

## Client Demographic Data Audit Report

Reporting period: [INSERT PERIOD – monthly, quarterly, e.g. January 2016 to March 2016]

Area/Program: [INSERT NAME- area/program]

<b>Total # of database entries</b>		<b>Total # of clients seen in Area(s)</b>	
<b>% of clients asked to respond to socio-demographic questions: (Total # of database entries)/(Total #s of clients seen in areas)</b>			

Question	% response rate (target: 90% or more)	% Prefer not to answer (target: 10% or less)	% Do not know (target: 10% or less)	% Missing data (target: 10% or less)
Language spoken				
Born in Canada				
(If no) Arrival Year in Canada				
Race/Ethnicity				
Disabilities				
Gender				
Sexual Orientation				
Income				
#people income supports				

Data Quality Evaluation Guide	
<b>Good</b> (Meets data quality standards)	
<b>Needs improvement</b> (Some concerns about data quality)	
<b>Needs immediate attention</b> (Serious concerns about data quality)	

Legend	
Total # of database entries	Number of records that were entered into the socio-demographic fields/database
Total # of clients seen in area	The total number of clients who visited the area of data collection over reporting period
% response rate	The % of clients who provided a specific response to the question (includes PNA & DNK)
% Prefer not to answer	The % of clients who provided “prefer not to answer” response to the question
% Do not know	The % of clients who provided “do not know” response to the question
% Missing data	The % of clients who left the question blank or unanswered

## Client Demographic Data Audit Report – INSTRUCTIONS (DO NOT SHARE)

- Areas with diagonal shading should be left blank
- Colour code data quality indicators to set benchmark for improvement:
  - “%completed response”
    - **Green** (100%-90% completed responses)
    - **Yellow** (89%-50% completed responses)
    - **Red** (49%-0% completed responses)
  - “%prefer not to answer”
    - **Green** (0%-10% prefer not to answer responses)
    - **Yellow** (11%-30% prefer not to answer responses)
    - **Red** (30%-100% prefer not to answer responses)