



Best Practices for a Successful Data Collection

Quality Data: A Process, Not A Place

Overview

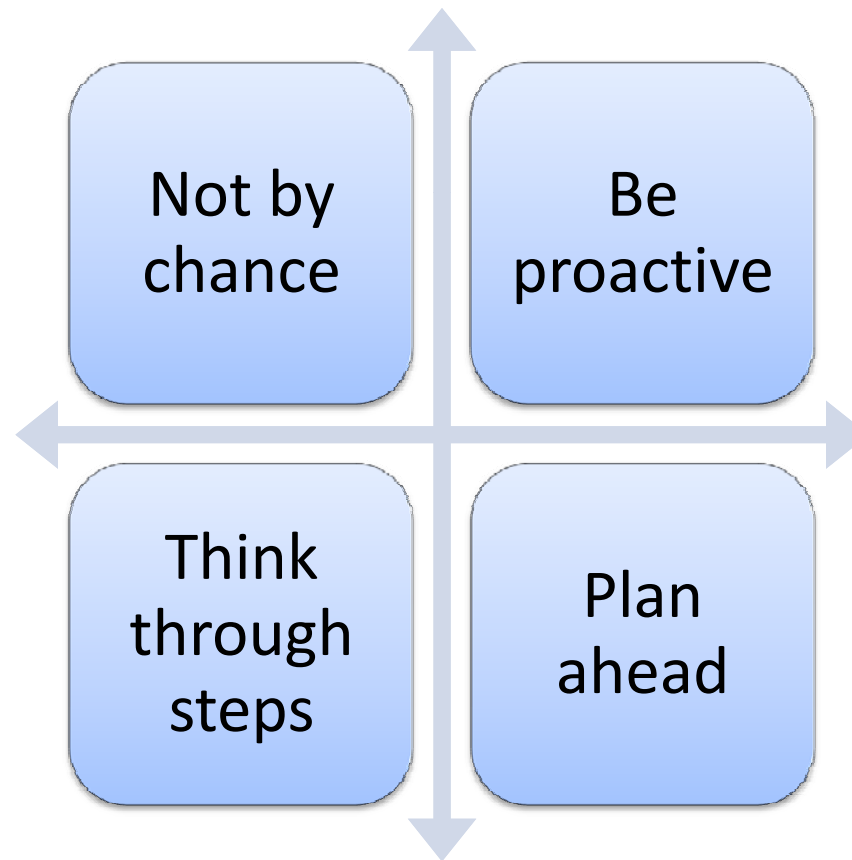


Organizations and agencies often find it difficult to rely on the information provided through internal data collection and reporting processes.

Yet, it is this information that serves as the foundation for internal decision-making.

This session reviews selected practices and procedures for ensuring data integrity and promoting a culture of quality data. Included in the session are recommendations for developing internal timelines, checklists, and other processes.

Best Practices for a Successful Data Collection





Best Practices

Practice #1 – Pursue and commit to quality data.

What is quality data? The level of excellence of data when compared to certain criteria. Criteria may vary among organizations.

Common factors or criteria include:

- ▶ Data Accuracy
- ▶ Completeness
- ▶ Data Consistency
- ▶ Relevancy
- ▶ Meaningful to Users/Utility
- ▶ Availability/Timeliness
- ▶ Data Security

Best Practices



Example: INACCURATE DATA

Example: Due to entering the D.O.B. incorrectly in GTID, the wrong student is claimed by the district.

Result:

- Incorrect student is claimed in GTID resulting in mis-matched records
- DUPLICATE errors are received in FTE and/or Student Record
- Incorrect student data is displayed in LDS

Best Practices



Example: MISSED DEADLINES / AVAILABILITY

Example: The district has duplicate errors but is unable to resolve the errors because the coordinator is at a conference and is unavailable.

Result:

Because the district 'A' coordinator is unavailable, district 'A', and any other district that has duplicate errors with district 'A', will miss the 'Duplicate Resolution' deadline.

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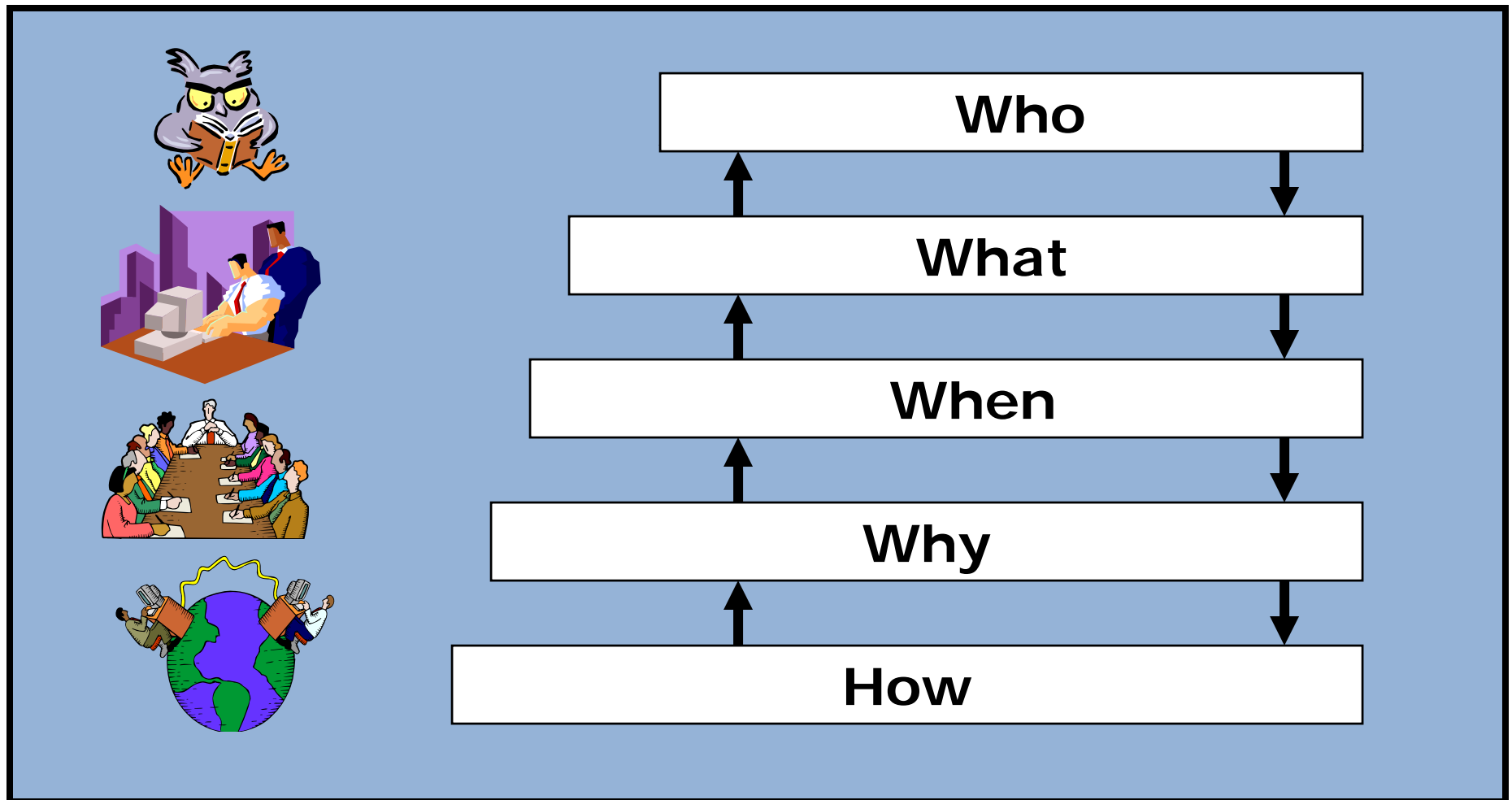
Example: DATA SECURITY

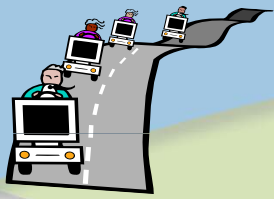
Example: A school level user is provisioned for district wide access to Student Record / FTE.

