



**Conduct – Data Quality Assurance**

Notes:

- When correcting the Action Start date or End date, if the date(s) do not change, re-enter the start date and enter 0 penalty days, then press “tab” key. This will clear the end-date. Now, re-enter the correct number of penalty days (for example: 5 for a five day suspension) and the correct end-date will be populated.

**Only as a last resort**, delete the **Action** & re-enter the data using only the small calendar

- Only use the small calendar when entering Action dates. The large calendar has a major software bug which will result in incorrect Action Dates.

1. **Missing Action Record – An incident has been entered but there is no corresponding action.**

Use the spreadsheet provided by the SBO for the details (student name and incident id)

To fix:

- Conduct** Top Tab – **Incident History** Side Tab
- Change filter to: *All Records* and field set to: *SD73 Default Fields + BC*

- Find the incident. (Search by clicking on the column and type the incident id into the search bar )
- Click into the record

- Click on the **Action** Sub Top Tab
- Enter action (s) as per [SD73 - Managing Conduct - Reporting Incidents and Actions](#) . Save

2. **Action Date Out of Range - Action date is more than 7 days after the incident.**

Use the spreadsheet provided by the SBO for the details (student name and incident id)

To fix:

- Conduct** Top Tab – **Action History** Side Tab
- Change filter to: *All Records* and field set to: *SD73 Default Fields + BC*
- Find the incident. (Search by clicking on the column

and type the incident id number into the search bar )

- Click into the record
- Adjust as necessary. Save

Action		Incident Details	
Name			
Incident code	Physical Aggression		
Incident date	19/02/2017		
Action code *	Loss of Privilege	Loss of Privilege SD73	
Start date *	19/01/2017		
End date	19/01/2017		
Penalty time	0.0		
Is action closed?	<input checked="" type="checkbox"/>		



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**3. Action Record Missing Start Date or End Date**

Schools should monitor for this issue continuously.

To fix:

- a. **Conduct** Top Tab – **Action History** Side Tab
- b. Change filter to: *SD73 Action Date(s) are Missing*
- c. Click into the record(s)
- d. Enter in the appropriate action Start date, End date, and Save

Name

Incident code Bullying

Incident date 08/09/2016

Action code \* Warning  Warning

Start date \* 08/09/2016

End date

Penalty time 0.0

Is action closed?

**4. Action Dates in the incorrect year – Incident Happened in 2016/2017 School Year, but Action Start / End dates are not in 2016/2017 school year**

Schools should monitor for this issue continuously.

To fix:

- a. **Conduct** Top Tab – **Incident History** Side Tab
  - b. Change filter to: *SD73 Action Dates in Wrong Year*
  - c. Click into the record.
  - d. Click on the **Action** Sub Top Tab
- Incident** **Actions**
- e. Adjust the start date or end date of the action.
  - f. Save

Incident Actions

Student > Name \*

Primary code \* Physical Aggression  Physical Aggression

Additional codes Add

Incident Date \* 27/10/2016

Incident Time 9:35 AM

Location Classroom Classroom

Incident Actions

ActionCode	Start	End
<input type="checkbox"/> Detention	10/03/2018	04/12/2016



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**5. Actions Need to be Closed**

Schools should monitor for this issue continuously.

To fix:

- a. **Conduct** Top Tab- **Action History** Side Tab
- b. Change Filter to: *SD73 Is Action Closed* and field set to: *SD73 Default Fields + BC*
- c. Click **Options**, then **Mass Update**
- d. Complete the dialogue box as shown

Click **Update**

Start	End	Penalty	Closed?
25/01/2017		0.0	N
16/01/2017	16/01/2017	1.0	N
16/01/2017	16/01/2017	0.0	N
30/01/2017	01/02/2017	3.0	N

**6. Incidents Need an Owner Assigned**

Schools should monitor for this issue continuously.

To fix:

- a. **Conduct** Top Tab – **Incident History** Side Tab
- b. Change filter to: *SD73 Incident Owner Missing*
- c. Click into the record.
- d. On the **Incident** Sub Top Tab, select the name of appropriate School Administrator in the Owner>Name field and Save