





Data Certification Guide

There are four levels of data certification at the University of Kansas. Employees are responsible for understanding and assuring the level of data quality. The following scale should be used to communicate the data quality level of a particular data set or analysis. It should also be used by anyone performing data analysis using institutional data to ensure the level of data quality is sufficient to satisfy the requirements of a particular request.

Data Certification Level	Graphical Representation (to be used on Dashboards or other materials)	Data Quality Procedure Expectations
<u>Level 3: Certified for Official Reporting</u>		Data has been run through a strict data quality program and has been used for official reporting. Data cleansing has occurred.
<u>Level 2: Certified for Internal Reporting</u>		Data has been and continues to be run through a data quality program that is actively monitored by the Data Steward. Definitions are documented in the University Data Catalog. Known data issues have been thoroughly documented.
<u>Level 1: Moderately Certified – USE CAUTION</u>		Data has been run through some data quality checking, but continuous data quality monitoring is not occurring. Definitions may or may not be available in the University Data Catalog. Remediation may or may not have occurred, and known issues may or may not be documented.
<u>Level 0: Not Certified – USE EXTREME CAUTION</u>		Data has not been run through a data quality program and the risk of use is fully assumed by the user.

Certification Examples

To provide additional context, a few examples are below to help understand the certification levels.

Level 3: Annual Financial Statements, Official Reporting to the Kansas Board of Regents

Level 2: Internal Financial Reports, Datasets produced by Subject Matter Experts

Level 1: Dashboard created by an analyst with familiarity of content but not reviewed by a Subject Matter Expert

Level 0: Dataset produced by an individual with no contextual knowledge.