

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. 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. This follow up data will be checked during the Audit/Site visit to make sure that what is reported matches what is on file (this should include the procedures on how this is collected, what staff is collecting this information, and the retention policy).

Trained Employees

It is recommended that each local district have more than one employee that is trained on the InTERS program and how to submit data (this includes the fall and spring data submissions).

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 should be 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 and DWD staff will make monitoring and technical assistance visits. They will visit sixteen (16) 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 be sure to run the Enrollment Validation 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.

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 working with Perkins data. 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 and each school in the district. Each district should have on file a copy of their program inventory along with the DOE crosswalk.

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. This will also include adult-non credit enrollments.