

DATA QUALITY ASSESSMENTS (DQA)

I. Introduction

Given the volume of data and information that will be captured in the field, it is important to have a mechanism that will allow the program to assess the quality of its data and its overall data management and reporting system. Making it possible for the management to provide and disseminate correct data to its stakeholders.

Data quality assessment (DQA) is a process of evaluating data to determine if they meet the objectives of the program, and thus are of the right type, quality, and quantity to support their intended use. Results of DQA will determine the accuracy, consistency, completeness, relevancy, accessibility and currency of the data.

Table 1. Data Quality Dimensions

Dimensions	Definition
1. Accuracy	A measure of the correctness of data, accurate data should represent what was intended or defined by the original source of the data.
2. Consistency	Data are consistent when the value of any given data element is the same across applications and systems.
3. Completeness	The extent to which the expected attributes of data are provided; all required data elements are captured in the database system.
4. Relevancy	The extent to which data are applicable and useful for the task at hand.
5. Accessibility	Accessibility is the extent to which data are available or easily retrievable.
6. Timeliness	The degree to which data are current and available for use as specified and in the time frame in which they are expected.

The quality of data is highly dependent on the underlying data management and reporting systems. In order to produce quality data, functional components need to be in place at all levels; from the data collection and encoding at the barangay and municipal levels to data checking, review and processing at the sub-regional, regional and national levels. The DQA tools are designed to (i) validate the quality of data collected; (ii) assess the system that produces the data and (iii) develop strategic actions to improve the data and the system.

