BSCC CalVIP Technical Assistance Workshop Series

Workshop 5. Streamlining and Managing Data Collection Processes – Part II

February 28, 2024

Please Note...

- This workshop is being recorded & will be posted on BSCC's website once it becomes available

Zoom Etiquette

Remain on camera (when possible)

Mute when you are not talking

Stay **present** & **engaged; eliminate distractions**

Keep chat conversations **appropriate** & **on topic**

Make sure your **full name** is displayed

If you have a question, **raise your hand** using the Zoom function at the bottom of your screen, or **use the chat feature**

Agenda

- Introductions
- Project background
- Purpose of today's workshop
- Quantitative Data Collection
- Qualitative Data Collection
- Breakout activities
- Closing

Introductions

RDA Introductions

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Introductions

- Now we'd like to get to know you better!
  - Please drop in the chat your name, organization, and your role in your program

Community Agreements

- Be present at start of workshop

- Actively participate

- Keep statements respectful, constructive, & relevant to workshop topic

- Be brief & mindful of everyone's time when sharing

- Respect others' thoughts & feelings when they differ from yours

Project Background

Project Goal

- To provide regional technical assistance (TA) for CalVIP Cohort 4 grantees to help build capacity in:
    - Data collection
    - Data entry
    - The development of data-sharing agreements

Project Objectives

- Conduct grantee discovery
  - Review relevant documents (e.g., grantee proposals, LEPs, QPR-Baseline Reports)
  - Administer TA Interest Survey
- Refine TA delivery plan
- Deliver TA
  - Targeted TA
  - Group-based TA workshops
  - Ongoing TA as requested

BSCC CalVIP Data Collection Requirements

- Quarterly progress report data
  - Enrollments & service outputs
    - Enrollment quarterly totals
    - Participation in services
    - Project service outcomes
  - Exits & participant outcomes
    - Exiting participants
    - Outcomes
- Local Evaluation Report data
  - Quantitative & qualitative data to answer your project's process & outcome evaluation questions

Workshop Purpose

Workshops 1-4 Recap

- In Workshop 1 we provided an overview of data quality considerations

- In Workshop 2 we focused on the best practices in developing data collection instruments and described how to create quality instruments to meet data collection needs.

- In Workshop 3 we discussed capacity building to evaluate your program's efficacy by understanding how to measure client progress through outcome data collection.

- In Workshop 4 we focused on best practices in streamlining and managing data collection processes at the point of entry.

Workshop #5 Objectives

Together we will review data quality measures, processes for conducting quality assurance checks, and recommendations for data retention and destruction. By the end of this workshop, participants will:

- Understand measures of data quality and recommended quality assurance steps.
- Have practiced conducting quality assurance processes and discussing potential causes of inaccurate data.
- Have reviewed recommended practices for data retention and destruction.

Data Quality

Why is Data Quality Important?

- Ensure complete and accurate data entry for future reporting and decision-making

Data Quality Practices at Data Collection & Entry

- Use standardized data collection tools

- Document proper data collection processes

- Pilot data collection tools and documentation

- Incorporate data validation techniques for data entry

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Data Quality Metrics

Intrinsic

- Accuracy
- Lineage
- Semantic
- Structure

Contextual

- Completeness
- Consistency
- Currency
- Timeliness
- Reasonableness
- Identifiability

Data Quality Metrics

Intrinsic

- Accuracy – How well do data values depict reality/correctness?

- Lineage – How trustworthy is the originating source of data values?

- Semantic – Are data values to to their meaning?

- Structure – Do data values exist in the correct pattern and/or format?

Data Quality Metrics

Contextual

- Completeness - Is your data as comprehensive as you need it to be?

- Consistency - Do disparate data stores have the same data values for the same records?

- Currency - Is your data acceptably up to date?

Data Quality Metrics

Contextual

- Timeliness - How quickly is the requested data made available?

- Reasonableness - Do data values have the correct data type and size?

- Identifiability - Does every record represent a unique identity and is not a duplicate?

