

Course- Tool for the Evaluation of the Quality of Administrative Records (HECRA)

Introduction:

HECRA is an instrument for evaluating the quality of administrative records that can be used for the generation of statistical and geographical information, prepared by the National Institute of Statistics and Geography (INEGI) and designed to be used in the government offices that integrate the National System of Statistical and Geographic Information (SNIEG) in Mexico.

It is aimed at the personnel who generate or use administrative records to produce statistical and geographic information, both in INEGI and in those offices part of the SNIEG.

Objective:

The HECRA system corresponds to the systematization of the Identification and Characterization of Administrative Records (ICRA) form and the self-diagnosis questionnaire, which is the main instrument of the Tool for the Evaluation of the Quality of Administrative Records (HECRA).

The HECRA system works on the IKTAN platform (which is a project monitoring and control system developed at INEGI that works in a network).

At the end of the course, the participants will value the importance of the quality of administrative information to produce quality statistical and geographic information, to strengthen decision-making. Likewise, they will identify the main methodological characteristics of the HECRA and of the system developed for its application, reaching the required knowledge to participate in evaluation and quality improvement actions of the administrative records used in the generation of statistical information and geographic.

Modality: Online

Duration: 1 week

Language: Spanish

Recognition document: Certificate

Cost: Free

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Contents:

The course is divided into three units:

1. Principles of quality in the generation of information.
 - Importance of the quality of administrative records in the generation of statistical and geographic information.
 - The tool to evaluate the quality of administrative records.
 - Forum on the importance of the quality of statistical information.
2. Methodology for evaluating the quality of administrative records.
 - Methodological characteristics of the HECRA.
 - HECRA instruments.
 - Evaluation of the quality of administrative records.
 - Improvement plans
3. System for the application of HECRA.
 - Description of the HECRA system.
 - HECRA application sequence.
 - HECRA quick reference.

Online mode:

There is an online version of the course, for which the interested party is provided with a link to the course, their username and password so that they can have access to the content, evaluations and other materials.

Duration:

The course is taught in the self-study mode and has an estimated duration of 8 hours so that it can be distributed over a week according to the user's time availability.

Learning activities:

The review of various interactive materials and exercises is requested, as well as the resolution of the evaluations. Likewise, the course offers the possibility of downloading pdf files, with the contents corresponding to each topic.

Participant profile:

Personnel of the State Units that generate or use administrative records to produce statistical or geographic information with basic knowledge in:

- Processes for generating statistical or geographic information from the use of administrative records, within the framework of the SNIEG.
- Use of computer equipment and internet browsing.

Participant role:

The participant is responsible for complying with all the activities considered in the course, assigning the times that are most convenient for him to review the contents, resolve the evaluations that the course consists of, as well as expressing his doubts.

Evaluation:

3 evaluations are included (one for each unit), where the conceptual aspect of what has been learned is prioritized. Each evaluation has the possibility of up to 5 attempts, where the highest grade of each evaluation will be considered.

Recognition document:

At the end of the course, the participant is given, via email, a certificate of participation issued by INEGI-SNIEG.

Technical requirements:

The participant must have computer equipment with:

- Windows 8, Windows 8.1, Windows 10 or higher versions
- 5mbps internet connection
- Updated browser (Chrome recommended)
- Acrobat reader DC or higher

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