

United Way of Greater Atlanta 2-1-1 Database Audit Form

Reviewer: Examine all fields for appropriate spelling, grammar, and style applications

Date:	Key		
Data entry staff name:	Static fields (do not alter)		Inform USA Required Fields
Reviewer: Cheryl Stewart	Input information		Inform USA Recommended Fields
Record(s) reviewed:	Totals (formulas, do not alter)		Other
	Final Percentage		

Agency Record	Weight	Correct/N/A = 1 Incorrect = 0	Weighted Score	Comments
Agency name	2		0	
Physical address	3		0	
Mailing address	1		0	
Phone and fax numbers	3		0	
Description	3		0	
Director/Administrator name and title	1		0	
Hours/days of operation	2		0	
Website address	2		0	
E-mail address	2		0	
AKA name is listed	1		0	
Legal status	1		0	
Access for people with disabilities	1		0	
Date of last completed formal update	1		0	
Contact for updating purposes	1		0	
Federal Employer Identification Number	1		0	
Year of incorporation	1		0	
Licenses or accreditations	1		0	
IRS status	1		0	
Travel information	1		0	
Other addresses	1		0	
Agency meets inclusion/exclusion policy	2		0	
Agency is activated/deactivated	1		0	
Total Possible Points for Agency Record	33	N/A	0	

Number of Site Records Reviewed	0			
Site Record	Weight	Correct/N/A = 1 Incorrect = 0 Enter a point for every correct Site Record field	Weighted Score	Comments
Site name	2		0	
Physical address	3		0	
Mailing address	1		0	
Phone and fax numbers	3		0	
Description	3		0	
Director/Administrator name and title	1		0	
Hours/days of operation	2		0	
Website address	2		0	
E-mail address	2		0	
AKA name is listed	1		0	
Legal status	1		0	
Access for people with disabilities	1		0	
Date of last completed formal update	1		0	
Contact for updating purposes	1		0	
Federal Employer Identification Number	1		0	
Year of incorporation	1		0	
Licenses or accreditations	1		0	
IRS status	1		0	
Travel information	1		0	
Other addresses	1		0	
Site is activated/deactivated	1		0	
Total Possible Points for Site Record	0	N/A	0	

Number of Services Records Reviewed	2			
Services Record	Weight	Correct/N/A = 1 Incorrect = 0	Weighted Score	Comments
		Enter a point for every correct Services Record field		
Proper taxonomy is used (including add/delete)	3		0	
Target terms applied appropriately	3		0	
Service description	3		0	
Service phone and fax numbers	3		0	
Eligibility	2		0	
Target populations	2		0	
Geographic area served	3		0	
Documents required	2		0	
Application / Intake process	2		0	
Fee structure	2		0	
Languages other than English	2		0	
Hours of service	2		0	
Service's website	1		0	
Service's email address	1		0	
Title of the Service contact person	1		0	
Service capacity and type	1		0	
Method of payment accepted	1		0	
Service restrictions appropriately applied (e.g. age, condition filters)	3		0	
Service is activated/deactivated	1		0	
Possible Points for Service Record(s)	76	N/A	0	

Number of Critical Errors	0
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Score:	0	Out of a possible:	109
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Total Quality Score:	0%
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Comments: