Monitoring Data Collection and Data Entry

Program Puzzler

It's early June and, as the program administrator, you decide that it is time to review program data from AspireLink for the year. You have had a feeling, which has been reinforced by comments from staff, that most students are progressing and as a result your program is achieving desired outcomes. However, as you now review your data, you discover that students only made minimum performance levels in half of the Educational Functioning Levels in which students were enrolled and only 39% of students were posttested even though the average contact hours for students was 65. What steps should you take as program director to monitor program data collection and entry?

Peer Perspective

- Establish a regular schedule for data updates, data analysis, and review of data reports.
    o Run reports weekly and watch for any red flags.
    o Continually analyze the data; make changes and update as needed.
- Use multiple mechanisms to collect and ensure data is accurate (e.g., phone calls to gather student updates, follow-up survey for postsecondary education goal).

Program Management and Quality Control

- Color-code forms to track information.
    o Color codes by instructor as a way to track form completion/accuracy.
- 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.
- Involve AspireLink staff and administrator in double checking the data input and reports.
- Make administrator aware of anomalies, irregularities, and data trends.

Classroom Structure

- 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.

Timely Tips

Have the AspireLink staff explain form completion to students during orientation (e.g., walk the students through filling out the forms) and have staff review the forms to ensure that all items are completed.

Check goals marked (teacher and student together) on a monthly basis.

Run a query on students who have passed pre-General Educational Development (GED) and the practice test. Search for these students on the website of the Ohio Board of Regent (OBR) website to find those if have passed the GED. Double check this information in AspireLink.

<u>Staffing</u>

– Remember the importance of careful screening of AspireLink professionals to ensure individuals possess necessary qualities and abilities. AspireLink is more than data entry. It includes reporting, analysis, error detection, updating, relationship building with students, etc.

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
🖥 Latest Progress Recorded for Students, by Class
🖥 Latest Progress Recorded for Students, by Site
🖥 Latest Progress Recorded for Students, by Teacher
🖥 Practice GED Test/ Official GED Test Student Info
🖥 Program Overview - Primary Reasons and Goals Met
🖥 Program Overview - Secondary Reasons and Goals Met
🖥 Student Who Passed The GED Practice Test
🖥 Student Who Passed The GED Test
🖥 Students without Post-Tests