

Local Policy/Procedure for Data Collection - EXAMPLE

COLLECTION

Intake

- During orientation or assessment sessions, intake coordinators will:
 - help new or returning students record learner information on the Learner Registration Form (LRF)
 - help new learners complete the goal identification packet, the confidentiality statement, and the Computer Usage Agreement
- Assessment personnel will record pretest and posttest scores on the LRF at time of testing

Instruction

- Teachers will:
 - Direct students to complete daily sign-in sheets
 - Record goal achievements on Adult Learning Plans (ALPs)
 - Document learning activities on daily log sheets
 - Direct students to Assessment for posttests at prescribed times
 - Follow-up with non-attending learners by postcard, phone call, email, or other contact within two weeks of last dates of attendance

REPORTING

Submission of Data to the Data Entry Attendant

- Teachers will submit:
 - Completed sign-in sheets at the end of each month
 - LRFs for new or returning learners within twelve hours of entering or re-entering the program
 - LRFs for all students completing pretests or posttests immediately following assessments
 - LRFs with completed exit/follow-up information, and permanent files with completed ALPs, for learners exiting the program

Entering Data on InTERS

- Teachers will:
 - enter attendance within twenty-four hours of class time, but no later than the end of the week
 - choose to maintain a spreadsheet of learner attendance, posttest hours, and other information
- the Data Entry Attendance will enter data upon receipt of the LRFs:
 - learner demographic, goal, and other information
 - all pre- and posttest scores
 - exit/follow-up information

STORAGE

- Teachers will store active student files in secure cabinets in their classrooms
- The Data Entry Attendant will store:
 - Sign-in sheets for five years in storage boxes in Room
 - Exited learner records for five years in file cabinets in the Data Entry Room
- The Office Manager will store New Learner Registration lists for one year in the front office
- The Assessment Coordinator will store Assessment sign-in sheets for one year in the Assessment Room

ANALYSIS

- Teachers will monitor learner progress/attendance through active use of InTERS data on a daily basis
- The Data Entry Attendant will spot check forms for compliance, accuracy, and completion as she enters data on InTERS
- Administrators will meet weekly to monitor program compliance and progress through tools available on InTERS such as NRS Tables and Reimbursement for Outcomes spreadsheets.
- Administrators will collaborate with all staff to collect, analyze and respond to data for continuous program improvement. Results of data analysis will be shared with staff at monthly staff meetings.