



## HASS Rubric: Foundations

Are organizational data entry processes created and maintained?

### Beginner

Data entry standard operating procedures (SOPs) are written for up to **25%** of programs/department operations at the organization. All SOPs are up-to-date.

Data SOP documentation includes step-by-step instructions for data entry processes and indicates that data entry must occur for the process to be complete. Data entry procedures are accessible to all staff and volunteers in the relevant programs/departments.

### Intermediate

Data entry standard operating procedures (SOPs) are written for up to **50%** of programs/department operations at the organization. All SOPs are up-to-date.

Data SOP documentation includes step-by-step instructions for data entry processes and indicates that data entry must occur for the process to be complete. Data entry procedures are accessible to all staff and volunteers in the relevant programs/departments.

### Advanced

Data entry standard operating procedures (SOPs) are written for **100%** of programs/department operations at the organization. All SOPs are up-to-date. Data entry SOPs are reviewed and updated at least once per year by program/department or organizational leadership to reflect operations and best practices.

Data SOP documentation includes step-by-step instructions for data entry processes and indicates that data entry must occur for the process to be complete. Data entry procedures are accessible to all staff and volunteers.