Result: The user has the ability to access and change student data for all students, rather than just those students located at his school (FERPA violation).

Best Practices

Practice #2 – Take time to think through all the steps that must be completed for a successful data collection.





Best Practices

Practice #2 – Take the time to think through all the steps that must be completed for a successful data collection.

Who

- Who is involved with this collection? (Coordinator, Principal, Schools, program areas)
- Who is the target group for this collection?
- Who is allowed to see and/or change data?

What

- What are the sources of information for this collection?
- What type(s) of data must be collected for the target group?
- What does each person need to do?
- What kinds of reports or queries will be used to verify data entry?

When

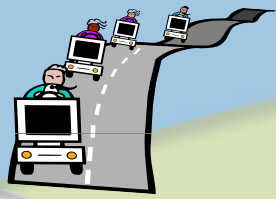
- When does the collection process begin?
- When is the data entry deadline?
- When is each person or group required to have their part done?
- When is the data file required at the next level?

Why

- Why is this data collected?
- Why is it important?
- Why is participation required?
- Why is compliance necessary for this collection?

How

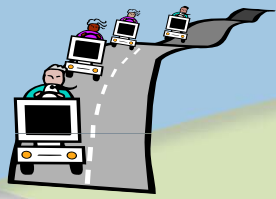
- How will this data be used?
- How accessible are the people involved in the collection?
- How will we verify the data now and future?
- How will we communicate and collaborate?



Best Practices

Example - Action Plan

<u>Activity</u>	<u>Date</u>	<u>Status</u>	<u>Comments</u>	<u>Who's Involved</u>
Determine which data elements are to be collected				
Planning meeting for collection processes				
Meeting to plan training and communications				
Develop check list and timelines for collection				
Develop training materials				
Schedule workshops				
Communicate timelines to district staff and school users				
Verify software patches and upgrades are up to date				
Test software capabilities				
Coordinate data entry process at schools				
Develop process for schools and district coordinators to verify data				
Coordinate final data review and superintendent signoff procedure				
Create process for archiving extract file(s)				
Close out collection				



Best Practices

Example - Checklists

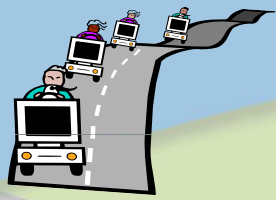


FTE/Class Size SIS Operator Check List

Begin: 2/23/10 Complete By: 03/04/10
Bring w/ Reports to Work Session On: 03/09/10

