MCSAP OFFICE DATA QUALITY CHECKLIST

Actions for Improving Your State's Data Quality

DAILY

✓ **Follow the SAFETYNET Best Practices Manual**

▶ Employ Daily Checklists.

▶ Review Activity Logs with each upload to MCMIS.

▶ Download Census Files every day.

MONTHLY

✓ **Check your SSDQ Results Every Month**

▶ Go to FMCSA's Data Quality Website at **http://ai.fmcsa.dot.gov/DataQuality/dataquality.asp.**

▶ Results are usually available the first week of the month.

✓ **Review Each SSDQ Measure Report**

▶ Remember that the Measure Reports are cumulative—the ratings are based on a 12-month evaluation period.

▶ Watch for changes in rating percentages and record counts. While some fluctuation may be normal, even a slight change could indicate a developing DQ issue, so it's worth a closer look.

✓ **Drill Down to State Data Analysis Reports as Needed**

▶ Find reports by event month, inspector, upload frequency and volume, or data element.

▶ Look for clues about why percentages or counts might have changed and start identifying possible problems with data collection or reporting.

AS NEEDED

✓ **Reach Out to Other State Agencies**

▶ Coordinate with agencies to identify State process issues and solutions. (See *Strategies for Improving State Data Quality.*)

▶ Educate State agencies on the FMCSA reporting requirements.

✓ **Contact Your FMCSA DQ Specialist**

▶ For help interpreting SSDQ reports, reviewing your State's processes, and developing improvement strategies.

▶ For custom reports and connections to other FMCSA resources for data quality improvement.

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