

Data Essentials: Establishing Data Collection and Data Quality Standards

Please indicate to what degree you feel your organization meets these objectives to help make data accessible and useful for all staff members. We encourage honest answers that will help shape goals for improvement.

For each question, circle one answer: 1 is “Little to None” 3 is “Improving” and 5 is “Most of the Time”

SECTION 1: NECESSITY OF QUALITY DATA COLLECTION

1. How aware are staff members of the significance of properly collecting data to improve program performance and a client’s health and well-being?	1	2	3	4	5
2. Are program desired outcomes and goals routinely based on the collection of data and systematic observations?	1	2	3	4	5
3. Does your program regularly provide workgroups or trainings to make staff more aware of the importance of proper data collection?	1	2	3	4	5
4. Does your program regularly provide mentoring for staff to make them more aware of the importance of proper data collection?	1	2	3	4	5

SECTION 2: PROPER COLLECTION OF MEANINGFUL DATA

5. How effectively are instructions and guidelines for GPRA/NOMS measures used at your program?	1	2	3	4	5
6. How effectively are interviewing techniques, such as the FRAMES strategy, used on resistant clients?	1	2	3	4	5
7. Are person-centered and trauma-informed approaches routinely used at your program when collecting sensitive and intrusive data from your clients in an interview setting?	1	2	3	4	5
8. How effectively does your program implement client satisfaction surveys?	1	2	3	4	5

SECTION 3: MAINTAINING DATA QUALITY AND INTEGRITY

9. Are quality assurance and quality control standards routinely used to maintain data quality and integrity?	1	2	3	4	5
10. Are data teams routinely used to provide ongoing data collection monitoring?	1	2	3	4	5
11. Is the PDSA Cycle routinely used to improve and maintain program quality?	1	2	3	4	5
12. Does your program develop data collection manuals to increase data literacy?	1	2	3	4	5