

## Data review checklist

### Activities

1. Are the attendance numbers reasonable for adults, children and volunteers? Look for:
  - a) Very large numbers
  - b) Numbers not matching other activities. For example, if a playgroup regularly has between 15 and 20 attendees, an attendance of 1-5 should raise a question
  - c) Entire activities without attendance
  - d) Numbers are too round. For example, if there is an English class with an attendance of 10 every session across the term, it is possible that the Hub Leader has not entered the data correctly
2. Does the activity have the correct:
  - a) Program category
  - b) Partners
  - c) Location
3. Is the hub missing activities in any program categories?
4. Should any activity entered in the calendar be considered a “one-off event” to be counted in the referrals section?

### Referrals

1. Has the hub reported:
  - a) New families. Check larger attendance in activities, do the number of families account for this attendance?
  - b) New volunteers. Check volunteer attendance in activities, are the individual volunteers accounted for?
  - c) Service referrals? You can see the hubs Year To Date (YTD) referrals and the distribution of referrals across each term. Please sense check.