

05/27/2020

CT DESPP Division of Scientific Services

**Direct Observation Proficiency/Monitoring: Individual Characteristic Databases****Notification:**

Analyst to be observed: \_\_\_\_\_ Monitor: \_\_\_\_\_

Date of notification: \_\_\_\_\_ Notified by: \_\_\_\_\_

(due date 1 month from date of notification)

Discipline: ☐ 3. Biology (CODIS) ☐ 5. Firearms/Toolmarks (NIBIN) ☐ 6. Latent Prints (AFIS/NGI)**Observation:**

DSS Case Number(s): \_\_\_\_\_ Date of Observation: \_\_\_\_\_

Database component(s) observed: \_\_\_\_\_

Process	Yes	No	NA	Comments (if applicable)
Was case information entered correctly (case number and any needed demographics)?				
Was sample identifying information correctly entered into the database?				
Were appropriate categories /fields selected in the database?				
Were the appropriate Unit procedures followed?				
If a mistake was made, did the analyst correct the issue, following procedures?				
Were correct Unit forms used to document the process?				

Notes if applicable: \_\_\_\_\_

Grade:

☐ Pass☐ Fail

Person Performing Monitoring: \_\_\_\_\_ Date: \_\_\_\_\_

**Quality Section Review:**

Date Proficiency Test Workflow Initiated: \_\_\_\_\_

Further action required ☐ No ☐ Yes QAR required? ☐ No ☐ Yes QAR ID \_\_\_\_\_

Quality Section Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_