Data Product Quality Review: Evaluation Checklist

Data Product Name: _____

Data Product Tier (premier, core, other): _____

Data Product Manager: _____

Data Product Review Council (DPRC) Member: _____

Date: _____

Summary of Findings:

Tip: Use bullet drop-down menu to change blank box to a check mark.

1. **Purpose**				
Checklist Items	**Compliant**	**Not Compliant**	**Not required**	**Comments**
1.1a MOU for Data Provided to Others?	❑	❑	❑	
1.1b MOU on a Shared Drive?	❑	❑	❑	
1.2a MOU for Data Received from Others?	❑	❑	❑	
1.2b MOU on a Shared Drive?	❑	❑	❑	
2. Utility				
Checklist Items	**Compliant**	**Not Compliant**	**Not required**	**Comments**
2.1a ERS is the Preeminent or Sole Source?	❑	❑	❑	
2.1b Pertinent to the USDA Mission	❑	❑	❑	
2.2a ERS Branding	❑	❑	❑	

2.2b Data Sources Cited?	❑	❑	❑	
2.3 Future Releases on the ERS Website	❑	❑	❑	
2.4a Documented List of Internal ERS and External Stakeholders	❑	❑	❑	
2.4b Stakeholders List on a Shared Drive?	❑	❑	❑	
2.5 External Review for Quality of Communication	❑	❑	❑	
2.6a Evidence of Feedback Mechanisms	❑	❑	❑	
2.6b Evidence of, and Responsiveness to, Feedback	❑	❑	❑	
2.7 Monitoring Web Usage Statistics?	❑	❑	❑	
3. Objectivity				
Checklist Items	**Compliant**	**Not Compliant**	**Not required**	**Comments**
3.1a Data Quality Review Procedure	❑	❑	❑	
3.1b Data Quality Review Procedure Documented on a Shared Drive?	❑	❑	❑	
3.2 Independent External Review of Methods	❑	❑	❑	
3.3 Accuracy Measures Reported	❑	❑	❑	
3.4a Ongoing Research Program That Examines Methods and Operations	❑	❑	❑	
3.4b Method/Operational Research Contributed to Improvements?	❑	❑	❑	
3.5 IT Investment?	❑	❑	❑	
4. Transparency				
Checklist Items	**Compliant**	**Not Compliant**	**Not Required**	**Comments**
4.1 Advance Public Notice of Substantial Changes	❑	❑	❑	
4.2 Documentation	❑	❑	❑	
4.3 Discussion of Differences with Similar ERS or Federal Data	❑	❑	❑	

4.4 Update and Revision History	❑	❑	❑	
4.5 Archival Capability	❑	❑	❑	
5. Integrity				
Checklist Items	**Compliant**	**Not Compliant**	**Not Required**	**Comments**
5.1a Procedure(s) for Pre-Dissemination Disclosure Review for the Privacy and Confidentiality of Respondents?	❑	❑	❑	
5.1b Disclosure Review Procedure(s) Documented on a Shared Drive?	❑	❑	❑	
5.2a Procedures for Data Security in Terms of Storage, Transmission, and Access	❑	❑	❑	
5.2b Data Security Procedures Documented on a Shared Drive?	❑	❑	❑	
5.3 Staff Training	❑	❑	❑	
6. Accessibility				
Checklist Items	**Compliant**	**Not Compliant**	**Not Required**	**Comments**
6.1a Data Product Machine Readable?	❑	❑	❑	
6.1b Data Available in an "Open" Format?	❑	❑	❑	
6.1c Data Product is Compliant with Section 508 Accessibility Standards	❑	❑	❑	
6.2 Usability Testing	❑	❑	❑	
6.3 Metadata	❑	❑	❑	

Comments

The Council has asked that you document your procedures. Here are suggested folder names you can use on your division's M drive.

MOU – Data Provided
MOU – Data Received
Stakeholders
Feedback Mechanisms
Data Review Process
Pre-Dissemination Review Process
Data Security Process