FTE Preparation Steps	<u>Completed</u>
EIP Eligibility (ELEM)	----
GA_EIP=Y;grade_level=(insert grade level)	
EIP Coded in Segments (Code 5 segments for self-contained)	----
Make sure Program in Section screen is set to EIP	
Gifted Eligibility Verified	----
GA_GiftedProgram=Y	
Social Security Number Verified	----
SSN=(space)	
Birth Date Verified	----
Select ALL, Functions, List Students, Fields: lastfirst, DOB (look for blanks and odd years)	
ESOL/ELL Eligibility	----
GA_ESOL=Y, Functions, List Students, Fields: lastfirst, home_room, ga_esol, lep, ell_monitor_year	
Ethnic Code Verified	----
Select ALL, Functions, List Students, Fields: lastfirst, ga_hispanic, ga_white, ga_africanamerican, ga_asian, ga_americanindian, ga_hawaiianpacificislander (Make sure hispanic has additional race checked)	
Special Education Verif 1 (Primary Area)	----
GA_sped_pae#(space) Function List Students Fields: lastfirst, ga_sped_pae, ga_sec_sped_pae	
Inclusion/Collaboration Search	----
Search for all special education: ga_sped_pae# (space) then Functions, List Students, Fields: lastfirst, home_room, ga_trans_seg1 (4Para), ga_trans_seg2 (5Interpreter), ga_trans_seg3 (6JnhC'narrh), ga_trans_seg4 (7Other), ga_trans_seg5 (8Cert Teacher), ga_trans_seg6 (9SpEd Teacher)	
Supplemental Speech Search	----
Search for all special education: ga_sped_pae# (space) then Functions, List Students, Fields: lastfirst, home_room, ga_sss (suppl speech segments)	
Spec Ed Transported Search	----
Search for all special education: ga_sped_pae# (space) then Functions, List Students, Fields: lastfirst, home_room, ga_transeg (transported segments)	
Entry Codes	----
Select ALL, Functions, List Students, Fields: lastfirst, EntryCode, EntryDate	
<u>Class Size Preparation Steps</u>	<u>Completed</u>
Teacher SSN's Accurate	----
Start Page, Staff on menu screen, teachers under browse, Functions, List Staff Members, Fields: lastfirst, SSN	
Long-term Sub SSN's Accurate	----
Code Paras in Section screen under Number of Paraprofessionals in the Classroom	----
Code Delivery Model (Gifted) in Sections screen under Gifted Delivery Model	----

Principal's Signature _____ Date _____



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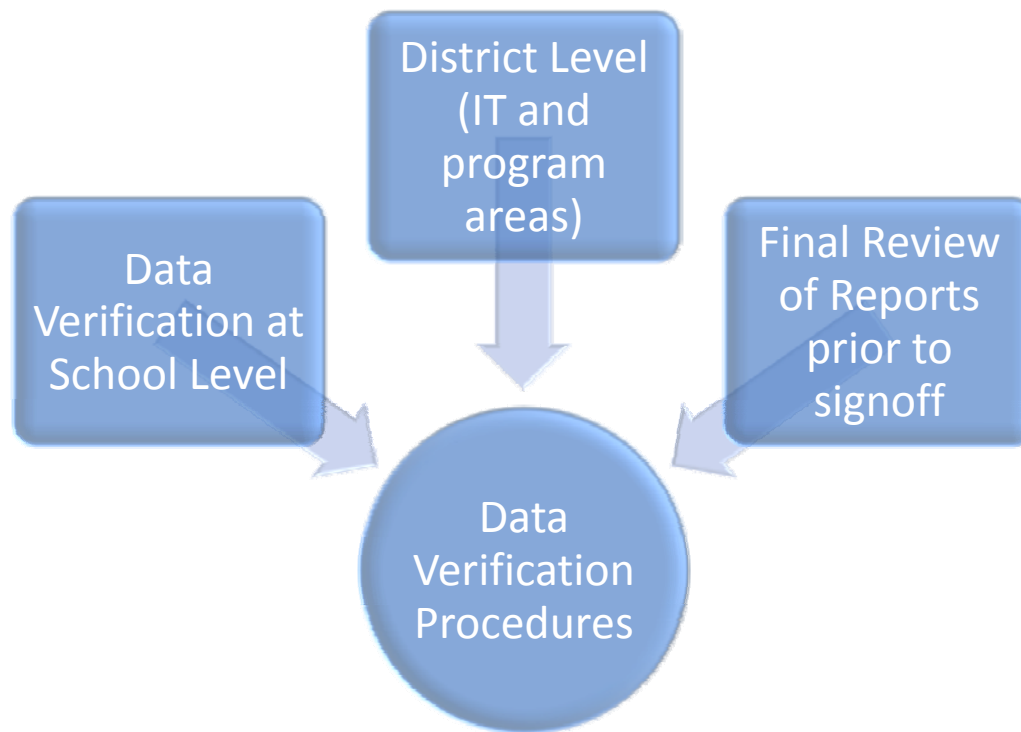
Example - Checklists with Timelines