Data Quality Review Practices

Preparing for your Data Quality Review

- Make a working copy of your data

- Understand the structure of your data

- Prepare to document your review process and findings

Preliminary Review

- Check for obvious typos
- Identify missing data
- Assess data structure and ensure consistent formatting

Holistic and Historical Review

- Create a quick profile of your data, including frequencies and distributions of fields of interest

- Check for duplicates

- Assess values against expected ranges

- Assess the relationship between data fields

- Compare against historical data

Breakout Activity

Breakout Activity 50 minutes

- Data Quality Metrics Exercise:

    - We will be conducting a quality review on sample Intake and Exit Data from Project Safe Streets (PSS).

    - Review the data profile (pivot tables already created for you) and consider data quality issues (specifically, accuracy, lineage, semantic, and structure).

    - Work through the questions in the Breakout Activity Instructions and Prompts document. Take notes so you can share your insights when we gather again as a full group.

Poll & Discussion

What data quality metric have you most commonly faced quality challenges with?
Share out examples of common data challenges.

Intrinsic
- Accuracy
- Lineage
- Semantic
- Structure

Contextual
- Completeness
- Consistency
- Currency
- Timeliness
- Reasonableness
- Identifiability

Data Maintenance, Retention, and Destruction

Data Maintenance

- Invest in implementing a long-term plan for quality maintenance.

- Regularly monitoring your data collection activities, including collection tools, entry processes, and reporting.

- Stay tuned for more detail in Workshop 6: Monitoring data collection & establishing CQI processes

Data Retention

- Retention encompasses how long the data must be kept, where data should be stored, and how to dispose of it.

- Develop a data retention policy for your program that specifies:
  - What data will be purged versus what data will remain and for how long.
  - Process for purging data, including how paper and electronic data are securely destroyed, and, how and when inaccurate and outdated data gets automatically or manually deleted.
  - How records are separated or restricted to address privilege or licensure record retention laws or regulations.
  - Which types of records your record retention policy pertains to.
  - Who can access what data, and how access is changed or revoked.
  - How any records you retain are stored securely until they are destroyed.

Data Destruction

- Proper records should be disposed of in a manner that leaves no possibility for reconstruction of information.

- Disposing of computerized data means destroying the data permanently and irreversibly.

  - Refer to the National Institute of Standards and Technology's [Guidelines for Media Sanitization](#) for more information.

- Other best practices to consider:

  - Include data destruction requirement in written agreements with third parties, like evaluators. Depending on the sensitivity of the data being shared, be specific in the written agreement as to the type of destruction to be carried out.

  - Create formal, documented processes for data destruction within your organization and require that partner organizations do the same.

Closing

Upcoming BSCC CalVIP TA Workshop Topics & Dates

Title	Date
~~1. Using best practices in data collection, administration, & entry-Part I~~	~~Sept.13, 10:00 am - 12:00 pm PST~~
~~2. Using best practices in data collection, administration, & entry-Part II~~	~~Oct. 19, 11:00 am - 1:00 pm PST~~
~~3. Measuring client progress through outcome data~~	~~Dec. 6, 10:00 am - 12:00 pm PST~~
~~4. Streamlining & managing data collection processes Part I~~	~~Jan. 31, 10:00 am - 12:00 pm PST~~
~~5. Streamlining & managing data collection processes-Part II~~	~~Feb. 28, 11:30 am - 1:30 pm PST~~
6. Monitoring data collection & establishing CQI processes	April 3, 10:00 am - 12:00 pm PST
7. Using secondary data to support BSCC-Part I	April 24, 11:30 am - 1:30 pm PST
8. Using secondary data to support BSCC-Part II	May 23, 11:00 am - 1:00 pm PST

Ongoing TA as requested

Two ways to request TA support from RDA!

1. Via the RDA TA Request Portal—Use your phone to scan the TA Interest Form QR code

   or

2. Email RDA_TA@RDAconsulting.com

   - Provide your name, agency & program name, & a brief description of your TA needs

TA Interest Form

We want to hear from you!

Workshop 5 Feedback Form

- Help us improve future BSCC CalVIP TA workshops!

- Use your phone to scan the QR code or click on the link in the chat to provide feedback on today's session

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Thank you!