

## **GUIDELINES AND PROCEDURES FOR DATA COLLECTION/REPORTING**

\*These policies/procedures have been effective since the beginning of the 2003-2004 school year

### **Getting Data in on Time**

Data must be received by DWD in a timely manner. The Indiana Commission on Vocational and Technical Education has a policy that says if the data is not received by the due date Perkins funds can be held until the data is received and corrections made.

### **Local Follow-Up Data**

If the local district believes it has better data for graduate follow-up (employed, further education, military) than DWD, DWD will use the local data for the core indicator performance report. To do this, the local district must provide DWD with the actual data, from which the percentages were derived.

### **Trained Employees**

It is recommended that each local district have more than one employee that has attended, minimum, one (1) InTERS training session.

### **Documentation**

The US Department of Education requires that any information that is input into InTERS should have written or electronic documentation somewhere at the local district. All of the documentation/backup should be kept for a minimum of four (4) years. This includes the Record of Student Enrollment and Completion Status form provided by DWD, or if the district doesn't use that form, some form of documentation of all of the student data in the local InTERS system. This also includes the adult non-credit enrollments.

### **Monitoring Visits**

US Department of Education recommends that DWD staff make monitoring and technical assistance visits. DWD staff will visit ten (10) area districts each year. During these visits DWD will provide technical assistance to the local district. This will be an opportunity to ask questions and obtain some specific training needed by the district to implement and maintain a quality data system. During these visits, please provide all information requested by DWD so that we may better assist you in reporting the best possible quality and valid data.

### **Data Integrity and Perkins Reports**

Before running the State Report for enrollments to a disk or email be sure to run the Data Integrity Report in InTERS to ensure that all of the data that has been input is valid. Check to be sure that the data was entered correctly from you backup documentation. For example, make sure your school codes and corporation codes are correct.

Before running the State Report for completion status, in addition to the same checks that were done on the enrollment data, run the Perkins Reports in InTERS to be sure that the numbers on graduation, ISTEP and skill attainment are where they should be.

### **Local Definitions/Policies and Procedures Documentation**

The Area District needs to have, on file and in writing, a local "policies and procedures" document, which would include job descriptions for each involved employee. Also, the locally utilized definitions of items such as skill mastery and completion must be on file in writing.

### **Sequence of Courses**

The Area District needs to have, on file, a copy of the sequences of courses that make up a program. This is required for each district. Each district should have on file a copy of their program inventory.

### **Backup of InTERS Database**

The Area District should be backing up the InTERS database on a regular basis. This will be checked during the data audit/site visit.

### **Use of own Follow-up Data**

If the Area district uses their own follow-up data for Federal Reporting then they should have a back-up of their follow-up data and be able to produce documentation when asked.