

Understanding Data Elements To Report Accurate Data – Garbage In/Garbage Out

Ann Lynn Banton

Virginia Department for the Blind
and Vision Impaired

We Need To ACT?

- **A** = Accurate – we need to make sure that the data we are using is **Accurate**.
- **C** = Complete – we need to make sure what we are documenting tells the story and is **Complete**.
- **T** = Timely - we need to make sure the data that we are reporting is accurate, complete and **Timely**.

Why Document?

- Documentation tells the story and provides an overview of:
 - What has happened,
 - What is about to happen, and
 - What are the next steps or plans.

What Is Documentation?

- A way to organize thoughts, keep track of information and formalize ideas.
- A way to compile important data.
- A way to show case activity.
- A way to track the customer's involvement.
- A way to show how the case is moving forward.
- A way to show progress and milestones.

Why Does Documentation Matter?

If Documentation is Missing – It Did Not Happen

- Documentation shows the communication between the customer and the staff, such as informed choice.
- Documentation shows the case activities and how the case is progressing.
- Documentation provides a history and current information for others who may be working with the case.
- Documentation shows who is involved in working with the customer, i.e. internal and external services.

Who Needs To Document?

- Everyone who works with the case needs to provide documentation and keep data current.
- Remember, documentation tells the story. If everyone does not document we may not be providing ACT data.
- Documentation includes ACT data entry.
- ACT documentation of data is the FIRST step to explaining the story.

Make A Difference With ACT – Data and Documentation

- *“Alone we can do so little; together we can do so much”*

Helen Keller

- *“The next time you’re off to work, dreading the day ahead, stop yourself. Decide, just for one day, to think in a whole new way.”*

Benjamin J. Stein