2407   DATABASE AND DATA ENTRY

The SoonerStart program utilizes two databases to record information regarding services provided by SoonerStart staff. The SoonerStart database is maintained by the Oklahoma State Department of Education and the PHOCIS database is maintained by the Oklahoma State Department of Health.

The SoonerStart database is the primary source for all data reports generated and submitted to federal and state agencies. Any data errors or omissions can result in incomplete or incorrect data that could ultimately affect state and federal funding for the SoonerStart program.

All staff must submit accurate information to the person responsible for data entry in each SoonerStart site in a timely manner but no more than <u>two weeks</u> from the date the event or activity took place. Data entry is completed after the intake; determination of eligibility (MECATS completion), the initial IFSP and any subsequent IFSP meetings; completion of the entry or exit Childhood Outcome Summary form; the initiation of Transition Planning; the Notification to the LEA; and the Transition Planning Conference (TPC) and closure of the SoonerStart file.

All SoonerStart staff should review data reports on a regular basis to insure that information has been submitted timely and accurately.