

## Data Quality Statement Questions General Purpose: Administrative Data

This document provides a list of questions to be considered when drafting a data quality statement for Administrative Data. The questions appear within the online Data Quality Statement Tool. The list is not exhaustive or prescriptive, however provides common issues to be considered using the seven dimensions of the ABS Data Quality Framework.

ABS Data Quality Framework Dimension	Questions to consider
<p><b>Institutional Environment</b></p> <p>refers to the institutional and organisational factors which may have a significant influence on the effectiveness and credibility of the agency producing statistics.</p>	<p>Key Questions:</p> <ul style="list-style-type: none"> <li>• Which organisation collects the data and what sort of organisation is this? n.b. If more than one organisation collects the data, please provide details as appropriate.</li> <li>• What authority / legislation / agreement was the data collected under?</li> <li>• Which organisation compiles the data and what sort of organisation is this? n.b. If more than one organisation compiles the data, please provide details as appropriate.</li> </ul> <p>Additional points to consider:</p> <ul style="list-style-type: none"> <li>• Is statistical confidentiality guaranteed, and if so, under what authority or legislation?</li> <li>• To what extent and how quickly are any identified errors in published statistics corrected and publicised?</li> </ul>
<p><b>Relevance</b></p> <p>refers to how well the statistical product or release meets the needs of users in terms of the concept(s) measured, and the population(s) represented.</p>	<p>Key Questions:</p> <ul style="list-style-type: none"> <li>• About whom, or what, was the data collected?</li> <li>• What levels of geography are the data available for?</li> <li>• What key data items (e.g. age, sex, employment status) are available?</li> <li>• If rates and percentages have been calculated, are the numerators and denominators from the same data source(s)? If not, please provide more information.</li> </ul> <p>Additional points to consider:</p> <ul style="list-style-type: none"> <li>• What was the original purpose for collecting the data?</li> <li>• Have standard classifications (e.g. geographic, industry or occupation classifications) been used? <ul style="list-style-type: none"> <li>◦ If not, why not?</li> </ul> </li> </ul>



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<b>Relevance</b> <i>Continued</i>	<ul style="list-style-type: none"> <li>• What does the data not represent or cover?</li> </ul>
<p><b>Timeliness</b> refers to the delay between the reference period (to which the data pertains) and the date on which the data becomes available; and the delay between the advertised date and the date at which the data become available (i.e., the actual release date).</p>	<p>Key Questions</p> <ul style="list-style-type: none"> <li>• How often is the data collected or expected to be collected?</li> <li>• When did the data become available?</li> <li>• What is the reference period for the data?</li> </ul> <p>Additional points to consider:</p> <ul style="list-style-type: none"> <li>• Are there likely to be updates or revisions to the data after its release?</li> <li>• Are there other less frequent data sources that contain more detailed data that can be used in other reporting years when available?</li> </ul>
<p><b>Accuracy</b> refers to the degree to which the data correctly describes the phenomenon they were designed to measure.</p>	<p>Key Questions</p> <ul style="list-style-type: none"> <li>• How was the data collected?</li> <li>• Has the data been adjusted in any way? <ul style="list-style-type: none"> <li>◦ If so, how much was adjusted and on what data items?</li> </ul> </li> <li>• What is the collection size?</li> <li>• Please specify any known issues with under counts. <ul style="list-style-type: none"> <li>◦ What is done to manage these?</li> </ul> </li> <li>• Please specify any known issues with over counts. <ul style="list-style-type: none"> <li>◦ What is done to manage these?</li> </ul> </li> </ul> <p>Additional questions to consider:</p> <ul style="list-style-type: none"> <li>• Are there sensitive questions or topics that are collected that may cause bias?</li> <li>• What steps have been taken to minimise processing errors?</li> <li>• What are the non-response, non-reporting, or item non-reporting rates?</li> <li>• Are any parts of the population unaccounted for in the data collected?</li> </ul>



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<p><b>Coherence</b> refers to the internal consistency of a statistical collection, product or release, as well as its comparability with other sources of information, within a broad analytical framework and over time.</p>	<p>Key Questions:</p> <ul style="list-style-type: none"> <li>• How consistent is the data over time? <ul style="list-style-type: none"> <li>◦ If there are differences, what are they and what is their impact?</li> </ul> </li> <li>• Is the State/Territory/Regional data consistent with each other and the Australia level?</li> <li>• If the data for the quality statement is based on a percentage or rate, how do the numerator and denominator compare with each other? <ul style="list-style-type: none"> <li>◦ What are the differences which affect their comparability?</li> <li>◦ What is the impact of these differences?</li> </ul> </li> <li>• Is a time series available for this data? Please provide more information.</li> </ul> <p>Additional questions to consider:</p> <ul style="list-style-type: none"> <li>• Have there been changes to the underlying data collection?</li> <li>• Have any real world events (e.g. new laws or regulations, tourist events, disease outbreaks) impacted on the data since the previous release? <ul style="list-style-type: none"> <li>◦ How have these impacts on the data been managed?</li> </ul> </li> <li>• What other data sources is this data comparable with?</li> <li>• What other data sources in society report similar information? <ul style="list-style-type: none"> <li>◦ How do these data sources compare?</li> </ul> </li> </ul>
<p><b>Interpretability</b> refers to the availability of information to help provide insight into the data.</p>	<p>Key Questions:</p> <ul style="list-style-type: none"> <li>• Is there a particular context that this data needs to be considered within?</li> <li>• What other information is available to help users better understand this data source?</li> </ul> <p>Additional questions to consider:</p> <ul style="list-style-type: none"> <li>• Are there any ambiguous or technical terms that may need further explanation?</li> </ul>



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<p><b>Accessibility</b> refers to the ease of access to data by users, including the ease with which the existence of information can be ascertained, as well as the suitability of the form or medium through which the information can be accessed.</p>	<p>Key Questions:</p> <ul style="list-style-type: none"> <li>• Can data that hasn't been published be requested? <ul style="list-style-type: none"> <li>◦ How?</li> <li>◦ What are the costs associated with this data?</li> </ul> </li> <li>• What are the contact details for requesting more information?</li> </ul> <p>Additional questions to consider:</p> <ul style="list-style-type: none"> <li>• In which formats is the data available for people to use? <ul style="list-style-type: none"> <li>◦ Where and how do you access them?</li> </ul> </li> <li>• Are there any privacy or confidentiality issues that prevent the data from being released publicly?</li> </ul>

For more information go to <http://www.nss.gov.au/DataQuality> or email [inquiries@nss.gov.au](mailto:inquiries@nss.gov.au).

