

DATA QUALITY CHECKLIST

A. CONTENT AREA: DATA FOUNDATION and STRUCTURE

Acceptable Standards refer to *hard copy data*. The term “matching” in Acceptable # A.A.3 refers to *database matching* for collecting NRS measures. Superior Standards refer to *hard copy data*. The Exemplary Standard refers to both *hard copy data* and *database data*.

#	Acceptable Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
A.A.1	Local Program has written policies in electronic document form , which specify: 1. Which state required assessments to use for accountability 2. Time periods (in hours/weeks) for when to pre- and post-test. 3. Score ranges tied to NRS/LWIS educational functioning levels (EFL) for placement and for reporting gains for accountability. 4. Appropriate guidance on tests and placement for special populations (e.g., learners who are unable to be tested due to language or disability).	1. MD <i>LWIS Assessment Policy & Guidelines</i> and/or 2. <u>Preferred</u> : Local adaptation of the MD <i>LWIS Assessment Policy & Guidelines</i> contents that address the standard included in an Instructor’s Handbook, Instructor’s Assessment Guide, LWIS Resource Guide, Policies & Procedures Guide, etc.	
		Minimum Required Verification of Use 1. Current MD <i>LWIS Assessment Policy & Guidelines</i> on shelf of Program Administrator (and each Specialist if at different office locations). 2. Appropriate staff has the MD <i>LWIS Assessment Policy & Guidelines</i> and/or (preferred) local adaptation that addresses the standard.	
A.A.2	Local Program has written policies in electronic document form for follow up that explain: 1. Goal setting procedures. 2. Difference between goal setting for NRS/LWIS and goals for instruction.	1. Current <i>LWIS Manual</i> and/or 2. <u>Preferred</u> : Local adaptation of the <i>LWIS Manual</i> contents that address the standard.	
		Minimum Required Verification of Use 1. Current <i>LWIS Manual</i> on shelf of Program Administrator (and each Specialist if at different office locations). 2. Appropriate staff has the <i>LWIS Manual</i> documents and/or (preferred) local adaptation that addresses the standard.	
A.A.3 (A.4)	Local data system can produce files for matching that include exit dates, goals, and employment status for each learner. 1. Local Program has established a procedure, in compliance with LWIS policy, for collecting Social Security numbers. 2. Local Program complies with LWIS policy on missing Social Security numbers. 3. Local Program has a regular schedule for data submission.	1. Enrollment/Update Forms contain the required fields for data matching. 2. Pseudo SSN policy provided to staff in written form & in training. 3. Data submission schedule provided to staff.	
		Minimum Required Verification of Use 1. Learner records are filed for a minimum of 3 prior fiscal years. 2. Required fields for data matching on program forms. 3. Data entry staff can produce a Pseudo SSN Log. 4. Data submission schedule in written form which reflects data entry occurring at least monthly	
A.A.4 (A.7)	Local Program follows written LWIS requirements for definitions for all measures, including demographic measures and contact hours. Definitions have been provided to relevant staff.	<i>LWIS Manual</i> or (preferred) local adaptation such as an Instructor’s Handbook, LWIS Resource Guide, or a Policies & Procedures Guide, etc. used to orient/train/review staff at meetings.	
		Minimum Required Verification of Use 1. Publication available at all sites to all appropriate staff. 2. Agenda, sign-in sheet, evaluation of related training	

