Data Quality Certification Program Recommended Best Practices

2013-2014

Since it began in 2007, the Data Quality Certification Program has both recommended best practices to and learned from Kansas schools and districts. This document contains those recommendations organized by topic and certification track.

Building a culture of quality data in Kansas

DQC Program Recommended Best Practices

Student Data

Data Entry

- Update transportation and building info when students change buildings
- Enter and exit students promptly in the SIS
- Enter attendance data promptly and consistently
- Check school, district & state entry dates before entering them into the SIS
- Update enrollment forms using the Planned Changes (spring)
- Exit students carefully both inside and outside the district
  - When in doubt about which code applies, ask
  - When students don't return in the fall, use their last date of membership from the previous spring
  - Use the matriculation code (EXIT = 7) correctly

Data Coordinator

- Monitor the gained/lost or "claiming" emails
- Include SSIDs whenever possible on KIDS records
- Create communication tools to capture data changes
- Submit records early in the submission window to allow time to resolve errors and review reports
- Send ASGTs before ENRL to update core student data
- Monitor the Students in Multiple Building Reports daily during ENRL to identify potential reporting conflict
- Make sure post-graduation plans are reported carefully on EXIT records
- Update enrollment forms using the Planned Changes when released each spring
- Send ASGT records frequently and search the Direct Certification list often to identify students who are pre-authorized for free meals

Everyone

- Make sure that students are claimed (ASGT) and exited (EXIT) promptly
- Make sure EXIT records for students who left over the summer have been sent before the DGSR is submitted
- Make sure updated records are sent when important student data changes

Administrator

- Monitor the Students in Multiple Building Reports daily during ENRL to identify conflicts on shared students
- Review Post-Graduation Plans for accuracy on all graduates Make sure staff knows how to use the EXIT matriculation code (7) correctly
- Establish communication methods to keep staff informed of student changes. (IEPs, discipline, transfers, etc.)

Assessment & Accountability Staff

- Monitor entry dates carefully on students that leave and re-enroll
- Be sure updated TEST records are sent when there are demographic or test type changes
- Review test tickets in CETE for accuracy and report to KIDS staff any students in need of corrected TEST records

Staff Practices

Data Entry

- Use the district/school data calendar
- Identify and train a back-up
- Participate in data cleaning workshops
- Minimize distractions when working with complex data by making improvements to the data work environment

Data Coordinator

- Create and maintain KIDS record submission checklists
- Create and maintain the district/school data calendar
- Monitor the weekly KIDSINFO Listserv
- Organize Data Cleaning workshops
- Organize Administrator sign-off workshops
- Minimize distractions when working with complex data by making improvements to the data work environment

Everyone

- Set data quality goals
- Use the district/school data calendar
- Identify and train a back-up
- Attend pertinent SIS & KSDE trainings
- Meet regularly to plan for reports/collections
- Submit data early to allow time to review

Administrator

- Require data staff to create/update checklists and data calendars
- Be aware of deadlines and plan accordingly
- Encourage Data Cleaning workshops
- Meet regularly with the data entry staff and Data Coordinators at your school
- Have staff submit records early – then review reports before releasing data or signing off
- Participate in Administrator sign-off workshops
- Support staff by making improvements to existing data work environments or by finding new/alternative data entry environments
- Leave your contact information with district personnel in the event problems are identified with end of year reports

Assessment & Accountability Staff

- Create/update an assessment specific data calendar
- Develop a district plan for the review and sign-off of assessment data
- Meet regularly with the data entry staff and Data Coordinators at your school to review reports, test tickets, etc.
- Collect principal and data staff phone numbers (for data issues that occur after sign-off)
- Develop a checklist of building assessment data to forward to your district central office before summer dismissal (number of students assessed, KCA results, etc.)

Staff Collaboration Practices

Data Entry

- Update forms for staff/teachers
- Participate in training opportunities with colleagues
- Join a "Data Quality Team"
- Use data communication tools: email groups/blogs

Data Coordinator

- Update forms for staff/teachers
- Participate in training opportunities with colleagues
- Create/lead a "Data Quality Team"
- Create data communication tools: email groups/blogs

