

# Back on Track Data Planning Worksheet

This worksheet will help you think through the data that you might need to support progress monitoring on your Back on Track strategy and can be used with the Action Planning template provided by JFF. The worksheet includes strategy information needed for data planning, data details, and analysis processes. These steps are part of a continuous improvement cycle that should be repeated as needed to improve student outcomes.

## Data Strategy

<b>Back on Track Component:</b>
<b>Design Priority:</b>
<b>Back on Track Strategy:</b>

### Expected student improvement or other improvement from this strategy (Outcome):

What will be improved for students based on the new strategy? Why are we implementing this strategy? Are there particular students expected to benefit? Is there any differentiation based on the student's academic situation and age? Are all students going to be participating in the new strategy or process? List the outcomes you hope to see below:

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### Measuring improvements (Success Indicator):

Success or outcome indicators are data that show how things are improving for students. They provide a way to measure whether we are achieving our outcomes.

### Our success indicator(s):

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### Types of Indicators

#### Process Indicators show that the process is being implemented

Example: orientation methods changed, sign-in desk staffed

#### Outcome Indicators show the impact of your strategy on belief or behavior

**Belief Changes** Example: about career potential, academic norms, importance of attendance

**Student Behavior Changes** Example: actual attendance, scores on tests, length of time to graduation or reaching academic milestone

## Data Collection and Storage

### Data Elements(s)

What data do you need to measure the indicators for this strategy?

Examples: Student demographic data, Individual Academic Progress measures, test scores, attendance log ins, outreach connections, student academic history information, graduation date

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### Data Collection Processes

Do you have access to the data elements listed above? Which elements are collected now and which are not? Are some elements partially collected?

### Data Storage and Connection

Are you able to access the data that you collect? Is the data stored in an accessible way?

Can student demographics be connected with attendance or student academic progress data?

### Data Collection Frequency

How often do you need to collect this data in order to measure the success indicators? Can you collect the data according to this timing?

### Data Roles

Do you have a staff person responsible for collecting and storing this data for the team?

# Data Analysis and Reporting

## Data Analysis Questions

1. Are there staff resources for analyzing and developing reports on the progress of this strategy? Do we have the technology and knowledge to analyze and report the data?
2. How will teachers and staff be trained (if needed) to use this data?
3. How frequently can we expect to see changes in the data?
4. When will the team review data for this success indicator? How can we include the whole team in reviewing the results? What is a good forum for looking at the data analysis?
5. Can we disaggregate the data by race and/or student income? Can we identify for whom the strategy is working? Is there different or additional data that is needed in order to do that for the strategy?

## Data Reflection Tool

The table below provides a template for responding to data analysis. Planning ahead can help focus and direct future conversations and provide a historical record of what the team expected to see with the data. It's important to ask questions about why the data look the way they do, to avoid jumping to conclusions and focus on root causes of unexpected results.

Success Indicator Response Plan			
Success Indicator	Response when Improving	Response when Stable	Response when Worsening
<i>Example: Students who are young and far from graduation increase attendance</i>	<i>Check to ensure that all students in this group are increasing attendance (i.e. students of color)</i>	<i>Continue staffing outreach events Check on demographics</i>	<i>Conduct student focus group to learn why Check outreach processes</i>

*This worksheet is based on material from the Back on Track Framework from JFF, Strive Together's Continuous Improvement Initiative, YDEKC's Measurement Toolkit and LEAN Continuous Improvement materials.*

			<i>Consider individual-level interventions</i>

## Data System Planning

What changes or improvements to your data would be helpful in tracking progress for Back on Track strategies? Do you have access to electronic records that make data collection and analysis possible? Are you able to collect and store the data you need, but lacking resources for data analysis? Or is making time to reflect on data and assess how to move forward a challenge?

Big (or biggest) challenge(s):

Strongest capacity right now:

*After completing this process, your process can adjust the student strategy if and as needed and continue to support improved student outcomes in our region.*

