

Data Description and Collection Form

Division of Senior Citizens

Outcome Measure #1:	Increase by 5% one-to-one counseling provided to Medicare Beneficiaries from the baseline of 1,239 to 1,301 by July 2020.
Numerator:	Percent of Medicare Beneficiaries provided one-to-one counseling.
Denominator:	Number of Medicare Beneficiaries eligible for one-to-one counseling.
Source of data:	STARS Tracking and Reporting Systems (STARS) data entered by Team Members
Target or Goal:	Increase the number of one-to-one counseling by 5% for the period of October 2019 – July 2020.
Who will collect this information:	Program Coordinator IV Chad A. Palomo
What tool will be used to collect these data?	STARS Tracking and Reporting Systems (STARS)
How often will the data be analyzed and reported?	Monthly
Baseline measurement dates:	October 1, 2018 – July 31, 2019 9 (10 Months)
1st remeasurement dates:	Data to be reviewed monthly. To Be Determined

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Division of Environmental Health

Outcome Measure #1:	Increase the percent of Health Regulated Establishments inspections by 5% from 574 as of June 2019 to 631 by June 30, 2020.
Numerator:	Number of Inspections
Denominator:	Number of Health Regulated Establishments (HREs)
Source of data:	EPHO Inspection Logs
Target or Goal:	Increase Inspections of HREs by 5% for the measurement period.
Who will collect this information:	Program Coordinator IV Jeffrey Pinaula
What tool will be used to collect these data?	Excel
How often will the data be analyzed and reported?	Quarterly & Annually
Baseline measurement dates:	October 2018 – June 2019, 574 total inspections
1st remeasurement dates:	October 2019 – June 2020

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Division of General Administration

Outcome Measure #1:	Decrease the turnaround time for processing of requisitions below \$25,000 from the baseline of 58 days to 40 days by March 31, 2020.
Numerator:	Number of requisitions below \$25,000 taking more than 40 days to process (quarterly basis)
Denominator:	Total number of requisitions below \$25,000 processed
Source of data:	Business Office and Supply Office
Target or Goal:	Decrease turnaround time by 7 percent (18 days) by December 31, 2019
Who will collect this information:	Bertha A. Tajeron, Program Coordinator IV at 735-7125.
What tool will be used to collect these data?	AS400 Financial Management System, Business Office & Supply Records
How often will the data be analyzed and reported?	Quarterly
Baseline measurement dates:	October 1 to December 31, 2019 (58 days average)
1st remeasurement dates:	February 15, 2020, May 15, 2020 & August 15, 2020 (1.5 months following the end of each quarter)

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Division of General Administration

Outcome Measure #1:	Decrease the turnaround time for processing contracts from the baseline of 30 days to 15 days by December 31, 2019.
Numerator:	Number of contracts taking more than 15 days to process (within 48 hours)
Denominator:	Total number of contracts processed
Source of data:	National Electronic Disease Surveillance System (NEDSS) – based system data
Target or Goal:	Decrease turnaround time by 50 percent (15 days) by December 31, 2019
Who will collect this information:	(Vince Aguon, CDC Coordinator III)
What tool will be used to collect these data?	National Electronic Disease Surveillance System (NEDSS) – based system
How often will the data be analyzed and reported?	Quarterly
Baseline measurement dates:	4 th quarter of 2019 (30 days average)
1st remeasurement dates:	April 15, 2020, July 15, 2020, & October 15, 2020 (two weeks following the end of each quarter)