

Data Quality Assessment

Indicator: _____

Indicator type: Strategic Dashboard / Performance Dashboard / Other, specify _____

Time period assessed: _____

Accuracy

Single source of truth: Yes / No

If yes, conduct spot check audit at time of data entry

Comments:

Sample size: _____

% data entry errors: _____

[<5% = 1 / >5% = 0]

If no, variable discrepancy audit

Sample size: _____

% variable discrepancy: _____

[<5% = 1 / >5% = 0]

Are validation processes in place: Yes / No [Yes = 1 / No = 0]

% invalid responses: _____

[<5% = 1 / >5% = 0]

Validity

Technical definition:

Does the indicator match the technical definition: Yes / No [Yes = 1 / No = 0]

If no, what are the discrepancies:

Are there any known changes to the definition over the last 12-months: Yes / No

If yes, have changes been applied retrospectively for meaningful comparison: Yes / No / N/A

[Yes =1 / No = 0 / N/A = 1]

Reliability

Are erroneous data checks in place either at the point of data entry or prior to indicator reporting:

Yes / No [Yes = 1 / No = 0]

Timeliness

Which of the following descriptions best describes the timeliness of data entry:

Immediately [4] / Within the same shift [3] / Same day [2] / Following day [1] / Number of days after the event [0]

If data entry is best described as 'Immediately', which of the following descriptions best describes this occurrence:

All the time [3] / Most of the time [2] / Some of the time [1] / Infrequently [0] / Never [0] / N/A [0]

Which of the following descriptions best describes the process in place for the reporting of the indicator:

Automated [2] / Semi-automated [1] / Manual [0]

Which of the following descriptions best describes the timeliness of reporting of the indicator:

Same day [5] / Following day [4] / Within a week [3] / Within 2-weeks [2] / Month-end [1] / Or later [0]

Assessment of whether any historical inference has changed for the indicator since it was first reported (indicator refresh):

Are there any material changes to the conclusions drawn: Yes / No [Yes = 0 / No = 1] included for accuracy and reliability

Relevance

Is the indicator still relevant to the Trusts needs: Yes / No [Yes = 1 / No = 0]

Completeness

% completeness for the indicator:_____

[>90% = 1 / <90% = 0] included for accuracy

Data Quality Scores

Accuracy (0 – 5): _____ [>3 = Green]

Validity (0 – 2): _____ [>1 = Green]

Reliability (0 – 2): _____ [>1 = Green]

Timeliness (0 – 15): _____ [>8 = Green]

Relevance (0 – 1): _____ [>0 = Green]

Completeness (0 – 1): _____ [>0 = Green]

Areas Identified for Improvement:

Actions to be taken (include owner and timelines):

