# *Wyoming*
### 2022-2023
## TITLE II GRANTEE DATA QUALITY STANDARDS CHECKLIST

The NRS state data quality standards identify the policies, processes and materials that states and local programs should have in place to collect valid and reliable data for the National Reporting System (NRS).  The Division of Adult Education (DAEL) within the Office of Vocational and Adult Education developed the standards to define the characteristics of high quality state and local data collection systems for the NRS.  The standards provide an organized way for DAEL to understand the quality of NRS data collection within the states and also provide guidance to states on how to improve their systems.

In order to complete the NRS State Data Quality Standards Checklist, Wyoming requires that Title II Grantees complete the following abbreviated version certifying the quality of local data and adherence to state policy.

## Instructions for Completing the Wyoming Checklist

Local programs use this Wyoming checklist to rate their implementation of the data quality standards in their NRS data collection procedures.

The local program director must certify the checklist and submit it with the annual end of year statistical tables due to the State AEL Office on or before June 30th of each year.

### Data Quality Improvement Plan

For areas where the local program does not reach "Acceptable" standards, a data quality improvement plan must be completed to describe the program they have identified and their plan for correction.  The plan will address all standards the program did not meet, describe what new policies or procedures will be put in place to meet the standards, identify barriers to compliance and the technical assistance needed to implement the plan.  AEL State Office will offer technical assistance to programs to meet the goals of their data quality improvement plan.

All narrative descriptions should be brief – but sufficient enough to convey the information requested.  No more than a few sentences are necessary.

For the 2022-2023 program year, non-compliance is defined as a failure to meet "Acceptable" standards for any program area.  For subsequent program years, non-compliance will be defined a failure to meet "Superior" standards.

### Submission and Certification

Local programs complete the checklist for the most recent program year in which NRS data was reported to State Office. This initial checklist will serve as a baseline for the identification of training issues and is due to AEL State Office with local program's end of year reports.

# *Wyoming*

## TITLE II GRANTEE DATA QUALITY STANDARDS CHECKLIST

**Program:** _____     **Date:** _____

---

## A. DATA FOUNDATION AND STRUCTURE

### Acceptable Quality:

| | | |
|---|---|---|
| 1. Local program has received and follows state assessment policies as written including:<br>● Use of standardized assessments for accountability that are state approved as valid and appropriate for adult students. | Yes • | No • |
| ● Assessments used for accountability are administered by trained staff. | Yes • | No • |
| ● Time periods (in hours or weeks) for when to pre-and post-test are followed. | Yes • | No • |
| 2. Local program has a process in place to collect data on WIOA core program co-enrollments. | Yes • | No • |
| 3. Local program follows state policy as written for collecting data on students for follow-up on measurable skills gains and outcome measures. | Yes • | No • |
| 4. Local program has established a procedure for collecting Social Security Numbers (including how to deal with missing numbers) and documenting informed consent for data matching. | Yes • | No • |
| 5. Local program has received written definitions for all measures, including demographic measures and contact hours, and has provided them to all appropriate staff. (NRS Guidelines) | Yes • | No • |
| 6. Local program collects data on Barriers to Employment as mandated by the National Reporting System. | Yes • | No • |

**If you answered 'No' to any of questions 1-6,** skip the rest of this section and go to Section B, Data Collection and Verification.

**If you answered 'Yes' to each of questions 1-6,** continue with question 7 below.

### Superior Quality

| | | |
|---|---|---|
| 7. Local program has provided a current version of the *WIOA Title II Measures and Methods for NRS Implementations Guidelines,* also online at www.air.org/nrs which defines all measures on state student data forms and in the state data system, to all appropriate staff. | Yes • | No • |
| 8. Local program is aware of the availability of state-provided continuous, additional technical assistance and resources on assessment, data collection and follow-up procedures (e.g. site visits, contact persons, manuals, online resources). | Yes • | No • |
| 9. The local program utilizes the **State Data Dictionary** to define all measures on State student data forms and in the State data system. | Yes • | No • |
| 10. The local program strives to meet the State post-testing target of 50%. | Yes • | No • |
| 11. The local program has trained staff on how to conduct survey follow-ups on data collection. | Yes • | No • |
| 12. The local program conducts data match on postsecondary and/or training outcome measures at least three times per year, in accordance with State policy. | Yes • | No • |

**Continue with Section B below.**

## B.  DATA COLLECTION AND VERIFICATION

**Acceptable Quality**

| | | | | |
|---|---|---|---|---|
| 1. Local program has an electronic management information system (MIS) LACES system which is used in Wyoming. This has individual student records within a relational data base structure.  The LiteracyPro LACES database incorporates NRS measures using common definitions and categories. | Yes | • | No | • |
| 2. LACES has data validation functions used by local program staff (e.g., that identify out-of-range values, duplicate records, missing or incorrect data, etc). | Yes | • | No | • |
| 3. Local program utilizes state approved standardized forms (electronic and/or paper) for collecting student information (e.g., intake, attendance, referrals) that include all NRS measures and have correct NRS definitions and categories. | Yes | • | No | • |
| 4. Local program follows state polity for recording contact & proxy hours that conform to NRS requirements. (Signed time sheets / time cards, electronic time cards or instructor attendance records.) | Yes | • | No | • |
| 5. Local program has staff with clear responsibility for data collection and data entry. | Yes | • | No | • |
| 6. Local program staff checks data for errors utilizing the LACES **Diagnostic** feature. | Yes | • | No | • |
| 7. Local program utilizes federal and state policies on data validation. | Yes | • | No | • |

**If you answered 'No' to any of 1-7 in Section B,** skip the rest of this section and go to Section C, Data Analysis and Reporting.

