Why Map Your Data Flow

WE’LL COUNT THE WAYS AND SHOW YOU HOW

October 2018

NATIONAL REPORTING SYSTEM
for Adult Education
Participating in Today’s Webinar

- Mute yourself upon entry; unmute to speak
Participating in Today’s Webinar

• Chat Pod
  – Submit questions or comment at any time
  – Use for both content questions and to request technical assistance

• Q&A time at end of session
  – Raise your hand to ask questions

• Will follow up with any unanswered questions

• A link to a brief evaluation in the bottom right hand corner and will pop up at the end of the webinar.
Challenges of Managing Data

- Governance
- Quality (Accuracy, Consistency, Timeliness)
- Technical Requirements
- Roles and Responsibilities
A Role for Data Flow Analysis

• Help Identify and Document Requirements
• Address Challenges and Document Solutions
• Identify Roles and Responsibilities
• Basis for Project Planning
Documenting Data Flow

• Get a Visual Overview
• Drill Down for Details
• Process of Refinement
Our High-Level View

- Intake
- Initial Assessment
- Participation
- Posttest
- Post-Exit Indicators
Our High-Level View

- **Intake**
- **Initial Assessment**
- **Participation**
- **Posttest**
- **Post-Exit Indicators**

**Demographics & Contact Info**
- Data entered on intake form
-Entered by program staff
-Validated by data system

**Intake**

**Initial Assessment**

**Participation**

**Posttest**

- Time to assess?
  - **Yes**
    - Exit?
      - **Yes**
        - Post-Exit Indicators
      - **No**
  - **No**

**Intake**

- Data entered on intake form
- Entered by program staff
- Validated by data system
Drilling Down

Student Fills Out Paper Intake Form → Case Worker Reviews Form for Completeness → Entry Staff Enters Intake Information Into Data System → Case Worker Verifies and Signs Off
A Few Flowcharting Tools

1. Lucid Chart
   https://www.lucidchart.com

2. Draw IO
   https://www.draw.io

3. Smart Draw
   https://www.smartdraw.com

4. Microsoft Visio

5. Microsoft PowerPoint
Detail View

• Data Management Methods and Mechanics
• Specific Challenges to Address
• Roles and Responsibilities
• Next Steps
For Each Activity/Process Step

• What Data to Acquire/Use
• Method of Acquisition
• How to Verify Accuracy
• How to Address Errors/Inconsistencies
How do you know your student records data are accurate, complete, and up-to-date?

Type your response to this question into the chat pod.
What are some ways you find and correct inaccurate data in your student records data?

Type your response to this question into the chat pod.
Workbook – Document Details About Data

**Data Acquired**
What data are collected by program staff or acquired through data matching when students are assessed? For example: Assessment Date, Type, Score, EFL.

**Collection Method**
How are the data acquired, stored and managed?
Example: Manually entered into data system, data matched, etc.

**Verified for Accuracy**
Describe the main aspects of your process to ensure accuracy of the data collected as part of the process described above.
Example: Data system checks all critical items for accuracy, data entry staff review and correct entry errors. Case worker reviews and approves entries.

**Error Correction**
How are corrections made if error occurs? Who makes the correction. Are particular kinds of errors common?
Workbook – Document Challenges/Solutions

Data Acquisition and Quality Challenges

Identify key challenges in the spaces below. For example: The need to obtain student credential information or certificates from a wide variety of colleges and other institutions; data privacy and handling consideration; and so on.

Solutions to Maintain Completeness, Accuracy, Timeliness

Enter bullet point descriptions of solutions to data quality and acquisition challenges. For example: Enter information about needed data-sharing MOUs, or mix of electronic and manual systems needed to obtain certification and program completion information.
Data Flow Documentation – Work Process

Understand  Document  Review  Revise
First Data Flow, Then What?

• To Do List
• Schedules
• Timelines
THANK YOU