Figure 5: Flowchart for REALD implementation in data systems

Before you begin

Consider taking a collaborative approach with external partners. Work together to implement REALD. Consider restrictions or requirements that will help or hinder implementation.

Review existing data collection tools and processes

Map out changes that you need. This includes the order of questions and messages about why we collect this data. Check for accessibility (ADA, linguistic access). Identify and address if there is a need for changes in contracts and data agreements. Check what will affect all places in the data collection tool and data. Contact the OEI REALD policy data analyst if you need or want help in this review. See here for checklist of data elements.

Revisions by mode of data collection

Paper – Consider form literacy as well as ADA accessibility. Consider the need for translations into other languages.

Telephone, in-person interviews – Develop or
revise interview scripts;
Include scripts on how and
when to probe. Consider the
need for interpreters.

Web-based – Contact data developer or OHA's Office of Information Services to develop plan for changes. Consider using standardized drop-down tables. Also, consider validation rules to increase data quality. Build in skip patterns to reduce fatigue or confusion. Set a timeline for IT project.

Pilot – Pilot chosen methods with diverse audiences. Include people with disabilities in your audiences (ADA accessibility).

Data storage system

Identify how revisions in the data collection tool and data will affect elements of the data storage system. How will data be updated (if applicable)? Who will receive the data collected from respondents?

Before launch

Communication and awareness

- Communicate with internal and external team members. Prepare them for upcoming changes.
- 2. Develop informational materials (e.g., coversheet).
- 3. Develop the plan so that staff, community members and stakeholders know what is coming and the importance of REALD.

Training

- 1. Develop training materials (e.g., scripts, worksheets) for data collectors.
- 2. Train data collectors on how to collect data in accordance to REALD, including how to ask the questions and when to probe (if applicable).

Data quality checks

Develop syntax or reports to check for outliers and discordance. Use the REALD categories to improve data quality by identifying:

- High rates of unknown, and
- Decline and missing data

Address these issues, for example, through focused training.

Analyses, reporting and dissemination

Develop syntax or reports using the disaggregated REALD categories. Consider reporting race and disability:

- Alone
- In combination, and
- In an intersectional manner.