

## **APPENDIX 4F**

### **DATA SUBMISSION AND DATA QUALITY REPORTS**

This appendix contains a Data Submission and Data Quality Report for a hypothetical PACE site participating in the SYFT. An excerpt from a Data Receipt Report is provided. As described in Chapter 4, sites participating in the SYFT received Data Submission and Data Quality Reports after all SYFT data had been received and encoded at the Research Center.

**A Project to Develop an Outcome-Based Continuous Quality Improvement  
System and Core Outcome and Comprehensive Assessment Data Set for PACE**

Systematic Field Test

**Data Submission and Data Quality Report**

**ABC PACE Site**

This Data Submission and Data Quality Report provides information on your site's COCOA-B forms encoded at the Research Center during the systematic field test (SYFT) phase of the project (May-November 2003). Data submitted to the Research Center without valid consent and/or HIPAA authorization were destroyed and therefore do not appear on this report. The report is divided into three sections. The first section contains summary information on the number of SYFT COCOA-B forms encoded for your site at the Research Center, the next section contains information on the quality of the data encoded for your site (e.g., number and percent of forms submitted without errors), and the final section provides Data Receipt Reports listing the specific forms encoded at the Research Center for each SYFT participant from your site.

**1. Summary of Submitted COCOA-B Forms**

**A. COCOA-B Form Totals**

During the SYFT, data from 200 participants at ABC PACE Site and 1799 participants across all SYFT sites (including your site) were encoded at the Research Center. In total, 1844 individual COCOA-B forms were encoded for your site and 16,521 forms were encoded across all sites. Table 1 presents the total number of forms submitted for each specific COCOA-B form used at your site and across all sites. Please note that sites were permitted to assign COCOA-B data items to a variety of staff members. If one of the forms listed below was not used at your site for COCOA-B data collection, a dash "--" appears in the "Your Site" column.

**TABLE 1: Summary of SYFT COCOA-B Data Encoded at the Research Center.**

<b>COCOA-B Forms</b>	<b>Your Site</b>	<b>All Sites</b>
Participant Tracking and Demographic	230	2057
Primary Care Provider (PCP)	239	2019
Nursing (RN)	234	1935
Nursing - Home Care (RN-HC)	--	269
Social Work (SW)	234	2199
Rehabilitative Therapy (Rehab)	234	1532
Occupational Therapy (OT)	--	382
Physical Therapy (PT)	--	257
Recreation Therapy (RT)	--	115
Pharmacist (Pharm)	--	53
Dietitian (RD)	--	803
Home Safety (HomeSafety)	--	384
Mini Mental Status Examination (MMSE)	--	404
Utilization (Util)	455	3102
Disenrollment (Dis)	15	44
End of Life Questionnaire (EOL)	10	46
Participant Satisfaction Questionnaire (PSQ)	62	601
Caregiver Satisfaction Questionnaire (CSQ)	131	319

## B. Completed COCOA-B Clinical Item Sets

One of the key objectives of the SYFT was to test and evaluate the accuracy of the participant outcome measures specified earlier in the project. In order to compute participant outcomes, COCOA-B data must be available for a participant at two points in time. Toward this goal, sites participating in the SYFT were asked to collect complete COCOA-B clinical data on all participants due for reassessment during the SYFT and to reassess participants every three to four months. For sites following the four-month assessment interval, participants assessed in May, June, and July 2003 were to be reassessed in September, October, and November 2003, respectively.

Individual COCOA-B forms (e.g., PCP, RN) were grouped together for each participant to create one (or more) complete COCOA-B clinical item set(s) based on each site's COCOA-B form integration protocols. Table 2 presents the number (and percent) of participants with complete COCOA-B clinical item sets at time 1, time 2, and at both time 1 and time 2. The percent of participants with complete item sets is defined as the number of complete sets / the total number of participants with at least one COCOA-B clinical form for that time period.

