Activity Instructions: Data Quality Toolkit Self-Assessment for Small LEAs

Required for:
- *Disproportionate for Small LEAs (Dispro-S) Year 1*
- *Restraint & Seclusion Data Quality Flag*

Purpose

The Data Quality Toolkit (DQT) guides Local Education Agencies (LEAs) in assessing their current data practices and identifying areas for improvement across the three core domains of Data Quality: Data Governance, System Design and Development, and Data Use. Completing the toolkit strengthens data processes, ensuring that student data is valid, accurate, reliable, and timely. This leads to better decision-making to support student outcomes, compliance, and resource planning.

Instructions

1. ### Prerequisite: Ensure Expertise in Activity Completion

   The DQT covers multiple data domains, so it will require participation of more than one staff member. Confirm that staff completing this activity include members with expertise in data systems, special education, IT, and assessment. Suggestions include:

   - General and Special Education Data Leads
   - Data Collection and Reporting Staff
   - Data Training Coordinator or Lead
   - IT Director or Designated Staff

2. ### Prerequisite: Accessing the Data Quality Toolkit

   Access the Data Quality Toolkit (located on the System Improvement Leads (SIL) website in the "LEA Tools" under the 'Improvement Data Tools' section). During initial setup, you will need to use either a Google or Microsoft email address to create a user account.

We recommend designating a team lead as the primary account holder to manage organizational information and document findings throughout the process. This individual will oversee access, maintain sharing rights, and manage the organization's DQT input.

3. Self-Assessment

The Data Quality Self-Assessment should be completed collaboratively by the team and is divided into three domains:

1. **Data Governance**: Assess policies and protocols for data quality and submission.
2. **System Design and Development**: Evaluate the design and functionality of current data systems.
3. **Data Use**: Review how data is utilized for decision-making and reporting.

For each question in the Self-Assessment, use the dropdown options to select a level of implementation for each data standard within the domains.

4. Submission to the CDE

Once all three Self-Assessment domains are complete, submit a PDF of the "Journal" in the "Action Plan" tab of the DQT. Print/save the "Journal" for your Action Plan to a PDF using the file naming convention below:

File submission: **2025 [LEA NAME]_DQT Self-Assessment.pdf**

Email the LEA's "Journal" PDF to SmallMonitoring@cde.ca.gov with "[LEA Name] DQT" in the email's "Subject" line.

Resources

[Data Quality Toolkit Link](#)
[DQT Resources Page](#) (SIL)