

# SIF Secondary/Administrative Data Use SEP/Reporting Checklist



Corporation for  
**NATIONAL & COMMUNITY SERVICE**

This is a general checklist of information which SIF participants should monitor in evaluation reports, and/or consider when preparing SEPs and reports. CNCS hopes to have this information for SIF evaluation plans and reports using secondary or administrative data. Use the checklist if you find it helpful and modify it to fit your needs.

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"/>
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"/>

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<b>For QED Comparison Group Formation: Data Contents</b>	Final dataset variables description	<input type="checkbox"/>
	Data collection time points	<input type="checkbox"/>
	Structure of final data (nesting/weights)	<input type="checkbox"/>
<b>For QED Comparison Group Formation: Matching Procedure</b>	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"/>