POLICY STATEMENT
All division-funded programs must be knowledgeable about the National Reporting System (NRS) and data review process. Programs must adhere to data entry deadlines and must verify all data entered in e-Data v2.

PURPOSE
Data are crucial for reporting to the state and federal governments and for making funding decisions. Quality data also inform program improvement and professional development at the program, local, state, and national levels. Program administrators are responsible for ensuring that data for all division-funded contracts are entered completely, accurately, and in a timely manner in the e-Data v2 system and that appropriate staff members complete the required NRS trainings identified by the Division of Adult Education in accordance with the NRS Implementation Guidelines.

GUIDANCE
Program Review:
Program administrators must ensure that all data collected each month are entered no later than the last calendar day of the following month. Program data staff should follow the e-Data v2 Instructional Manual when entering student information into the e-Data v2 system. Regular data entry ensures that programs and the Division of Adult Education have access to data to evaluate progress towards meeting performance goals and to support planning and continuous improvement efforts. An Access template is available through e-Data Tech Support to assist in reviewing the data. Programs must have a process whereby the direct service staff have access to and review data related to their activities and the program.

Each program must have written policy and procedures to ensure complete and accurate data collection and entry. The policy and procedures must include, at a minimum, a description of the roles and responsibilities of staff members related to data collection and entry, a process to review data, and a process to ensure staff professional development in the area of the NRS requirements and e-Data entry. It is recommended that direct service staff be given at least “view only” status in e-Data v2 so they can review recently entered student data. Programs are
responsible for ensuring that all student information is handled in a confidential manner compliant with federal, state, and local laws and Division Policy C.900 Safety, Security, and Accessibility.

**Technology Support Review:**
Throughout the years, e-Data Tech Support conducts regular data checks, provides feedback to programs, and recommends improvements to data collection and management procedures. Division of Adult Education advisors receive a summary of findings for their assigned programs.

**Division of Adult Education Review:**
Division advisors review data on a monthly basis to monitor compliance and evaluate the need for technical assistance.

**Year-End e-Data v2 Data Entry:**
Programs will have one month after the end of the program year to complete all data entry and export the final data into their Access template. After July 31, the e-Data v2 system will be locked and no additional data entry will be possible.

**Data Quality Validation:**
Programs must submit a completed and signed Data Quality Validation Form assuring that the administrator has reviewed program data and is satisfied with its completeness and accuracy. Separate forms are available for Adult Education (064, 061) and Family Literacy (054).

**Note:** The submission date for Data Quality Verification Form can be found in the Adult Education and Family Literacy Guidelines – Section 700, Submission Dates.

**Enrollment Data and Performance Outcomes:**
Based on the data entered into e-Data v2 by July 31, preliminary enrollment and performance outcome data will be calculated and posted to the Pennsylvania Adult Education Resources website for review early in the following calendar year. The performance outcome data may be posted several weeks after the enrollment figures.

Program administrators will have two weeks after each set of data is posted to notify the division of discrepancies and contact e-Data Tech Support for resolution. At the end of the two weeks, the enrollment and performance outcomes data will be final for the program year and posted on Pennsylvania Department of Education’s web page.

**TOOLS**
For technical assistance and related professional development, contact e-Data Tech Support at 877-857-8869 or eDataTechSupport@psu.edu.
Adult Education Data Quality Validation Form

DIRECTIONS: Complete and sign this form. Mail the signed form and copies of the data reports checked below by August 7, 2018 to:

Pennsylvania Department of Education
Division of Adult Education
333 Market St., 12th Floor
Harrisburg, PA 17126-0333
Attn: Administrative Officer

When the data for the program year become final, all data in the e-Data v2 system will switch to “View Only” status. By the due date, follow the instructions below to complete the assurance of data quality process.

INSTRUCTIONS
1. Review all data for accuracy with program staff
2. Report inconsistencies to e-Data Tech Support for resolution, if needed
3. Print out NRS Table 4 and 4-B reports for 064 and, if applicable, individual 061 grants from Access template
4. Review Follow-up Outcome Cohort reports from Access template
5. Enter estimated total for each outcome measure on Data Quality Validation Form
6. Send a copy of the reports and the Data Quality Assurance Form to the Division of Adult Education.

ADULT EDUCATION REPORTS

☐ NRS TABLE 4 Enrollment/retention and Educational Gains (send copy)
☐ NRS TABLE 4-B Pre/Post Tests (send copy)
☐ Performance Cohorts (enter estimated total) 064 061 (if applicable)

Secondary Credential

Employment 2nd Quarter

Entered Postsecondary Education/Training

My signature below assures that I have checked the data and am satisfied that it is complete and accurate. NO PROXY SIGNATURES ACCEPTED.

Date

Program AUN

Program Name

Program Administrator (Print)

Administrator Signature
**Family Literacy Data Quality Validation Form**

**DIRECTIONS:** Complete and sign this form. Mail the signed form and copies of the data reports checked below by August 7, 2018 to:

Pennsylvania Department of Education  
Division of Adult Education  
333 Market St., 12th Floor  
Harrisburg, PA 17126-0333  
Attn: Administrative Officer

When the data for the program year become final, all data in the e-Data v2 system will switch to “View Only” status. By the due date, follow the instructions below to complete the assurance of data quality process.

**INSTRUCTIONS**
1. Review all data for accuracy with program staff.
2. Report inconsistencies to e-Data Tech Support for resolution, if needed
3. Print out NRS Table 4 and 4-B reports from the Access template
4. Print out Details of Enrolled Families and School-Age Child Report
5. Review Follow-up Outcome reports from Access template
6. Enter estimated total for each outcome measure on Data Quality Validation Form
7. Keep a copy of the reports and the Data Quality Verification Form for your program’s records
8. Send copies of printed reports along with signed Data Quality Verification Form to the Bureau.

**FAMILY LITERACY REPORTS**

- Details of Enrolled Families from the Access template
- School-Age Child Report from the Access template
- NRS TABLE 4 Enrollment/retention and Educational Gains (send copy)
- NRS TABLE 4-B Pre/Post Tests (send copy)
- Performance Cohorts (enter estimated total)

<table>
<thead>
<tr>
<th>Performance Cohorts</th>
<th>054</th>
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</thead>
<tbody>
<tr>
<td>Secondary Credential</td>
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<tr>
<td>Employment 2nd Quarter</td>
<td></td>
</tr>
<tr>
<td>Entered Postsecondary Education/Training</td>
<td></td>
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</tbody>
</table>

My signature below assures that I have checked the data and am satisfied that it is complete and accurate. NO PROXY SIGNATURES ACCEPTED.

Date

Program AUN

Program Name

Program Administrator (Print)

Administrator Signature