A. CONTENT AREA: DATA FOUNDATION and STRUCTURE (continued)			
Acceptable Standards refer to <i>hard copy data</i> . The term “matching” in Acceptable # A.A.3 refers to <i>database matching</i> for collecting NRS measures. Superior Standards refer to <i>hard copy data</i> . The Exemplary Standard refers to both <i>hard copy data</i> and <i>database data</i> .			
#	Superior Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
A.S.1 (A.2)	Local Program follows LWIS policy and requirements for the percentage of learners to be pre- and post-tested.	1. Pre-test 100% of enrolled learners. 2. Post-test all learners who have at least 60+ hours of instruction (75-100 hours preferred). Post-test at less than 60 hours only when EFL gain is considered likely. and 3. Meet or exceed the WDAL-required pre-test/post-test match minimum for the fiscal year.	
		Minimum Required Verification of Use	
		1. Assessment Forms; LWIS Assessment Report 2. LWIS Federal Report–Table 4B	
#	Superior Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
A.S.2 (A.3)	Local Program accesses additional technical assistance and resources on assessment and data collection (site visits, online resources, etc.).	(<i>At least three</i>) 1. Attend WDAL sponsored LWIS Meetings. 2. Contact appropriate WDAL staff. 3. Access LWIS Home Page & NRS Website 4. Network with other grant recipients. 5. Obtain advice/training from local or contracted technology support personnel.	
		Minimum Required Verification of Use	
		1. WDAL agenda & sign-in sheet 2. Phone Log, e-mail 3. Documents from these resources on file. 4. Phone Log, e-mail, meeting dates, etc. 5. Budget line item & contract and/or training agenda, sign-in sheet, summary of evaluations.	
#	Exemplary Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
A.E.1	Local Program has a system for verifying that staffs comply with LWIS data policies and procedures by monitoring error reports and conducting random reviews.	This <i>minimum</i> procedure must be available to designated staff as an electronic document with the title, LWIS Data Monitoring Procedure . 1. Run LWIS Error Reports monthly–MIS 2. Review reports–MIS & (designate specific staff) 3. Highlight questionable items for resolution, such as missing data, out-of-range values, numbers greater than 100%, unusual patterns, etc. 4. Contact IAS and/or instructors for resolution when errors exist or data are missing. 5. Make dated notations regarding resolution or further follow-up needed on the appropriate error report. 6. Conduct periodic class/site visits to observe & review data collection procedures and review learners’ files.	
		Minimum Required Verification of Use	
		<ul style="list-style-type: none"> • Highlighted & dated notations regarding problems & resolutions recorded on the appropriate LWIS Error Report • Completed class/site observation forms 	

B. CONTENT AREA: DATA COLLECTION and VERIFICATION			
Acceptable Standards all refer to <i>hard copy data</i> . Superior Standards refer to database data, except # B.S.5, which could refer to both hard copy data and database data. Exemplary Standard #B.E.1 refers to database data. Exemplary Standard # B.E.2 refers to both hard copy data and database data.			
#	Acceptable Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
B.A.1 (B.3)	Local Program has standardized forms (electronic or paper) for collecting learner information (e.g. intake, attendance, goal setting) that includes all LWIS measures and has correct LWIS definitions and categories.	Electronic Documents: <i>LWIS Manual's</i> standardized model forms used or adapted for local use. All standardized, mandatory LWIS data elements preserved in local forms.	
		Minimum Required Verification of Use	
		Electronic copies of data collection forms with all required LWIS data elements.	
#	Acceptable Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
B.A.2 (B.4)	All staff is using standardized data forms.	Completed data collection forms with all required LWIS data elements.	
		Minimum Required Verification of Use	
		Completed data collection forms with all required LWIS data elements.	
#	Acceptable Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
B.A.3 (B.5)	Local Program has guidelines or procedures for recording contact hours that conform to LWIS requirements.	1. Guidelines or procedures included in local document, or appropriate section of <i>LWIS Manual</i> provided to staff. 2. Daily attendance record	
		Minimum Required Verification of Use	
		1. Local document with guidelines or procedures, or appropriate section of <i>LWIS Manual</i> in use by staff. 2. Standard, daily attendance record that is reviewed & filed in office.	
#	Acceptable Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
B.A.4 (B.6)	Local Program has designated staff with clearly stated responsibilities for data collection and data entry.	1. All key staff is employed by start of fiscal year. 2. Responsibilities included in job description.	
		Minimum Required Verification of Use	
		1. Employment records 2. Written job description which cites responsibilities	
#	Acceptable Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
B.A.5 (B.7)	Local Program MIS Specialist, or designee, checks data for errors prior to submission.	Electronic document that explains the error checking process for LWIS <i>hard copy</i> data collection forms, including <i>what data are checked</i> and <i>how often</i> data are checked. Document title– LWIS Error Checking Procedure for Data Collection Forms	
		Minimum Required Verification of Use	
		Whatever is described in the written procedure (e.g., dated notations on completed LWIS hard copy data collection forms)	
#	Superior Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
B.S.1	Local Program enters data at least monthly into LWIS.	Staff adheres to the <i>Schedule for LWIS Data Entry & Data Corrections</i> posted on the LWIS Home Page or a local schedule which meets the minimum standard.	
		Minimum Required Verification of Use	
		(Data entry activity monitored by WDAL Accountability Specialist & Data Quality Consultant.)	

