



# Workforce Data System: Data Use Checklist



| <b>Planning for Data Use</b>  | <b>Always</b> | <b>Frequently</b> | <b>Sometimes</b> | <b>Occasionally</b> | <b>Not at All</b> |
|---|---------------|-------------------|------------------|---------------------|-------------------|
| Identify potential data users (state and local).  |               |                   |                  |                     |                   |
| Gather information about users' specific data needs.  |               |                   |                  |                     |                   |
| Use a defined process to prioritize data requests for data that are readily available.                  |               |                   |                  |                     |                   |
| Use a defined process to prioritize data requests for data that require additional staff time to query. |               |                   |                  |                     |                   |
| Formally plan for dissemination of data tailored to specific stakeholder groups.                        |               |                   |                  |                     |                   |
| Review and revise plans for data analysis, product development, and dissemination.                      |               |                   |                  |                     |                   |

| <b>Analyzing and Disseminating Data (Conducting Data Analysis and Ensuring Data Integrity)</b>   | <b>Always</b> | <b>Frequently</b> | <b>Sometimes</b> | <b>Occasionally</b> | <b>Not at All</b> |
|--|---------------|-------------------|------------------|---------------------|-------------------|
| Analyze data to address accountability and improvement needs.  |               |                   |                  |                     |                   |
| Use a defined process to prioritize and respond to data requests for data that are readily available and queried regularly.  |               |                   |                  |                     |                   |
| Use a defined process to prioritize and respond to data requests for data exports for external users.  |               |                   |                  |                     |                   |
| Use a defined process to prioritize and respond to data requests require additional staff time to query.   |               |                   |                  |                     |                   |
| Develop documentation of the specifications (e.g., data elements, restrictions related to data elements, querying parameters, report criteria) to answer specific questions. |               |                   |                  |                     |                   |
| Review and update data documentation.  |               |                   |                  |                     |                   |
| Implement procedures to ensure that data, as queried and reported, are accurate and include, when appropriate, checks with the authoritative or original source of the data. |               |                   |                  |                     |                   |

Note: This resource is derived from the DaSy Data System Framework. (<http://dasycenter.org/framework/index.html>)



# Workforce Data System: Data Use Checklist



## Analyzing and Disseminating Data (Prepare Data Products and Inform Decision-Making)

|   | Always | Frequently | Sometimes | Occasionally | Not at All |
|---|--------|------------|-----------|--------------|------------|
| Prepare a variety of data products.   |        |            |           |              |            |
| Include documentation in data products as needed for accurate interpretation and use of the information (e.g., definitions, querying parameters, changes to data elements or collection protocols). |        |            |           |              |            |
| Have a defined process to ensure that providers' personally identifiable information (PII) is protected in accordance with release statements and privacy policies in all data products.            |        |            |           |              |            |
| Use a variety of approaches (e.g., videos, webinars) and displays (e.g., tables, infographics) to enhance understanding of the data.  |        |            |           |              |            |
| Evaluate data products (e.g., quality, use of products).  |        |            |           |              |            |
| Use information gathered from the evaluations to plan or revise products.   |        |            |           |              |            |

## Analyzing and Disseminating Data (Disseminate Data to Meet User Needs)

|  | Always | Frequently | Sometimes | Occasionally | Not at All |
|--|--------|------------|-----------|--------------|------------|
| Use a variety of methods (e.g. issue briefs, websites) to disseminate data products.   |        |            |           |              |            |
| Have dissemination procedures that include providing data sources with the opportunity to verify the accuracy of the data prior to the release of data products to the general public, as appropriate. |        |            |           |              |            |
| Evaluate the effectiveness of the dissemination strategies and revise as necessary.  |        |            |           |              |            |

Note: This resource is derived from the DaSy Data System Framework. (<http://dasycenter.org/framework/index.html>)