

# Summary of Changes to the Data Quality Manual

## Effective 10/1/2020

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

### Section A: Definitions

Adult: a participant who is eighteen years of age or older or who is receiving the services of an adult, i.e. participants under eighteen years of age and currently pregnant or a teen parent and receiving the services of an adult.

Agency: 501©3 organization, government entity, or institute for higher learning that receives funding from JWB.

Agency Household ID (GEMS): a provider defined household or family ID for the case.

Agency Member ID: a provider-defined member or person ID for the participant.

Carry Over: a participant whose episode date begins in one JWB fiscal year (10/1—9/30) and active services continue into the next JWB fiscal year.

Child: a participant who is under the age of eighteen at time of intake or someone who is eighteen or older but receiving school-based services.

Close Date: the last date the participant received services.

Date of Birth: the legal date a participant was born.

Episode: a period of time in which a participant is enrolled in a program or receiving services.

Excused Absence:

- 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

Gender Non-Conforming: an umbrella term for gender identities that are not exclusively masculine or feminine.

Grants Evaluation and Management System (GEMS): provided by Mosaic Network is the primary data collection system used by JWB. This web-based data collection system allows entry and reporting on programmatic and financial information for JWB and its funded agencies.

Head of Household: the member of the household who contributes more than half of the household's income or makes most of the household decisions.

Household: includes all people who occupy a housing unit.

Household ID (GEMS): Automatically generate ID used to identify the Household or Family to which a participant belongs.

Household Income: refers to the total annual gross income of all members living in the same physical location before taxes.

Milestones: program-specific questions that can be setup on the individual or program-wide level. A milestone is a single question such as— "Did this child meet the Developmental Goals?" These questions can have a met/not met or numeric response.

Participant: a recipient of program services in a JWB funded program who resides in Pinellas County and to whom one of the following applies: the participant is under the age of 18 or, the participant is eighteen or older and receives services in a JWB funded school-based program or, the participant is eighteen or older and is the parent or guardian of a child under the age of eighteen or, regardless of age, the participant is an expectant parent.

Participation Periods: the time in which a participant is actively receiving roster services.

Performance Measure: this is a contractual metric that determines if a program is meeting intended goals.

Program: A group of services performed by an agency with a set of related measures or activities containing long term goals.

Program Enrollment: is the date the participant becomes active in the program.

Program-wide service: an activity delivered to a group of participants or individual services reported in aggregate.

Range Services: program specific predefined activity that has just one start date and one end date.

Relationship to Head of Household: how a participant is related to the head of household in which they reside whether or not the head of household is receiving services.

Roster Services: a program specific predefined activity that is collected as the service is received and indicates dates of individual service interactions.

Scope of Work: The GEMS profile provides detail of the program's setup including the Services, Milestones, Surveys, and Targets that are assigned to the program.

Secured File Transfer Protocol (SFTP) Sites: used as repositories for data files when a Provider is excused from entering data into GEMS in lieu of a data export from their primary data system.

Service: as face-to-face service or correspondence between a provider and participant through direct phone, voice contact, email, text message, virtual programing, or telehealth but does not include a one-way correspondence from the provider to a participant (voice mail, email, or

written contact). It is also a program-specific predefined activity that can be selected at either the individual level or the program level.

Sex: based on the biological attributes of men and women (chromosomes, anatomy, hormones).

Surveys: program-specific questions that can be setup on the individual or program-wide level. A survey can contain multiple questions and can be Pre- and Post-Test data or multiple survey administration points.

Unexcused Absence: Absences that are not inclusive of the previously defined excused absence. This includes:

- Sports
- Vacations
- Unknown

Targets: a goal that is based on data input into Services, Milestones, or Surveys. For example, a target measuring the unique number of individuals served is based off the youth development service. This would be entered for each participant.

Trans Female: an individual who was assigned male sex at birth and has a female gender identity.

Trans Male: an individual who was assigned a female sex at birth and has a male gender identity.

## Section C: Data Security

4. Social Security Numbers (SSN) are no longer a required field in GEMS

## Section G: Episodes

7. If a program is no longer funded by JWB, all participant episodes must be closed and the close date must reflect either the last date of service or funding end date, whichever occurred first. [This shall be done by the Provider before their final reimbursement.](#)

## Section: Guidelines

Social Security Number (SSN) section removed.

Written Statement of Purpose section removed.

### Close Date

The last date the participant received services. Service is defined as face-to-face service, direct phone, voice contact, [or telehealth](#) but does not include voice mail, email, or written contact.