



## Data Quality

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## Importance of Data Quality

- o Budgeting - Maximizing FTEs
- o AYP - It's not just for money!
- o Curriculum – Strategic planning
- o GAD – Graduation rates
- o Program/Services Eligibility (Migrant, Special Ed., LEP, Homeless, SNE)
- o TSDL – Teacher performance



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## Process and Procedures:

- o Develop Calendar and Timelines
- o Collaborate with Stakeholders
- o Identify Data Quality Team
- o Coordinate Data Collection Process
- o Provide Communication and Training
- o Verify and Reconcile Data
- o Evaluate and Fine-tune



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○○○ | Identify Data Quality Team

- Tap key people
- Establish manageable work-loads
- Select by
  - Job responsibility
  - Skill set
  - Communication abilities
  - Leadership abilities



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○○○ | Coordinate Data Collection Process

- Evaluate your internal processes
  - How can you consolidate efforts?
  - How can you work "smarter"?
  - Is responsibility clearly identified?
  - Is there a "workflow" established?
  - Are additional policies, procedures, forms, staff, etc. needed?
  - Are adequate checks and balances in place?
- Make changes as necessary



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○○○ | Communication and Training

- Written communication
- Include ALL data entry personnel
- Targeted and specific
- Documentation
  - Clear
  - Concise
  - Available



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○○○ | Verify and Reconcile Data

- Start early
- Multiple eyes on the data
- Use all of the tools in your toolbox



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○○○ | Evaluate and Fine-tune

- Survey stakeholders for specific
  - Suggestions
  - Problems/issues
- Convene team to assess needs
  - Are there ISD level changes?
  - Are there CEPI / State level changes?
  - Are internal changes needed?



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○○○ | Tools

- Internal
- External
  - Other Districts
  - ISD
  - MPAAA
  - STATE



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## Documents and Information and Reports

- o [Google Docs](#)
- o [SIS](#)
- o [ISD Website](#)
- o [MPAAA](#)
- o [CEPI](#)




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## Google Docs

My folders > **Pupil Accounting** Share this folder ▾

Share ▾
  Move to ▾
  Folders ▾
  Delete
  Rename
  More actions ▾

Name	Folders / Sharing
TODAY	
<input type="checkbox"/> <input type="checkbox"/> Count Day Attendance Report for Teachers.	me to 11 viewers
<input type="checkbox"/> <input type="checkbox"/> Count Day Reports 2010-11.doc	me to 11 viewers
<input type="checkbox"/> <input type="checkbox"/> Early Childhood Count Required fields.doc	me to 11 viewers
<input type="checkbox"/> <input type="checkbox"/> 2010-11_MSDS_Timeline_330129_7.pdf	me to 11 viewers
<input type="checkbox"/> <input type="checkbox"/> PUPIL ACCOUNTING CALENDAR OF EVE	me to 11 viewers
<input type="checkbox"/> <input type="checkbox"/> 2010-11_Direct_Cert_Timeline_329571_7.pd	me to 11 viewers




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## PowerSchool

Count Day Data Check Reports

MI-District Entry Date Check	MI-District Entry Date Check
MI-Early Childhood Check With Date	MI-Early Childhood Check with Date
MI-Gen Ed Check #1 with Date	MI-Gen Ed Check #1 With Date
MI-Gen Ed Check #2 with Date	MI-Gen Ed Check #2 With Date
MI-Membership List - active	MI-Membership List - active
MI-Membership with exits	MI-Membership with exits
MI-No District Entry Date	MI-No District Entry Date
MI-No Residency	MI-No Residency
MI-No LIC	MI-No LIC
MI-SOC Students	MI-SOC Students
MI-SpEd Check	MI-SpEd Check
MI-SpEd Check From Date	MI-SpEd Check From Date




