Data Validation Checklist

|  |  |  |
| --- | --- | --- |
| **Purpose:** The self-assessment process focuses on the controls a program has in place to ensure the accuracy of the performance data reported to the Governor's Office of Planning and Budget. | | |
| **Measure Criteria** | **Yes or No** | **Comments** |
| **A. Selection and Suitability:** *Measures focus on program characteristics and are relevant to program activities.* | | |
| Measures capture specific program characteristics (e.g., inputs, outputs, efficiencies, and outcomes). |  |  |
| Performance measures reflect key program activities and budget structure. |  |  |
| The measures used are the most appropriate possible for the processes, resources, or activities being described. |  |  |
| **B. Definitions and Procedures:** *Program utilizes approved definitions and written procedures.* | | |
| Performance measures are well defined. |  |  |
| The measures are calculated according to approved calculation procedures and data are replicable. |  |  |
| **C. Data Security and Integrity:** *Both manually and electronically maintained data are secure.* | | |
| Duplicate or back-up systems for data exist. |  |  |
| Data security protocols (e.g., password protected, network controls) are in place. |  |  |
| **D. Data Quality and Limitations:** *Program is knowledgeable of the data and measures’ limitations.* | | |
| Agreements or procedures exist to ensure integrity of externally controlled data. |  |  |
| Program staff understands the measures’ limitations that affect the interpretation of reported data. |  |  |
| **E. Management Oversight:** *Supervisory review of calculation accuracy and PBCS data entry.* | | |
| Program staff is trained in monitoring/reporting of performance measures. |  |  |
| Procedures include a provision for management review of the calculation and PBCS entry. |  |  |
| Supervisory/management approval of data is routinely documented (e.g., signature, initials, date). |  |  |
| **F. Accuracy of Reported Data:** *Program assessment confirms the tested source documentation is accurate.* | | |
| Program periodically audits performance data. |  |  |
| Procedures for correcting previously reported inaccurate data are documented and include steps to update PBCS and notify OPB of correction. |  |  |