site open date should be the very next day, regardless of attendance.

Roster Services Guidelines

- a. The ability to use the Excused Absences and Unexcused Absences function within Roster Services must be approved and enabled by the Evaluator. Not all programs use this function.
- b. All excused absences must be noted in the participant file. The following absences are considered **excused**:
 - Medical – need to note in the file an excused absence, more than 5 days medical note
 - Documented extended learning – letter from school with length and days student would be attending the program

- Court order
 - Bereavement (immediate family member)
 - Religious holidays
- c. The following absences are considered **unexcused**:
- Sports
 - Vacations
 - Unknown
- d. Participation Periods- are used only when roster services are provided for part of an episode. This feature can only be used if it is approved and enabled by your Evaluator.
2. See the JWB Financial Guidelines on JWB’s website for rules regarding reimbursements that are tied to units of service, <https://www.jwbpinellas.org/wp-content/uploads/2018/06/JWB-Financial-Policies-and-Procedures-for-Funded-Programs-Effective-10.1.18.pdf>

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**