Tool: Data Quality Control Checklist

This checklist will help you in evaluate the quality of the information you collect for your registry. Use it when you set up your data collection form/survey and when you review the information that patients submit. Determine the quality of the data by its accuracy, completeness, consistency, reliability, timeliness, and relevance.

Create Your Database So You Collect the Best Quality Information

Set yourself up for success by setting up a data quality review process for creating and maintaining your database and for the way you collect information.

❏ **Training**

Designate a person who is responsible for reviewing the data and assuring its quality. This person should have formal training and a maintenance program for assuring data quality.

❏ **Data Completeness**

Confirm that fields on the data collection form for data needed are designated as required. This will help prevent patients from submitting forms with incomplete data.

❏ **Data Consistency**

Compare data collected over time for consistency.

❏ **Data Quality**

Review the data on a periodic basis (e.g. monthly) to assure its quality.

Review the Information Patients Submit

Once patients have submitted their information, you will need to review it to make sure it was filled out correctly.

❏ **Validity**

Data should clearly represent the intended result. *Did the person completing the form answer the question correctly? Did you obtain an answer you expected in response to the question asked?*

❏ **Reliability**

Data should reflect consistent data collection processes and analysis methods over time.

❏ **Timeliness**

Data should be available at a specified frequency, should be current, and should be timely enough to be useful.

❏ **Precision**

Data should have a sufficient level of detail.

❏ **Integrity**

Data collection methods should minimize the risk of transcription error or data manipulation.

❏ **Common data entry errors**

  ❏ Incorrect information provided (e.g., parent/guardian/caregiver information in patient fields, patient information in parent/guardian/caregiver fields)

  ❏ Duplicate or multiple form submissions (e.g., person accidentally submits multiple forms)

  ❏ Missing information

❏ **Intended errors (false or misleading information intentionally provided)**

  ❏ Systematic problems that may be affecting the data collection process (e.g., converting addresses to the standard U.S. Postal Service format, mechanical or IT glitches)