



DATA ENTRY BEST PRACTICES

Reliable and accurate data are the best tool to ensure that decision-making is informed by the evidence that supports the most effective practices.

The quality of any data is highly dependent on careful and consistent data entry.



Create a data dictionary with information for each field and its valid values



Follow the data dictionary rules and only enter valid values



Do not overwrite fields, unless it is to correct erroneous information



Use a standard code for missing values (e.g. -999, NULL) instead of leaving empty cells



Use a standard code for not applicable values (e.g. -888, NA) instead of leaving empty cells



Establish consistent procedures for data entry, storage, extraction, analysis, and reporting



Keep a log of errors and difficulties and share for remediation



Create a practice of validating the data that has been entered regularly throughout the day



Automate validation rules to check for errors and inconsistencies