

Data Use Protocol & Worksheet

This data use protocol can be used to guide team conversations to identify what is interesting and actionable in your data, and to make data informed program plans. The steps include making predictions about what you might see, carefully observing what is happening, interpreting and finding causes for observations and planning for next steps.

Before you begin...

- Is the team completing this protocol reflective of the racial, linguistic and ethnic composition of the community?
 - How have people (staff, families, students and school staff and community members) affected by the issue you are tackling been involved in the development, implementation and evaluation of the issue?
 - Have racial inequities been clearly documented? If not, what is the plan for doing so?
 - How are you considering a whole child approach, which ensures all people are healthy, safe, engaged, supported, and challenged?
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Step One: Predict

What do you expect to see in the data? What are the outcomes or goal you are expecting for students?

Step Two: Observe

What do you actually see in the data? List your observations below.

Consider the following questions:

- What information is displayed?
- What do you notice first? What stands out?
- Do the results confirm your expectations? How?
- What results are positive relative to the outcomes you expect?

- What results are negative relative to the outcomes listed above?
- What are you skeptical about?

Step Three: Interpret

Can you draw any conclusions based on your observations? Based on your experience and background knowledge, what do you think it means?

- What is most significant in the data?
- What are emerging patterns or key themes?
- Why do these results look this way? Can you tell the difference between the immediate cause and root cause?
- What other things do you need to consider?

Step Four: Plan

Plan for Action

If you see any challenges in the data, what are some ways that your program could address them?

Plan for Further Inquiry

What questions does this data raise? What additional information do you need to answer these questions?

This template is based on materials from the YDEKC Measurement Toolkit, retrieved from <http://ydekc.org/research/p-o-i-p-protocol/>, and informed by the ATLAS Looking at Data Protocol, retrieved from http://www.nsrharmony.org/system/files/protocols/atlas_looking_data_0.pdf.
“Before you begin” from PSESD Data Coaching Workshop materials, January 2014.