

CEPI Helpful Hints – Data Quality Report

During each application collection, CEPI analyzes district data as a courtesy service for school districts to help to improve the accuracy and cleanliness of their data. CEPI creates three types of data quality reports that are emailed to district authorized users: Pre-Collection, Mid-Collection and Post-Collection data quality alerts. Below is an example of a REP Mid-Collection Data Quality report and how to read and make corrections of necessary.

1. “Users Contacted” represents the individuals that received the report. In this case, the data quality report was sent to all REP authorized users for District ABC (12300).
2. The type of data being analyzed represents the collection CEPI analyzed for the district.
3. The “Action Requested By” is the date that data corrections will be made by. The example below represents the 2016 Fall REP collection deadline. If the district feels corrections to their collection are necessary, then the changes must be submitted by this date.

Jane Doe:

Subject: Center for Educational Performance and Information (CEPI) Data Quality Report

Application: Fall 2016 REP Mid-Collection*

District: District ABC (12300)

Users Contacted: REP Authorized Users

Purpose: CEPI analysts have discovered possible anomalies within your Fall 2016 REP Collection for District ABC (12300). This email is being sent as a courtesy. Anomalies found may indicate a problem with your current submission.

Action: Please review your submission for each of the concerns listed below and perform one of the two actions stated below in bold.

ACTION 1: If your data are correct, no action is necessary.

ACTION 2: If data correction is needed, please make changes within the application.

Action Requested By: 11:59 p.m. December 1, 2016

Impact: Inaccurate data may adversely affect state and federal reporting. Reporting of inaccurate data may result in your district being identified as out of compliance and could result in funding penalties.

Questions: Contact CEPI customer support (CEPI@michigan.gov) by replying to this email or call 517-335-0505 option 3.

For your convenience, authorized users for REP and EEM are listed at the end of this email. Thank you for your efforts to improve the quality of your district’s data.

-CEPI

1

2

3

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- 4. This is the date CEPI analysts took a snap shot of error free data in the collection.
- 5. The “Report Details” section is where districts will find possible anomalies identified by CEPI analysts. The “Problem” section will detail the issue found in the data that may need to be addressed. The “Impact” section details possible implications to submitting inaccurate data. The “Resolution” addresses how to resolve the problem in the collection.
- 6. The “Application Users” section identifies the CEPI application user pertinent to the data quality email.

DATA SNAPSHOT DETAILS

October 27, 2016 2:00 a.m.

Data submitted after this date and time will not be reflected in the results below.

4

REPORT DETAILS

Problem: Your district did not submit any staff members in a school/facility that was open according to the Educational Entity Master (EEM).

Impact: State and federal reporting is completed at the school/facility level, and if the staff members of a school/facility are not submitted they will not be reported accurately.

Resolution: Please make sure that assignments are submitted for any staff members who may have responsibilities at these schools/facilities. Staff members may be submitted with up to nine assignments in Field 10: School Assignment Data. Individual assignments can be submitted with a partial value for Full-Time Equivalency (FTE) in Field 10. The table includes the Building Code and Entity Official Name from the EEM.

Building Code --- Official Name

010101 --- ABC High School

APPLICATION USERS

Your district's REP users are:

Jane Doe --- jdoe@districtabc.org

Your district's EEM users are:

John Doe --- jdoe1@districtabc.org

5.

6.

7. The “Notes” section defines the three data quality reports sent to the district.

Notes:

*Collection Iteration can contain up three phases: Pre-Collection, Mid-Collection, and Post-Collection

Pre-Collection: Prior collection data is analyzed and communicated to correct the same issues in the current collection, if needed.

Mid-Collection: Current collection data is analyzed and communicated to correct any issues within the current collection, if needed.

Post-Collection: Current collection data is analyzed and communicated after the current collection closes.



7

What to do when you receive a Data Quality Report

When you receive a data quality report you will want to ensure that the data you reported is accurate. Within each application there are several system reports that will help you identify potentially inaccurate data. Make sure you review your data, check with program coordinators and review your data locally to ensure it matches what you uploaded/entered into your collection.

Does this mean I have to fix what is reported in my data quality report?

CEPI is not telling you your data is incorrect. You are receiving the data quality report, because CEPI analysts have discovered possible anomalies within the collection. Review the data and compare it with your local records to ensure your data is being accurately reported.