

# Why Map Your Data Flow

WE'LL COUNT THE WAYS AND SHOW YOU HOW

October 2018



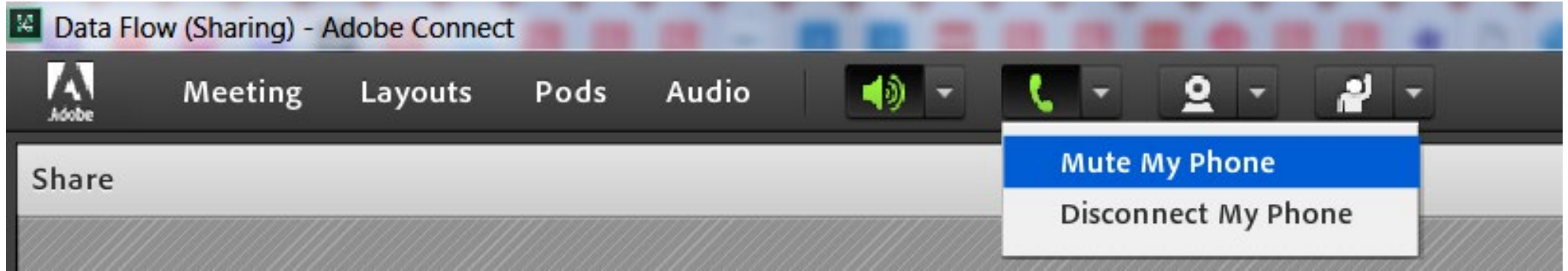
NATIONAL  
REPORTING SYSTEM  
for Adult Education

[nrsweb.org](http://nrsweb.org)



