Improving Education Data Part 2 – Coordinating Quality Data

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Credits

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Starting Point

- Business rules
- Data standards
- Data policies
- Data-Entry guidelines
Collaborative Effort

- Teachers
- Special Education Coordinators
- Curriculum Directors
- Principals
- Superintendents
- Transportation Directors
- Office Staff

Purpose of Data Dictionary

- Standardize format, definition, and business rules of data elements
- Facilitate appropriate use/collection of data
- Support creation of accurate, consistent, timely data
- Support and inform data system decision making
- Prevent duplicate collection of data elements

Role of Data Dictionary

- Final arbiter of data decisions
  - Data collected
  - Values entered
- Provide basis for other data-entry tools
### Creating a Data Dictionary

- **Time consuming**
- **Collaborative**
- **Data Steward’s role**
  - Lay groundwork
  - Plan efficient process
  - Coordinate team effort

### Preparing for the Data Dictionary

- List the data stakeholders
- Determine structure of state dictionary
- Investigate alternative structures
- Draft LEA data-element structure
Finalize structure
Identify data elements
Assign responsibilities