

TASKMASTER
NRS/NYRS Data Management

Team Member	Time Frame	Action	Expectation	Next Step
Intake and Assessment	July thru June Open Enrollment	Intake and Assessment ISRF is completed with the student ADA declaration signed by student	Student is assessed in person, scores recorded, student attends orientation. Student is enrolled in appropriate class	Review ISRF – check for accuracy & validity. When complete, transport Data Input
		Any Hybrid or Distance Education Screening tools	Review ISRF for accuracy. All required fields are completed?	Submit all ISRFs by COB each Friday
		Process Repeated as a New Student enters the system		
Team Member	Time Frame	Action	Expectation	Next Step
Data Input	Ongoing	Enter all data from ISRF	Data is entered within one week of submission to Data In/out unit	Data Verification
	Weekly	Enter all student attendance	Data entered within one week of submission to Data in/out Unit	Turnaround Document C (see next row)
	Monthly	Student attendance must be up to date and entered at a maximum at the end of the following month	Turnaround Document C EPE Report	Program Manager to review based on EPE allocation contact hours
Data Maintenance	July to September	Carryover all existing classes that will continue under new fiscal year Or create all new classes	Prepare program data for new fiscal year Add funding for new fiscal year	Enroll Students
	July thru September	Enter all new ISRFs	This being the bulk of new student data, all new ISRFs should be recorded in ASISTS by September 30th	Enrollment of students into newly/created classes

TASKMASTER
NRS/NYRS Data Management

Team Member	Time Frame	Action	Expectation	Next Step
Data Management	Ongoing	Program Evaluation Report	Report run for entire program and reviewed by Data Management Team. Follow up Outcomes must be met quarterly <ul style="list-style-type: none"> • Employment 2nd Quarter • Employment 4th Quarter • HSE Attainment • Credential Attainment 	Identify areas of concern Adjust program priorities to reflect areas in need of improvement
	Once per quarter		Report disaggregated by teacher, review with teacher at quarterly data session	Identify areas of concern. Provide support and guidance to areas in need of improvement
Data Management	Once per month	<ol style="list-style-type: none"> 1. Students with No Pre-Test 2. Students Missing Key Demographics 3. Students Not Moving Up a Level 4. Invalid Test Report 5. Students with no Post-Test 	Access overall areas in need of improvement	Implement procedures aimed at improvement in weaker areas
	Once per month	Direct from ASISTS: Outcome Reports under WIOA NRS Table 5 Data Check Report	<ul style="list-style-type: none"> • Manual Follow up surveys for all outstanding outcomes 	Encourage communication efforts from teaching staff. Follow up achievements must be put in by data team

TASKMASTER
NRS/NYRS Data Management

Data Management	Weekly	Direct from ASISTS, run Contact Hours Report by Class	<ul style="list-style-type: none"> • Check POP Exit report for students who are about to be exited 	Run new class rosters for each affected teacher to show updated student status
	Quarterly	NRS Table Data Checks 1 thru 6	<ul style="list-style-type: none"> • Program report • Disaggregate by class/teacher • Disaggregate by site 	<ul style="list-style-type: none"> • Review state targets for Measurable Skill Gain and Follow Up Outcomes • Implement new policy to promote better outcomes