B. CONTENT AREA: DATA COLLECTION and VERIFICATION <i>(continued)</i>			
Acceptable Standards all refer to <i>hard copy data</i> . Superior Standards refer to database data, except # B.S.5, which could refer to both hard copy data and database data. Exemplary Standard #B.E.1 refers to database data. Exemplary Standard # B.E.2 refers to both hard copy data and database data.			
#	Superior Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
B.S.2	Local Program staff reviews local data at least quarterly for errors, missing data, out-of-range values, and anomalous data.	LWIS Reports are downloaded, printed, & reviewed at least quarterly. Error Reports or local tracking document contains dated notations regarding resolution or further investigation needed.	
		Minimum Required Verification of Use	
		Filed Error Reports available for review. During a site review, designated staff can demonstrate how to download & interpret an LWIS Error Report.	
#	Superior Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
B.S.3	Local Program has timely (e.g., at least quarterly) follow-up with staff so missing and erroneous data can be corrected.	Meetings for all staff, targeted staff, small group, or individual; written communication, phone call & discussion, etc.	
		Minimum Required Verification of Use	
		Meeting agenda & sign-in sheet; dated written communication (e-mail, memo), or Phone Log.	
#	Superior Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
B.S.4	Local Program has documented procedures for correcting errors and resolving problems encountered with data and system.	A.E.1 satisfies this standard.	NA
#	Superior Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
B.S.5	Local Program provides additional technical assistance to satellite sites and staff when there are recurring data problems. <i>NA if program has no satellite sites.</i>	1. Meetings for all staff, targeted staff, small group, or individual depending on nature of problem. 2. Written communication (e-mail, memo) or phone call & discussion, etc.	
		Minimum Required Verification of Use	
		Meeting agenda & sign-in sheet; dated written communication (e-mail, memo), or Phone Log.	
#	Exemplary Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
B.E.1	Local Program verifies data have been corrected in LWIS after errors have been found.	1. Correction date is entered beside any corrected or resolved item on a LWIS Report. 2. Report is run again to verify corrections.	
		Minimum Required Verification of Use	
		Printouts of original LWIS Report & corrected report	
#	Exemplary Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
B.E.2 (B.3)	Local Program has procedures for regular contact with staff on data issues to identify problems and to provide assistance.	Personal mentoring, phone calls, e-mail; monthly staff bulletins or newsletters, scheduled meetings, workshops/in-service (group or individual), etc.	
		Minimum Required Verification of Use	
		<i>Relative to procedure:</i> Phone or Contact Log, copies of publications; agenda, sign-in sheet, & summary of evaluations.	

