

SCA PBPS QUARTERLY REVIEW WORKSHEET

SCA NAME:
PERSON COMPLETING REVIEW:
DATE OF REVIEW:
BDAP PROGRAM ANALYST:
STATE FISCAL YEAR:

QUARTER: 1ST 2ND 3RD 4TH
 July-Sept Oct-Dec Jan-Mar Apr-Jun

I. ADMINISTRATIVE QUESTIONS TO ANSWER

1. Is the SCA Organization and Primary Contact information correct in the PBPS System?
(In PBPS under Administration-Organization)
 Yes
 No; the corrective action for this problem is:

2. Are staff that are no longer employed with the SCA made inactive in the PBPS System?
(In PBPS under Reports- Administrative-Staff Profile).
 Yes
 No; the corrective action for this problem is:

3. Are all Provider Organizations and their Primary Contact information correct in the PBPS System? (In PBPS under Reports-Administrative-Provider Profile) Contact providers to verify information.
 Yes
 No; the corrective action for this problem is:

4. Have you made Provider Organizations that are no longer delivering services inactive?
 Yes
 No; the corrective action for this problem is:

5. Have all active Providers made staff that are no longer with their organization inactive?
(Contact Providers to run this report on their level: In PBPS under Reports-Administrative-Staff Profile)
 Yes
 No; the corrective action for this problem is:

II. SERVICE & PROGRAM QUESTIONS TO ANSWER

1. Using the **Late Service Data Entry Report** (In PBPS, under Reports-Administrative-Admin Reports) what percentage of services are data entered late (more than 2 weeks after the service date) for each month within the quarter?

If services are being entered late, what changes are being made to assure timely data entry?

2. Using the **Service Report No Staff Time** (In PBPS, under Reports-Administrative-Admin Reports), do all services for each month within the quarter have staff time entered?
 Yes
 No; the corrective action for this problem is:

3. Using the **Service Codes Used Under Objectives Report**, (In PBPS, under Reports-Administrative-Admin Reports) for each month within the quarter, do the service codes match what each objective measures?
 Yes
 No; the corrective action for this problem is:

4. Using the **Service Report By Data Entry Date Report** (in PBPS, under Reports-Service), do all entries in the quarter have DIRECT staff time entered?
 Yes
 No; the corrective action for this problem is:

5. Using the **Percentage of Single and Recurring Services** (In PBPS, under Reports-Service) report are services being delivered to all 6 Federal Strategies?
 Yes
 No; the corrective action for this problem is:

6. Using the **Percentage of Single and Recurring Services** report what percentage of your services are recurring during the reported quarter?

7. Using the **Services Delivered by Program** (In PBPS, under Reports-Administrative-Admin) summary report, what percentage of your services are delivered under Innovative and Evidence-Based Programs?

Comments: