

Data Source Inventory

This inventory helps you identify, organize, and reference the quality data you already have, defines responsibilities, and supports efficient and consistent quality management.

Instructions for Use

Use this inventory as a reference sheet. Place an “X” next to each data source your organization uses and record where records are maintained and what role is responsible for that information in the columns to the right. Update this form when data sources change and review it as part of the annual quality management plan review.

X	Data Source	Record Location	Responsible Role
Incident and Event Data			
	Incident reports (e.g., falls, injuries)		
	Medication error reports		
	Infection control logs		
	Other:		
Complaints and Feedback			
	Complaint or grievance log		
	Resident or client complaints (verbal or written)		
	Family feedback or concerns		
	Resident council (when present, if applicable)		
	Family council (when present)		
	Other:		

DATA SOURCE INVENTORY

X	Data Source	Record Location	Responsible Role
Satisfaction and Experience			
	Resident/client satisfaction surveys		
	Family satisfaction surveys		
	Staff satisfaction surveys		
	Other:		
Workforce and Staffing Data			
	Staff training records		
	Competency evaluations		
	Staff turnover and retention data		
	Staffing schedules or assignments		
	Other:		
Survey and Compliance Information			
	State survey findings		
	Plans of correction		
	Follow-up monitoring documentation		
	Other:		
State Measures (as applicable)			
	Minnesota Assisted Living Star Rating Indicators		
	Other:		

Notes (optional):

This material was prepared by Stratis Health under contract with the Minnesota Department of Health (MDH). Use of this tool is not mandated by MDH, nor does its completion ensure regulatory compliance.