

Secondary/Administrative Data Use: Evaluation Plan/Reporting Checklist

This is a general checklist of information that grantees/practitioners, evaluators and funders can use in preparing, reviewing and monitoring evaluation plans and reports for evaluation studies that involve the use of secondary or administrative data. The information included in this checklist is expected to be included in good and high quality evaluation plans and final reports that employ these sources of data. We hope you find the checklist helpful. Feel free to share or adapt this AmeriCorps resource to fit your needs with appropriate citation.

Data Use Steps	Information to Collect and Communicate – Administrative and Secondary Data	Included in Report?
Source of Data	Reasons for using secondary/administrative data	<input type="checkbox"/>
	What data is used (e.g., NLSY, city/county data, school administrative data) and source?	<input type="checkbox"/>
	Steps to receiving and storing the data	<input type="checkbox"/>
Direct Data Collection (i.e., not secondary/administrative data)	Study design of data collection by researcher/evaluator: Full details of study sample, measurement content, and procedures	<input type="checkbox"/>
Merging Direct and Secondary/Administrative Data	Data cleaning procedures	<input type="checkbox"/>
	Data variable adjustment and calculation procedures	<input type="checkbox"/>
	Data merging procedures	<input type="checkbox"/>
	Any adjustments to weights and/or structure necessary to make them consistent across the two data sources	<input type="checkbox"/>
	Final dataset description (include variables and generalizability)	<input type="checkbox"/>

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Logistical Issues when Employing Secondary/Administrative Data	Evaluator experience, expertise, and relationships with data sources	<input type="checkbox"/>
	Details of agreements for data access, storage, use, reporting	<input type="checkbox"/>
	Details of Memorandum of Understanding (MOU), and any strategies/relationships that will facilitate data delivery and/or use	<input type="checkbox"/>
For QED Comparison Group Formation: Data Contents	Final dataset variables description	<input type="checkbox"/>
	Data collection time points	<input type="checkbox"/>
	Structure of final data (nesting/weights)	<input type="checkbox"/>
For QED Comparison Group Formation: Matching Procedure	Method of matching	<input type="checkbox"/>
	Proportion of sample matched	<input type="checkbox"/>
	Significant differences between treatment and comparison groups post-matching	<input type="checkbox"/>
	Any characteristics unique to either the treatment or comparison group (i.e., perfect confounds), or other programs	<input type="checkbox"/>

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