Hub Discussion and Data Entry Flow Table

A Tool to Help Hub Meetings Accommodate Effective and Consistent Data Collection

STAGE	HUB CHAIR	DATA ENTERER
New Discussion	1) ask for new items from Hub discussants	enter "new discussion number"
		insert "# of times discussed"
		enter "opening date"
		enter "originating agency"
		enter "discussion type"
	2) clarify gender, age and subject role of all those involved	enter "gender"
		enter "age"
		enter "subject role"
	3) ask about risk factors	enter "risk factors"
	4) ask if situation is one of AER*	*enter nothing*
	5) if rejected, ask for reason of rejection	enter rejection reason in "closure"
	6) if accepted, ask for identifiable info	*enter nothing*
	a) determine if reopening	enter if "discussion is a reopening"
		enter "old discussion number"
	b) prompt review of info gathered	verify information above
	7) determine if YCJA conference	enter if "YCJA conference"
	8) determine lead agency	enter "lead agency"
	9) determine assisting agencies	enter "assisting agencies"
	10) ask about issue flags/study flags	enter "issue flags" and "study flags"
	11) ask for date pending	enter "date of pending"
Discussion Update	1) ask for discussion updates	increase "# of times discussed"
	2) ask if any risk factors need updating	update risk factors (if necessary)
	3) ask for pending date	enter "date of pending"
Discussion Closure	1) ask if discussion should be closed	*move to closure tab*
	2) ask for reason of discussion closure	enter "reasons for closure"
		enter "date of closure"
	3) ask for final updates on risk factors	update "risk factors"
	4) ask for final updates on assisting agencies	update on "assisting agencies"
	5) identify services mobilized	enter "services mobilized"
	6) ask why services were not mobilized	enter "reasons not mobilized"

* AER is an abbreviation for acutely-elevated risk. It occurs where four criteria are present: a) significant interest at stake; b) probability of harm occurring; c) Significant intensity of harm; d) Multi-disciplinary nature of risk.