

## AEFLA Local Data Desk Audit

The Data Desk Audit is required for the following reasons:

- To assist and encourage programs to review and analyze their program data regularly.
- To identify areas that may need further exploration, study and/or improvement.
- To provide an accountability system so that programs will identify program gaps and implement strategies to improve their performance.
- To assist programs in addressing strengths and weaknesses prior to the end of the year when it is too late to correct issues than may need improvement.

Each program is responsible for submitting this report according to the date schedule posted on PTE's website at [www.pte.idaho.gov](http://www.pte.idaho.gov).

- Reporting templates and guidance are also available at ABE/Providers/Reporting Information.
- Submit a hard copy to the Division of Professional Technical Education/ABE, 650 West State Street, Boise, ID 83720-0095.
- The Desk Audit will be reviewed by the ABE Director and possibly other state leadership reviewers.
- Clarification, expansion and further discussion, if needed, will be scheduled via a telephone conference call with each program.
- Technical assistance will be provided and discussed with each program as applicable.

Complete the form provided on the website at [www.pte.idaho.gov](http://www.pte.idaho.gov) under Data Desk Audit. It is self-explanatory, however, if you do have a question or require further clarification, please contact [Amelia.Valasek@pte.idaho.gov](mailto:Amelia.Valasek@pte.idaho.gov) or call 208-334-3216 for assistance.