# Data Quality Policy

**NAME OF PART C/PART B 619 PROGRAM**

**PURPOSE**

The purpose of this data quality policy is to establish authority and a process for ensuring PART C OR PART B 619 are accurate, consistent, timely, and complete within the data system supporting the PART C/PART B 619 PROGRAM NAME.

**DEFINITIONS**

Data quality refers to a multi-dimensional measurement of the adequacy of a particular datum or data sets based on a number of dimensions including, but not limited to accuracy, completeness, consistency, and timeliness.

**AUTHORITY**

NAME OF STATE is federally required to collect and report PART C OR PART B 619 data and collects such data through data systems noted in the table below. The following federal (AND POTENTIALLY NAME OF STATE) requirements (statutes/regulations/rules/policies) apply to data quality:

Federal regulations are IDEA regulations for Part C at 34 CFR 303.124(a) and 34 CFR 303.723 and Part B at 34 CFR 300.643.

The NAME OF STATE/PROGRAM statute, regulations, and current policies that address data quality are:

* RELEVANT STATE STATUTE
* RELEVANT STATE REGULATIONS/RULES
* RELEVANT STATE POLICIES

**RESPONSIBILITY**

It is the responsibility of AGENCY, PROGRAM, ROLE, ETC. to oversee the data for the PART C/PART B 619 PROGRAM NAME and carry out or oversee required data quality processes to help ensure that the individuals involved with the data (e.g., internal staff, external staff, vendors) are equipped to support and maintain high data quality. The following PART C/PART B 619 PROGRAM NAME data systems are covered by this data quality policy.

| PART C/PART B 619 PROGRAM NAME Data System(s) |
| --- |
| 1. *(insert program name)* |
| 1. *(insert program name)* |
| 1. *(insert program name)* |
| 1. *(insert program name)* |
| 1. *(insert program name)* |
| 1. *(insert program name)* |

AGENCY, PROGRAM, ROLE, ETC. is responsible for ensuring adherence to this policy in PART C/PART B 619 PROGRAM data systems. AGENCY, PROGRAM, ROLE, ETC. is responsible for monitoring adherence to this policy through REVIEW OF DATA QUALITY REPORTS, REVIEW OF DATA QUALITY ISSUES REPORTED, ETC.. Data quality policy questions will be addressed by AGENCY, PROGRAM, ROLE, ETC.. AGENCY, PROGRAM, ROLE, ETC. who will also secure or provide training and technical assistance on data quality when requested. This policy will be reviewed ANNUALLY, BI-ANNUALLY, AS NEEDED by AGENCY, PROGRAM, ROLE, ETC. and they will address failures to adhere to this policy. AGENCY, PROGRAM, ROLE, ETC. and AGENCY DIRECTOR shall consider and determine what, if any, sanctions or consequences are to be levied on those responsible for violations of this policy.

The public will be informed about this policy through AGENCY WEBSITE, MANUAL, ETC..

The table below outlines specific roles and responsibilities related to data quality:

| Data Quality Responsibility | Responsible Entity |
| --- | --- |
| Overseeing, developing and/or revising data procedures, manuals, and support documentation for those involved with processing and reporting the data | *(insert agency, program role, etc.)* |
| Creating and reviewing data quality reports including identifying data quality issues during regular and ad hoc data reviews | *(insert agency, program role, etc.)* |
| Reviewing and responding to reports of data quality questions/issues | *(insert agency, program role, etc.)* |
| Correcting data quality issues once problems/issues have been identified or reported | *(insert agency, program role, etc.)* |
| Reporting the findings to data governance group, local program directors, IT staff, etc. | *(insert agency, program role, etc.)* |
| Ensuring adherence to data quality procedures when data are exchanged or transferred | *(insert agency, program role, etc.)* |
| Training/Re-training of all staff that routinely access, process, and/or use the data and data systems. | *(insert agency, program role, etc.)* |
| *(add other responsibilities as needed)* |  |

Training should include orientation for new staff on the content and use of: DATA DICTIONARY, DATA ENTRY REQUIREMENTS, IMPORTANCE OF ACCURACY AND CONSISTANCY OF DATA ENTRY, ETC. Trainings are conducted via ONSITE, FACE-TO-FACE, DISTANCE TECHNOLOGY, PRE-RECORDED WEBINAR, ETC..

