

DATA COLLECTION GUIDELINES

(Birth Survey, Core Data Elements (CDE), Family Demographics)

The following guidelines are to ensure that data collection is completed properly.

1. GEMS data collection forms are legal documents and many not be revised or include cross-outs or write-outs.
2. All form fields must be completed.
3. The CDE and Birth Survey are required for EACH case-managed child ages 0 to 5 receiving Prop 10 services.
4. The CDE and Birth Survey must be completed in their entirety; however, questions may be skipped if the participant refuses to answer. Simply draw a diagonal line through the response section. Data entry staff may skip the question(s) in GEMS.
5. Unless the participant is homeless, home addresses with correct zip code and phone number should be collected on the Family Demographics form.
6. All documentation should be reviewed with the Parent/Legal Guardian prior to submission.
7. Data entry staff should review all GEMS data collection forms, including Consents, prior to OCERS data entry.
8. Data entry staff must initial and date the GEMS data collection form upon entry into GEMS.