Data Quality Policy Development Packet

Data quality refers to the overall utility of a dataset as a function of its ability to be easily processed and analyzed for other uses. Data governance policies that address data quality must clearly communicate expectations for how data are to be collected, entered, prepared, analyzed, and reported. To be effective data quality policies should specify responsibilities for specific data quality actions, the processes associated with these actions including timelines, and how the data system contributes to data quality. Please see the DaSy Data Governance and Management Toolkit for more information on Data Quality Policies and other data governance policies.

How to Use This Packet

1. *Review and Complete the Considerations Worksheet for Data Quality Policy*

The considerations include questions about general policy implementation and the procedures associated with work covered by this policy. A team knowledgeable about this content and the procedures should convene to discuss these considerations. The team assembled should, include but not necessarily be limited to relevant and knowledgeable Part C or Part B 619 staff. (Others might include, IT, broader data governance committee members, etc.)

Each lettered consideration in this worksheet references a corresponding number in the Data Quality Policy Template. Consideration-specific notes should be captured on this worksheet and be used to refine the applicable section of the Data Quality Policy Template. After reflection and discussion by the team, a *Part C or Part B 619 program may opt to exclude consideration content in their final policy.*

1. Use Responses to the Considerations to Complete the Data Quality Policy Template

The Data Quality Policy Template is a fully modifiable document so that the resulting policy can be adapted to align with other states policies. Where appropriate, some basic content is included in the template; however, the content can and should be edited, added to, or deleted so the resulting policy accurately reflects the Part C or Part B data governance in this area. It may also be helpful to add links to policies referenced within the template.

The Data Quality Policy Template has 12 sections and there are one or more considerations that relate to each section. Sections vary in their depth and complexity, but all are important to fully describe the policy and the data governance and procedures covered by the policy. Each numbered section in this template references a corresponding letter in the Considerations Worksheet for Data Quality Policy. Once the policy is completed, there is no need to keep the lettered cross references to the associated considerations.

If you have questions about or would like assistance with this work, please contact: DaSy‑Center@sri.com

Considerations Worksheet for Data Quality Policy

| Considerations Worksheet for Data Quality Policy | | | |
| --- | --- | --- | --- |
| *Considerations* | *Template Section* | *Notes/Status* | *Draft Language* |
| 1. Which, if any, federal laws/regulations (IDEA and FERPA) related to data quality apply to the Part C or Part B 619 program? | 1.1 | *See policy template for draft language.* |  |
| 1. What, if any, additional state agency policies related to data quality apply to the Part C or Part B 619 program? | 1.2 |  |  |
| 1. What specific Part C or Part B 619 policies or procedures, if any, exist and apply to data quality? | 1.3 |  |  |
| 1. When did/does this policy take effect? | 2 |  |  |
| 1. Which Part C or Part B 619 role should be contacted for more information on this policy? | 3 |  |  |
| 1. How frequently will this policy be reviewed and, if needed, updated? | 4.1 |  |  |
| 1. What mechanisms will be used to collect user and other stakeholder input for consideration in the review and possible revisions to this policy? | 4.2 |  |  |
| 1. Where can the public access this policy? | 5.1 |  |  |
| 1. How will interested members of the public be informed of this policy? | 5.2 |  |  |
| 1. What parties (including participating agencies) will be required to follow this policy? | 6 |  |  |
| 1. What is the purpose of the Data Quality Policy? | 7 | *See policy template for draft language.* |  |
| 1. What is the definition of data quality? | 8 | *See policy template for draft language.* |  |
| 1. What data systems and data reported from these systems are covered by this Data Quality Policy? | 9 |  |  |
| 1. Which role is responsible for establishing and managing policies and procedures related to this policy? | 10.1 |  |  |
| 1. Which role is responsible for monitoring adherence to this policy? | 10.2 |  |  |
| 1. Which role is responsible for addressing questions regarding this policy? | 10.3 |  |  |
| 1. Which role is responsible for securing or providing training and technical assistance on data quality? | 10.4 |  |  |
| 1. Which role is responsible for addressing failures to adhere to this policy? | 10.5 |  |  |
| 1. Which role is responsible for receiving reports of violations of this policy within the agency? | 10.6 |  |  |
| 1. Which role is responsible for conducting data quality checks? | 11.1 |  |  |
| 1. Which role is responsible for supporting end-user’s data quality issues/problems? | 11.2 |  |  |
| 1. Which role is responsible for correcting and preventing future data quality issues? | 11.3 |  |  |
| 1. Which role is responsible for identifying and responding to reported data quality issues? | 11.4 |  |  |
| 1. Which role is responsible for trainings to support data quality? | 12.1 |  |  |
| 1. Which role is responsible for documentation to support data quality? | 12.2 |  |  |
| 1. Which role is responsible for collecting user input to support data quality? | 12.3 |  |  |

Data Quality Policy Template for  
NAME OF PART C/PART B 619 PROGRAM

1. Requirements
   1. NAME OF STATE is federally required to collect and report PART C OR PART B 619 PROGRAM NAME data and collects such data through data systems noted below in section 9, Policy Application. The federal requirements (statutes/regulations/rules/policies) that apply to data quality are IDEA regulations: (a)

