



## Data Certification Checklist Memo

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. 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.

For FY18 Data Certification Checklist, the ASPIRE director needs to update any changes from **the most recent data certification checklist** and submit the changes to [aspiregrants@highered.ohio.gov](mailto:aspiregrants@highered.ohio.gov) no later than **September 30, 2018**.

If no changes are needed, send an email noting “No Changes” to [aspiregrants@highered.ohio.gov](mailto:aspiregrants@highered.ohio.gov) no later than **September 30, 2018**.

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

Thank you.

Sincerely,

Donna Albanese, State Aspire Director