Administrator

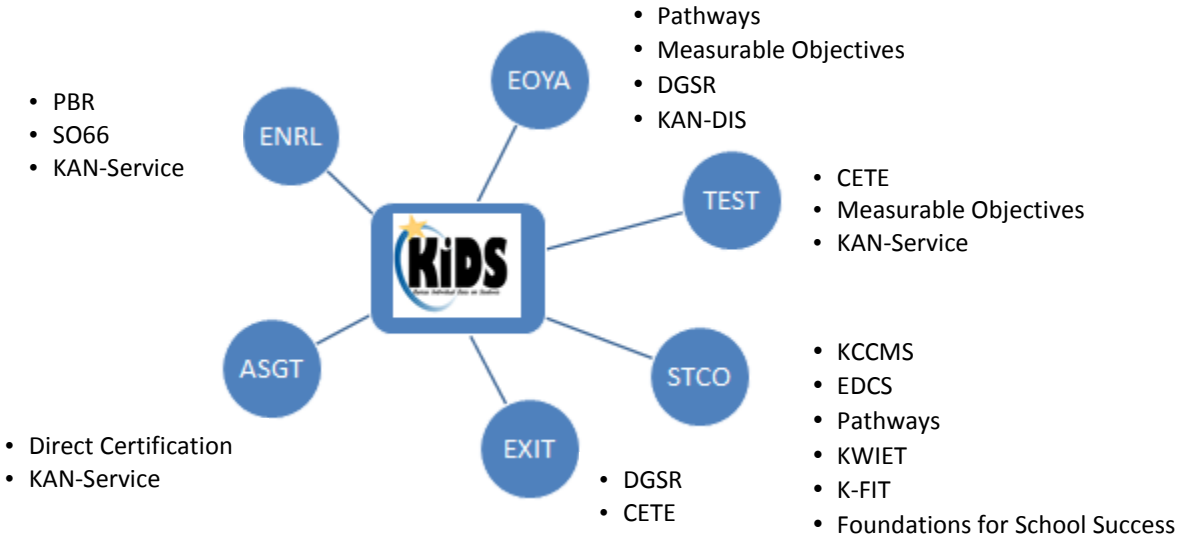
- Encourage information sharing among program staff (transportation, special education, food service, ESOL, early childhood, counselors, etc.) and KIDS staff
- Require the use of data communication tools

Everyone

- Meet regularly to plan for coordinated data efforts: see graphic below
- Share data when necessary
- Participate in training opportunities with colleagues

Assessment & Accountability Staff

- Encourage data verification among program staff (SPED, food service, ESOL, etc. and KIDS staff on data used to determine sub-groups



Maintaining Access Practices

Data Entry

- Obtain read-only access to KSDE reports/systems such as KIDS, as deemed necessary

Data Coordinator

- Make sure new staff create their own individual KSDE Authentication accounts with access specific to their duties
- Make sure you are signed up to receive the gained/lost emails. (Directory Updates)
- Update any changes to email addresses on KSDE accounts
- Send an email to kids@ksde.org to have departing staff members removed from the KIDSInfo Listserv

Everyone

- Do not share usernames/passwords to the SIS or to KSDE reports/systems

Administrator

- Approve access requests promptly
- Make sure new staff creates their own individual KSDE Authentication accounts with access specific to their duties
- Make sure that the proper people are signed up to receive the gained/lost emails. (Directory Updates)
- Encourage appropriate staff to register for "read-only" access to KIDS via Authentication
- Make sure Authentication System access for staff is terminated when they leave and send an email to kids@ksde.org to have departing staff members removed from the KIDSInfo Listserv

Assessment & Accountability Staff

- Register for "read-only" access to KIDS via Authentication if appropriate
- Update any changes to email addresses on KSDE accounts and listservs like the KIDS Info Listserv and the Assessment Coordinator Listserv

SIS Practice Recommendations

Data Entry

- Create and maintain checklists for data entry related duties
- Be aware of and meet critical data entry deadlines
- Archive necessary data before SIS rollover
- Ensure building fields are entered correctly

Data Coordinator

- Create and maintain checklists regarding the extraction of SIS data for KIDS reporting
- Archive necessary data before SIS rollover (ex: STCO summer course outcomes)
- Clear out the prior year's State assessment data in your SIS (test types and test subjects) if necessary
- Promote awareness of critical data entry deadlines before extracting SIS data for state reporting
- Ensure building fields are entered correctly
- Develop and maintain a system for storing KIDS files locally

Everyone

- Attend SIS training and stay up to date on software changes
- Document any "lessons learned" or "warnings" for next year

Administrator

- Advocate for your staff when problems/issues arise
- Review vendor certification status on the KIDS system when considering a change in your local SIS product

Assessment & Accountability Staff

- Clear out the prior year's State assessment data in your SIS (test types and test subjects) if necessary
- Promote awareness of critical data entry deadlines before extracting SIS data for state reporting
- Ensure building fields are entered correctly regarding the testing locations of students

Using Reports

Data Entry

- Cross-check data appearing on reports to their original source for accuracy
- Obtain read-only access to KIDS if appropriate
- Correct data errors when identified by other staff members use of reports

Data Coordinator

- Compare SIS Reports with KIDS reports to identify student records that may have been missed
- Use the KIDS Reports to prepare data for program staff to review (IEPs, ESOL codes, Course codes, etc.
- Review the KIDS Discrepancy reports and correct data when necessary
- Review the SEEK Data Quality Reports to identify areas of strength and weaknesses in state reporting

Everyone

- Use reports to review data for accuracy
- Review the gained/lost student report to track students
- Use the Student History report to complete fields like ESOL Participation and State Entry Date
- Export the reports and use search, sort, and filter commands to look for data anomalies
- Ask another pair of eyes to review the data
- Randomly select 5-10 students and "audit" them
- Watch out for "Excel glare"

