

Data Entry Is Just the Beginning

Promising Practices 14

Program Puzzler

On reviewing data match information you notice that data match numbers for students entering postsecondary education and obtaining a job are higher than what your program reported on the APR. What should be done?

Peer Perspective

Data Quality Control

- Have AspireLink staff run reports according to the outcomes. Work with students who achieved outcomes for which they currently do not have goals to determine whether goals should be changed.
- Run your AspireLink reports by area.
 - o Gain/retain employment
- Double check Student Registration Forms.
 - o Look for misspellings.
 - o Check for accuracy of social security numbers.
 - o Ensure that required areas are completed.
- Have staff sign-off on Student Registration Forms and data entry to verify completion of forms.

Timely Tips

Establish a schedule for checking reports.

Run AspireLink reports on a regular basis to check for validity.

Remember to involve students in regular, formal goal reviews.

Partner Follow Up

















- Check with partners (e.g., job listing).

Professional Development

- Conduct professional development with staff to ensure proper data procedures.
- Make sure all staff members understand the impact of data on program outcomes.
- Make sure all AspireLink staff members go to training.
 - o This may be done effectively with a team training.
 - o It would be good for the same team to go to Understanding Your Desk Review to see how the data can be/is used.

Added Insights

AspireLink Accompaniments

-  Annual Report Status
-  Duplicate Students by Full Name
-  Duplicate Students by SSN
-  Error Validation - Supplemental Report
-  Error Validation by Site By Class
-  Error Validation by Teacher
-  Goal of Basic Skills met without matching Reason
-  Goal of Completed Level met without matching Reason
-  Goal of English Language met without matching Reason
-  Goal of Enrollment in Post-Secondary met without matching Reason
-  Goal of Obtained Citizenship Skills met without matching Reason
-  Goal of Obtained Employment met without matching Reason
-  Goal of Obtained GED met without matching Reason
-  Goal of Removed from Assistance met without matching Reason
-  Goal of Retained Employment met without matching Reason
-  Goal of Voted met without matching Reason