

Good student sample

Data Entry Performance Measure Verification Audit Checklist

Date of Audit: 11/30/2021

Name of Student:

Instructor Reviewing Audit:

Performance Measure Verification Criteria			
Verification is assessing data accuracy, completeness, consistency, availability and internal control practices that serve to determine the overall reliability of the data collected.			
Checklist Item (20pts) 20	Yes	No	Comments (describe evidence of yes or no answer)
<i>Standards and Procedures</i>			
Source data are well defined and documented; definitions are available and used.			20
Collection standards are documented, available, and used.			
Data reporting schedules are documented, distributed and followed			
Performance data supporting documentation is maintained and readily available.			
Collection staffs are skilled/trained in proper procedures.			
Checklist Item (20pts) 20	Yes	No	Comments (describe evidence of yes or no answer)
<i>Data Entry and Transfer</i>			
Data entry methodology is documented and followed			

Data are verified			
Procedures for making changes to previously entered data are documented and followed.			
Data (targets and actuals) are available when needed for measure reporting and other critical decision-making cycles.			
Checklist Item (20pts) 20	Yes	No	Comments (describe evidence of yes or no answer)
<i>Data Security and Integrity</i>			
Duplicate copies or back-up system for data exists -- as it relates to the data collected/entered at the Field or Regional level.			
Data security protocols are in place and effective -- as it relates to the data collected/entered at the Field or Regional level.			
Equipment and program reliability cannot compromise data accuracy -- as it relates to the data collected/entered at the Field or Regional level.			
Accountability for data integrity clearly rests with the person entering the data, and the responsible program specialist and manager.			
Checklist Item (20pts) 20	Yes	No	Comments (describe evidence of yes or no answer)
<i>Data Quality and Limitations</i>			
Accuracy limits of all data are defined.			

Any other data limitations are explained and documented.			
Method for handling anomalous data is established and used.			
Use of externally controlled data is documented.			
Checklist Item (20pts) 20	Yes	No	Comments (describe evidence of yes or no answer)
<i>Oversight and Certification</i>			
Accountability for data accuracy exists in performance standards.			
Responsible officials certify that <u>procedures</u> have been checked each reporting period for both setting targets and reporting actuals. Signed certifications are filed.			
Responsible officials certify that <u>data accuracy</u> has been checked each reporting period for both setting targets and reporting actuals. Signed certifications are filed.			
Checklist Items Divide the Actual point accrued= <u>100</u> / Total points possible= <u>100</u>	=		Percentage= <u>100%</u> = 0% error rate