Administrator

- Review reports prepared by other staff members for errors/anomalies
- Encourage staff to use reports to check their work
- Role model by using reports to verify data before signing off
- Use SEEK to identify data trends for your building or district

Assessment & Accountability Staff

- Compare SIS Reports, KIDS reports, and CETE reports for accuracy
- Use SEEK Performance reports to identify data trends for your building or district

Student Course (STCO) Practices

Data Entry

- Enter student's course changes promptly in the SIS
- Adhere to course change deadlines consistently

Data Coordinator

- Obtain read-only access to KCCMS to align course data used for STCO
- Generate the "Info for STCO" Report in KIDS
- Submit course outcomes as soon as grades are determined
- Use the Student Course Discrepancy Report to ensure all records have an outcome reported
- Generate the "Current Year Credit by Student Report" to verify that the STCO data correctly represents the course outcomes earned for each student

Everyone

- Plan ahead for where the data will be used using the KIDS Submission-STCO document and the Course-Teacher-Student timeline
- Align data consistently across systems
- Attend joint presentations for Course-Teacher-Student reporting at conferences and via webinars

Administrator

- Encourage staff to share requisite data
- Approve read-only access for KIDS Staff to KCCMS to help align course data used for STCO
- Require meetings to align staff's joint data efforts
- Attend joint presentations for Course-Teacher-Student reporting at conferences and via webinars

Assessment & Accountability Staff

- Make sure decisions regarding the use of KWIET is made early enough to allow data staff to submit necessary records
- Review reports of submitted data for teachers and students using the KWIET tool for accuracy and report any errors to KIDS staff

Privacy & Security Practices

Data Entry

Data Coordinator

Everyone

- Never share KSDE or SIS usernames/passwords
- Memorize passwords, do not write them down
- Turn computers so that screens are not visible to passers-by
- Lock your computer when you are away from your desk
- Do not discuss confidential information in high traffic areas
- If you're doing a presentation, do not use screenshots that illustrate student data
- Be careful with laptops containing student data
- Avoid doing confidential work at home
- Implement and follow "Lock or Shred" practices
- Adhere to all FERPA regulations

Administrator

Assessment & Accountability Staff

Terms/Acronyms

KIDS Collection/ Record Types	**ASGT**	Record used to obtain SSIDs, update core student data, and claim students
	ENRL	Record used for funding and enrollment counts on September 20th to populate PBR & SO66
	EXIT	Record used to report when students are leaving the school, the date, the reason, and any post-graduation plans
	TEST	Record used to register students for state assessments
	EOYA	Record used to report end of year data for accountability purposes
	STCO	Record used to establish a course-teacher-student link
	TITL	Record used to report students for Rural Education Achievement Program funding
	MILT	Record used to report students for the Military and Virtual collection
	QERY	Record used to retrieve existing KIDS data about students without claiming them or changing the data
KSDE Reports/ Applications	PBR	Principal's Building Report-building level report used to verify and submit data reported on ENRL records for the September 20th Count
	SO66	Superintendent's Organizational Report- district level report used to verify and submit data reported on ENRL records and the PBRs from that same district
	DGSR	Dropout/ Graduation Summary Report-report used to verify the data submitted on EXIT and EOYA records before it is used in the graduation and dropout calculations
	EDCS (LPR)	Educator Data Collection System-The system used to prepare the Licensed Personnel Report and to validate educator-course assignments reported on STCO records
	KCCMS	Kansas Course Code Management System-the system used to report courses offered in a district which are then used in additional applications
	Directory Updates	The application that gathers building and district level information such as schedules and grades offered
	MO	Measurable Objectives- a new web-based authenticated application that replaces the AYP/QPA accountability system as a result of the ESEA flexibility waiver. It displays the goals and targets for each of the AMOs and assessment results.
	SEEK	System for Education Enterprise in Kansas-the state's longitudinal data system for administrators to review education trends for their building or district
Other Terms	FERPA	Family Educational Records and Privacy Act-federal legislation that protects the privacy and confidentiality of students' information
	CETE	Center for Educational Testing & Evaluation-administers and scores state assessments
	SIS	Student Information System
	SPED	Special Education

Data Best Practices Planning Worksheet

Use the worksheet below to develop your implementation plan for the best practices you wish to follow in your building or district.

Best Practice	What resources (if any) do you need to implement this practice?	Which staff members will have to be involved to implement this practice?	What steps will you need to take to implement this practice?	Priority Ranking
Create and maintain a data calendar. example	-School & district calendars -Testing windows -KIDS documents -KSDE Timeline for Reports/Collections -STCO Timeline	-Me -Principal -Building secretaries -District's Tech. Coordinator	-Draft calendar -Ask others to review -Make revisions -Use calendar -Update calendar for each new school year	Complete calendar first.