Data Quality Factors

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| Think about your organization’s implementation of the best practices in each category  | Fully Implemented(All) | Partially Implemented(> 1) | Initial Stages(= 1) | Not Implemented(none) | Unknown |
| **Staff Preparation** |
| Staff are trained in the use of information systems, what data are needed and how data are used |  |  |  |  |  |
| Staff have a clear understanding of responsibilities for data, including data security and confidentially |
| Staff use a reporting calendar to plan work |
| Staff are cross trained |
| Staff are provided feedback on how to fix incorrect or incomplete data |
| Source Data |
| Data standards and policies have been established and are enforced |  |  |  |  |  |
| Data entry practices are consistent across the organization |
| Data is entered in and retrieved from a primary system for each data category (System of Record) to avoid redundant data entry and storage |
| Data can be easily integrated as needed |
| Local systems use validation rules to improve data quality |
| Data errors or omissions are readily identified and resolved  |
| **Administrative Support** |
| LEA leadership has articulated to all staff that gathering, maintaining, reporting, and using high-quality data are important activities |  |  |  |  |  |
| Sufficient resources are allocated for daily operational needs and for preparing data during the submission windows |
| Data stewards are identified and are responsible for verifying data reported to CALPADS |
| Data is a vital organization asset |
| Site administrators are accountable for verifying data and signing off on CALPADS reports |
| **Local Data Use** |
| Staff have timely ready access to the data needed for daily operations including instruction, reporting, analysis |  |  |  |  |  |
| Staff are trained in how to use data |
| Data are readily available in formats that are actionable and contextual |
| The organization uses data to establish and monitor progress toward goals |
| Data anomalies are identified and resolved |
| **Continual Improvement** |
| Data management policies and practices are regularly reviewed to identify opportunities for improvement |  |  |  |  |  |
| Data submission requirements and local data needs are reviewed at least annually to ensure that all needed data elements are collected |
| Data collection forms and processes are reviewed at least annually to ensure they are complete and support the efficient, accurate, non-redundant collection of needed data |
| Results of data quality reviews are used to inform improvements in data collection forms and processes |