

Building Data Management Procedures

Region 2 Peer-to-
Peer

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YouthBuild



Reviewing Data Management

- Being responsible for your program means being responsible for its data.
- Data management is more than entering data in the MIS
 - Collecting all relevant data
 - Entering it in a timely manner
 - Checking it regularly for accuracy
 - Using accurate data for program evaluation

“Who’s responsible for this?”

- Data Collection is everyone’s job - make each staff member responsible for the data relevant to their role
- Data Entry can be centralized- but make sure the collected data gets to those responsible
- Data Checking should be done by all - but accuracy is an executive responsibility

Getting Staff Buy-in

- It's not enough to tell staff that data is important, you have to get them to believe it and see it as their contribution to the program's overall success and funding.
- Staff need to understand how the data underscores their value, not undermines it.
- Staff should understand how overall performance goals are truly an extension of individual goals.
- Staff should be celebrated for the work of data management and for achieving interim and final performance goals



Holding everyone accountable

- Staff should have clarity on how their work impacts their program's data
- Responsibility for accurate data should not land on the shoulders of the staff entering the data
- Set deadlines for every step of the way and double check that they are met.
- Cross-train and assign a back-up person in case someone is out.



Effective Data Management Matters

- Plans and policies help you maximize the successes of your program
- Failure to align policies and procedures with Performance Measures will negatively impact your data
- It takes preparation to collect and enter all the data needed for program management
- Efficient Data Management touches every staff member.



The Factors and Considerations Tool

- The tool gives you a list of **factors** and **considerations** for each of the 5 DOL Performance Measures to help you build your policies and procedures.

Attainment of Degree or Certificate Considerations



Given the factors, your procedures for Degree/Certificate Attainment should take into consideration:

- Your students can successfully meet this measure by attaining an industry-recognized certificate even if they don't earn a GED/HS diploma
- Start your students' path to a certificate EARLY in case they exit unsuccessfully from the program
- If students successfully complete your program, they can attain a degree/certificate in the follow-up quarters



Collect. Enter. Check: Tools and Resources

- You aren't in this alone! We have a wide array of tools and resources to help you plan and execute this work
- Let's Review some of them together.

MIS Data Collection Tool

- Who collects the information and with what tool/form.

DOL YouthBuild MIS Data Collection Tool: Where Information Is Gathered and By Whom		Tool Bench	
STAFF:	PROGRAM:	START DATE:	
INFORMATION COLLECTED	PERSONNEL INVOLVED	FORM(S) USED	PURPOSE
Background and enrollment data for new participants	Program Assistant	Program Application	<ul style="list-style-type: none"> Document key participant information and contact information



MIS Data Collection: Key Points

- Use the Data Collection Tool to streamline the collection process so you know where to find the data you need
- By knowing why you need to collect certain things you can better determine what forms to use
- Don't assume the person who does the collection needs to do the entry



How do I enter all this data?

- Help Desk available to answer phone calls and e-mails
 - E-mail: missupport@youthbuild.org
 - Phone: (866)680-0855
- All Staff Entering Data into the MIS should attend a Intro Webinar
 - Tuesdays 2-4 Eastern
 - Fridays 10-12 Eastern

But, wait! There's More!

- E-Learning Series: short videos covering your data Management needs
 - www.ybhandbooks.org/elearning
- Many of the tools we discuss here (and others) can also be found there.

MIS Workplan Tool

- Helps you keep track of your data management
- Lists the activity, what is required, when to do it, who is responsible and the date completed

DOL YouthBuild MIS Workplan Tool

STAFF: _____ PROGRAM: _____ START DATE: _____

Tool Bench 

ACTIVITY	BE SURE TO:	WHEN:	IDENTITY STAFF		
			TASK	STAFF NAME	DATE COMPLETED
AT ENROLLMENT					
Enroll NEW participant	Complete the case overview page and assessment form, including the employment status section	Within two weeks of enrollment	Collect Data		
Student completes Basic Skills test	Enter skill test results into the basic skills section of the system found under assessments and IDP	Within two weeks of enrollment	Enter Data		
			Check Data		
			Collect Data		
			Enter Data		
			Check Data		
ONGOING DATA ENTRY (ENTER EVERY QUARTER AT A MINIMUM)					
Update student statuses by exiting any students who are no longer active	Complete exit form for successful exits as they happen	As exits occur. Be sure to complete all exits before entering group or individual services	Collect Data		
Enter recurring services	<ul style="list-style-type: none"> • Enter all new services • Enter all recurring services • Re-save those services 	At beginning of every quarter	Enter Data		
			Check Data		
			Collect Data		
			Enter Data		
			Check Data		



Telling an Accurate Story: You and the QPR

- Get it right early
- Use report to check your data for accuracy
- Share report with all your staff
- Data tells a story – what story does your data tell about you?

Data Reviews

- The Help Desk will sit with you and your program to review your QPR for accuracy
- We can help you determine how to correct anything that seems questionable
- E-mail missupport@youthbuild.org to schedule.

Ad Hoc Reports

- The MIS has a system to build customized reports to help with using MIS Data
- Videos on how to use the “Ad Hoc Reports” can be found at <http://www.ybhandbooks.org/elearning/mis-e-learning-series-3-using-mis-reports-better-data-management>
- Help Desk offers trainings on these and the QPR Wednesdays at 3pm
 - Call or e-mail to schedule

Making Data Work for You

- Data is an integral part of program improvement
 - You can't fix a problem you don't know is there.
 - Data is the shared language of accountability
 - Funding (both locally and Nationally) depends on it.

Final Thoughts

- Data Management is not why we do this work
- Chasing staff for data can be frustrating and tedious
- Data does not tell your program's whole story, *but...*
- Gathering and reporting isn't optional, your grant requires it
- Data Management not about "if", but about "how"
 - How to make it part of your program...
 - How to get staff on board...
 - How to use it to serve your young people better...
 - How to tell your program's story better...



Help!

- MIS HelpDesk
866-680-0855
or email

missupport@youthbuild.org

- Community of Practice

www.workforce3one.org/page/communities

