

# Oregon DATA Project

## Technical Training

### Component 2: Building a Culture of Data Quality

## Activity 5: Data Collection Calendar

### Purpose

- State collections are a requirement for every school district. A well-considered collection calendar can ensure adequate time to gather data, validate the accuracy of the data, and create an accurate file on the first submission.

### Participants

- Presenter: Data Quality Oversight Committee leader
- Audience: Data Quality Oversight Committee (DQOC). Note: Depending upon district needs, you may want to invite the people most responsible for submitting state collections. See “Learnings from the Pilot” section.

### Session Description

- This session will focus on formalizing the assignment of state collections within a district. This includes identification of file submitters, data owners, and the building of a calendar which will allow adequate time for data collection, data clean-up, and submission of the data. Organizational tools will also be provided which may be adopted, modified, or ignored by the DQOC.
- Total time for this session: 60 minutes

### Objectives

- Build a comprehensive data collection calendar for all state collections.
- Identify the data steward for each collection
- Provide a process to provide oversight for all state collection files.

### Presenter Preparation

- Review the state collection calendar located on ODE’s website.

### Presentation Strategy

- State collections represent a major data requirement for all districts. Understanding the central role that the SSID and USID collections play in almost all other collections provides rationale for intense focus on these two collections. The shading on the state collections spreadsheet provides a visual connection between the collections.



A project of the Oregon Department of Education,  
with support from the EESC

- Districts may find a spreadsheet sorted by either “open date” or “close date” to be more useful than the “alpha” sort for creating a data collection calendar.
- Using the State Collections Spreadsheet for the 2009-2010 State Collections, identify the data steward responsible for each collection. (You may have one person who “owns” the data and a second person who is responsible for file creation and submission). Each steward can then prepare a calendar for data collecting, data clean-up, file creation, and finally, submission date. Tracking the number of submissions and the errors that may occur can identify mitigation plans to help move toward a single error-free submission.
- A sample calendar is provided for Spring Membership. Looking at each item of the collection, identify who in the district is responsible for the data element. In many cases, one can set data deadlines to check the accuracy of the data element (example: Economically Disadvantaged Flag from Food Services).
- Identify who will provide oversight for all state collections – the DQOC or an individual.
- Consider holding a meeting of data submitters and the person(s) responsible for data quality oversight to discuss how to use the planning templates as well as a process to track submissions and errors.

**Note: Unless otherwise noted, the resources listed below are available at [www.oregondatapoint.org](http://www.oregondatapoint.org)**

## Resources

- State Collections Spreadsheet – three sort options (Excel documents)
- Sample: Spring Membership Data Calendar (PDF document)
- Template: State Collection Data Calendar (Word document)
- Data Audit Planning Form (Word document)
- Data Calendar Planning Form (Word document)
- Session evaluation (PDF document)

## Learnings from the Pilot

- In one pilot district, this activity was not presented to the entire DQOC. Instead, the activity was presented only to the key players involved with submitting state collection files.
- Each of the pilots found that formalizing a state collections roster of data steward and file submitter was a positive step. The templates provided led to district-modified planning guides to provide oversight and concrete planning for data collecting, data clean-up, and file submission.
- In one district, they identified overlapping data needs for different collections, which then led to new coordination and efficiency for the individuals responsible for submitting their collection.



A project of the Oregon Department of Education,  
with support from the EESC