

Timeline for MDE Submission and Corrections

Date	Activities conducted
Before the submission deadline	Grantees prepare and validate MDE files.
By the submission deadline	Grantees submit MDE files and supplemental materials, such as Navigated Women spreadsheets, Supplemental LSP/HC spreadsheets, Participant ID Change forms, and Validation of Data entries.
≈ 1 week after the submission deadline	<p>The TA team contacts data managers with questions about potential data quality issues, including:</p> <ul style="list-style-type: none"> • Duplicate records • Records with missing or invalid entries for critical fields, such as the blood pressure measurement date (12a: BPDate) and unique participant ID number (3a: EncodeID) • Discrepancies in the number of records submitted compared to previous submissions • Records with an invalid lifestyle program (LSP) or health coaching (HC) ID (20c: LSPHCID) • Records with a valid date of LSP or HC session (20b: Intervention) but missing or invalid LSP or HC referral date (19a: Refdate) • Error rate greater than 5 percent • Other major issues identified during MDE file review <p>Grantees have 1 – 2 weeks to respond to inquiries about their MDE file</p>
≈ 3.5 weeks after the submission deadline	Grantees may be asked to resubmit files, if required.
≈ 4 weeks after the submission deadline	<p>The TA team contacts grantees with a second round of questions about potential data quality issues, including:</p> <ul style="list-style-type: none"> • Any of the issues noted above (this primarily applies to resubmitted files to ensure that new data quality issues were not introduced to the files during the resubmission process) • Potential issues with supplemental materials • Out-of-range entries that were not verified by grantees in the Validation of Data form¹ <p>Grantees have 1 week to respond to inquiries about their MDE file and/or resubmit their file, if needed.</p>

¹ Project officers review Validation of Data forms for unusual values after each submission to approve the entries.