

Data Quality Standards Checklist for 2023-2024 Program Year Due July 29, 2024

The NRS state data quality standards identify the policies, processes, and materials that states and local programs should have in place to collect valid and reliable data for the National Reporting System (NRS). The Division of Adult Education (DAEL) within the Office of Career Technical and Adult Education developed the standards to define the characteristics of high quality state and local data collection systems for the NRS. The standards provide an organized way for DAEL to understand the quality of NRS data collection within the states and also provide guidance to states on how to improve their systems.

In order to complete the NRS State Data Quality Standards Checklist, Oregon requires that Title II Grantees complete the following abbreviated version certifying the quality of local data and adherence to state policy.

Instructions for Completing the Oregon Checklist

Local programs use this Oregon checklist to rate their implementation of the data quality standards in their NRS data collection procedures.

The local program Director must certify the checklist and submit it to CCWD at hecc.absteam@hecc.oregon.gov on or before **July 29, 2024**.

Data Quality Improvement Plan

For areas where the local program does not meet the “Superior” standards, a data quality improvement plan (Section E) must be completed to describe the problem identified and a plan for correction. The plan should address all standards the program did not meet, describe what new policies or procedures will be put in place to meet the standards, identify barriers to compliance, and the technical assistance needed to implement the plan.

All narrative descriptions should be brief but sufficient enough to convey the information requested.

For the 2023 - 2024 program year, non-compliance is defined as failure to meet the “Superior” standards for any program area.

Submission and Certification

Local programs complete the checklist for the 2023-2024 program year NRS data. This checklist will identify training and professional development areas of focus and is due to CCWD on or before **July 29, 2024**.

How to Use this Checklist

Several benefits can be gained by using the Data Quality Standards Checklist at the local level. First, local programs can be well-informed about what is necessary to know and do to ensure quality data. Second, local programs can use this tool to conduct a self-assessment regarding program practices and policies. The results of the assessment can support program teams in setting an action plan to improve practices. Finally, local program administrators can use this tool to share best practices with the entire team to create a common language about data quality and to ensure understanding of why policies are put in place and the value of having high quality data to support program improvement.

**Title II Grantee Data Quality Standards
Checklist 2023-2024 Program Year**

College: _____ Date: _____

Section A: DATA FOUNDATION AND STRUCTURE

This content area addresses whether the local program has in place the foundation and structures for collecting quality data that meet National Reporting System (NRS) guidelines. Standards measure whether the program has policies for assessment and follow-up; whether the program implements these policies; and whether the program conducts validity studies to ensure processes are working to produce accurate and reliable data.

Acceptable Quality

<p>1. Local program is aware of and follows the State’s assessment policies, as written, including:</p> <ul style="list-style-type: none"> a. Use of state-approved standardized assessments to use for accountability that are valid and appropriate for adult students. <p>List assessments used:</p> <table border="1" data-bbox="228 1423 1081 1675"> <thead> <tr> <th>Instructional Program</th> <th>Reading</th> <th>Math</th> <th>Writing</th> <th>Speaking/Listening</th> </tr> </thead> <tbody> <tr> <td>ESL</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ABE</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>GED</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Dev. Disabled</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> b. Recognition of appropriate time periods (in hours or weeks) for when to pre- and posttest. c. Reporting raw, as well as scaled test scores ranges, associated with federal educational functioning levels 	Instructional Program	Reading	Math	Writing	Speaking/Listening	ESL					ABE					GED					Dev. Disabled					<p>Yes</p>	<p>No <input type="checkbox"/></p>
Instructional Program	Reading	Math	Writing	Speaking/Listening																							
ESL																											
ABE																											
GED																											
Dev. Disabled																											

<p>(EFL) for placement and for reporting gains for accountability.</p> <ul style="list-style-type: none"> d. Use of state-certified test administrators for assessments used for accountability. e. Appropriate guidance on tests and placement for special populations (e.g., students who are unable to be tested due to language or disability). f. Acceptable methods of assessment for EFL placement. g. Appropriate guidance on requirements and conditions for testing distance education students reported in the NRS (if applicable). 		
<p>2. Local program follows state policy, as written, for collecting data on students for follow-up measures, including:</p> <ul style="list-style-type: none"> a. Employment 2nd quarter after program exit. b. Employment 4th quarter after program exit. c. Median earnings 2nd quarter after program exit. d. Credential attainment. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>3. Local program has established procedures for collecting Social Security Numbers, including how to address missing numbers, and documenting informed consent for data matching. <i>If yes, please attach a copy of the procedure(s).</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>4. Local program is aware of written definitions for all measures, including demographic measures and contact hours, and has provided them to all appropriate staff.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>5. Local program collects and submits data in a format compatible with, and transferable to, the state data system. <i>If yes, provide the following information:</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Data Collection Software:			
Vendor:			
Version Number:			
Build Number:			

If you answered “No” to any of the questions 1-5, skip the rest of this section and go to Section B: Data Collection and Verification.

If you answered “Yes” to all of the questions 1-5, continue with question 6.

