ACLS Monitoring Tool - Interview Questions
SMARTT Data Entry

1. Identify at least two staff trained and proficient in the use of the SMARTT System.
2. Describe the recent training these staff have received in the use of the SMARTT and Cognos systems.
3. Describe the documented procedures for entering the following data into the SMARTT System:
   - initial intake, student attendance, student goals, the waitlist, and students’ pre- and post assessment scores.
4. What is the process to ensure the attendance records are delivered in a timely manner to data entry staff?
   Who provides oversight of this process?
5. How often is attendance entered into SMARTT?
6. Who is responsible for checking that appropriate documentation has been collected for goals met?
   Describe the system for entering goals met into SMARTT.
7. How are original documents maintained over time (e.g. hard copies of attendance records, student files including goal sheets)
8. Who is responsible for updating the waitlist in SMARTT? How often is the waitlist updated in SMARTT?
9. Describe the assessment process (pre/post schedule). Who enters assessment scores in SMARTT?
   Are there features in SMARTT that are helpful in this process? If yes, please describe.
10. How frequently are students exited from the SMARTT system?
11. Describe any policies to ensure staff information is up to date, including teaching assignments.

Volunteer Component (data entry)

1. Describe process for entering volunteer matches.
2. How is attendance for tutoring sessions entered into SMARTT?