Data Quality Checklist

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| Question | Yes/ NO | If “NO” recommend |
| * Does the facility have any client files that have not yet been entered into tier.net? |  | If no, then 100% of client files must be entered correctly into tier.net. |
| * Does the site run and print early and late missed lists and uLTFU weekly? |  | Ask the data capturer to print the early and late missed list. The goal should be to outcome 100% of the patients on these 3 lists. |
| * Compare the early and late missed lists with the registers for CCMDD, adherence clubs/support groups, and fast lanes? |  | All patients that have been decanted need to be updated in Tier.net and taken off the early or late missed list. |
| * Is the site using version v1.12.6 of tier.net? |  | If not, the sub-district needs to be informed and the NDOH hotline at CDC needs to be alerted. |
| * Are all patient files captured in Tier within 24 hours of the patient visit? |  | Back capture to ensure 100% capturing in Tier.net. |