PROGRESS OUT OF POVERTY INDEX® CHECKLIST

Ensuring data integrity

PPI LEARNING SERIES

This checklist reviews must-do monitoring activities to help ensure data integrity during the PPI data collection process. Managers responsible for PPI implementation in their organizations can use this checklist for a just-in-time review or refresher training with the organization's staff involved in the data collection process. Conducting monitoring activities during the collection phase of the PPI will help make the overall PPI implementation process smooth, thorough, and accurate, especially the reporting phase.

1. Have brief meetings with staff on a regular basis during data collection.

- If your organization is collecting PPI data on the basis of sampling, ensure that the sampling strategy (e.g. type of sampling) is being conducted as planned.
- Have a short question and answer session with staff to verify that everyone knows how to conduct interviews, understands the indicators, etc.
- Encourage staff to share learning and experiences in order to identify and resolve any issues or inconsistencies related to conducting interviews.
- Review the timeline for data collection. How many interviews have been conducted to date? Is the organization on track to complete data collection on time (based on your implementation plan)?

2. Audit the data collection process.

- Check the raw data. Look for data anomalies or strange patterns.
- Review the quality control process. Identify how many responses are being re-conducted to validate data collection accuracy. Compare the results and take corrective action as necessary (such as another refresher training) to address any issues that may be identified.

3. Review the data entry process.

- Schedule time on your calendar to observe staff that are entering the data into a spreadsheet or database in order to answer any questions the staff may have and identify and resolve issues with the data entry process or the raw data itself.

4. Work closely with staff to generate and review draft reports.

- Use the data collection period to build draft reports that:
  - address the objectives in your implementation plan, especially those that are of particular importance to senior management; and
  - can be analyzed and explained easily and accurately, especially to different audiences.

Notes

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- Circulate interim draft reports as necessary to senior management and staff to update them on the status of PPI implementation and ask for feedback on the format and content of the reports.

Notes