

# Getting the Most From Your Data Quality Reports

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# Agenda

- Why OSEP conducts DQ reviews
- What is OSEP's process for conducting reviews
- How to read a data quality report
- When data notes are requested
- How data notes are used
- What OSEP is looking for in data notes

# The Basics

## Why OSEP reviews data

- Ensure ALL students are counted
- 618 data are used for decision-making by a variety of governmental and non-governmental stakeholders. Bad data quality leads to bad decisions

# The Data Review Process

- System closes on the due date for a “snapshot” of the data; snapshot is used for OSEP’s review
- OSEP reviews the snapshot data for timeliness, completeness, and accuracy
- Once review is complete, OSEP posts a Data Quality Review and Year to Year Report to each State’s individual OMB Max webpage
- State reviews report and begins preparing for reopen period
- States may resubmit or provide a data note during reopen period (approx. 1 month)
- OSEP reviews data notes and/or resubmissions

# OSEP Review

- Timeliness
  - Are the data in by the due date?
- Completeness
  - Are all sections completed?
  - Is all required information provided?
  - Are all file specifications submitted?
  - Are all category sets, subtotals, and totals submitted?
  - Do data match our metadata sources?
- Accuracy
  - Do data meet our edit checks?

# The Data Quality Report

- OSEP's way of quickly and easily communicating with the State about data quality
  - Including asking for data notes
- Gives specific information about what the error in question is so State can go back, identify it, and correct
- It's a record of past data concerns to track progress or identify systemic concerns

**Let's take a look...**

# Data Notes

- What's a data note?
  - A way for OSEP and the State to communicate idiosyncrasies about the data to the public
    - OSEP compiles data notes and posts them with the data
- When are data notes requested?
  - Data question found during review
    - Resubmit or provide a data note
  - Change in subgroup data is greater than 20% and 20 students from year to year
- What does OSEP look for in a data note?
  - Discussion of any factors that could have impacted the data for the year
    - Changes to collection rules or systems
    - State statute changes



# Writing Your Data Note

- How do I send in a data note?
  - Two ways to provide a data note
    - Add your comment to the DQR, save, and upload to MAX
    - May still use the old data note Word document
      - We will be transitioning away from this next year
  - Data notes should be uploaded to your State's page on OMB MAX
  - You can also “preemptively” send in a data note if you know your data are likely to get flagged

# Last Note on Data Notes

- Please remember these will be published on the 618 Data Products site
- Please take the time to reread your data notes and edit for grammar and punctuation
  - We bring in your notes “as is”
- Please try to remove actual counts from your data note

**Thank you.  
Questions?**

# For More Information

**IDC** Visit the IDC website  
<http://ideadata.org/>



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