

Data Capture Checklist

- ☐ What original data collected/created internally do I need to capture?
 - ☐ Is it physical or electronic?
- ☐ What existing data are we re-using that I need to capture?

Physical data collected internally

- ☐ How are we converting paper data to electronic format?
- ☐ What tool/s are we using?
- ☐ Who is entering data?
- ☐ How are we entering data?
 - ☐ Double entry? How much?
- ☐ How do we ensure accuracy of entered data?
- ☐ Who is extracting the entered data?
- ☐ What file format will the data be in when extracted?

Electronic data collected internally

- ☐ How are we capturing raw electronic data collected internally?
 - ☐ Download, API, something else?
- ☐ Who is extracting the data?
- ☐ What file format will the data be in when extracted?
- ☐ Who will check the accuracy of the raw data?

Electronic data captured from existing sources

- ☐ How are we capturing raw electronic data collected externally? (ex: Dept of Ed data or school district data)
 - ☐ Download, API, secure transfer from an external partner, something else?
- ☐ What file format will the data be in when captured?
- ☐ Are there any rights concerning the external data that need to be considered?
- ☐ Are data agreements/other documents required from external partners?
- ☐ Do we need to communicate with external partners to receive the data?
 - ☐ How are we communicating with external partners?
 - ☐ Who is the contact from our team? Who is the contact for the external partner?
 - ☐ How is communication documented?
 - ☐ How will the data be securely transferred so participant confidentiality is not at risk?
 - ☐ How do we clearly communicate what data is needed?
 - ☐ How do we set timelines to receive data?
 - ☐ How do we communicate any errors or missing information when data is received?