**Data Issues to Check for With New Data Sets**

1. Missing data fields – especially - Intake subtypes, conditions, Outcome subtypes, conditions.

2. No “Out” date – should correlate with normal/current shelter population.

3. DOA’s – need to determine “Intake Type” being used for these and check for accuracy (filtering to make sure all of that type had Condition of Dead and vice versa). Same issue with DOA outcomes.

4. Check for appropriate use of “Adoption Return” if shelter is using – i.e. within 30 days or other.

5. Check for use of all fields – DOB/estimated age, size, etc. as can limit analysis.

6. Check for any unusual intake/outcome types/subtypes and get explanation to match with more standard categories.

7. Check for unusual intake/outcome numbers in certain types of intakes/outcomes that could represent an issue or misuse/misunderstanding of category use.

8. Check for percentage of animals given “normal”. If very high could mean not being used accurately.

9. Check that any animals coming in for S/N or other service are easily and accurately excluded from at risk assessments.

10. Check to make sure each impound record has a unique identifying number and that there are no duplicates.

11. Check overall for any complete record duplicates, especially if using a merged data set.

12. Check for use of “Euthanasia Request” or similar intake type and exclude from some analyses as appropriate (with notes that this is being done) for some industry comparison stats.

13. Check for accuracy/consistency of intake and outcome conditions – i.e. if “Normal” on intake, “Underage” or “Aged” on outcome represents inconsistency.

14. Check for accuracy of estimated age and any other categories applying to this (i.e. 2 weeks old with “Normal” condition will affect analysis).

15. Check for how shelter categorizes – intake and outcome – things like TNR that are typically excluded from at risk analysis.

16. Check with shelter how they deal with “Fosters” to assess LOS. “Location” vs “Outcome” method.

17. If access to database check in history for issues with overwritten records (i.e. old animal ID # with recent impound and no previous impound – could just be licensing but spot check for over-written records).

18. Check how shelter is inputting medical care and diagnostics if any analysis of this will be done.

19. Check how shelter is inputting medical records/diagnoses if any analysis of this being done.

19. Check to see how shelter is handling “Died in Care” animals and make sure it seems correct/consistent.

20. Check for any outcome types with longer average LOS to see if truly on-site animals.

21. Check for individual records with outlier intake or outcome years and/or unlikely sounding LOS.

22. Check “Age Category” to see if appears accurate or if hindered by lack of info (i.e. no DOB, no estimated age, no age-related size, etc.). Could make young animal analyses inaccurate.

23. Check for use of “Size” category and spot check for likelihood it is accurate (i.e. spot check by breed to see if really being used correctly).

24. Check on handling of things like Confiscates and Rabies Holds to see how shelter deals with these.

25. Check for “Owner surrender” type with outcome of RTO to see if common error or not.

26. Check for LOS trends – sort large to small and small to large – check 0, 1, 2 day LOS to make sure appropriate – i.e. RTO, return after service, underage/rescue, owner surrender/adopted vs issues like stray/adopted with no hold.

27. Check holding periods being used by comparing Due Out less Intake Date to see if consistent with what shelter feels holds are.

28. Compare intakes and outcomes by period to check for wide variance.

29. Check for any publicly reported values and compare to what raw data is showing.

30. Run pivots on intake by day, week, monthly for any anomalies or likely errors.

31. Check for use or absence of “Gender” vs use of “U” for unknown.

32. In Chameleon check to see if shelter used “Intake Tot” field often at values other than 1, which would represent batch intakes.

33. Check for treatment of “Born in Care”. If no category for this or very few may not be acknowledging this.

34. Check for treatment of wildlife to see if potentially being counted as “Strays” or other which could complicate analysis.

35. Ask how home quarantine animals are put into and taken out of system to make sure not counted as in care animals.

36. Ask how lost and found treated – make sure not reported as at risk in care animals.

37. Ask if any other locations and how designated in Chameleon.

38. Use of informative Condition for “Euth” and “Died in Care” vs just “Dead”. If not using informative choices will hinder analysis of these areas.

39. Sort by animal ID and check for obvious issues with duplicate impounds.

40. Check for appropriate use of “Jursidiction” field and also of zip code – should be animal origin, not something else.

41. Use of locations – ex. “Euthanasia” location “Freezer’ and impacts on inventory and some LOS calculations.

42. Other issues – negative age at intake, age 0 at intake with condition Normal, breed uses – look for use of most common breeds primary/secondary vs unusual names that might represent common breeds and disguise them.

43. Make sure always using appropriate filters in data analysis – i.e. excluding species, intakes, outcomes, etc. not relevant to analysis.

44. Make sure always filtering out all non-at risk – home quarantines, SN service, other vet service, lost and found, etc.