

# Elements of an Effective Data Policy

## Guidelines:

Agencies must have written policy and procedures to ensure complete and accurate data collection and entry. Programs are responsible for ensuring that all student information is handled in a confidential manner compliant with federal, state, and local laws and Division Policy C.900 Safety, Security, and Accessibility.

The elements of an effective data policy and procedures include:

## 1. Explanation of data collection

- Programs must collect complete and accurate student intake information, appraisals/locators and assessments, and third-party release forms and retain the documentation in student files. Regular data entry ensures that programs and the Division of Adult Education have access to data to monitor and evaluate progress towards meeting performance goals and to support planning and continuous improvement efforts.
- All data must be entered accurately.  
Question to consider:
  - *How are errors detected?*
- Attendance hours may be kept in student files or in attendance binders by class.  
Question to consider:
  - *How do the attendance data get to the data entry staff?*
- Define the roles and responsibilities of staff members related to data collection.  
Questions to consider:
  - *What is the role of teachers, intake specialists, student support coordinators, etc., to ensure data is entered within the 14-day requirement?*
  - *What is the data flow process?*
  - *Do all staff receive training on their role in timely data collection?*

## 2. Explanation of data entry

- Program administrators must ensure that **all data are entered into eData v2 within 14 days of being collected**. Data are considered collected on the date forms are filled out, assessments are given, or instruction occurs.  
Questions to consider:
  - *What is the process to ensure all data are entered with 14 days of being collected?*
  - *How does the administrator verify the 14-day requirement?*
  - *How does the administrator address any issues that interfere with the 14-day data entry requirement?*

### 3. Explanation of data analysis/reporting/output

- Periodically review data checklists provided by eData support and make corrections as needed.  
Questions to consider:
  - *How is periodic or regular review defined?*
  - *What data checklists are used?*
  - *Who reviews the data?*
  - *When is the data reviewed?*
  - *What happens when errors are detected?*
- Direct service staff should have access to data related to their activities and the program and should review the data regularly.  
Questions to consider:
  - *When are staff given access to their data?*
  - *What reports do they see?*
  - *How is regular review defined?*
  - *If staff are responsible for reviewing their data, what process do they follow to detect errors?*
  - *What process do they follow to have the errors corrected?*
- Submit the Data Quality Validation Form to the Division by the annual deadline.  
Question to consider:
  - *Who reviews and submits the report?*
- Review the monthly Data Check Summary Report from MIS.  
Questions to consider:
  - *Who reviews the report?*
  - *When is the report reviewed?*
  - *If errors are detected, what is done?*
  - *How is the report used for program improvement?*
- Use of eData Access Database Template reports: near match reports, data check summary report, Table 4 reports, enrollment summary, class/group reports, etc.  
Question to consider:
  - *What reports are used and by whom?*
  - *When are the reports reviewed?*
  - *What happens if errors are detected?*

#### **Resources:**

##### **Manuals and templates**

- eData Instructional Manual and Glossary
- eData Access Database Template, available to assist programs in reviewing their data

##### **Professional development**

- Staff Induction Module: Quality Data and Collection
- Introduction to eData courses
- In-house process to ensure staff receive professional development about NRS requirements

##### **Technical assistance**

- MIS/eData Support staff