C. CONTENT AREA: DATA ANALYSIS and REPORTING			
All Standards refer to <i>database data</i> .			
#	Acceptable Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
C.A.1	Local Program MIS Specialist can produce required reports.	MIS can routinely access LWIS Home Page/LWIS and download all required reports.	
		Minimum Required Verification of Use 1. Downloaded LWIS Report printouts are filed for review. 2. During a site review, the MIS can download a specific report when requested.	
#	Acceptable Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
C.A.2 (C.3)	Local Program staff checks reports for errors and missing data and obtains corrected data from staff.	Designated staff adheres to procedures in document, LWIS Data Monitoring Procedure (reference A.E.1).	
		Minimum Required Verification of Use Highlighted & dated notations regarding problems & resolutions recorded on the appropriate LWIS Error Report.	
#	Superior Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
C.S.1	Local Program staff person familiar with the data, but not directly involved with collection and data entry, reviews reports for errors and accuracy.	Title of assigned staff person included in LWIS Data Monitoring Procedure (reference A.E.1).	
		Minimum Required Verification of Use Reports signed & dated by assigned staff person.	
#	Superior Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
C.S.2	Local Program staff uses data for program <i>management and improvement</i> . If yes, provide an example of using data for the purpose of program management and improvement in the last fiscal year. Note: Must fit in the space provided. ➔	Example:	
		Minimum Required Verification of Use During a site review, designated staff can produce the data used for analysis.	
#	Superior Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
C.S.3	Local Program can download information from LWIS to analyze data related to a <i>program specific concern</i> . If yes, provide an example of use of data for this purpose in the last fiscal year. Note: Must fit in the space provided. ➔	Example:	
		Minimum Required Verification of Use During a site review, designated staff can download requested data & demonstrate their analysis skills.	

C. CONTENT AREA: DATA ANALYSIS and REPORTING <i>(continued)</i>			
All Standards refer to <i>database data</i> .			
#	Exemplary Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
C.E.1	Local Administrator has a system of regular contact with staff on data analysis issues and reporting needs to identify technical assistance needs.	1. Key staff meetings held at least quarterly 2. Periodic needs assessments, phone calls, e-mail, & memos	
		Minimum Required Verification of Use 1. Meeting agenda & sign-in sheet 2. Dated & completed needs assessments, Phone Log, or dated written communication (e-mail, memo).	
#	Exemplary Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
C.E.2	Local Program has documented procedures for dealing with problems and deviations.	Designated staff follows established LWIS Data Monitoring Procedure (reference A.E.1)	
		Minimum Required Verification of Use 1. Electronic document– LWIS Data Monitoring Procedure (reference A.E.1) 2. LWIS Reports or local report log with dated notations of corrections needed & their resolution	
#	Exemplary Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
C.E.3	Local Program compares data with prior years' data for discrepancies, reasonableness and to identify trends in performance.	Maintains file of federal and local program reports for at least three, preferably five fiscal years.	
		Minimum Required Verification of Use Annotations on various reports which reflect analysis process. Reflected in content narrative in Mid-Year & Annual Reports to WDAL.	
#	Exemplary Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
C.E.4	Local Program has procedures to verify that local reports accurately reflect data collected (e.g., through review of site and teacher Documentation, onsite auditing, etc.).	1. On-site class visits scheduled for review of record-keeping & consistency with LWIS data. 2. Individual learner records matched with LWIS data & discrepancies addressed with instructor. 3. Individual learner records maintained on site for 3 prior fiscal years (minimum).	
		Minimum Required Verification of Use Comment & date log of class visits. (Also, periodic LWIS audit by WDAL)	

D. CONTENT AREA: PROFESSIONAL DEVELOPMENT			
#	Acceptable Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
D.A.1 (D.1) (D.2)	Appropriate Local Program staff is trained on LWIS General Requirements , including assessment policy and procedures, data collection, and goal setting procedures. This may be included as an agenda item for pre-service training or orientation for new staff. <i>Complete the information in the shaded space. ➔</i>	1. Appropriate key staff attends any scheduled WDAL training on LWIS General Requirements. 2. New staff attends local training which includes LWIS general requirements on agenda	
		Initial Training Planned for Fiscal Year Topic: LWIS General Requirements Scheduled Date: Duration (hours): Number of Staff Projected to Attend:	
		Minimum Required Verification of Use 1. WDAL LWIS training agenda & sign-in sheet 2. Local training agenda & sign-in sheet 3. Minimum errors on data collection forms and accurate assessment & goal matches in LWIS.	