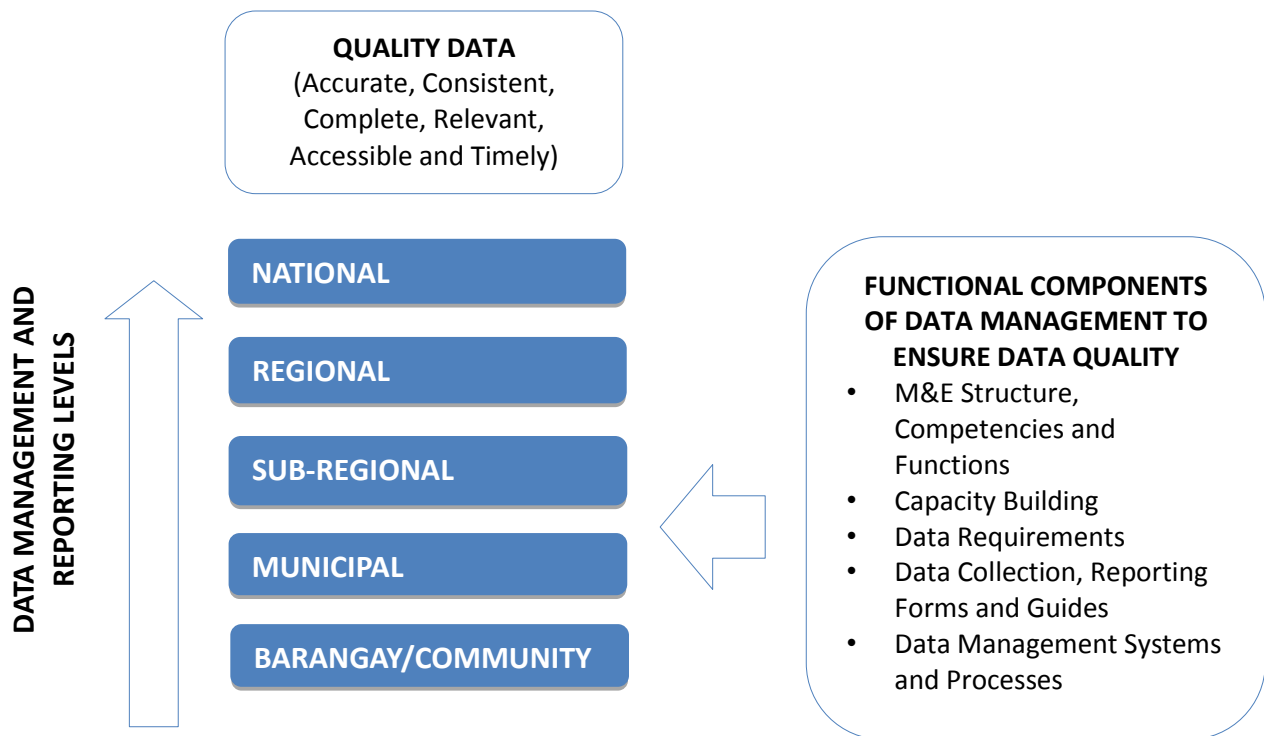


Figure 1. DQA Conceptual Framework

II. Overall Objective

In general, the conduct of DQA aims to validate the quality of reported data from the field. Specifically, it aims to:

- Ensure that the information and data used in reporting program performance reflects the reality in the field and it is accurate, consistent, complete, relevant, accessible and timely;
- Evaluate the capacity of the KC-NCDDP database system to capture, manage, process, and report quality data; and
- Develop and implement measures to strengthen data collection and management at all levels.

III. DQA Components

The DQA tool is composed of three components: (i) compliance to data encoding and submission standards; (ii) data verification; and (iii) system assessments.

COMPONENT 1: Compliance to Data Encoding and Submission Standards

With the new information system of KC-NCDDP, providing timely and complete data to management, partners and other stakeholders is one of its objectives to facilitate better and informed decision-making. This component deals with the completeness and timeliness of submission of data from the municipal/barangay up to the national level. Reporting requirements and standards are set and provided to all levels. The Municipal, Sub-Regional and Regional teams will be evaluated on the level of their compliance to these standards.

COMPONENT 2: Data Verification

Different forms, templates and documents are used, completed and collected by ACTs and other program staff to capture and document KC-NCDDP activities in the barangays and municipalities. Given the volume of data and information being collected, the management still gives high regard and importance to quality and providing accurate and consistent data to its stakeholders. Data verification will look into the accuracy and consistency of data from the source document, cross-checking the reported information with the paper-based forms, templates and other post documentations. It will identify, track and resolve inconsistencies and errors in the database.

COMPONENT 3: System Assessment

The Program Information Management System of KC-NCDDP provides the overall procedures in collecting, processing, and managing data. As mentioned earlier, quality data is highly dependent on the systems in place. Strong system should produce better quality of data. The assessment will look into the functionality and effectiveness of the following:

- Competencies of M&E officers and other staff involved in data collection and management
- Capacity building and technical assistance
- Data collection, processing and management
 - Use of paper-based forms and templates
 - Encoding and submission
 - Internal quality control
 - Data utilization and reporting
 - Storage and retrieval

Moreover, the objective of this assessment is to help the management understand the underlying limitations and problems encountered during data collection, processing and management, determine possible area or source of data errors, identify measures to improve the capabilities of staff involved in the process and strengthen data management at all levels.

IV. DQA Tools

Indicated in the table below are the tools to be used by the National, Regional, and Sub-Regional M&E Officers in conducting DQA.

LEVELS/ COMPONENTS	TOOLS	FREQUENCY/ SCHEDULE
NATIONAL		
Component 1	<ul style="list-style-type: none"> ➤ Automated queries/reports which will be part of the web application (database) at the National Level ➤ The query/report will show the status of submission of the ACT, Sub-Regional and Regional Teams 	<ul style="list-style-type: none"> ➤ The reports are to be generated monthly and provided to Island Cluster Teams as basis for technical assistance. ➤ Regional status of submission will also be presented during Program Review and Evaluation Workshop (PREW).
Component 2	<ul style="list-style-type: none"> ➤ Documents Review and Spot Checks <ul style="list-style-type: none"> • Conducted at the municipal level, documents review and spot checks is the process of validating data entries with the paper-based forms, templates and other documents. • A minimum of three (3) barangays and databases are to be reviewed and checked per visit. ➤ Inventory of Form <ul style="list-style-type: none"> • The objective of doing inventory is to check whether all required paper-based 	<ul style="list-style-type: none"> ➤ National M&E Officers to visit two (2) municipalities per region in the span of 1 year.

