

Appendix 7.1
Data Sources Descriptive Assessment Tool

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Title of Data Source:

Evaluation Criteria Trait	Explanation and Description of Criteria	Specifics for This Data Source
Source or Site	<i>The Source or Site is briefly defined</i>	
Legal or Professional Mandates	<i>Legal issues or professional requirements that govern or guide operations are described</i>	
	<ul style="list-style-type: none"> • Statutes or regulations • Accreditation agencies (e.g., JCAHO) • State licensing boards • Federal agency requirements (e.g., medical participation agreements) 	
Mission or Objective	<i>Purpose or reason that the Source or Site collects the information</i>	
	<ul style="list-style-type: none"> • How is the information used? 	
Scope or Breadth	<i>Time span or scope of time for the information collected</i>	
	<ul style="list-style-type: none"> • What time span does the Source or Site address? Point of time or follow-up capability? 	
Operational Structure	<i>Flow of information is described</i>	
	<ul style="list-style-type: none"> • Where is the information collected? • Who collects the information? • When is the information documented? • How is the information documented? • How is the information stored? 	

Evaluation Criteria Trait	Explanation and Description of Criteria	Specifics for This Data Source
Type of Information Collected	<i>Type of information collection is listed</i>	
	<ul style="list-style-type: none"> • Unique pieces of information that the Source or Site collects are listed 	
Accessibility and Retrievability	<i>Location of the information</i>	
	<ul style="list-style-type: none"> • Accessibility to the information 	
	<ul style="list-style-type: none"> • Retrievability of the information 	
	<ul style="list-style-type: none"> • Data base, records merging, and other electronic applications capability 	
Strengths as a Data Source/Site	<i>The strengths and attributes of this Source/Site are described</i>	
	<ul style="list-style-type: none"> • Accuracy of the information 	
	<ul style="list-style-type: none"> • Completeness of the information 	
	<ul style="list-style-type: none"> • Timeliness of the information 	
	<ul style="list-style-type: none"> • Efforts and resources required for case finding • Other qualities detailed 	
Weaknesses as a Data Source/ Site	<i>The weaknesses and deficiencies of the Source/Site are described</i>	
	<ul style="list-style-type: none"> • Accuracy of the information 	
	<ul style="list-style-type: none"> • Completeness of the information 	
	<ul style="list-style-type: none"> • Timeliness or time lags in case reporting 	
	<ul style="list-style-type: none"> • Effort and resources required to receive a case report • Other qualities detailed 	
Liaisons and Partnerships	<i>Key contact people/departments are identified</i>	
	<ul style="list-style-type: none"> • Ways to enhance cooperation and partnerships are described 	
Additional Comments	<i>Issues to consider</i>	
References	<i>Contact information</i>	
	<ul style="list-style-type: none"> • States with experience 	
	<ul style="list-style-type: none"> • Literature references 	