Data Collection CINS/FINS

## Purpose: The intent of this policy is to ensure compliance with Florida Network data collection requirements for CINS/FINS programs other funding sources and accreditation.

**Policy:** CDS staff will gather information about youth and families served by Interface Youth Program (from intake forms, service provision tallies, referral sheets, contact sheets, intake and service summary forms) which may be used to evaluate the program, to plan for new and/or revised programming, to justify funding requests, and to provide information to interested community members.

**Procedure and/or Process:**

Information is collected and compiled monthly from the above-mentioned forms; quarterly and yearly reports are compiled from current data. Data collection is monitored by designated staff who solicits assistance of other staff as needed. Compiled program data and other data (state and regional) are located in a shared drive folder on the server and are available to staff for reference ­on request of community members and/or as staff interest arises.

Staff Responsibility

The data collectors coordinate the collection process **-**soliciting assistance, monitoring collection efforts, and preparing reports monthly, quarterly, and annually. All staff records all participant-related information on the service provision tally, intake forms, referral sheets, progress notes and contact sheets. Incomplete files and sheets will be rerouted to responsible staff for completion.

**Performance Measures**

Various performance measures apply to the grant that CDS must maintain and report to the Florida Network of Youth and Family Services (FNYSF) that then summarizes the information on a monthly basis. The key performance measurements are:

* Care Days (Bed Nights) – entered into NETMIS (the database used by FNYFS) and must be updated within 72 hours. Date and time must be entered for intake/disposition (done by shelter administrative assistants). Youth receives a FL # that signifies they are entered.
* Number of non-residential youth served 30/60 day follow-ups – required to follow-up in the window of 20-40 days and 50-70 days respectively (10 days on either side of 30/60 days) with the youth.

The FNYFS performance report is reviewed monthly by data entry staff in each region, regional directors and residential supervisors, COO, and CEO.

Any reoccurring issues noted at the shelters are also examined at the monthly risk assessment meetings and management will update staff on proper procedures to avoid any ongoing problems.

Internal **–** The Data Systems Department generates reports that show how CDS is performing on key contract requirements such as number of days of care and number of non-residential intakes completed. These reports are reviewed monthly by the CINS/FINS program managers as well as reports of participants admitted and discharged, unusual incidents, and participant responses to satisfaction questionnaires (semi-annual for the satisfaction questionnaires).

**CINS/FINS – invoice for payment**

The invoice is a fixed rate invoice and the Data Analyst (DA) performs a secondary review (not required) of CINS/FINS data. Actual units earned for the prior month are invoiced monthly but payment do not exceed 1/12 of the contract. Any poor performance measures noted on the FL Network monthly summaries may affect future invoices and payments.

DA does, however, perform activities designed to ensure accuracy of program data and compliance with contractual requirements as follows:

* Checks for outliers in NETMIS data such as lengths of stay over 30 days.
* Checks NETMIS for missing participant information such as missing social security number as well as missing episode of care information like missing assessments, discharge dates, psychosocial, and screenings.
* Checks for location errors such as a location not matching the selected program.
* A staff vacancy report from the Data Systems Manager (vacancies greater than 60 days because FNYFS is funding a certain number of positions); are included on the invoice.
* DA follows the Invoice Checklist for any annually required deliverables and submits these with invoice as they come due.