

From the CHIP home screen select **Data Quality Control** link on the left of the screen.



Then select the **Review Consumer Data Quality** link.

[Review Consumer Data Quality](#)



Review consumer data items found during credibility run. Validations include QI related edits, verification of overlapping services and other data integrity checks.

[+ myPage](#)

This is where you will search for the errors. Here you can refine your search by selecting the Error Code, Staff, and Location (program). (Example, if you wanted to check for employment errors, you would select **Missing Employment Status** from the **Error Code**: drop down list.)

A search interface for consumer data quality errors. It features a dropdown menu for 'Error Code' set to '* All Error Codes', and input fields for 'Primary Staff', 'Primary Location', and 'Consumer'. Each input field has a 'lookup' button and a 'clear' button. Below the input fields are checkboxes for 'Show Overrides', 'Show Resolved', 'Show Errors', and 'Show Fixed'. A 'Click Here to Refresh the List' link is at the bottom. Two red callout boxes provide instructions: one points to the 'Error Code' dropdown with the text 'Click here to show error list, then select the error', and another points to the 'lookup' and 'clear' buttons with the text 'You can shrink down your results by selecting your location (program) and staff member'.

Click on **View Consumer Information** link.



Click on the **Demographics** link in the Index box on the left.



Once on the Demographics page, scroll down 2/3 of the way till you see the **Employment Status** box.

Employment Status

- Employed full time (30 hours or more per week) competitively or self-employed.
- In supported employment and competitive employment
- In unpaid work
- Employed part time (less than 30 hours per week) in competitively or self-employed.
- Unemployed - looking for work, and/or on layoff from job
- Not in the competitive labor force - includes homemaker, student age 18 and over, day program participant, resident or inmate of an institution (including nursing home)
- Retired from work
- Sheltered workshop or work services participant in non-integrated setting
- Not applicable to the person (e.g., child under 18)
- In supported employment only

Minimum Wage

Yes No N/A

Here you will need to click in one of the radio buttons for the client's Employment Status,

After selecting an Employment Status you will be prompted to select the client's **Minimum Wage**, if they are employed.