

Summary of Changes to the Data Quality Manual

Effective 1/10/2021

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

Section A: Definitions

Absence: a participant who is not present in the scheduled program time at least one half of the program time shall be counted absent from that program. To be counted present for the program on a day in which the program is scheduled, a participant must be in attendance for at least one half of the scheduled program time that day.

Excused Absence: a participant must be in the program unless the absence has been permitted or excused for one of the reasons listed below.

- 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
- Work