Superior Quality

6. Local program has provided a current version of the <i>Technical Assistance Guide for Performance Accountability under the Workforce Innovation and Opportunity Act</i> , which defines all measures on state student data forms and in the state data system, to all appropriate staff.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Local program is aware of the availability of state-provided continuous technical assistance and resources on assessment, data collection, and follow-up procedures (e.g. site visits, manuals, online resources, etc.).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Local program has standards or requirements for the percentage of students to be pre- and post-tested. <i>If yes, briefly indicate the standards or requirements:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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If you answered “No” to any of the questions 6-8, skip the rest of this section and go to Section B: Data Collection and Verification.

If you answered “Yes” to all of the questions 6-8, continue with question 9.

Exemplary Quality

<p>9. Local program shares pertinent information received in the data professionals meetings and other professional development trainings with local staff, including definitions for all NRS measures and reporting requirements. <i>If yes, briefly describe the process for sharing information:</i></p> <div style="border: 1px solid black; width: 90%; margin: 10px auto; height: 180px;"></div>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<p>10. Local program has a system for verifying that staff are following state data policies and procedures. <i>If yes, briefly describe the verification process:</i></p> <div data-bbox="290 516 1092 909" style="border: 1px solid black; height: 187px; margin-top: 10px;"></div>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Section B: DATA COLLECTION AND VERIFICATION

This content area addresses whether the local program collects measures according to NRS guidelines using procedures that are likely to result in high reliability and validity. Standards also address whether data are collected in a timely manner, are systematically checked for errors, and whether the program also has processes for verifying the validity of the data.

Acceptable Quality

1. Local program has an electronic management information system (MIS) that has individual student records within a relational database structure and incorporates NRS measures using common definitions and categories.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Local program MIS has error checking functions (e.g. that identify out-of-range values and missing data).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Local program uses state-approved standardized forms (electronic or paper) for collecting student information (e.g. intake, attendance, goal setting) that includes all NRS measures with correct definitions and categories. <i>If no, please attach example(s) of local program forms for collecting student information.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Local program's data collection forms are retained in the student's file for three years and are subject to audit during regular program review.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Local program follows state policy for recording contact hours that conforms to NRS requirements.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

6. Local program has staff with clear responsibility for data collection and data entry.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Local program staff checks data for errors using the appropriate data validation report(s) prior to submission to the state.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Local program repairs data according to the current Oregon ABS Policy Manual and TOPSpro Oregon Specific Procedures data manual.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you answered “No” to any of the questions 1-8, skip the rest of this section and go to Section C: Data Analysis and Reporting.

If you answered “Yes” to all of the questions 1-8, continue with question 9.

Superior Quality

9. Local program enters data in the MIS at least weekly.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Local program staff reviews local data at least quarterly for errors, missing data, out-of-range values and anomalous data, and to identify program improvements and accomplishments.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Local program has documented procedures for correcting errors and resolving missing data issues. <i>If yes, please attach a copy of the procedure(s).</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

12. Local program prepares current data for state review at least quarterly.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you answered “No” to any of the questions 9-12, skip the rest of this section and go to Section C: Data Analysis and Reporting.

If you answered “Yes” to all of the questions 9-12, continue with question 13.

Exemplary Quality

13. Local program staff participates in the HECC/CCWD and Data Professionals meetings for contact with state staff on data issues to identify problems and/or request technical assistance.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Local program has procedures for regular contact between local database administrator and local staff on data issues to identify problems and provide assistance. <i>If yes, please specify the procedures and type of contact:</i> <div data-bbox="289 1339 1092 1732" style="border: 1px solid black; height: 187px; width: 495px;"></div>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section C: DATA ANALYSIS AND REPORTING

The quality standards in this content area include whether the program has systems for analyzing and reporting data, including appropriate databases and software. The standards also address whether analyses and reports are produced regularly, are used to check for errors and missing data, meet NRS and state needs, and are useful to state and local staff for program management and improvement.

Acceptable Quality

1. The local MIS can produce NRS required reports for local program management, including federal NRS tables.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Locally produced NRS tables are calculated accurately to include error checks and prevent double counting.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. The local MIS is capable of reporting disaggregated data by subpopulation (e.g. age, race, gender) and by program (e.g. Corrections).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Local program staff check locally produced NRS reports for errors and missing data and obtain corrected data from other local program reports or systems.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you answered “No” to any of the questions 1-4, skip the rest of this section and go to Section D: Staff Development.

If you answered “Yes” to all of the questions 1-4, continue with question 5.

Superior Quality

<p>5. Local program staff reviews statistical reports (in addition to NRS federal tables) for errors and accuracy of data.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>6. Local program staff can access data reports useful for program management and improvement. <i>If yes, briefly describe the usefulness of two (2) reports generated and used:</i></p> <div data-bbox="290 793 1094 1186" style="border: 1px solid black; height: 187px; margin-top: 10px;"></div>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>7. Local staff uses data for program management and improvement. <i>If yes, briefly describe one example of how data was used for program management and/or improvement during the last program year:</i></p> <div data-bbox="290 1415 1094 1808" style="border: 1px solid black; height: 187px; margin-top: 10px;"></div>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

If you answered “No” to any of the questions 5-7, skip the rest of this section and go to Section D: Staff Development.

