Realistic Data is High-Quality Data

Program Puzzler

During orientation, teachers and aides help students complete the intake forms. Student information is then given to the data entry person for monthly input into AspireLink. The data entry person enters data exactly as it appears on the forms. Sometimes the information is not correct on the forms but the data entry person does not realize it. What can be done to enhance the likelihood that accurate data errors are detected?

Peer Perspective

Program Management and Quality Control

> **Timely Tips**
>
> Color-code forms to track information (e.g., color codes by instructor as a way to track form completion and accuracy).

- – Ensure that AspireLink staff is knowledgeable about the classroom environment and current students.
  - o Invite the AspireLink staff to the classroom to explain what he/she does.
- – Make teachers responsible for screening and reviewing forms they complete with students before sending them to the AspireLink person for data entry.
- – Develop mechanisms for AspireLink staff to alert teachers and other staff to incorrect form entries.
- – Require teachers and other staff to correct their own mistakes on forms before entry/reentry into AspireLink.

Professional Development

- – Support professional development of AspireLink staff.
- – Cross train staff (e.g., administrators attending AspireLink trainings, teacher sitting with AspireLink personnel and watching data entry).
- – Actively involve AspireLink staff in presenting issues at staff meetings (e.g., bringing up consistent problems). Make AspireLink issues a regular part of all staff meetings.
- – Review Support Staff Standards in the *Ohio Aspire Standards-Based Professional Development System* (http://uso.edu/network/workforce/able/reference/development/PD-standards-overview-2010.pdf) for guidance in determining professional development.
- – Visit other sites to learn new methods.

Staffing

- – Consider the following when hiring for an AspireLink professional.
  - o Candidates should be carefully screened to select for individuals who:
    - ♦ Can accurately complete data entry tasks.
    - ♦ Are able to analyze data during and after data entry.
    - ♦ Can understand and interpret data in the context of the program goals and policies.
    - ♦ Provide expertise in data reporting.

- ♦ Incorporate quality control process into the work.
- ♦ Can communicate data needs, issues, and results with all program staff.

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