



Internal data review routine template

This template helps coordinators create a simple, consistent routine for reviewing data so issues can be identified and fixed early. By focusing on a few key checks each week, you can reduce missing or incorrect data and improve report accuracy. The use of this template is optional; however, we strongly recommend using it to build data quality skills.

When will I review my data? Choose a consistent day and time.

Day:

Time:

How long:

(15-30 minutes recommended)

What data will I review each time? Check all that apply.

- New intakes
- Referrals
- Visits completed that week
- Other:
- Assessments

What are my three key checks? Try to keep it simple. For example, recent visits entered. It might be helpful to think about your last data quality check-in and where goals were not met.

1.

2.

3.