

Data Issues Worksheet

Organization: _____

Team Members: _____

1) Identifying Data **Quality** Problems in Your Organization

Place a check next to each data problem your organization is currently experiencing. Use the blank space to write in problems that are not already listed.

✓	Data Quality Problems
	Data entry errors (i.e. provider listed as Doc A but should have been Doc B)
	Changes to the EHR result in reporting errors
	The data are not collected in the EHR or other system
	Data is collected but not in a reportable format
	System allows for the data entry but the data is often not collected
	Data entry workflows are difficult so staff work develop workarounds
	Data collected by another organization and is not available
	Data is outdated
	No mechanisms for evaluating data quality
	Inconsistent data definitions
	Limited process for identifying data needs
	Same data collected in multiple places and multiple formats

2) Identifying Data **Literacy** Problems in Your Organization

Place a check next to each data problem your organization is currently experiencing. Use the blank space to write in problems that are not already listed.

✓	Data Literacy Problems
	Metric definitions are not available
	Metric definitions are not easily understood
	Changes to metric definitions are not well communicated
	Team members have not been taught how to interpret data
	Team members don't understand the difference between data that is used for judgement and data for improvement
	Data are not displayed in a way to support appropriate data analysis
	Too few subject matter experts to support the literacy needs across the organization
	No expectation that data-driven decisions are made
	It is the responsibility of a few individuals to understand the data

3) Identifying **Data Use** Problems in Your Organization

Place a check next to each data problem your organization is currently experiencing. Use the blank space to write in problems that are not already listed.

✓	Data Use Problems
	Limited or absent data strategy
	Data are siloed between departments – difficult to obtain a view at the patient level
	Backlog of data requests
	No clear process for gaining access (security permissions) to needed data or reporting systems
	Not enough user licenses to support self service access
	Data are not available in a graphical display
	Team members don't know how to access reports and analysis
	Team members are not trained in the use of the tool that supplies the data
	Limited leadership expectation that team members make data driven decisions
	Dashboards are only for leaders
	Measurement is not balanced across clinical, financial and experience indicators