



Data Integrity Optional Self-Assessment

**New Mexico
Aging and Long-Term Services Department
Aging Network Division 2017**

Modified from a 2013
self-assessment document by the

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 



Brief Overview of the Data Integrity Review Process

As you may know, in 2017 the Aging Network Division (AND) introduced a new Data Measurement framework that provides a common focal point for work across all AAA programs and initiatives. AND is committed to ensuring that it collects high quality performance data from its internal and external reporting Entities.

As AND reviews and evolves its monitoring protocols, AND is developing a monitoring process that will help the agency review and provide greater assurance of the quality of its performance data. These additional Data Quality Review questions are intended to help AND consistently assess the quality of internal and external reporting Entities performance data. In FY 2018, AND will integrate these data quality questions into its current monitoring processes.

In turn, this helps AAAs strengthen their programming. High quality data is a critical element of sound organizational decision-making, operations, and strategic planning. And reporting high-quality data enables organizations to speak confidently about their performance and evaluate program impact. Treating data as a long-term asset and managing it within a coordinated framework produces an on-going value for internal and external reporting Entities.

What the Data Quality Review process *is*...

The Data Quality Review is a monitoring process designed to help AND staff assess the quality of internal and external reporting Entities performance data reported to AND. Just like any other monitoring activity, the review asks AND staff to engage Entities in a mutually beneficial dialogue about the underlying processes Entities use to gather and manage performance data. This monitoring process supports a standard approach to assessing the quality of performance data reported to AND.

What the Data Quality Review process *is not*...

This monitoring process is not about assessing performance. It is also not intended to present AND staff as experts on evaluation or scientific methodologies. Rather, the process provides a foundation to help AND staff review and understand Entities' data collection and management processes and practices.

What is the general timeline for implementation?

In fiscal years 2018–2019, AND is introducing and socializing the data quality elements that are being formally incorporated into our monitoring process. In fiscal year 2019, the plan is to fully implement the new, formal monitoring tool to review the quality of the performance data that AND Entities report.

AND will phase in the Data Quality Review monitoring process with a deliberate, largely qualitative, iterative, and Entity-centered learning and teaching approach.

What if I have any questions?

If you have any questions regarding this process, please contact your Program Manager or the AND Data Unit.

Performance Measures Data Quality: Optional Self-Assessment

The optional self-assessment encourages you to think proactively about how you collect and manage your performance data. The self-assessment is a valuable tool that can help you understand where you are in terms of data collection and management and start to think about what processes or procedures they may find helpful to use in planning for the future. You may decide to modify your processes. If so, you may find it helpful to revisit the tool in the future to compare how you answer the questions pre and post modifications.

Origin of the Questions: The Government Accountability Office (GAO) as well as the Office of Management and Budget (OMB) direct Federal agencies to provide assurance statements about the accuracy and reliability of agency performance data reported to Congress. Guidance and recommendations from published GAO and OMB reports prompted the self-assessment questions provided. To view the referenced reports, View the final reference page for the web address.

Learning and Feedback: We hope you find that the self-assessment is another useful planning tool for you and your organization. If you have any suggestions to strengthen the self-assessment, please share them with your Program Manager and/or the Data Unit. As this tool is a learning opportunity for you, your feedback is a learning opportunity for us. We welcome feedback!

Instructions: Answer each question to the best of your ability. If you do not know the answer, you can select “DK.” If a question is not relevant to a particular measure, you may leave it blank and make a note of it in the Section Comments area.

Each section of the self-assessment begins with a “Big Picture Question.” You do not need to answer the Big Picture Question. It is one way to help you understand that the questions under each heading are interrelated.

Remember that the Self-Assessment is **optional**. You are not required to submit your answers to ALTSD. You may feel free to share any feedback on the form or questions to your Program Manager and/or AND Data Unit.

Section I—Big Picture Question: Do the performance data you collect appear to measure your project's performance outputs and/or outcomes?

1. Are the reported data consistent with the approved focus/goals of your program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
2. Are you measuring what you intend to measure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
References: GAO Report GAO/GGD-99-139 OMB Circular No. A-11, Section 210-211			
Section Comments:			

Section II—Big Picture Question: Do you have enough data?

1. Have you collected all of the data relevant to the performance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
a. Do you collect data from all sites?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
b. Do you collect data with the same frequency at all sites? (If not, you may add why in the comments section.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
2. Are you missing any vital information (Example: for a period of time or for a group of participants) within the data reported?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
a. Do you have any documentation at all to explain missing data?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
b. Do you describe the plans to resolve issues and collect missing data in the future?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
3. Do you collect the data at intervals that seem appropriate for performance reporting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
4. If your data collection process involves sampling (Example: statistical sampling, rates of response), did you discuss the sampling plan with AND?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
References: OMB Circular No. A-11, Section 210-211 GAO Report GAO/GGD-99-139			
Section Comments:			

Section III—Big Picture Question: Do you use standard plans and procedures across people, places and times to collect data?

1. Do you provide a glossary (or other guidance) with clear, consistent definitions describing the data? Definitions should include sufficient context and be unique, clear and positively described. (You should describe what the data definitions and procedures are rather than what they are not). As much as possible, your definition of data should align with published in the <i>Intro to SAMS Training Guide</i> and AND data definitions found in <i>What is Data Integrity?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
2. Do the definitions remain the same over the lifespan of fiscal years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
3. Do you use standard definitions across all AAA and sub-contractor sites? (If not, you may add why in the comments section.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
4. Do you clearly document your data collection methods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
5. Do you use the same data collection methods over the lifespan of each fiscal year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
6. Do you use the same standard data collection methods across sites?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
7. When applicable, do you train new data collectors using standard definitions and data collection methods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
References: GAO Report GAO/GGD-99-139			
Section Comments:			

Section IV—Big Picture Question: Does the data appear “free” from significant errors?

1. Do you have a plan or procedures to collect and review data?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
a. Does your plan include checking for errors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
2. Do you have documentation showing that you follow your data collection and review plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
3. Does the data vary significantly? If so:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
a. Do you explain that?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
b. Does the data vary due to errors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
c. If errors exist, do you have a plan to fix/prevent future issues?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
References: OMB Circular No. A-11, Section 210-211 GAO Report GAO/GGD-99-139			
Section Comments:			

Section V—Big Picture Question: Do you follow quality assurance practices to help ensure the quality of the performance data reported?

1. Do you have a system to double check that data is collected, aggregated, reviewed, maintained, and reported according to written plans or procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
2. Do you use controls throughout the data collection and management process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
3. Do you regularly review/update your data quality control procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
4. Do you get a statement of certification from data providers to confirm that the data is accurate? (Data providers may include data collectors or third-party sources that collect data.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
5. If possible, do you assign someone (who does not directly collect data) to either oversee data quality or do an objective review of performance data?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
References: OMB Circular No. A-11, Section 210-211 GAO Report GAO/GGD-99-139			
Section Comments:			

Section VI—Additional Input: What are some other helpful questions to consider?

What strengths do you have in collecting and reporting high quality data to AND?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
What challenge(s) make it difficult to collect and report high quality data?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> DK
Section Comments:			

References

- a. **Performance Plans: Selected Approaches for Verification and Validation of Agency Performance Measures**
GAO/GDD-99-139; July 1999
Available: <http://www.gao.gov/archive/1999/gg99139.pdf>
- b. **OMB Circular A-11 : Performance.gov and Public Reporting, Section 210**
Available : http://www.whitehouse.gov/sites/default/files/omb/assets/a11_current_year/s210.pdf

Course Evaluation

Please complete the course evaluation—
<https://www.surveymonkey.com/r/927N3RN>