

Data Policies

July 23, 2020



7/27/2020

1

► Agenda

- Announcements
- Objective of data policy review
- Data institute process and ongoing support
- Data policy review
- Components of a complete policy
- Examples of good policies
- Checklist tool
- Next steps



2

7/27/2020

► Announcements

- Submitting distance resources
- Best practices during COVID-19
- ANI “light”



3

7/27/2020

► Objective of data policy review

- Improve data collection, entry, and reporting
- Improve data policies
 - Division examined policies
 - Some good, some not
 - Some really improved



7/27/2020

4

► Data Institute and Ongoing Support

- F2F – Data Flow activity and action plan
- Data Policy draft creation and review
- NRS Data Use module
- Review of areas for improvement
- Support documents and NRS Data Use module available online



7/27/2020

5

► Data Policy Review

- Annual data policy review
- Data Flow diagram
- Data security
- Adding procedures for remote work



7/27/2020

6

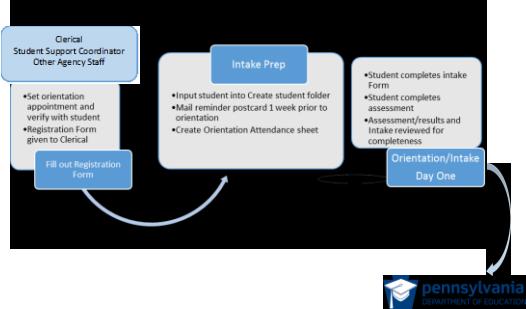
► Components of a Complete Policy

- Complete, organized, and easy to read
 - Answers who, what, why, when, where, and how
 - Addresses collection, entry, and reporting
 - Visual presentation helps describe complex procedures
 - Considers the perspective of a new employee



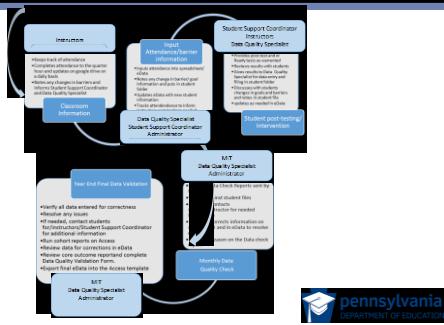
7/27/2020

→ Example 1 – Data Flow Chart



7/27/2020

→ Example 1 – Data Flow Chart



7/27/2020

► Example 2 – Chart for Class Data Entry/Attendance

Procedure	Staff Member(s)	Timeline
Google document creation & sharing	Position Title A	Before first day of class
At Orientation/Program Exploration, complete Registration Forms & submit to Admin	Position Title D, E	Orientation/Program Exploration
Teacher keeps attendance in real time, updated by end of day	Position Title E, F	Every class meeting day
Registrations submitted to Enrollment Services	Position Title C Title C	Before session start
Data entry person pulls attendance from Google to put into eData. Paper copy of attendance is filed. A checklist will be used to make sure that all attendance has been entered each month.	Position Title A	Biweekly
Staff receive training on their role in timely data collection	Position Title 1	Monthly
	All Staff	Start of program year and at the end of each class session.



10

7/27/2020

► Example 3 – Narrative for Data Collection

Data Collection:

- a. Orientation: The Intake Coordinators will be responsible for explaining directions to students and collection of the following forms students will fill out at orientation:
 - 1. the initial intake
 - 2. appraisals/locators and initial assessments
 - 3. student goal forms
 - 4. third-party releases
- Review: review of all related forms for accuracy and completion is the responsibility of the Intake Coordinators. Potential errors will ideally be corrected on the spot directly with the student before exiting orientation.
- Intake Coordinators will securely pass along collected materials after orientation is completed to the Program Coordinators based on program option student chooses, recommendation of Intake Coordinators, geographic location of student's desired service, or a combination of the three. Program Coordinators will then provide a second review of all materials collected and create a student file. Program Coordinators will follow up directly with student if any potential errors or questions remain.
- It will be the responsibility of the Program Coordinators to adhere to the above procedures if students are unable to attend centralized orientations given by the Intake Coordinators.



11

7/27/2020

► Example 4 – Chart and Narrative

- The Operations Information Specialist (OIS) checks to ensure that all data has been entered within 14 days of being collected. The OIS communicates with the administrative team if data entry has occurred outside of the 14-day requirement. Administrators will identify the specific location of where the issue occurred and address the concern(s) with the appropriate staff. If necessary, an action plan will be put in place to ensure future accountability.

WEEKLY			
Weekly Attendance Sign in Sheets	At the end of each week	Instructor emails weekly attendance to supervisor, student success specialist, and Operations Manager. Operations Manager posts attendance on N: drive. Instructor signs in into eData to support staff to match attendance with sign-ins. After cross-checking, attendance is forwarded to eData staff for entry. Data reviewed by the Data Quality Specialist and entered within 14 days after last class for the week.	Verify attendance with sign-in sheets. Adjustments will be made if there is a week of submission. Depending on where the error was detected (support staff, eData staff, operations information specialist, or admin), the instructor and/or eData staff will be instructed to correct the attendance and enter revised hours into eData.



12

7/27/2020

► Checklist Tool

- Created from the *Elements of an Effective Data Policy* document
- Use to evaluate your own policy



7/27/2020

13

► Next Steps

- Some agencies will be required to work with MIS on improving their policies
 - Email from your advisor
 - Examine policy using checklist
 - Contact MIS by August 15
- If not required, may be useful to use the tool to examine policy for improvement



7/27/2020

14

► Contact/Mission

For more information on today's presentation please visit PDE's website at www.education.pa.gov

The mission of the Department of Education is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens. Further, the Department seeks to establish a culture that is committed to improving opportunities throughout the commonwealth by ensuring that technical support, resources, and optimal learning environments are available for all students, whether children or adults.



7/27/2020

15