LEVELS/ COMPONENTS	TOOLS	FREQUENCY/ SCHEDULE
	<p>forms are properly accomplished and existing during municipal visit. The forms checklist contains all the paper-based forms and documents required by NPMO (Annex 1).</p> <ul style="list-style-type: none"> • The accomplished checklist will be attached to the Post-DQA Feedback Report. <p>➤ Results of the documents review and spot checks will be reported to the region following the Post-DQA Form 1 (Annex 2).</p> <p>➤ Actions taken will be reported back to NPMO following the Post-DQA Form 2 (Annex 3), 15 days after the official notice is reported to the region.</p>	
Component 3	<p>➤ Focus Group Discussion with A/MCTs and Municipal Database Encoders. See Annex 4 for the FGD guide.</p> <p>➤ Results/highlights of the FGD will be attached to the Post DQA Feedback Report.</p>	➤ Same as above.
REGIONAL		
Component 1	<p>➤ Ready-made queries/reports which will be part of the web application (database) at the Regional Level.</p> <p>➤ The query/report will show the</p>	➤ Municipal and Sub-Regional status of submission are to be presented during regular assessment meetings and regional PREW.

LEVELS/ COMPONENTS	TOOLS	FREQUENCY/ SCHEDULE
	status of submission of the ACT and Sub-Regional teams.	
Component 2	<ul style="list-style-type: none"> ➤ Documents Review and Spot Checks (see detailed discussion above) ➤ Inventory of Form (see detailed discussion above) ➤ Results of the documents review and spot checks will be reported to the sub-region following the Post-DQA Form 1. ➤ Actions taken will be reported back to the region following the Post-DQA Form 2, 15 days after the official notice is reported to the sub-region. 	<ul style="list-style-type: none"> ➤ For Regions with 0-1 SRPMT <ul style="list-style-type: none"> • To be conducted once per cycle in all municipalities covered by the region ➤ For Regions with 2 or more SRPMT <ul style="list-style-type: none"> • To be conducted monthly in 1 municipality per SRPMT
Component 3	<ul style="list-style-type: none"> ➤ Focus Group Discussion with A/MCTs and Municipal Database Encoders ➤ Results/highlights of the FGD will be attached to the Post DQA Feedback Report. 	➤ Same as above
SUB-REGIONAL		
Component 1	<ul style="list-style-type: none"> ➤ Ready-made queries/reports which will be part of the web application (database) at the Sub-Regional Level. ➤ The query/report will show the status of submission of the ACT. 	➤ Municipal status of submission to be presented during regular assessment meetings at sub-regional level.

LEVELS/ COMPONENTS	TOOLS	FREQUENCY/ SCHEDULE
Component 2	<ul style="list-style-type: none"> ➤ Documents Review and Spot Checks (see detailed discussion above) ➤ Inventory of Form (see detailed discussion above) ➤ Results of the documents review and spot checks will be provided to the ACT following the Post-DQA Form 1. ➤ Actions taken will be reported back to the sub-region following the Post-DQA Form 2, 15 days after the official notice is reported to the ACT. 	<ul style="list-style-type: none"> ➤ To be conducted twice per cycle for all municipalities covered <ul style="list-style-type: none"> • 1st DQA: Social Preparation – Community Planning Stage • 2nd DQA: Sub-Project Implementation Stage

Annex 1

DQA Forms Checklist of KC Municipal/Community Forms and Documents per M&E Database

1. Barangay Profile Database
 Barangay Profile Form

2. Barangay Assembly (BA) Database
 Barangay/Community Activity Minutes Form
 Barangay/Community Assembly Attendance Sheet
 Barangay/Community Assembly Household Participation

