

Data Collection and Management Program Self Assessment

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

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Follow-up Survey Procedures Checklist	<ul style="list-style-type: none"> • Program has methods for identifying students who need follow-up. • Sampling procedures are in place, if necessary. • The survey is conducted at the proper time. • Program uses state approved survey instruments. • Program has adequate staff to conduct survey. • Staff is trained on survey procedures. • Survey procedures are in place to improve response rate. • Program or state has database and procedures for entering and reporting survey data. 				
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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>