# APPLICABILITY

This policy applies to those who collect, maintain, use, manage, operate, report or are otherwise active in the control of data regardless of format. This includes staff from NAME OF LOCAL PROGRAMS/AGENCIES directly associated with NAME OF PARTICIPATING AGENCY(IES). All local programs, agencies, contractors, and staff identified in this policy must adhere to this policy. These entities and the mechanism (regulation/contract/interagency agreement) that make this policy applicable to each program/agency are listed in the table below.

| Entities Covered by Policy | Mechanism |
| --- | --- |
| *(insert name of program/agency)* | *(insert regulation/contract/interagency agreement)* |
| *(insert name of program/agency)* | *(insert regulation/contract/interagency agreement)* |
| *(insert name of program/agency)* | *(insert regulation/contract/interagency agreement)* |
| *(insert name of program/agency)* | *(insert regulation/contract/interagency agreement)* |
| *(insert name of program/agency)* | *(insert regulation/contract/interagency agreement)* |
| *(insert name of program/agency)* | *(insert regulation/contract/interagency agreement)* |
| *(insert name of program/agency)* | *(insert regulation/contract/interagency agreement)* |
| *(insert name of program/agency)* | *(insert regulation/contract/interagency agreement)* |
| *(insert name of program/agency)* | *(insert regulation/contract/interagency agreement)* |
| *(insert name of program/agency)* | *(insert regulation/contract/interagency agreement)* |

**PROCESSES**

*Data Dictionaries/Business Rules Manuals*

All users have access to NAME OF DATA SYSTEM ‘s NAME OF DATA DICTIONARY/MANUAL/TRAINING RESOURCE which explains all associated data processes and timelines including:

* ENTERING/UPLOADING DATA INTO THE SYSTEM, ENSURING ACCURACY OF DATA BEING ENTERED/UPLOADED, CONDUCTING STEP BY STEP DATA ANALYSIS FOR STANDARD REPORTS (THAT ARE NOT SYSTEM GENERATED), ETC.

Data dictionaries will include DEFINITIONS OF EACH DATA FIELD INCLUDING THE TYPES OF DATA THAT CAN BE ENTERED, OPTION SETS, DATA FORMATS, ETC.. These resources can be found WEB-BASED, EMAILED, LOCAL INTRANET, DATA SYSTEMS, HELPDESK, ETC.

*Data Quality Reviews*

Data quality reviews/checks will be conducted by AGENCY, PROGRAM, ROLE, ETC. on a REGULAR/MONTHLY/VARIED schedule. The table below outlines the types of data reviewed, the responsible group or individual, and how often the data are reviewed:

| Type of Data | Responsible Entity for This Data Quality Review | Method\* | How Often? |
| --- | --- | --- | --- |
| *EXAMPLE:* Child Outcomes Data | *Data Manager* | *System-generated report* | *Monthly* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*\*Methods used to review the data to ensure quality can include:*

* *Matching data across sources (e.g. matching paper form data with data entered in data system)*
* *Analyzing data over time to look for trends*
* *Running frequencies to identify incorrect or missing data*
* *Generating reports to review with leadership and staff*

*Data Quality Problems/Issues*

System users can report data quality issues via EMAIL, PHONE CALL, STANDARD FORM, ETC.. to AGENCY, PROGRAM, ROLE, ETC..

When the AGENCY, PROGRAM, ROLE, ETC. has been alerted to or identifies potential data quality problems/issues, they will report those to AGENCY, PROGRAM, ROLE, ETC.. It will then be the responsibility of AGENCY, PROGRAM, ROLE, ETC. to determine the best methods for correction. The methods for correction can include:

* MAKING CHANGES/CORRECTING DATA/COMPLETING INCOMPLETE DATA AT THE DATA SYSTEM LEVEL, REQUESTING THAT LOCAL PROGRAMS MAKE THE NECESSARY CHANGES, ETC.

It will be the responsibility of AGENCY, PROGRAM, ROLE, ETC. to communicate data quality issues to local programs and stakeholders via EMAIL, NEWSLETTER, MEETING, ETC.. They will also follow-up on any reports of data quality issues, and ascertain that the corrections have been made once identified.

Data quality processes, including data dictionaries, manuals, and business rules, will be reviewed and/or updated at ANNUALLY, BI-ANNUALLY, AS NEEDED by AGENCY, PROGRAM, ROLE, ETC.. Changes will be communicated to users and stakeholders via NEWSLETTERS, MEETINGS, ETC..

**DATA SYSTEM**

NAME OF DATA SYSTEM has several automated mechanisms in place to identify possible data quality issues/problems. These include:

* EDIT CHECKS, PRE-DEFINED OPTION SETS, FIELD DEFINITIONS, ERROR MESSAGES .

Additionally, the NAME OF DATA SYSTEM is capable of generating reports that summarize data. The table below describes the name of each report, the purpose of each report, responsible parties for running each report, and the expected frequency that each report should be run to help identify data issues/problems:

| NAME OF REPORT | PURPOSE OF REPORT | ROLE/GROUP RESPONSIBLE FOR RUNNING REPORT \* | HOW OFTEN TO RUN REPORT? |
| --- | --- | --- | --- |
| EXAMPLE: *Children with no COS entrance rating* | *To determine if there are children in the data system without an entrance COS rating* | *Part C Data Manager* | *Monthly* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*\*This can be broad (“STATE AGENCY” or “LOCAL PROGRAMS”), or specific (ROLE or GROUP) or both*

End users can provide input on potential changes or additions to automatic EDIT CHECKS, PRE-DEFINED OPTION SETS, FIELD DEFINITIONS, ERROR MESSAGES or data quality reports through REVIEWS, TESTING, FEEDBACK as determined by AGENCY, PROGRAM, ROLE, ETC..