PDDQ Ambulatory Guide: Scoring Sheet

The following scoring sheet is designed to allow practices to self-evaluate the current status of data quality best practices, policies, and procedures. Follow the hyperlinks on each process area to read more about best practices and examples of improving demographic data quality at the point of capture. Review each evaluation question and assessment examples provided and indicate whether your practice's scoring on each section should be "full", "partial", or "none". Replace the italicized assessment examples with your own criteria for assessment.

	Process Area	Evaluation Question	Scoring	Assessment
Data Governance	**Governance Management**	Is a data governance structure defined and established with assigned roles, responsibilities, and accountability?	☐ Full ☐ Partial ☐ None	
	Communications	Does the organization have a communications plan/strategy for informing staff members about changes to existing or new policies, procedures, and practices that impact the capture and maintenance of patient demographic data?	☐ Full ☐ Partial ☐ None	
	Communications	How does the organization ensure that communications reach and appropriately inform the right staff members?	☐ Full ☐ Partial ☐ None	
	Communications	Does the organization provide effective communications that ensure policies, procedures, and practice are followed?	☐ Full ☐ Partial ☐ None	
	Data Management Function	Has the organization identified an individual(s) responsible for standards, processes, and communications about quality efforts related to patient demographic data?	☐ Full ☐ Partial ☐ None	
	Business Glossary, Metadata, and Data Standards	Has the organization identified and recorded a set of patient demographic data elements?	☐ Full ☐ Partial ☐ None	

	Process Area	Evaluation Question	Scoring	Assessment
Data Quality	**Business Glossary, Metadata, and Data Standards**	Does data governance for the business glossary require the use of data elements in system requirements, and the mapping of data elements?	☐ Full ☐ Partial ☐ None	
	Business Glossary, Metadata, and Data Standards	Does the practice participate in industry groups that are addressing emerging standards and best practices for patient demographic data elements?	☐ Full ☐ Partial ☐ None	
	Data Quality Planning	Has the practice created a data quality plan, and were staff members from across the practice included in the development of the plan?	☐ Full ☐ Partial ☐ None	
	Data Profiling	Has the practice profiled patient demographic data?	☐ Full ☐ Partial ☐ None	
	Data Profiling	Are issues (defects/anomalies) identified through data profiling and has this identification helped develop recommendations for correcting these issues (i.e. best practices and policies)?	☐ Full ☐ Partial ☐ None	
	Data Quality Assessment	Are objectives, targets, and thresholds defined?	☐ Full ☐ Partial ☐ None	
	Data Quality Assessment	Does the practice conduct periodic assessments of patient demographic data?	☐ Full ☐ Partial ☐ None	
	Data Cleansing and Improvement	Does the practice use the results of data profiling and quality assessments to create data cleansing requirements?	☐ Full ☐ Partial ☐ None	
	Data Cleansing and Improvement	Does the practice have a policy and process to ensure that patient demographic data is captured correctly or modified at the point of origin, according to the established best practices, policies, and procedures?	☐ Full ☐ Partial ☐ None	

Process Area		Evaluation Question	Scoring	Assessment
Data Operations	Data Requirements Definitions	Has the practice developed data requirements and linked them with the business glossary and corresponding metadata?	☐ Full ☐ Partial ☐ None	
	Data Requirements Definitions	Is a data requirements definition process for patient data documented and followed?	☐ Full ☐ Partial ☐ None	
	Data Lifecycle Management	Is the patient demographic data lifecycle defined and understood by stakeholders?	☐ Full ☐ Partial ☐ None	
	Data Provider Management	Has the practice implemented best practices, policies, and procedures for collecting patient demographic data from patients and/or their caregivers?	☐ Full ☐ Partial ☐ None	
Supporting Processes	Measurement and Analysis	Has the practice developed measurement objectives for quality improvements to patient demographic data?	☐ Full ☐ Partial ☐ None	
	Process Management	Does the practice identify and address process issues that arise as the data management processes are implemented?	☐ Full ☐ Partial ☐ None	
	Process Quality Assurance	Are issues with data management processes and work products identified by staff members performing the process, and addressed by the stakeholders responsible?	☐ Full ☐ Partial ☐ None	
Score		Practice Score		
		Total Possible Score	22	