



Memorandum

To: Aspire Program Directors
From: Donna Albanese, Aspire State Director
Date: June 22, 2020
Subject: FY 2020 Data Certification Checklist

The purpose of the local *Data Certification Checklist* is to provide local programs with a guide to the policies, processes, and materials that need to be in place to verify the level of implementation of the NRS data quality standards.

The checklist presents standards for each content area and quality level. Programs are to report whether they have the policy process or procedure described by the standards by checking “yes” if the standard has been met or “no” if it has not been met. You are certifying the fiscal year’s data that has just ended. If the local program fails to meet any of the acceptable or superior standards in any area, the program must complete the Data Quality Improvement Plan included in the checklist. Evidence of compliance with all elements of this checklist must be available for review by your state Aspire program manager as part of an on-site monitoring review.

Update any changes to the previous year’s Data Certification Checklist (Word document) and submit to aspiregrants@highered.ohio.gov no later than August 31, 2020. If there are no changes, please note that upon submission.

If you have any questions, please contact your regional Aspire program manager.