<i>Deadline</i>	<i>Item</i>	<i>Responsible Staff</i>	<i>Data Source</i>	<i>Data Reported To</i>
<i>End of Year</i>				
<i>June 25-27</i>	Roll over student enrollment, registration, and scheduling data to next year	SIS Specialist	Student Information System (SIS)	N/A
<i>July 23</i>	Print end-of-year attendance, discipline, GPA reports sorted by grade level and building	Data Coordinator	SIS	Administrative Team
<i>New Year</i>				
<i>June 25-July 13</i>	Enroll new students and enter into SIS	Building Secretaries	Parents	
<i>August 10-25</i>	Enter additional new students for coming year into SIS	Building Secretaries	Registration Forms (building offices)	
<i>August 15</i>	Run homeroom and classroom rosters	SIS Specialist	SIS	Teachers
<i>August 20</i>	Roster corrections submitted	Data Coordinator	Principals	
<i>August 23</i>	Roster corrections entered into SIS	Building Secretaries	Principals	
<i>August 26</i>	School Starts			
<i>August 26-September 15</i>	Drop/Add period			
<i>August 30-September 18</i>	Enter secondary schedule changes, additional new students, and withdrawals into SIS	Building Secretaries	Drop/Add Forms (from guidance offices). Registration/ Withdrawal Forms (from building offices)	
<i>September 20-25</i>	Print changed rosters	SIS Specialist	SIS	Principals

