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| --- | --- | --- | --- |
| **Siyenza Data Management Task List**  See **‘ Siyenza PLUS Data Management SOP for Dropbox and Updating CDC Dashboard’** found here *‘ S:\ESI\\_DASHBOARDS DATA GUIDANCE\_\DATA\_SIYENZA\Data Management’* for detailed SOP | | | |
| **Day** | **Task** | **Timeframe** | **Summary** |
| Monday | * **Download Reporting tools from dropbox & update CDC Dashboard** | Every Monday, 10 am | -Download the 9 district tools from dropbox, and save in relevant folder, replacing the previous ones. The 4 ‘February Frenzy’ tools don’t need to be re-downloaded or replaced, but must remain in the folder.  -Refresh this query (Siyenza tab) and then refresh the main dashboard page, export and save ‘FACILITIES RESULTS TARGETS’ table as PDF |
| * **Partner Call** | Every Monday, 12:30pm | -Review weekly indicators, highlighting missing/ zero values, and TX\_CURR\_28 values +/- 3%  -Send table out of the TX\_CURR +/-% values before the call if possible |
| * **Download Service Hours/Facilities Affected from dropbox & update Service Hours in CDC Dashboard & CDC Interagency Dataset** | Every Monday, by 5 pm | -Download the 4 partner tools from dropbox, and save in relevant folder, replacing the previous ones.  -Refresh the file ‘Supplementary Siyenza Data File\_Service Hours\_Affected\_TX\_CURR\_MASTER’ for compilation  -copy and paste extended/weekend hour info into TAR sheets on CDC Dash & CDC Interagency Dataset |
| Tuesday | * **Download Reporting tools from dropbox & update CDC Dashboard** | Every Tuesday, 10 am | -Download the 9 district tools from dropbox, and save in relevant folder, replacing the previous ones. The 4 ‘February Frenzy’ tools don’t need to be re-downloaded or replaced, but must remain in the folder.  -Refresh this query (Siyenza tab) and then refresh the main dashboard page, export and save ‘FACILITIES RESULTS TARGETS’ table as PDF |
| * **Download and Update TX\_CURR\_28 Data Quality Checks Explanation** | Every Tuesday, 1 pm | -Download the 4 partner tools from dropbox, and save in relevant folder, replacing the previous ones.  -Refresh the file ‘Supplementary Siyenza Data File\_Service Hours\_Affected\_TX\_CURR\_MASTER’ for compilation |
| * **Refresh CDC Interagency Dataset & Email to PCO** | Every Tuesday, 2 pm | Refresh this query (Siyenza tab) and send it to Dieter, Sarah, Jonathan, Vanessa, and Abe |
| Wednesday | * **Download Reporting tools from dropbox & update CDC Dashboard** | Every Wednesday, 10 am | -Download the 9 district tools from dropbox, and save in relevant folder, replacing the previous ones. The 4 ‘February Frenzy’ tools don’t need to be re-downloaded or replaced, but must remain in the folder.  -Refresh this query (Siyenza tab) and then refresh the main dashboard page, export and save ‘FACILITIES RESULTS TARGETS’ table as PDF |
| * **Assist with Interagency Dashboard as needed** | Every Wednesday | See SOP: ‘Siyenza Interagency Dashboard Update SOP’ found here S:\ESI\\_DASHBOARDS DATA GUIDANCE\_\DATA\_SIYENZA\Data Management |
| Thursday | * **Download Reporting tools from dropbox & update CDC Dashboard** | Every Thursday, 10 am | -Download the 9 district tools from dropbox, and save in relevant folder, replacing the previous ones. The 4 ‘February Frenzy’ tools don’t need to be re-downloaded or replaced, but must remain in the folder.  -Refresh this query (Siyenza tab) and then refresh the main dashboard page, export and save ‘FACILITIES RESULTS TARGETS’ table as PDF |
| Friday | * **Download Reporting tools from dropbox & update CDC Dashboard**   **Pull & CDC Dashboard** | Every Friday, 10 am | -Download the 9 district tools from dropbox, and save in relevant folder, replacing the previous ones. The 4 ‘February Frenzy’ tools don’t need to be re-downloaded or replaced, but must remain in the folder.  -Refresh this query (Siyenza tab) and then refresh the main dashboard page, export and save ‘FACILITIES RESULTS TARGETS’ table as PDF |

**Location of Files (on share drive):**

* **CDC Reporting Tools**

*S:\ESI\\_DASHBOARDS DATA GUIDANCE\_\DATA\_SIYENZA\DATA\_SIYENZA\_PLUS*

* **CDC Daily Dataset/CDC DASHBOARD** 
  + **‘SA\_CDC\_SiyenzaPlus\_Dashboard\_DATE**
  + *S:\ESI\\_DASHBOARDS DATA GUIDANCE\_\DATA\_SIYENZA\DASH\_SIYENZA\_PLUS*
* **CDC Weekly Dataset for INTERAGENCY** 
  + **‘SA\_CDC\_Siyenza\_For Interagency\_DATASET\_DATE‘**
  + *S:\ESI\\_DASHBOARDS DATA GUIDANCE\_\DATA\_SIYENZA\DATA\_SIYENZA\_PLUS\_INTERAGENCY*
* **INTERAGENCY DASHBOARD** 
  + **‘Siyenza Interagency Dashboard\_FRIDAYSDATEData\_TODAYSDATE’**
  + *S:\ESI\\_DASHBOARDS DATA GUIDANCE\_\DATA\_SIYENZA\DASH\_SIYENZA\_PLUS\_INTERAGENCY*
* **TX\_CURR Explanations Individual Tools:** 
  + **‘3. TX\_CURR\_28 Data Quality Check Explanation\_PARTNER’**
  + *S:\ESI\\_DASHBOARDS DATA GUIDANCE\_\DATA\_SIYENZA\TX\_CURR Data Quality Checks\Partner DQC Feedback*
* **SERVICE HOURS AND FACILITIES AFFECTED Individual Tools:** 
  + **‘2. Service Designation Hours and Facilities Affected\_PARTNER’**
  + *S:\ESI\\_DASHBOARDS DATA GUIDANCE\_\DATA\_SIYENZA\Service Hours\Partner Service Hour Data*
* **Service Hours\_Affected\_TX\_CURR MASTER FILE**
  + **‘Supplementary Siyenza Data File\_Service Hours\_Affected\_TX\_CURR\_MASTER’**
  + *S:\ESI\\_DASHBOARDS DATA GUIDANCE\_\DATA\_SIYENZA\*