D. CONTENT AREA: PROFESSIONAL DEVELOPMENT (continued)			
#	Acceptable Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
D.A.2 (D.3)	Local Program staff is trained on LWIS Data Entry .	Appropriate key staff attends any scheduled WDAL training on LWIS Data Entry.	
		Minimum Required Verification of Use	
		1. WDAL LWIS training agenda & sign-in sheet, 2. Efficient, on-time LWIS data entry with minimum errors.	
D.A.3 (D.4)	Local Program staff is trained on how to produce and/or interpret LWIS Reports.	Appropriate staff attends any scheduled WDAL training on LWIS Reports.	
		Minimum Required Verification of Use	
		1. WDAL LWIS training agenda & sign-in sheet, 2. Review of comments on LWIS Report printouts or local review document.	
D.A.4 (D.6)	Local Program provides at least one <i>additional</i> training annually on LWIS issues, LWIS data collection, and data entry or data analysis issues. This training <i>cannot</i> be the same as the one described above in #D.A.1. <i>Complete the information in the shaded space. ➔</i>	Additional Training Planned for Fiscal Year Topic: Scheduled Date: Duration (hours): Number of Staff Projected to Attend:	
		Minimum Required Verification of Use	
		Local training agenda & sign-in sheet	
#	Superior Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
D.S.1	There is planned, continuous training (at least one training annually) on data collection and LWIS issues.	D.A.5 supports this standard.	NA
#	Superior Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
D.S.2	LWIS training is planned and delivered based on needs of local staff and evaluations of previous trainings.	Electronic document that describes the program's needs assessment procedures. Document title– LWIS Needs Assessment Procedures	
		Minimum Required Verification of Use	
		Electronic document– LWIS Needs Assessment Procedures & most recent needs assessment results used to determine most recent LWIS training.	
#	Superior Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
D.S.3	Local Program has on-going support for staff for collecting data and setting goals related to data matching .	1. <i>LWIS Manual</i> –related sections or (preferred) local adaptation provided to staff. 2. Addressed in an annual LWIS training. 3. Periodic staff meetings 4. Dated written communications and/or 5. Phone calls 6. Individual or small group meetings held, as needed.	
		Minimum Required Verification of Use	
		1. Staff has copy & copy is available at all sites. 2. Training agenda with “data matching explained” included as an agenda item, sign-in sheet, & summary of evaluations. 3. Staff meeting agendas & sign-in sheets 4. E-mail records, memos, staff bulletins, newsletters, or similar publications and/or 5. Phone Log 6. Dated notations in teachers' files	

D. CONTENT AREA: PROFESSIONAL DEVELOPMENT <i>(continued)</i>			
#	Exemplary Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
D.E.1 (D.1) (D.2)	Local Program has a system for continuous training of local staff on LWIS issues; data collection, data reporting, and data analysis through regularly scheduled training sessions or other resources (e.g., Orientation for New Teachers, etc.).	D.A.5 and other Acceptable & Superior Standards support this standard.	NA
#	Exemplary Standard/Indicator	Minimum Required Document and/or Procedure	Y/N
D.E.2 (D.3)	Local Program has timely intervention strategies to identify data problems as they occur and to provide training to staff to correct the problems.	1. Monitor completed data collection forms. 2. Monitor LWIS Error Reports & LWIS Reports. 3. Observe targeted teachers & classes. 4. Resolve data problems discovered by providing individual, small group, or whole group training.	
		Minimum Required Verification of Use 1. Annotated data collection forms 2. Annotated LWIS Error Reports 3. Completed Teacher Observation Form 4. Teacher's file; agenda, sign-in sheet, & summary of evaluations	