

# Data Auditing Guidelines

## 1. Data Auditing Requirements:

Every 6 months, the site administrator is required to perform 2 audits:

- a) Total number of cases performed for the last 6 months, and total number of cases entered into the database over the same period of time
- b) Review 5 records of cases performed in the last 6 months and confirm the information submitted was accurate

Each year, all sites will audit the same two 6-month periods:

**April 1 to September 30 (inclusive)**

**October 1 to March 31 (inclusive)**

The site administrator will have a 3-week window **starting on October 1 (or April 1)** to enter the results of the data audit pertaining to the preceding 6-month period.

For example, between April 1 to April 22 2023, you will enter the results of the data audit for the period from October 1 2022 to March 31 2023.

If data audit results are not entered by the end of the 3-week window (i.e. by 5:00pm EST on October 22/April 22), all users will not be able to enter or retrieve data from the database until the data audit is completed. Users will only be able to access “Data Audit” (see below) and cases in the “Procedures to Review” queue.

## 2. How to Submit Your Data Audit Results:

The results of the audit will no longer be emailed to an individual. The results of the audit will now be entered online through the PSRC website:

<https://www.sac-cu.org/PSRC/>

Select “Data Audit” from the dropdown menu:



On the data audit entry page, the site administrator will complete two fields:

- Enter the total number of procedures performed at your site since the last report.
- Check the box attesting that you reviewed at least five procedures as per data auditing requirements.

All the other fields will be pre-populated by the database automatically.

**Click “Submit” to complete the data audit.**



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(PSRC)

Site Name:

Date of last report:

Total # of procedures performed at your site since last report:

Procedure records entered into database since last report:

Procedure records submitted to database since last report:

Procedure records reviewed before submission to database since last report:

Since 10/1/2022, I have reviewed at least five procedure records before submitting them to the database.

If you have any questions, please contact:

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