Part C at 34 CFR 303.124

Part C at 34 CFR 303.723

Part B at 34 CFR 300.643

* 1. The state requirements (statutes/regulations/rules/policies) that apply to data quality are: (b)

*(insert relevant state requirement)*

*(relevant state requirement)*

* 1. The PART C OR PART B 619 policies or procedures that apply to data quality are: (c)

*(insert relevant Part C or Part B 619 policy/procedure)*

*(insert relevant Part C or Part B 619 policy/procedure)*

1. Effective Policy Date

*(insert date)* (d)

1. Point of Contact

*(insert Part C or Part B 619 role or other contact as applicable)* (e)

1. Revisions

4.1 The Data Quality Policy will be reviewed and updated as needed/or *(insert frequency)*. (f)

4.2 PART C OR PART B 619 will collect users and other stakeholders’ input through the following mechanisms to review and revise data quality policies and procedures. *(insert mechanisms)* (g)

4.3 Below is a listing of all policy revisions completed to date: *(insert version number, date, and associated notes)*

1. Access

5.1 The Data Quality Policy will be available to the public at *(insert URL).* (h)

5.2 Interested members of the public will be informed by *(insert mechanisms).* (i)

1. Relevant Parties

This policy applies to *(insert name of programs and/or agencies)* and those staff and vendors within those programs and/or agencies assigned PART C OR PART B 619 data collection, management, stewardship, and owner responsibilities. (j)

1. Purpose

The purpose of this Data Quality Policy is to establish authority and procedures for ensuring PART C OR PART B 619data are accurate, consistent, timely, and complete within the data system(s). (k)

1. Definition

*Data quality* is a perception or an assessment of data’s fitness to serve its purpose in a given context. The quality of data is determined by factors such as accuracy, completeness, reliability, relevance, and timeliness. (l)

1. Policy Application

The following PART C/PART B619 PROGRAM data systems are covered by this Data Quality Policy. (m)

| Data System | Description |
| --- | --- |
| *(data system name)* | *(description)* |
| *(data system name)* | *(description)* |
| *(data system name)* | *(description)* |
| *(insert data systems as needed)* | *(description)* |

1. Responsibilities

The table below outlines the specific responsibilities and roles related to data quality.

| Responsibilities | Data System | Role Responsible  (by data system) |
| --- | --- | --- |
| 10.1 Establish and manage procedures related to this policy. (n) | *(data system name)*  *(data system name)* | *(role responsible)*  *(role responsible)* |
| 10.2 Monitor adherence to this policy. (o) | *(data system name)*  *(data system name)* | *(role responsible)*  *(role responsible)* |
| 10.3 Address questions regarding this policy. (p) | *(data system name)*  *(data system name)* | *(role responsible)*  *(role responsible)* |
| 10.4 Secure or provide training and technical assistance on data requests. (q) | *(data system name)*  *(data system name)* | *(role responsible)*  *(role responsible)* |
| 10.5 Address failures to adhere to this policy. (r) | *(data system name)*  *(data system name)* | *(role responsible)*  *(role responsible)* |
| 10.6 Receive reports of violations of this policy within the agency. (s) | *(data system name)*  *(data system name)* | *(role responsible)*  *(role responsible)* |
| *(insert other responsibilities as needed)* | *(data system name)*  *(data system name)* | *(role responsible)*  *(role responsible)* |

1. Procedures

The table below includes the procedures used to support this Data Quality Policy.

| Procedures | Role Responsible |
| --- | --- |
| 11.1 Conduct data quality checks at the frequency shown: (t)  (data system 1: description of data quality check and frequency)  (data system 2: description of data quality check and frequency) | *(role responsible)*  *(role responsible)* |
| 11.2 Support end-user’s data quality issues/problems through the following procedures: (u)  (data system 1: description of procedures)  (data system 2: description of procedures) | *(role responsible)*  *(role responsible)* |
| 11.3 Correct and prevent future data quality issues through the following procedures: (v)  (data system 1: description of procedures)  (data system 2: description of procedures) | *(role responsible)*  *(role responsible)* |
| 11.4 Identify and respond to reported data quality issues. (w) | *(role responsible)*  *(role responsible)* |
| *(insert additional responsibilities as needed)* | *(role responsible)*  *(role responsible)* |

1. Responsibilities for Supporting Data Quality Policy

The table below includes the roles responsible for the tools and supports for this Data Quality Policy.

| Tool/Support | Role Responsible | Location |
| --- | --- | --- |
| 12.1 Training(s) that support this policy. (x)  *(Training 1 name and description)*  *(Training 2 name and description)*  *(Include all trainings)* | *(role responsible)*  *(role responsible)* | *(insert URL training location)* |
| 12.2 Documentation that supports this policy. (y)  *(Document 1 name and description)*  *(Document 2 name and description)*  *(Include all documents, including any applicable forms or reports)* | *(role responsible)*  *(role responsible)* | *(insert URL or document location)* |
| 12.3 User input that is collected and used to support this policy. (z)  *(User input 1 description of input)*  *(User input 2 description of input)*  *(Include all user inputs)* | *(role responsible)*  *(role responsible)* | *(insert URL or location with applicable content)* |
| *(insert additional tools/supports as needed)* | *(role responsible)* | *(insert URL or location with applicable content)* |