

# Wyoming

## TITLE II GRANTEE DATA QUALITY STANDARDS CHECKLIST: 2019-2020

The National Reporting System (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 NRS. The Division of Adult Education (DAEL) within the Office of Career, Technical & Adult Education (OCTAE) 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.

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### Instructions for Completing the Wyoming Checklist

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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 along with the annual end of year report.

#### 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. AE 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 2019-2020 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 2019-2020 program year for the NRS data exported to AE State Office by *June 30, 2020*. This checklist will serve as a baseline for identification of training issues and is due to AE State Office with the *End of Year Report*.

**Wyoming**  
**TITLE II GRANTEE DATA QUALITY STANDARDS CHECKLIST**

**Program:**

**Date:**

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**A. DATA FOUNDATION AND STRUCTURE**

**Acceptable Quality:**

1. Local Program has received and follows state assessment policies as written including: (A) Use of standardized assessments for accountability that are state approved as valid and appropriate for adult students.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(B) Assessments used for accountability are administered by trained staff.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(C) Time periods (in hours or weeks) for when to pre-and post-test are followed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Local Program has received and follows state goal setting policies as written for student goal setting.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Local Program follows state policy as written for collecting data on students for follow-up measures.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>

**If you answered ‘No’ to any of questions 1-5, skip the rest of this section and go to *Section B, Data Collection and Verification*.**

**If you answered ‘Yes’ to each of questions 1-5, continue with *question 6*.**

**Superior Quality**

6. Local Program has provided a current version of the <i>Technical Assistance Guide for Performance Accountability under the Workforce Innovation and Opportunity Act</i> , also online at <a href="https://nrsweb.org/sites/default/files/NRS-TA-Aug2019-508.pdf">https://nrsweb.org/sites/default/files/NRS-TA-Aug2019-508.pdf</a> which defines primary indicators of performance, measures and data collection methods, quality control and reporting to all appropriate staff.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. 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 <input type="checkbox"/>	No <input type="checkbox"/>

**Continue with *Section B*.**

**Exemplary Quality**  
*(No standards exist that are locally applicable)*

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**B. DATA COLLECTION AND VERIFICATION**

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**Acceptable Quality**

8. 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 system incorporates NRS measures using common definitions and categories.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. LACES has error checking functions used by Local Program staff (e.g., that identify out-of-range values and missing data).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Local Program utilizes state approved standardized forms (electronic or paper) for collecting student information (e.g., intake, attendance, goal setting) that include all NRS measures and have correct NRS definitions and categories.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Local Program follows state polity for recording contact hours that conform to NRS requirements. Signed time sheets or signed time cards, electronic time cards or a teacher log of student hours for virtual classrooms.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Local Program has staff with clear responsibility for data collection and data entry.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Local Program staff checks data for errors utilizing the LACES Diagnostic feature.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Local Program repairs data errors according to the written Wyoming guidelines on changing data.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you answered 'No' to any of questions 8-14, skip the rest of this section and go to *Section C, Data Analysis and Reporting*.

If you answered 'Yes' to each of questions 8-14, continue with *question 15*.

**Superior Quality**

15. Local Programs enter data into LACES at least monthly.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. 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 <input type="checkbox"/>	No <input type="checkbox"/>
17. Local Program has documented procedures for correcting errors and resolving missing data.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18. 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 <input type="checkbox"/>	No <input type="checkbox"/>

Continue with *Section C-Data Analysis and Reporting*.

**Exemplary Quality**

*No standards exist that are locally applicable*

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**C. DATA ANALYSIS AND REPORTING**

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**Acceptable Quality**

19. The local LACES staff can produce NRS required reports for local program management, including federal NRS tables.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20. The local LACES staff is capable of reporting disaggregated data by subpopulation (e.g. student age, race, sex) and by program (e.g. Corrections, EL Civics, Tutoring).	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you answered 'No' to either of questions 19-20, skip the rest of this section and go to *Section D, Staff Development*.

If you answered 'Yes' to both of questions 19-20, continue with *question 21*.

### **Superior Quality**

21. Local Program staff reviews statistical reports for errors and accuracy.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22. Local Program can access data reports that are useful for program management and improvement.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
23. Local staff uses data for program management and improvement.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you answered 'No' to any of questions 21-23, skip the rest of this section and go to *Section D, Staff Development*.

If you answered 'Yes' to each of questions 21-23, continue with *question 24*.

### **Exemplary Quality**

24. Local Program has documented procedures for dealing with and analyzing problems and deviations.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
25. Local Program compares data among sites and with prior years' data for discrepancies, reasonableness and to identify trends in good and bad performance.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
26. Local Program has procedures to verify that local reports accurately reflect data collected.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Continue with *Section D*.

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## **D. STAFF DEVELOPMENT**

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### **Acceptable Quality**

27. Local Program has received training on general NRS requirements, including assessment policy, distance learning, virtual classrooms, and procedures, follow-up policies and goal setting procedures.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
28. Local staff has received training on data collection procedures.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
29. Local staff has been trained on data entry into the local LACES software.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
30. Local staff has had training on how to produce and/or interpret reports produced by the LACES.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
31. Local Program staff participates in at least one additional training annually on NRS issues, LACES data entry or data analysis issues.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
32. Local staff that administer assessments for accountability have been trained on the use of assessment instruments (TABE, BEST, and BEST Plus).	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you answered 'No' to any of questions 27-32, skip the rest of this section and go to *Section E Data Quality Improvement Plan*.

If you answered 'Yes' to each of questions 27-32, continue with *question 33*.

### **Superior Quality**

33. There is locally planned, continuous training (at least one training annually) on data collection and NRS issues.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you answered 'No' to question 33, skip the rest of this section and go to *Section E. Data Quality Improvement Plan*.

If you answered 'Yes' to question 33, continue with *question 33*.

### **Exemplary Quality**

34. Local program has timely intervention strategies to identify data problems as they occur and to provide training to sites to correct the problems.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Continue with *Section E*.

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## E. DATA QUALITY IMPROVEMENT PLAN

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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 – AE Program as required by the U.S. Department of Education's National Reporting System for the Workforce Innovations and Opportunity Act, Title II Adult Education and Family Literacy.

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Signature

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Printed Name and Title

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Date: \_\_\_\_\_