OMC Data Entry Issues – Root Cause Analysis
(As reported by OMC Sites and State Office)

Problem:
Data Collection and Tracking Inefficiencies

People
- County staff re-doing/correcting forms
- County staff making data entry and interpretation errors
- Forms filled out wrong or incompletely

Process
- Outdated paper versions of tracking forms are often sent to the State office, with inaccurate information
- Tracking form is updated/tweaked often, requiring additional printing.
- Multiple mailings (in some cases, 100's) of individual forms to State office

Materials
- Questionable validity and reliability of data
- Confusing data labels
- Lack of data dictionary
- Design of data reports – data is difficult to interpret

Equipment
- Sites lack FileMaker Pro Software
- Programs print up many forms from website – use of outdated versions

Methods
- State staff time spent contacting County staff re: error
- State OMC Staff time spend inputting County data
- No consistent understanding of the data fields in the tracking form
- Inadequate LHD/OMC Staffing and Training