**TABLE 2: Number and Percent of Participants with Complete COCOA-B Clinical Data.**

	Completed COCOA-B Clinical Item Sets		
	Time 1	Time 2	Time 1 and Time 2
Your Site	167 (83.50%)	62 (31.00%)	61 (30.50%)
All Sites	1035 (57.53%)	259 (14.40%)	235 (13.06%)

## 2. Summary of Data Quality

### A. Summary of COCOA-B Data Item Inconsistencies (Errors)

Based on all the clinical forms encoded for your site, 1013 (86.51%) were submitted without any errors (e.g., missing data, inconsistent information). Across all PACE sites participating in the SYFT, 9838 (79.28%) were submitted without any errors. Of the nonclinical forms (i.e., PSQ, CSQ, EOL, and Disenrollment) encoded for your site, 205 (94.04%) were submitted without errors compared to 906 (89.70%) across all PACE SYFT sites. Table 3 enumerates the most common data inconsistencies encountered on your site's COCOA-B clinical forms. In addition to the Error Message, information about the COCOA-B Form on which the data item appeared, the Total number of Forms, Number (and Percent) of Forms with the Error, and the Rank (of the error) Across All Sites (e.g., Rank=1 represents the most common error across all sites) also is included. Data Inconsistency Reports listing specific errors identified for each COCOA-B form are available upon request.

**TABLE 3: Top Ten Most Common Errors Identified on COCOA-B Clinical Forms.**

Error Message	COCOA-B Form	Total Forms	Number (Percent)	Rank Across All Sites
			of Forms with Error	
For C0240 (Diagnosis and Severity Index), the severity rating for ICD-9 code (value) should not be blank.	PCP	239	21 (8.79%)	1
For C0240 (Diagnosis and Severity Index), an Acute or Chronic designation for ICD-9 code (value) should not be blank.	PCP	239	20 (8.37%)	2

**TABLE 3: Top Ten Most Common Errors Identified on COCOA-B Clinical Forms. (Cont'd)**

<u>Error Message</u>	<u>COCOA-B Form</u>	<u>Total Forms</u>	<u>Number (Percent) of Forms with Error</u>	<u>Rank Across All Sites</u>
C0310_I (MMSE: Copy design) cannot be blank.	PCP	239	12 (5.02%)	54
C0310_k (MMSE: Write sentence) cannot be blank.	PCP	239	10 (4.18%)	66
C0430 (Edema: Sacral) cannot be blank.	RN	234	9 (3.85%)	4
Since the response to C0290_1 (Pressure Ulcer) is "1-Yes", C0290_2_d (Current Number of Pressure Ulcers at Stage 4) should not be blank.	PCP	239	9 (3.77%)	81
The (value) entered for C0240 (Diagnosis and Severity Index) is not a valid ICD-9.	PCP	239	8 (3.35%)	18
Since the response to C0290_1 (Pressure Ulcer) is "1-Yes", C0290_2_c (Current Number of Pressure Ulcers at Stage 3) should not be blank.	PCP	239	8 (3.35%)	84
C0430 (Edema: Facial) cannot be blank.	RN	234	7 (2.99%)	5
Since the box indicating "No changes have occurred since the last assessment" is checked, C0060 (Program Enrollment Date) should be blank.	Tracking	230	6 (2.61%)	106

## B. Assessment Completion Period

The Assessment Completion Period is defined as the number of days between the earliest and the latest Date Assessment Completed (C0050) for the group of COCOA-B clinical forms required to assess a participant at a single point in time. For example, if the Primary Care Provider Form was completed for a participant on 5/5/2003, the Nursing Form completed on 5/10/2003, the Social Work Form completed on 5/15/2003, and the Rehabilitative Therapy Form completed on 5/16/2003, the Assessment Completion Period for the participant would be 11 days (the number of days from 5/5/2003 to 5/16/2003). Assessment Completion Period was calculated only for those participants with complete COCOA-B clinical item sets. The mean, standard deviation, and range (reported in days) for your site's Assessment Completion Period and all sites' Assessment Completion Period are provided in Table 4.

