

Optional Data Self-Assessment

This tool is intended to help subrecipients assess the quality of their data in relation to performance measures. Questions are designed to address the criteria of validity, completeness, consistency, accuracy, and verifiability. GOCS may also use this tool internally in reviewing data submitted by subrecipients.

	Data Systems and Processes	Y/N/NA	Notes
1	Is there a clearly defined data management structure (e.g., relevant policies/procedures/plans, position descriptions, software, MOUs)?		
2	Are the members, host sites, and other people involved in data management adequately trained on clear and consistent data collection methods and definitions to describe the data?*		
3	Is the frequency of data collection appropriate for the performance measure?		
4	Does the subrecipient adequately maintain original sources of data (e.g., completed surveys, test results)?		
5	Does the program have a process and timeframe by which data is entered into a tracking system and reviewed for errors?		
6	Are units consistently reported (e.g., # vs. %)?		
7	Does the program verify data accuracy, including certification by any third-party data providers (e.g., school testing vendors)?		
8	If data varies significantly or is "missing," does the program have a method to identify the reason and take corrective action?		
9	Does the subrecipient have a quality assurance review or other objective review of data collection?		

* If data collection will involve sampling, refer to the Performance Measure Instructions for the relevant funding notice regarding how to obtain AmeriCorps preapproval of a sampling plan.

	Data in Relation to Performance Measures	Y/N/NA	Notes
11	Does the data collected match the grant application descriptions of intervention dosage, performance measures, and collection/validation instruments?		
12	Does the data seem plausible in terms of outputs exceeding outcomes, consistency among members/host sites, and relevant conditions (e.g., time, weather, area, population),?		
13	Are surveys, post-tests, and other tools appropriately worded so they do not "lead" respondents (e.g., pre- and post-test questions match, neutral wording)?		
14	Does the program adequately ensure that beneficiaries and other data are not "double counted" (e.g., unique identifiers, notes regarding allocation of results for members' joint projects)?		

15	If the program is not on track to meet performance measure goals, is there an explanation (e.g., fewer members than expected)?		
----	--	--	--

Common “Red Flags”: Contact GOCS to discuss strategies if any of the following seems likely to occur.
The target is met or exceeded early in the program year.
Actual data matches the target exactly.
Actual data is significantly higher than the target.
Actual data is significantly lower than the target.
The outcome exceeds the output.
The outcome matches the output exactly.

Resources

- Performance measure instructions for relevant year, see appropriate funding notice
- [AmeriCorps Performance Measure Core Curriculum](#)
- [AmeriCorps Evidence Readiness Resources](#)