**Template 23: Sample Data Quality Management Plan**



**Data Quality Management Plan**

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| **Data Entry Staff** |
| **Data Entry Coordinator** |  |
| **Staff member(s) responsible for data entry** |  |
| **Staff member(s) responsible for data verification** |  |

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| **Data/documentation** | **Source for providing data/documentation** | **Frequency/timeline for items to be provided** |
| **Enrollment** |
| **Pre-screen** |  |  |
| **Application** |  |  |
| **Interview Sheets** |  |  |
| **Enrollment Decision** |  |  |
| **Commitment Agreement** |  |  |
| **Wrap-around Service Assessment** |  |  |
| **Orientation Career Assessment** |  |  |
| **Training/Services** |
| **Attendance** |  |  |
| **Post-assessment Scores** |  |  |
| **Wrap-around Services** |  |  |
| **Student Support Services** |  |  |
| **Transition Support Services** |  |  |
| **Service and Goal statuses** |  |  |
| **Certifications uploaded**  |  |  |
| **Program Completion/Follow-up** |
| **Overall Completion Status (Complete, Complete & In Transition, Incomplete)** |  |  |
| **Transition documents uploaded** |  |  |
| **Quarterly Follow-up Questionnaire (Active Tracking)** |  |  |