

Beginning Guide for Assisting Local Programs with Managing Data

As you begin to provide support to local programs in their program improvement efforts or in preparing for site visits, you may want to look at the following areas of data management.

Accuracy of Data

- Documents are complete when submitted for entry.
- USPDs – All required fields are complete.
- Attendance reports – Staff turn in accurate learner attendance reports that demonstrate partial attendance when learner attends late or leaves early.
- Assessment data
 - Staff is certified to administer assessments given.
 - Evidence is present in the student file that a locator/appraisal test was administered where appropriate.
 - Reported TABE scores fall into the valid range.
 - Assessment documents are clearly dated and marked with form and level.
 - Pretests are administered in the first six hours of instruction; posttests, after the prescribed number of hours according to the test publisher.
 - Waivers should be used sparingly and in accordance with assessment policy.
- Goal-setting
 - Staff is certified to set goals with learners.
 - Goals are reviewed after every 30 hours of instruction and changes are reported in the data system.
 - Goals are aligned with learner’s participant status and are attainable, e.g., learners with a “enter employment” goal are in the workforce and unemployed; learners with an “obtain GED” goal do not have an educational functioning level below high intermediate ABE.
- Check points for data – USPD, assessment, and goal-setting data is checked by onsite staff before being sent to data entry staff. Data entry staff double checks the accuracy of data before entering it into the system.
- Data entry staff has had sufficient professional development to adequately perform the required tasks.

Timeliness of Data

- Invalid assessment scores are detected, preferably at the testing site, and learners are retested right away.
- Data is entered into the system by the 20th of the following month.
 - There is an established process for consistent transfer of data to the data entry staff.
 - Data entry staff has enough time to enter data before the 20th.
- Learner follow up occurs within 30 days after program exit and is documented.

Data Review

- Staff uses diagnostic, NRS, and program improvement reports.
- Reports are generated monthly, quarterly at a minimum, and used for performance monitoring.
- Regional programs monitor reports for the region and each division.
- Error reports are addressed quarterly.
- Programs know how to use analysis tools and export data to isolate data information and answer program questions (advanced function).