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?