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## Missing Data

SEPED	ID	Gr	Date	Code	Subject	Action	Length of SUS	MEDS Checked	ID
1	194	3	05-26-10	S22	S22	SUS	1	Y	001
1	194	3	05-27-10	ZIN	ZIN	SUS	1	Y	1st
1	194	3	10-02-09	S22	Bullying	SUS	1	Y	3
1	184	3	10-02-09	S22	Bullying	SUS	1	Y	1
1	194	3	09-24-09	ZCD	ZCD	ISS	5.25		
1	177	3	05-16-10	ZIN	ZIN	ISS	.5	Y	5kn
1	177	3	05-17-10	ZIN	ZIN	ISS	0		
1	177	3	04-21-10	ZCD	ZCD	ISS	0		
1	117	5	02-09-10	ZBU	ZBU	ISS	0		




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## Inaccurate Data

District Entry Date	Code	Enter Date
09/07/10	HS	09/07/10
09/07/10	HS	09/07/10
09/07/10	HS	09/07/10
09/07/10	HS	09/07/10
09/07/10	HS	09/07/10
09/07/10	HS	09/07/10
09/07/10	TO	09/07/10
01/01/00	TO	09/07/10
08/23/10	TO	09/07/10
09/07/10	TO	09/07/10




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## PowerSchool

Count Day Reports	
MI-COUNT DAY - Calendar	MI-COUNT DAY - Calendar
MI-COUNT DAY Dual Enrollment List	MI-COUNT DAY Dual Enrollment List
MI-COUNT DAY Part Time Pupil List	MI-COUNT DAY Part Time Pupil List
MI-COUNT DAY SOC Form	MI-COUNT DAY SOC Form
MI-COUNT DAY SOC Form CHS	MI-COUNT DAY SOC Form CHS
MI-COUNT DAY SOC Form CH	MI-COUNT DAY SOC Form CH
MI-COUNT DAY Attendance Codes Report	MI-COUNT DAY Attendance Codes Report
MI-COUNT DAY CTC Student List - CHS	MI-COUNT DAY CTC Student List - CHS
MI-COUNT DAY CTC Student List - Cooley	MI-COUNT DAY CTC Student List - Cooley
MI-COUNT DAY Drop-Add Report	MI-COUNT DAY Drop-Add Report




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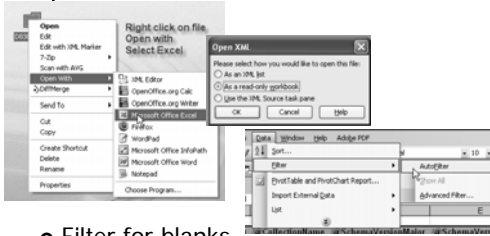
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○○○ Excel (or Open Office)



- Filter for blanks
- Look for "odd" values

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○○○ Macomb MSDS

- More reports and functionality all the time
- Does some data quality checking (beyond the schema)



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○○○ MSDS



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○○○ | Compare Data Sources

- Does data in SIS, xml Notepad, MISDmsds, and MSDS agree?
  - Do you have the same number of records? In special populations?
  - FTEs jive?
  - Did data export correctly?
  - Often SIS parameters will exclude students unless they are set correctly



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○○○ | User Groups

- Pupil Accounting – ISD
- PowerSchool – ISD
- PowerSchool – PSUG-MI
- Listservs
- Conferences



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○○○ | "Gotcha" Fields

- District Enrollment Date
- Supplemental Nutrition
  - Homeless
  - Direct Certification
- Ethnicity
  - Hispanic
  - Multi-racial students



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○○○ | "Gotcha" Fields continued

- Attendance
  - Homebound – home-based
  - In-district transfers
  - Seat-time waiver students
  - Enrollment anomalies
- Exit Status
  - Updated when additional info is received (records request, etc.)
  - Students that came and left between counts



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○○○ | "Gotcha" Fields continued

- Special Education
  - Setting for students under 6
  - Students receiving ancillary services only (Speech/language)
  - Discipline data
  - Current data – IEPs are held all year long



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○○○ | Hand Entering is an Option

- Fields that don't populate correctly
- "Unusual" situations
- Data errors caught after the upload



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# Final Reminder



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