|  | **Who?** | **What** | **When?** | **Where?** | **Why?** | **How?** |
| --- | --- | --- | --- | --- | --- | --- |
| **Data Collection** | | | | | | |
| Data is complete and accurate   * intake * assessment * release forms |  |  |  |  |  |  |
| Error detection process |  |  |  |  |  |  |
| Student files contain documentation |  |  |  |  |  |  |
| Intake, attendance, and assessment data filed and maintained |  |  |  |  |  |  |
| Intake, attendance, and assessment data to data entry staff |  |  |  |  |  |  |
| Data collection roles defined |  |  |  |  |  |  |
| Data flow process defined |  |  |  |  |  |  |
| Staff training for data collection |  |  |  |  |  |  |
| **Data Entry** | | | | | | |
| Process ensures data entered within 14 days |  |  |  |  |  |  |
| 14-day data entry in eData verified |  |  |  |  |  |  |
| **Analysis / Reporting / Output** | | | | | | |
| Data checklists   * regular review * error detection |  |  |  |  |  |  |
| Staff access to data |  |  |  |  |  |  |
| Data Quality Validation Form |  |  |  |  |  |  |
| Data Check Summary   * Error detection * Used for program improvement |  |  |  |  |  |  |
| eData Access Template reports |  |  |  |  |  |  |