



Wisconsin AEFLA Data Monitoring Team Exercise

For questions or additional information about this exercise, please contact Ben Konruff ben.konruff@wtcsystem.edu. Updated 5/21/2021

**AEFLA Data Monitoring Team Exercise:**

Data for Adult Education and Family Literacy Act (AEFLA) performance accountability and WTCS reporting are collected at different times during each student’s educational experience, and are subject to varying challenges to ensure completeness, timeliness, and accuracy.

It is important that each AEFLA provider establish a team to support AEFLA data monitoring efforts. The AEFLA data monitoring team should discuss data quality challenges and strengths, review progress in achieving AEFLA goals, and establish actions for improvement.

Because AEFLA data is collected at varying points in each student’s educational experience, it is recommended that the AEFLA data monitoring team be cross-functional in nature. An inclusive approach to data monitoring will bolster staff awareness of AEFLA goals, cultivate staff collaboration in achieving AEFLA goals, and enhance AEFLA data literacy among program staff.

To support local data monitoring efforts, providers are encouraged to regularly convene an AEFLA data monitoring team. This guide will walk you through a series of steps to form and engage a local data monitoring team.

**Team Completing Exercise:**

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**Date of Completion:**

1. Please identify your organization’s student record-keeping system.
2. Who will engage on your AEFLA data monitoring team? It is encouraged that the team include ***at least*** the following positions supporting AEFLA: Program Administrator, Data Coordinator, Faculty Member, Case Manager/Student Support, and Client Reporting Contact (WTCS Colleges).

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| **Staff Name** | **Position Title** |
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1. Who is responsible for coordinating and leading AEFLA data monitoring team meetings?
2. How often will the AEFLA data monitoring team convene (e.g., first Wednesday of the month)?
3. Below is a sample of what might be discussed during regular AEFLA data monitoring team meetings.
4. Review WTCS Monthly AEFLA Reporting & Performance Accountability Report
	* Does anything in the WTCS data surprise you or reaffirm beliefs about the program’s outcomes? Why?
	* Is the program on target to achieving its goals? If yes, what might be working well? If no, what might need to be improved?
5. Review Internal AEFLA Data Audit Reports
	* Does there appear to be any data quality challenges (e.g., missing data, data not entered into the system in a timely manner, data inaccurately entered, etc.)? How might quality challenges be addressed? Who will support these efforts?
6. Discuss Integrated Education and Training Reporting
	* Will AEFLA students be engaging in Integrated Education and Training in the program year? If so, discuss the completion and submission of the [Wisconsin AEFLA Integrated Education and Training Planning Tool](https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/adult-education-and-family-literacy-act-aefla/wisconsin-aefla-performance-accountability/).
7. *WTCS Colleges* – Review Client Reporting System Error Reports
	* WTCS Client Reporting staff have access to a series of reports to identify data that has been reported incorrectly. Who will correct the AEFLA data errors and when will they be corrected? Is there a process in place that is causing data errors? If so, how might the process be improved?
8. *Community Based Organizations* – Review Reported Individuals Audit Report
	* What students are missing date of birth, race or ethnicity, or gender? Are there students not reported in an AEFLA grant? What students are missing hours of service or are not reported with a pre-test? Does it appear that some data has not been reported or reported inaccurately? If so, who will ensure correct reporting and when will data be corrected?
9. Review Other Data as Necessary
	* Is there any student survey data you could review as a team? Any research publications or learned best practices from other AEFLA providers that could be shared with the team?