

**Hints - Tips - Traps
in Reviewing Data Elements
and Obtaining Accurate Counts**

- M The Verification Section, Appendix B, RQC Operations Handbook is a good guide in the process to validate the SESA's accuracy of Computed Measures data elements.

- M Compare State definitions to the Federal definitions and identify any conflicts.

- M State processes may not be documented meaning the only way to verify data is to observe process and document methods used.

- M Collecting copies of manuals, instructional guides, data processing reports, data processing work requests, etc. will be invaluable in verifying data and its sources.

- M Since the data needed may be maintained in one or more locations or systems, reviewing the general logic of manual processes and PC applications may be necessary and as essential as reviewing logic in main frame processing programs.

- M Tracing the path of the data element back to the original source may be obscured. Often the data used in the 581 report is from an internal management report. Specific data elements may be "buried" in a data processing run and produced as a literal by-product. Line staff members producing the information are often unaware of the need for counting and defining data correctly and its use in a Federally required report.

- M Be sure to allow sufficient time for working with data processing staff to verify data.

- M States could possibly use the Acceptance Sample universes from Status and Field Audit for the Computed Measures by adding a few additional data elements to the record when building those universes.