If you answered “Yes” to all of the questions 5-7, continue with question 8.

Exemplary Quality

<p>8. Local program has documented procedures for dealing with analysis problems and deviations. <i>If yes, please attach a copy of the procedure(s).</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>9. Local program compares data among sites and with data from prior years for discrepancies, reasonableness, and to identify trends in performance.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>10. Local program has procedures to verify that local reports accurately reflect data collected. <i>If yes, briefly describe the report verification process:</i></p> <div data-bbox="289 1308 1092 1701" style="border: 1px solid black; height: 187px; margin-top: 10px;"></div>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

Section D: STAFF DEVELOPMENT

The quality standards in this content area address whether the program has systems for professional development for staff on NRS requirements, including whether the program provides training on data collection, measures, assessment, goal setting, and follow-up procedures. Standards also focus on whether training is ongoing and continuous (for all new staff), meets the needs of staff, and is designed to improve data quality.

Acceptable Quality

<p>1. Local staff are aware of, and have access to, the state’s facilitated professional development opportunities.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>2. All appropriate local program staff have received state training on general NRS requirements, including assessment policy and procedures, follow-up policies, and goal setting procedures that meet CCWD standards and requirements. <i>If yes, describe when the most recent training occurred, its duration, and what percent of local staff attended:</i></p> <div data-bbox="289 1283 1092 1675" style="border: 1px solid black; height: 187px; width: 495px; margin-top: 10px;"></div>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>3. Local staff have received training on data collection procedures.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

<p>4. Local staff have been trained on data entry into the local MIS and have a completed Staff Training Checklist on file, which may be audited during a program review.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>5. Local staff have been trained on generating reports from the MIS.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>6. Local program staff participate in at least one locally planned and delivered training annually on NRS issues, MIS data entry, or data analysis issues. <i>If yes, briefly describe when the most recent training occurred, its duration, and what percent of local staff attended:</i></p> <div data-bbox="289 968 1089 1360" style="border: 1px solid black; height: 187px; width: 493px; margin-top: 10px;"></div>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>7. Local staff that administer assessments for accountability maintain current certification and/or annual re-certification as required by state policy.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

If you answered “No” to any of the questions 1-7, skip the rest of this section and go to Section E: Data Quality Improvement Plan.

If you answered “Yes” to all of the questions 1-7, continue with question 8.

Superior Quality

<p>8. Local staff (in addition to the Program Director) are trained to interpret reports produced by the MIS.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>9. There is continuous and on-going (at least twice per year) locally planned and delivered training on data collection and NRS issues. <i>If yes, please describe the frequency, duration, and content of the trainings:</i></p> <div data-bbox="290 827 1094 1220" style="border: 1px solid black; height: 187px; width: 495px; margin-top: 10px;"></div>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

If you answered “No” to either of the questions 8-9, skip the rest of this section and go to Section E: Data Quality Improvement Plan.

If you answered “Yes” to both of the questions 8-9, continue with question 10.

Exemplary Quality

<p>10. Local program has timely intervention strategies to identify data problems as they occur and to provide training to sites to correct the problems. <i>If yes, briefly describe the process:</i></p> <div style="border: 1px solid black; height: 180px; width: 100%; margin-top: 10px;"></div>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>11. Local program has developed, and is implementing, a formal plan for ongoing staff development on assessment, data collection, and NRS issues to promote continuous improvement. <i>If yes, please attach the plan.</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>



Section E: DATA QUALITY IMPROVEMENT PLAN

Local programs must submit a quality improvement plan for any content area that does not meet all of the standards within the “Superior” level. A separate plan must be completed for each content area. The plan(s) should

not exceed one page and include the following information:

1. Content area (e.g. Data Foundation and Structure, Staff Development) and specific standard(s) not met.

2. For each standard not met, describe the planned approach to implementing changes that will allow you to meet the standard.

3. Describe the barriers or problems you anticipate, if any, to implement these plans.

4. Describe any technical assistance you need to implement these planned changes.

5. If you believe you will be unable to meet any standard, please explain why.

Title II Grantee Data Quality Standards Checklist Summary

Section	All Acceptable	All Superior	All Exemplary	Program Improvement Plan Attached
A: Data Foundation and Structure	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
B: Data Collection and Verification	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
C: Data Analysis and Reporting	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
D: Staff Development	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

Certification

I certify that to the best of my knowledge, the information contained in this document is true and correct and accurately reflects my program’s policies and procedures for collecting and reporting data to the Oregon Department of Community Colleges and Workforce and Development as required by the U.S. Department of Education’s National Reporting System for the Workforce Investment Act, Title II Adult Education and Family Literacy.

Signature

Printed Name and Title

Date

The Director of the Adult Education Program must sign this certification.