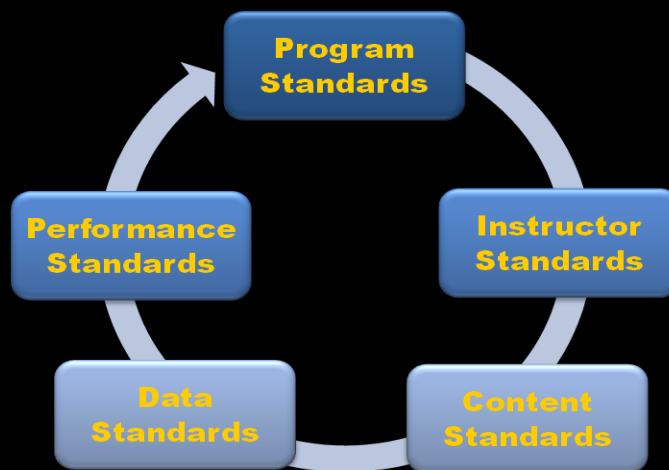




A Framework for Program Quality

NC Basic Skills Technical Assistance Report

Data Quality Standards



North Carolina Community College System
Academic and Support Services
Basic Skills Department

Data Quality Review Checklist

The purpose of this checklist is to provide local programs with a guide to the policies, processes and materials that need to be in place to verify successful implementation of the federal NRS data quality standards. The standards are organized into four content areas that define high quality data collection systems.

1. **Data Foundation and Structure** -This content area addresses whether the local program has in place the foundation and structures for collecting quality data. Standards measure whether the program implements policies for assessment, follow-up and goal setting; whether the local program staff knows the policies; and whether local programs are working to collect accurate and reliable student data.
2. **Data Collection and Verification** - This area measures whether the program collects data according to NRS guidelines, using procedures that are likely to result in high reliability and validity. Standards also address whether data are collected in a timely manner, are systematically checked for errors and whether the local program has processes for verifying the validity of the data.
3. **Data Analysis and Reporting** - The quality standards in this content area include whether the program has systems for analyzing and reporting data, including appropriate databases and software. The standards also address whether analyses and reports are produced regularly, reports are used to check for errors and missing data, and reports are useful to state and local staff for program management and improvement.
4. **Staff Development** - The standards under this area address whether the program has systems for professional development for local staff on LEIS. This includes ensuring that the program has provided training on data collection, measures, assessment, goal setting, and follow-up procedures. Standards also focus on whether training is ongoing and continuous (for all new staff), meets the needs of local staff, and is designed to improve data quality.

Many of these standards are included in the Program Standards and the procedures for LEIS. Some of the standards are interrelated; some of the processes will need to take place over time. The full implementation of all the standards and processes indicates that the program has:

- Procedures and systems that promote the highest levels of data validity and reliability, including systems for verifying data accuracy from local program staff;
- Systems for monitoring data collection and analyses;
- Corrective systems to improve data on an ongoing basis; and
- A focus on continuous improvement of the quality and accuracy of data.

The checklist presents the standards for each content area. Programs can use this checklist to rate their implementation of the data quality standards by indicating “yes” if the standard has been met or “no” if it has not been met. Programs may also choose to describe details of their data collection policies and procedures for some standards. The checklist should be completed by staff members who are very knowledgeable about the program’s data collection and reporting procedures as well as staff training efforts related to NRS and data issues.

By examining the results of the checklist, programs can then prioritize areas needing improvement and develop an action plan to address those needs.

A. Data Foundation and Structure

Standards or Process	Program Achievement		
	YES	NO	In Progress
1. Our program has a written assessment policy that specifies the standardized assessment(s) to use for accountability for our students.			
2. Our program has a written assessment policy that specifies the time periods (in hours) for when to pre- and posttest.			
3. Score ranges are tied to educational functioning levels (EFL) for placement and for reporting gains for accountability.			
4. Our program has a written assessment policy that provides guidance on tests and placement for special populations (e.g., students who are unable to be tested due to language or disability).			
5. List the assessments used by your program for ABE, GED/AHS, and ESOL.			
6. Our program has written policies for goal setting procedures.			
7. Our program understands the difference between personal goal setting and NRS goal setting.			
8. The System Office uses our program data to data match for completion of GED, AHS, postsecondary, and employment goals.			
9. Our program has a tracking procedure for hours of instruction between pre- and post-testing.			
10. Our program has established a regular schedule (e.g. quarterly) for submission of data.			
11. Our program meets state-established schedule for data submission so that the program data can be included in LEIS reports.			
12. Our program has established a procedure for collecting Social Security numbers, including how to deal with missing numbers.			
13. Our program knows and follows the Basic Skills assessment policy on the minimum percentage of students to be pre- and post-tested (65%).			

Standards or Process	Program Achievement		
	YES	NO	In Progress
14. Our program maintains regular contact with staff on data issues and provides continual technical assistance and resources on assessment, data collection, and use of data for program management and improvement.			
If yes, briefly describe the assistance and how it is provided.			

B. Data Collection and Verification

Standards or Process	Program Achievement		
	YES	NO	In Progress
1. Our program uses the LEIS student data forms for collecting student information.			
2. Our program records contact hours according to the state guidelines outlined in the Basic Skills Policies and Procedures manual.			
3. A staff member has been identified with clear responsibility for data collection and data entry.			
4. Our program has a regular system for verifying (through software, onsite auditing, contact with local staff) that staff members are following state data collection procedures.			
5. Our program has documented procedures for identifying and correcting errors, identifying out-of-range assessment scores, and resolving missing data.			
If yes, briefly explain your data review and error correction system.			
6. Our program submits accurate LEIS data to NCCCS at least quarterly.			
7. Our program provides additional technical assistance, as needed, to local staff reporting poor data.			

C. Data Analysis and Reporting

Standards or Process	Program Achievement		
	YES	NO	In Progress
1. Our program produces required reports for the state and relevant reports for local program use.			
2. Our program checks reports for errors and missing data and obtains corrected data from program staff.			
3. Our program uses data reports to identify program improvement needs and has a system to resolve them.			
If yes , provide at least one example of use of data for this purpose in the last year.			
4. Our program reviews local data for accomplishments and has a system for sharing these with the staff.			
5. Our program compares data with prior years' data for discrepancies, reasonableness, and trends in good and weak performance.			

D. Staff Development

Standards or Process	Program Achievement		
	YES	NO	In Progress
1. Staff members have been provided training on general NRS requirements, including assessment policy and procedures, performance benchmarks, and goal setting procedures.			
If yes , briefly describe when the most recent training occurred, its duration and about what percent of local providers attended.			
2. Local staff members have received training on data collection procedures.			
3. Local staff members have been trained on data entry into Colleague (community colleges) or LACES (community-based organizations).			

Standards or Process	Program Achievement		
	YES	NO	In Progress
4. Local staff members have had training on how to produce and/or interpret reports produced by Colleague, LACES, and/or Data Warehouse.			
5. Our program provides at least one training annually to local staff on LEIS issues, data entry or data analysis issues.			
If yes, briefly describe when the most recent training occurred, its duration and about what percent of staff attended.			
6. Our program has developed and is implementing a plan for ongoing staff development on NRS, LEIS and data use issues to promote continuous improvement.			
If yes, briefly describe the plan.			
7. Our program provides training to staff to correct data problems in a timely manner.			