



#### Instructions

Rate your response to each of the prompts based on the following scale:

**No evidence – 1    Little evidence – 2    Some evidence – 3    Strong evidence – 4**

*(If you do not know how to rate the issue, simply put a question mark [?] in the rating column.)*

#### District Policies and Regulations

##### *District Data Quality Issue*

**Rating**

- District staff has confidence in the data provided to regulatory agencies. \_\_\_\_\_
- Processes for the transfer of data have been developed collaboratively with staff responsible for developing reports, with representatives from the technology staff, with representatives from the schools involved, and with staff who are responsible for data entry. \_\_\_\_\_
- All staff members affected by data collection have an understanding of what is to be done and why it is important. \_\_\_\_\_

#### District Standards and Guidelines

##### *District Data Quality Issue*

**Rating**

- Standards and guidelines have been developed with the active participation of those responsible for quality data, including data entry staff. \_\_\_\_\_
- District administrators and coordinators have established requirements for timely, accurate data that encourage quality and use the resulting information to make data-based decisions. \_\_\_\_\_
- Workable guidelines describe the process to follow when an error is discovered in a report. \_\_\_\_\_
- The guidelines state who will be responsible for notifying the school if errors are discovered. \_\_\_\_\_
- The guidelines determine who will follow up on the initial notice of a problem. \_\_\_\_\_
- The guidelines determine what reports or other assistance will be provided to schools as they try to correct errors. \_\_\_\_\_

#### District Training and Professional Development

##### *District Data Quality Issue*

**Rating**

- The professional development program emphasizes to all staff the importance of exercising care when entering data. \_\_\_\_\_
- The superintendent and school board send a strong message about the importance of data quality. \_\_\_\_\_
- Hands-on training is provided to get staff used to the data entry screens. \_\_\_\_\_
- Handbooks or guidebooks that provide pictures of data entry screens, systematic instructions, and the rationale for entering the data are available to the staff during and after training. \_\_\_\_\_
- Professional development includes information on procedures for obtaining assistance regarding data entry practices and policies. \_\_\_\_\_
- The training handbook includes copies of reports so that people entering the data will have a sense of how their work affects the operation of the school. \_\_\_\_\_

**No evidence – 1    Little evidence – 2    Some evidence – 3    Strong evidence – 4**

**Rating**

- Participants are provided an opportunity for structured feedback about training programs regarding data quality issues and general data entry issues. \_\_\_\_\_
- Follow-up discussions are held after the completion of new or major data efforts as a means of evaluating related training programs. \_\_\_\_\_
- Part-time staff members hired to meet data crunch periods are provided with adequate professional development and hands-on training to ensure quality data entry, to convey the purpose and importance of the data. \_\_\_\_\_

**District Timelines And Calendars**

***District Data Quality Issue***

**Rating**

- A district calendar has been established to track the time when reports are due. \_\_\_\_\_
- The calendar identifies what data are required from schools and when the district, state, or federal programs need the information. \_\_\_\_\_
- A district data coordinator is responsible for maintaining this calendar. \_\_\_\_\_
- The calendar aids in reducing redundant data requests. \_\_\_\_\_
- All district staff has access to the district data calendar with timelines and deadlines. \_\_\_\_\_
- Schools are informed of the purpose of information that is requested and understand the link to instructional programs or reporting regulations. \_\_\_\_\_

**District Technology (Hardware + Software + Network)**

***District Data Quality Issue***

**Rating**

- The computer infrastructure exists to serve the needs of the people in the organization. \_\_\_\_\_
- The technology staff is involved in the decision-making process about data collection and reporting. \_\_\_\_\_
- The technology coordinator schedules extra support personnel to meet needs and can arrange for maintenance to be carried out at times of low system use. \_\_\_\_\_
- The technology helps ensure accuracy through the automation of quality control. \_\_\_\_\_
- Password security procedures have been distributed to all staff. \_\_\_\_\_
- Procedures for changing passwords have been distributed. \_\_\_\_\_
- A help desk is available to address security procedures. \_\_\_\_\_

**District Data Entry Environment**

***District Data Quality Issue***

**Rating**

- Building plans address the need for appropriate spaces for data entry. \_\_\_\_\_
- Current space has been assessed for the best use for data entry. \_\_\_\_\_
- When necessary, office staff is allowed overtime in order to make data entry deadlines. \_\_\_\_\_
- Part-time staff is hired at those times when existing staff cannot handle the demands for data entry. \_\_\_\_\_