Local-Level Data Quality Considerations Worksheet

This worksheet is provided to facilitate conversations among team members about local data quality issues. Notes can be recorded in the column provided.

| Local-Level Data Quality Considerations | |
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| Considerations | Notes |
| 1. What standardized local agency data procedures for collecting and entering data have been developed for data entry, data entry qualifications and training, timelines for data entry, and data entry checks? Are those standardized procedures documented and regularly updated? |  |
| 2. What [state or local] data governance structure and procedures are in place to support Part C or Part B 619 data quality (e.g., a detailed data dictionary, decision-making authority, security and access)? |  |
| 3. To what extent do [state or local] data systems have edit checks to help reduce or flag errors in the data? What additional edit checks might be beneficial? |  |
| 4. How do [state or local] staff assess data quality issues? How do they know what to look for, how to assess data quality, and how to improve data processes? |  |
| 5. What [state or local] data quality reports exist for staff to share with colleagues and other agencies for review, updates, and correcting data at the child, building, district, region, and case load levels? |  |
| 6. How do local staff collaborate with the state staff to clean and edit data? Who, how, and when do local staff review and edit the submitted data? |  |
| 7. What is the [state or local] staff capacity to recognize, understand, collect, and use the data (e.g., child development, functional skills, and typical child development for child outcomes; use of assessment tools; established categories and decision trees for specific indicators)? |  |