**If you answered 'Yes' to each of questions 1-7,** continue with question 8 below.

**Superior Quality**

| | | | | |
|---|---|---|---|---|
| 8. Local program enters data into LACES at least monthly. | Yes | • | No | • |
| 9. Local program staff reviews local data on a monthly basis for errors, missing data, out-of-range values and anomalous data, and to identify program improvements and accomplishments and has a system to resolve them. | Yes | • | No | • |
| 10. Local program has documented procedures for correcting errors and resolving missing data, including SSN's. | Yes | • | No | • |
| 11. Local program staff participates regularly in Database Training meetings for contact with LACES Technical Assistance and state staff on data issues to identify problems and request technical assistance. | Yes | • | No | • |

**Continue with Section C below.**

## C.  DATA ANALYSIS AND REPORTING

**Acceptable Quality**

| | | | | |
|---|---|---|---|---|
| 1. Local staff can produce NRS required reports for local program management, including federal NRS tables from the LACES database | Yes | • | No | • |
| 2. Local staff is capable of utilizing LACES to report disaggregated data by subpopulation (e.g. student age, race, sex) and by program (e.g. Corrections, EL Civics, Tutoring). | Yes | • | No | • |
| 3. The local program conducts monthly checks on NRS reports for errors & missing data and obtains corrected data from instructors, staff, and/or other stakeholders. | Yes | • | No | • |

**If you answered 'No' to questions 1-3 of Section C,** skip the rest of this section and go to Section D, Staff Development..

**If you answered 'Yes' to questions 1-3 of Section C,** continue with question 4 below.

| | | | | |
|---|---|---|---|---|
| 4. Local program staff reviews statistical reports for errors and accuracy. | Yes | • | No | • |
| 5. Local program can access data reports that are useful for program management and improvement. | Yes | • | No | • |
| 6. Local staff uses data for program management and improvement. | Yes | • | No | • |

**If you answered 'No' to any of questions 4-6 of Section C,** skip the rest of this section and go to Section D, Staff Development.

**If you answered 'Yes' to each of questions 4-6 of Section C,** continue with question 7 below.

**Exemplary Quality**

| | | | | |
|---|---|---|---|---|
| 7. Local program has documented procedures for dealing with analysis problems and deviations. | Yes | • | No | • |
| 8. Local program compares data among sites and with prior years' data for discrepancies, reasonableness and to identify trends in good and bad performance. | Yes | • | No | • |
| 9. Local program has procedures to verify that local reports accurately reflect data collected. | Yes | • | No | • |

**Continue with Section D below.**

## D. STAFF DEVELOPMENT

**Acceptable Quality**

| | | | | |
|---|---|---|---|---|
| 1. Local program has received training on general NRS requirements, including assessment policy and procedures, follow-up policies and goal setting procedures. | Yes | • | No | • |
| 2. Local staff has received training on data collection procedures. | Yes | • | No | • |
| 3. Local staff has been trained on data entry into the local LACES software. | Yes | • | No | • |
| 4. Local staff has had training on how to produce and/or interpret reports produced by the LACES. | Yes | • | No | • |
| 5. Local program staff participates in at least one additional training annually on NRS issues, LACES data entry or data analysis issues. | Yes | • | No | • |
| 6. Local staff that administer assessments for accountability have been trained on the use of assessment instruments (TABE). | Yes | • | No | • |
| 7. Local staff follows the State distance learning policy and the use of proxy hours. | Yes | • | No | • |

**If you answered 'No' to any of questions 1-7 of Section D,** skip the rest of this section and go to Section E Data Quality Improvement Plan.

**If you answered 'Yes' to each of questions 1-7 of Section D,** continue with question 8 below.

**Superior Quality**

| | | | | |
|---|---|---|---|---|
| 8. There is locally planned, continuous training (at least one training annually) on data collection and NRS issues. | Yes | • | No | • |
| 9. Local training is planned and delivered based on the needs of local staff and evaluations of previous trainings, where applicable. | Yes | • | No | • |

**If you answered 'No' to either questions 8 or 9 of Section D,** skip the rest of this section and go to Section E Data Quality Improvement Plan.

**If you answered 'Yes' to questions 8 & 9,** continue with question 10 below.

**Exemplary Quality**

| | | | | |
|---|---|---|---|---|
| 10. Local program has timely intervention strategies to identify data problems as they occur and to provide training to sites to correct the problems. | Yes | • | No | • |

**Continue with Section E.**

## E.    DATA QUALITY IMPROVEMENT PLAN

Local Programs *must* submit a quality improvement plan for any content area that does not meet all of the standards within the "**Superior**" level.  A separate plan must be completed for each content area.  The plans should not exceed one page and include the following information:

1.  Content area (e.g., Data Foundation and Structure, Staff Development) and specific standard(s) not met.


2.  For each standard not met, describe your planned approach to implementing changes that will allow you to meet the standard.


3.  Describe the barriers or problems you anticipate, if any, to implement these plans.


4.  Describe any technical assistance you need to implement these planned changes.


5.  If you believe you will be unable to meet any standard, please explain why.

---

# *Wyoming*

### TITLE II GRANTEE DATA QUALITY STANDARDS CHECKLIST

**The Director of the Adult Education program must sign this certification.**


### CERTIFICATION


I certify that to the best of my knowledge, the information contained in this document is true and correct and accurately reflects my program's policies and procedures for collecting and reporting data to the Wyoming Community College Commission – ABE Program as required by the U.S. Department of Education's National Reporting System for the Workforce Investment Act, Title II Adult Education and Family Literacy.


_____
Signature


_____
Printed Name and Title


_____
Date