# 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

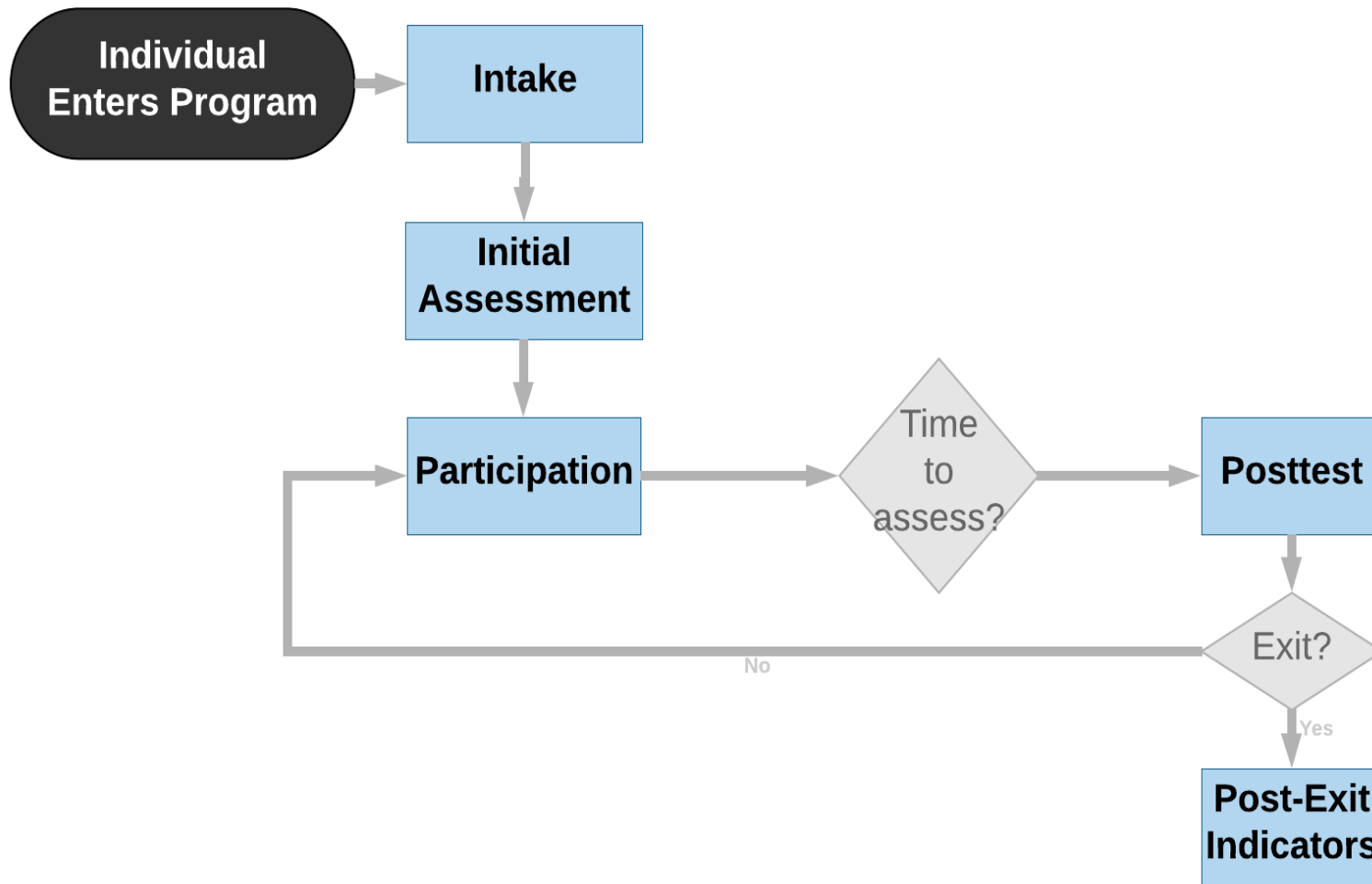


# Documenting Data Flow

- Get a Visual Overview
- Drill Down for Details
- Process of Refinement



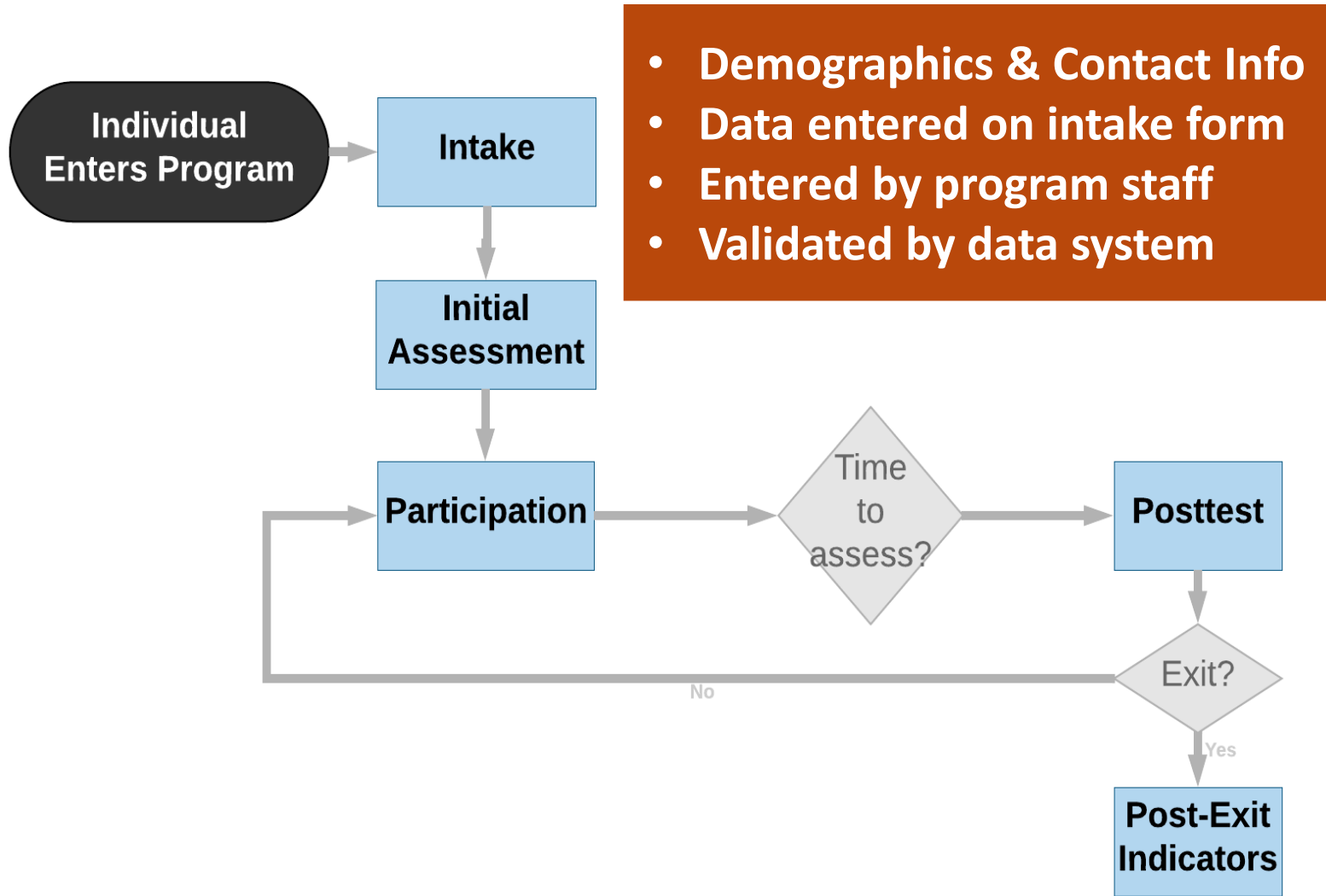
# Our High-Level View



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



# Our High-Level View

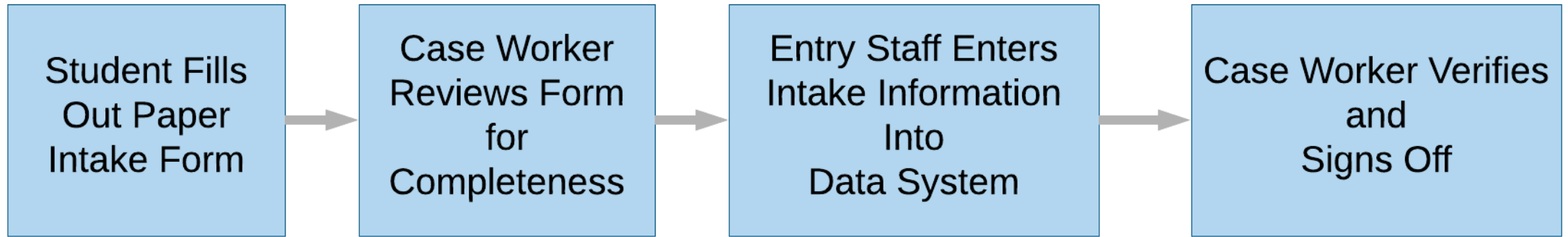


- Intake
- Initial Assessment
- Participation
- Posttest
- Post-Exit Indicators





# Drilling Down



# 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**

<https://products.office.com/en-us/visio/flowchart-software>

**5. Microsoft PowerPoint**

<https://products.office.com/en-us/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



# First Data Flow, Then What?

- To Do List
- Schedules
- Timelines



# Q & A

**David Hollender**  
[dhollender@air.org](mailto:dhollender@air.org)



THANK YOU



[nrsweb.org](http://nrsweb.org)

NATIONAL  
REPORTING SYSTEM  
*for Adult Education*