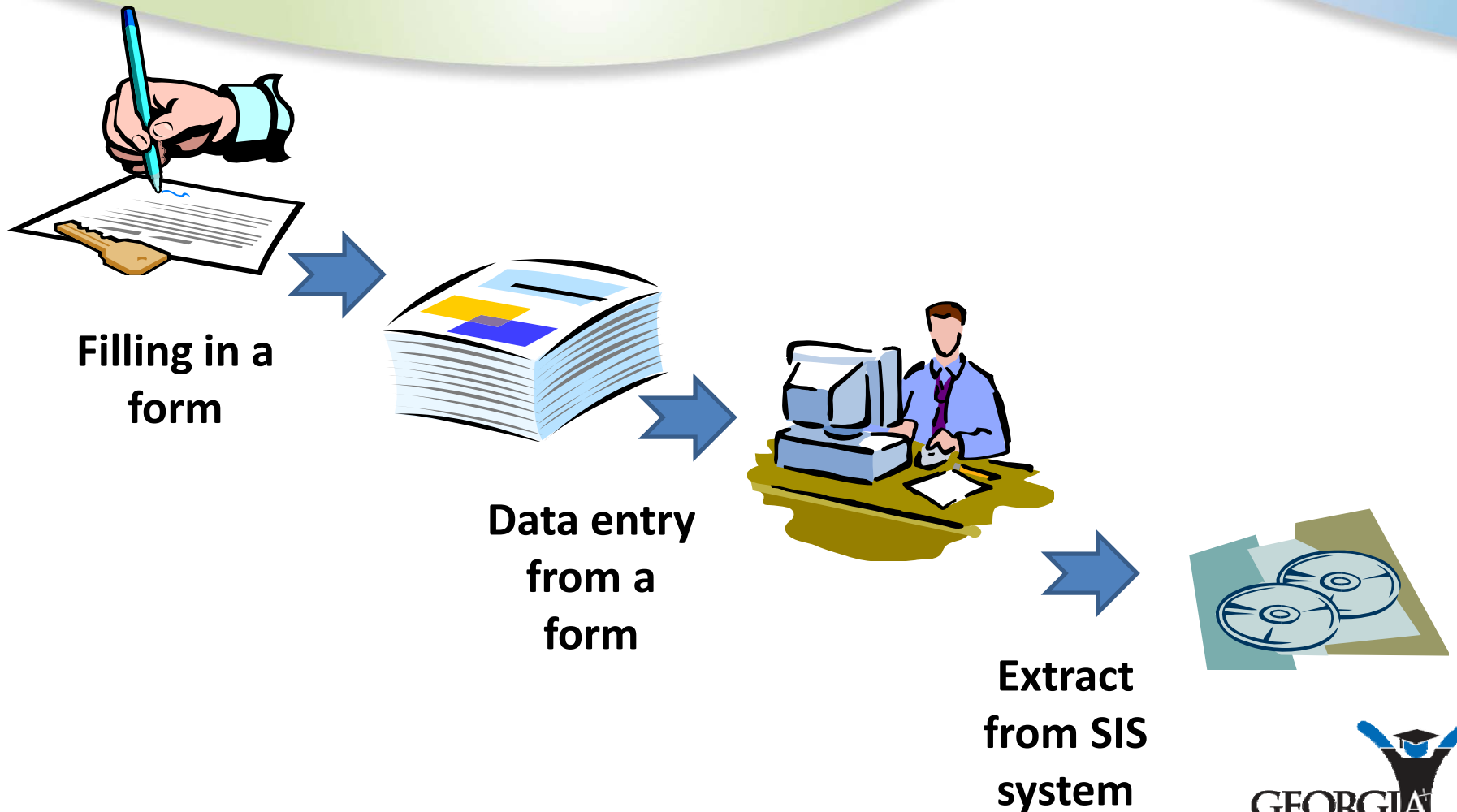


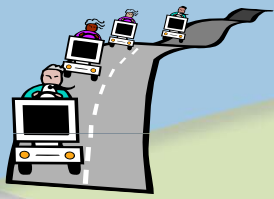
Best Practices

Practice #3 – Develop a data verification process that includes verification at the each stage of the collection cycle.



Where are errors most likely to occur?





Best Practices

Example - School Level (Teachers)

Establish internal procedures for verifying data:

1. **Who** : Teachers
2. **What**: Reports/ Queries
3. **When**: Establish timeline
4. **Why**: Help teachers understand why this is important
5. **How**: Explain how data will be used

Decide what kind of data would be easy for teachers to verify

Data specialist/clerk create reports for teachers

Give teachers timeline for completing verification process

Teachers return signed reports to Data specialist/clerk

Data specialist/clerk update SIS system as needed

20-Day Attendance Reports

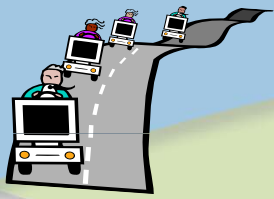
(teachers reconcile attendance book to report – implications for SR, FTE, AYP)

Report of demographic data

(teachers have students to verify or send home to parents)

Verify student schedules and service delivery

(Verify class rosters, check to make sure all students are currently in class)



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Example - School Level (Special Ed Lead Teacher)

Establish internal procedures for verifying data:

1. **Who** : Special Education Lead
2. **What**: Reports/ Queries
3. **When**: Establish timeline
4. **Why**: Help him/her understand why this is important
5. **How**: Explain how data will be used

Decide format for presenting data to make it easy for special education lead teacher to verify

Data specialist/clerk create reports for special education lead

Give him/her timeline for completing verification process

Special education Lead return signed reports to Data specialist/clerk

Data specialist/clerk update SIS system as needed

Student enrolled in special education this school year
(implications for SR, FTE, AYP)

Primary area, hours per week, related services, All IEP, special education environment, GAA

Service delivery models and number of segment
(Collaborative, co-teaching, consultative, inclusion, etc)

Special education events
Verification maybe online

What Can I Do To Ensure a Successful Data Collection?

