**Simple Dose Audit #21170**

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**SME’s: Bill Mullins, Gaurav Sachdeva, Padma Ajit**

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| **Project Name** | **Project Type** | **Oversight** | **Lead** | **Sub-Lead** | **Staff** |
| 21170 - SimpleDose | Audit | Sarah Kubiak | Michael Bavasso | Seun Mafi | Dan Benner, Daniel Rodrigues, Ashish Joshi |

**Brainstorming**

* Data Integrity/Validity = Michael, Dan, Daniel
* \*Understand the data flow – what data comes in? from where? What data goes out? To where?
* Data flow
* Error Processing
* Data Reconciliation
* Data Retention
  + What type of data does this system have?
    - What the movement of the data is? What type of data comes into SDA, and what goes downstream?
    - End to end, of the process where the data begins in SDA and what is modified.
* What checks are performed to ensure completeness of incoming data?
* Does anyone perform any data reconciliation exercises to ensure what is in the system is accurate?
* What is the process for when errors are identified?
* What checks and balances are in place currently to ensure that the data in the system is accurate and complete?
  + Reporting- We might want to look at some of their key reports and check for data accuracy
    - What types of reports are there within SDA?
    - Are there reports which other systems are relied upon?
  + Understanding what processes are in place to address potential loss of data.
    - Balancing Controls
    - Validation of data - Input editing
* Can these users and groups modify the data on these reports and the critical import files?
  + File path of these reports
  + Where are they coming from?
  + Where are they being sent?
  + Is security in place until its final destination?
  + Is the drop location secure?
  + Completeness and accuracy check – What evidence can you show us?
    - Are the reports monitored?
  + Data Retention Policy – is it being adhered to?