Data Quality Assessment Checklist

An Additional Help for ADS Chapter 597

Data Quality Assessment Checklist

Operating Unit:	
Name of Operations Objective:	
Name of Intermediate Result:	
Name of Metric:	*Metric should be copied directly from the PP*
Data Source(s):	*Be Specific training sign in sheets etc.*
OU Control over Data:	____ High *(USAID is source and/or funds data collection)* ___ Medium *(Partner is data source)* ____ Low *(Data are from a secondary source)*
Partner or Contractor Who Provided the Data:	
Year or Period for Which the Data Are Being Reported:	
Data Assessment methodology:	*Describe in detail and attach to the checklist*
Date(s) of Assessment:	
Assessment Team Members:	

For Office Use Only

Activity Manager Approval

X_____

CATEGORY	YES	NO	COMMENTS
VALIDITY			
Is there a direct relationship between the activity and what is being measured?			
Is the data disaggregated appropriately?			
Are the people collecting data qualified and properly supervised?			
Are steps taken to correct known data errors?			
Were known data collection problems appropriately assessed?			
Are steps being taken to limit transcription error?			
Are data quality problems clearly described in final reports?			
RELIABILITY			
Is a consistent data collection process used from year to year, data source to data source?			
Are there procedures in place for periodic review of data collection, maintenance and documented in writing?			
TIMELINESS			
Is a regularized schedule of data collection in place to meet program management needs?			
Is data properly stored and readily available?			
PRECISION			
Is there a method for detecting duplicate data?			
Is there a method for detecting missing data?			
INTEGRITY			
Are there proper safeguards in place to prevent unauthorized changes to the data?			
Is there a need for an independent review of results reported?			

IF NO RELEVANT DATA WERE AVAILABLE	COMMENTS
If no recent relevant data are available for this metric, why not?	
What concrete actions are now being undertaken to collected and report these data as soon as possible?	
When will data be reported?	

SUMMARY	COMMENTS
Based on the assessment relative to the five standards, what is the overall conclusion regarding the quality of the data?	
Significance of limitations (if any):	
Actions needed to address limitations (given level of OU control over data):	
Are data quality problems clearly described in the metric reference sheet?	

Recommendations for Conducting

Data Quality Assessments

1. Individual (s) conducting the DQA should describe in detail the methodology that will be used to conduct the DQA. It should include spot checking source data. The methodology should be approved before the DQA is conducted.

2. DQ assessor should make sure that they understand the precise definition of the metric. Please address any issues of ambiguity before the DQA is conducted.

3. DQ assessor should have a copy of the methodology for data collection in hand before assessing the metric. This information should be in the Performance Plan file for each metric and is described in the metric reference sheet.

4. Assessor should record the names and titles of all individuals involved in the assessment.

5. Storage of data is critical to this process. The assessor should document any and all weakness in the files/record keeping associated with the metric being reviewed.

6. The DQA should include a summary of all weaknesses found; the significance of the weaknesses and recommendations for addressing the findings. A plan of action for addressing the weaknesses should be made and a follow-up date for assessment.

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