**TABLE 4: Descriptive Statistics for Assessment Completion Period (in Days).**

	<u>Mean</u>	<u>Std. Dev.</u>	<u>Range</u>
Your Site	18.88	11.90	0-70
All Sites	20.59	14.18	0-85

### **3. Data Receipt Reports**

Data Receipt Reports (DRRs) provide information on the COCOA-B forms that the Research Center encoded for your site during the SYFT. If a form was submitted to the Research Center without valid consent and/or HIPAA authorization, the form was destroyed and therefore does not appear on these reports.

The three types of reports are described below. Use the following key to interpret the status of a COCOA-B form described on any of the Data Receipt Reports.

☒ = Received and encoded.

☒ ☒ = Two forms received and encoded.

☐ = Not received and/or could not be encoded.

☐ = Not required/expected.

#### **A. Data Receipt Report: Participant Item Sets Received**

For each participant in the systematic field test, the report lists the COCOA-B forms (other than the satisfaction questionnaires and utilization data) that were received and encoded at the Research Center.

#### **B. Data Receipt Report: Participant Satisfaction Questionnaires (PSQs) Received**

The report lists the Participant Satisfaction Questionnaires (PSQs) that were received and encoded at the Research Center.

#### **C. Data Receipt Report: Caregiver Satisfaction Questionnaires Received**

This report lists the Caregiver Satisfaction Questionnaires (CSQs) that were received and encoded at the Research Center. Information on the associated participant is provided as a reference. Due to HIPAA regulations, if participant consent was not obtained, information on the associated participant could not be listed on this report, and therefore, a unique name and participant ID were assigned by the Research Center.

# COCOA-B Systematic Field Test

## Data Receipt Report

Participant Item Sets Completed Between 05/01/2003 and 12/31/2003

ABC PACE Site

Participant Name	Participant ID	Enrollment Date	Month Assessment Completed	Participant Tracking Form	PCP	RN	SW	Rehab	Dis	EOL
Adams, Kenneth	KA70237	02/14/2000	08/2003	X	X	XX	X			
Apodaca, Sally	SA63512	07/16/2002	06/2003	XX		X	XX			
Atwood, Abelina	AA11008	09/26/1998	05/2003			X		X		
			06/2003						X	
			08/2003							X
Barrow, Claude	CB14276	10/09/2001	06/2003	X			XX	X		
Bell, Nicole	NB25375	03/18/1999	08/2003				X			
Bonnet, Brandon	BB52762	03/15/1999	07/2003	X	X	X	XX	XX		
Bonnet, Jerry	JB17445	12/07/2002	06/2003	XX		XX	X	X		
Carrico, Jacob	JC10424	02/01/1994	06/2003		X			X		
			07/2003	X		X	X			
			09/2003		X					
			10/2003	X		X	X	X		
Hall, Michael	MH41390	06/01/2003	08/2003	X	X	X	X			
			09/2003					X		
Kramer, Emily	EK40680	09/01/1996	08/2003	X	X	X	X	X		
Peery, Carol	CP10441	06/01/1994	07/2003		X		X			
			08/2003	X		X		X		

**COCOA-B Systematic Field Test**  
**Data Receipt Report**  
**Participant Item Sets Completed Between 05/01/2003 and 12/31/2003**  
**ABC PACE Site**

Participant Name	Participant ID	Enrollment Date	Month Assessment Completed	Participant Tracking Form	PCP	RN	SW	Rehab	Dis	EOL
Ward, Madge	MW11217	11/01/2001	07/2003	X	X	X	X	X		
			09/2003		X					
			10/2003	X		X	X	X		

Item set abbreviations: PCP = Primary Care Provider, RN = Nursing, SW = Social Work, OT = Occupational Therapist, PT = Physical Therapist, Dis = Disenrollment, EOL = End of Life Questionnaire

☒ = Received and encoded

☐ = Not received and/or could not be encoded

☒ ☒ = 2 forms received and encoded

☒ = Not required/expected