

Examples of Communication Tools and Techniques

- Data dictionary
- Data entry standards
- Business rules
- Other documentation (print and online)
- Professional development
- Regular data quality meetings
- Data quality reports and feedback
- District procedures regarding data entry, correcting errors, etc.
- Data reports
- Data quality web page on LEA website
- Data calendar

Communication Grid

For each *Item* for which you are responsible as Data Steward/Coordinator, check off the other *Staff Members* with whom you should communicate with regard to planning or data quality issues. In the *Communication Strategies* column, describe both the techniques you would use to communicate with the identified staff and the events or circumstances that would trigger such communication.

| Item | Staff Members | Communication Strategies |
|---|--|---------------------------------|
| Coordinate the data collection process <input type="checkbox"/> My responsibility | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Other _____ | |
| Provide professional development for staff members leading toward a culture of quality data <input type="checkbox"/> My responsibility | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Other _____ | |
| Resolve discrepancies in information before reports are forwarded to senior staff <input type="checkbox"/> My responsibility | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Other _____ | |
| Develop a process that allows staff to request new reports or modifications of existing reports <input type="checkbox"/> My responsibility | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Other _____ | |
| Collaborate with curriculum coordinator/supervisor and staff from other educational program areas (special education, assessment, etc.) <input type="checkbox"/> My responsibility | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Other _____ | |
| Establish data audit procedures <input type="checkbox"/> My responsibility | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Other _____ | |

Communication Grid (continued)

| Item | Staff Members | Communication Strategies |
|--|--|---------------------------------|
| Collaborate with technology director/coordinator to enhance the ability of computer programs to determine effective editing procedures for reports and other information <input type="checkbox"/> My responsibility | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Other _____ | |
| Develop a calendar for data collection and reporting <input type="checkbox"/> My responsibility | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Other _____ | |
| Implement data needs analysis <input type="checkbox"/> My responsibility | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Other _____ | |
| Develop and disseminate data dictionary <input type="checkbox"/> My responsibility | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Other _____ | |
| Compile business rules <input type="checkbox"/> My responsibility | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Other _____ | |
| Develop and disseminate data entry standards <input type="checkbox"/> My responsibility | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Other _____ | |

Professional Development Planning

Identify the data quality issues listed below for which you believe your Local Education Agency (LEA) staff members require additional professional development sessions to establish a culture of quality data. Then fill in the other columns, as indicated, for those issues. Add any additional topics for which you believe the key players in your LEA should receive professional development.

| Data Quality Issue | Objective of Training | Training Frequency | Who Gets Training |
|--|------------------------------|---------------------------|--|
| Security and Confidentiality <input type="checkbox"/> Training needed <input type="checkbox"/> Training not needed | | | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Self Other _____ |
| Data Entry Standards and Procedures <input type="checkbox"/> Training needed <input type="checkbox"/> Training not needed | | | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Self Other _____ |
| Using the Data Dictionary <input type="checkbox"/> Training needed <input type="checkbox"/> Training not needed | | | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Self Other _____ |
| Identifying and Correcting Data Errors <input type="checkbox"/> Training needed <input type="checkbox"/> Training not needed | | | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Self Other _____ |

Professional Development Planning (continued)

| Data Quality Issue | Objective of Training | Training Frequency | Who Gets Training |
|---------------------------|------------------------------|---------------------------|--|
| | | | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Self Other _____ |
| | | | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Self Other _____ |
| | | | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Self Other _____ |
| | | | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Self Other _____ |
| | | | <input type="checkbox"/> Board Member <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Technology Support <input type="checkbox"/> Office Staff <input type="checkbox"/> Self Other _____ |