**Data Review Log Form**

The Data Review Log documents basic steps taken to identify possible data collections errors.

A data review log will differ depending on the type of data being collected. We use ODK to collect our data. These electronic forms were designed such that all variables have “must enter” validation rules that accommodates logical skip patterns. In addition, there are range checks or a clear set of options for each question.

Despite these features, errors are possible. The following basic steps should be carried out:

1. **Check for duplicates**
   1. Duplicates across records
   2. Duplicates based on the key Identifiers
2. **Confirm that for each variable the agreed range checks are adhered to**
3. **Look for heaping and outliers within the agreed range or each variable**

With regards to a few open text variables:

1. **They are reviewed for clarity and appropriateness.**