1. Pursue and commit to quality data



2. Plan ahead and think through each step

3. Do what you planned

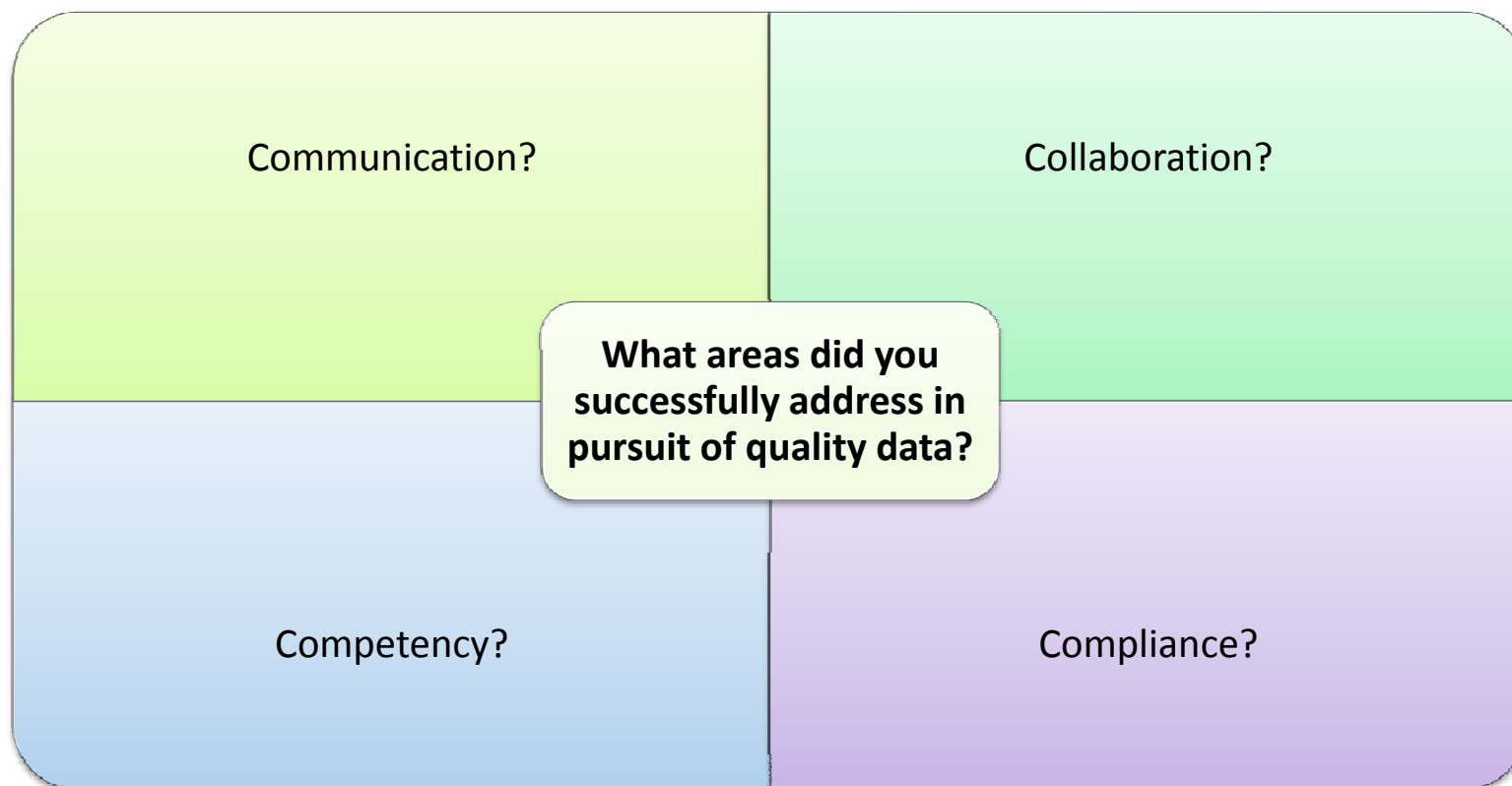


4. Implement a data verification process (verify at the source)



5. Review and revise processes to make improvements

What Challenges Have You Overcome?



Questions & Answers

(see Levette for hard questions!)

