

1.18 Data Integrity

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain accurate and consistent data regarding its employees and persons served.

Procedure:

Licking/Knox Goodwill Industries, Inc. maintains data completeness, reliability, validity and accuracy through various processes and procedures, including but not limited to, the following:

- Standardized forms, including attendance records, log notes, etc.
- Standardized data elements
- Accuracy checks by designated personnel
- Supervisory review of certain documents
- Standard Operating Procedures
- State of the Contract Reports
- Certain sensitive information may be amended only by authorized personnel
- Periodic file audits
- Employee/participant file table of contents
- Scheduled training
- Supervisor meetings and minutes from the same
- Use of external professional resources, such as licensed medical personnel
- Outcome Measurement results
- Internal compliance audits