

## Data Collection and Management Program Self Assessment

Topic	Description	Not in Place	Needs Work	Works Well	Comments
<b>Data Collection Procedures Checklist</b>	<ul style="list-style-type: none"> <li>• Staff has a clear description and understanding of its roles and responsibilities for data collection.</li> <li>• Clear definitions for each measure have been established.</li> <li>• Program uses standard forms, tied to the program database, for collecting data.</li> <li>• Program has an error-checking and quality control system for identifying missing and inaccurate data.</li> <li>• Program has ongoing training on data collection.</li> <li>• Program has a student-level, relational database system.</li> <li>• Data entry procedures are clear and timely.</li> <li>• Staff has timely or direct access to information from the database.</li> <li>• Staff regularly reviews data.</li> </ul>				
<b>Assessment Checklist</b>	<ul style="list-style-type: none"> <li>• Appropriate assessments are selected, following state requirements.</li> <li>• Program has appropriate forms or versions of the assessment, using different forms at each administration.</li> <li>• Program has a uniform time established to administer the initial assessment.</li> <li>• Procedures are in place for placing students in the appropriate level based on the initial assessment.</li> <li>• Program has established a uniform time to administer the posttest or follow-up assessments.</li> <li>• Procedures are developed for determining level advancement of students based on the posttest or follow-up assessment.</li> <li>• Staff is trained in administration of the test, including timing of test, scoring and providing feedback to students.</li> </ul>				
<b>Intake and Goal Setting Checklist</b>	<ul style="list-style-type: none"> <li>• Program has procedures to orient students and help them set goals for instruction.</li> <li>• Procedure includes identification of attainable short- and long term goals.</li> <li>• Method identifies funder follow-up goals appropriately.</li> <li>• Procedures are established for supporting student follow-up to determine goal attainment.</li> <li>• Forms and procedures are developed to enter student demographic and goal information into the program's database.</li> <li>• Program has procedures to obtain demographic and other student measures.</li> </ul>				

*Dollar General / ProLiteracy Performance Accountability Initiative*  
Module 1: Data Collection and Management

<b>Follow-up Survey Procedures Checklist</b>	<ul style="list-style-type: none"><li>• Program has methods for identifying students who need follow-up.</li><li>• Sampling procedures are in place, if necessary.</li><li>• The survey is conducted at the proper time.</li><li>• Program uses state approved survey instruments.</li><li>• Program has adequate staff to conduct survey.</li><li>• Staff is trained on survey procedures.</li><li>• Survey procedures are in place to improve response rate.</li><li>• Program or state has database and procedures for entering and reporting survey data.</li></ul>				
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Adapted from:  
*Guide for Improving NRS Data Quality: Procedures for Data Collection and Training*  
<http://www.nrsweb.org/docs/dataquality.pdf>