3. Community Volunteers Database
 Community Volunteer Profile

4. Municipal/Community Trainings Database
 Barangay/Community Activity Minutes Form
 Barangay/Community Training/Meeting Attendance Sheet
 Municipal Activity Minutes Form
 Municipal Activity Attendance Sheet

5. Participatory Situation Analysis (PSA) Database
 Barangay/Community Activity Minutes Form
 Barangay/Community Training/Meeting Attendance Sheet
 Copy of Barangay Action Plan/Local Poverty Reduction Action Plan
 Copy of Barangay Local Government Unit Resolution

6. Municipal Inter-Barangay Forum (MIBF) Database
 Municipal Activity Minutes Form
 Municipal Activity Attendance Sheet
 Copy of MIBF Resolution

7. Grievance Redress System Database
 GRS Monitoring Intake Form
 GRS Installation Checklist
 Barangay/Community Activity Minutes Form
 Municipal Activity Minutes Form

8. Completed Sub-Project Database
 Sub-Project Completion Report (SPCR)
 Final Inspection Report

- Certificate of Completion and Acceptance
- Community Finance Form Annex 11 (SP Fund Utilization Report)

- Sustainability Evaluation Tool (conducted 6 months after SP completion)
- Employment Record Sheet

9. Municipal Local Counterpart Contribution (MLCC) Database

- Community Finance Form Annex 8

10. LGU Engagement Database

- MDC Expansion Checklist
- PTA Integration Plan Checklist
- MLGU Technical Assistance Checklist
- Oversight and Coordinating Committees Checklist

Annex 2

Post-DQA Form 1: Data Quality Feedback Report Form

Date of Conduct:

Region:

Municipality:

Barangays:

Database and Paper-based Forms and Attachments Assessed:

- 1.
- 2.
- 3.

Findings per Database/Paper-based Forms	Recommendation

Prepared by:

Date of Submission:

Annex 3

Post-DQA Form 2: DQA Action Report Form

Region:

Municipality:

Barangays:

Database and Paper-based Forms and Attachments Assessed:

- 1.
- 2.
- 3.

Findings	Actions Taken	Status (whether resolved or not)	Date Resolved

Prepared by:

Date of Submission:

Annex 4

Focus Group Discussion (FGD) Guide

1. Competencies of program staff involved in data collection and management
 - What are your specific roles and responsibilities in data collection and management?
 - What are the facilitating and hindering factors that affect your work performance?
 - How were you able to address issues and problems affecting your work performance?

2. Capacity building and technical assistance
 - What are the trainings provided to the team in connection to data collection and management?
 - Are these trainings sufficient for the team to effectively and efficiently perform its tasks? If not, what specific training do you need?
 - Are there technical assistance provided by the sub-region and regional levels? What is the frequency of TA provision?

3. Data collection, processing and management
 - Use of paper-based forms and templates
 - Are there problems encountered in using the form?
 - What are these problems? Were these problems resolved? If yes, how?

 - Data Encoding
 - What is the data encoding process in the municipality?
 - During software use, are there problems experienced during data entry? What are these problems? How are these problems resolved?
 - Are the data encoded from the paper-based forms complete?
 - Are there procedures dealing with missing data? What are these?

 - Internal Quality Control
 - Are there procedures to ensure that data are free of significant error and that bias is not introduced? Are there procedures for data checking? Cite them.

 - Data Submission
 - What are the existing modes for data submission?
 - Are there problems encountered during data transmission? What are these?
 - Is there an existing schedule/timelines given to ACTs for the submission of data?
 - Are there delays in the submission of data/reports? What are the common factors that contribute to delayed submission?

- Data utilization and reporting
 - Who are the users of KC data in the municipality?
 - How frequent do they use or request for data?
 - What are the specific reports generated from the data collected?

- Storage and retrieval
 - How do you store your files? Do you follow a specific storage system?
 - How do you protect your files?
 - Have you experience problems in storing and retrieving files? Cite them.
 - How are these problems resolved?