

START Parent Leadership Development Training

Serving on Groups That Make Decisions

How To Use Data on a Decision Making Group

September 8, 2016

www.servingongroups.org



The Parent Leadership Development Training is funded by The New Jersey Department of Children and Families' (DCF) Division of Family and Community Partnerships (FCP) Race to the Top–Early Learning Challenge Grant (RTT-ELC)

Meet the Presenters



Brenda Figueroa



Michele Tyler



Myriam Alizo



Monique Dujue



Tatsiana DaGrosa



Debbie Esposito

Serving on Groups That Make Decisions

ALL Webinars are from Noon to 1 pm

July 14 th	Opportunities to Get Involved and Types of Groups
August 11 th	Processes and Tools Groups Use
September 8th	How to Use Data on a Decision Making Group
September 29 th	Overview of Serving on Groups in Spanish
October 13 th	Roles of Families and Skills for Serving on Groups

For more information contact SPAN:

973-642-8100 ext. 123 or start@spannj.org

www.servingongroups.org

ABOUT GUIDEBOOK **HOMEPAGE** [Contact Us | Trainers](#)

UPCOMING TRAININGS NEWSLETTER & RESOURCES [Newsletter Signup](#)



The image shows a collage of three guidebook covers on the left, with titles in Spanish and English. On the right is a group photo of diverse people of various ages and ethnicities. A 'Pinterest' icon is visible in the top left of the photo area.

GUIDEBOOK FOR SERVING ON GROUPS

Guidebook Sections

INTRODUCTION

SECTION 1 OPPORTUNITIES TO GET INVOLVED

SECTION 2 TYPES OF GROUPS

SECTION 3 PROCESSES GROUPS USE

SECTION 4 TOOLS GROUPS USE

SECTION 5 TIPS AND STRATEGIES FOR GROUPS

SECTION 6 UNDERSTANDING DATA AS INFORMATION

SECTION 7 THE ROLE OF FAMILIES ON GROUPS

SECTION 8 SKILLS FOR SERVING ON GROUPS

PURCHASE GUIDEBOOK

English



[Buy Now](#)

Español



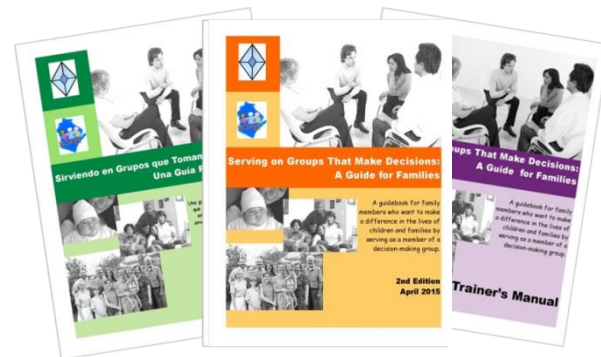
[Comprar ahora](#)

Using Data as Information

What is data?

How can I learn more about data that groups use?

What are the stages of data use?



Serving on Groups That Make Decisions



What is Data?



Data...

- Is factual information
- Helps groups make decisions
- Must be:
 - Reliable
 - Valid
 - Accessible



Confidentiality

- A set of rules or a promise
- Limit access or put restrictions on certain types of information
- When working with data as a group, it is important to state if certain information should not be shared with others outside of the group.



Forms of Data



Quantitative Data

- Typically numbers
- Answers the questions:
 - How much? How often?
 - When? Where?

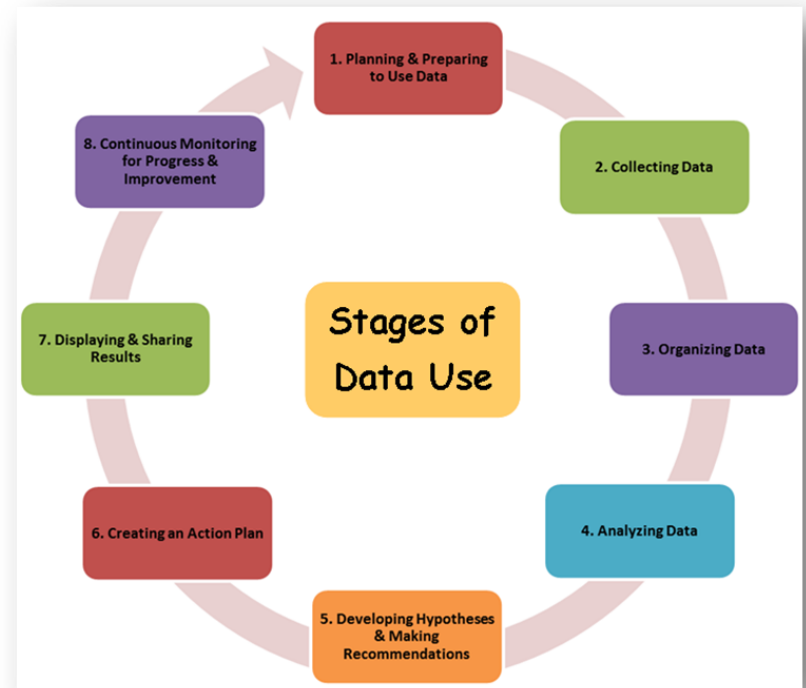


Qualitative Data

- Typically descriptions
- Answers the questions:
 - What is it like? What do you observe about it?

Stages of Data Use

1. Planning & Preparing to Use Data
2. Collecting Data
3. Organizing Data
4. Analyzing Data
5. Developing Hypotheses & Making Recommendations
6. Creating an Action Plan
7. Displaying & Sharing Results
8. Continuous Monitoring for Progress & Improvement



Tool for Using Data

54

Understanding Data as Information

Tool for Using Data

Page 1

Directions: This tool can be used individually or as a decision-making group to help in using data effectively.

STAGE 1: PLANNING & PREPARING TO USE DATA (page 38)

What is the question you start out with?

STAGE 2: COLLECTING DATA (page 39)

Describe the data you used. (Example: reading scores)	Where did you find the data? (Example: WISEdash)	Data as numbers (quantitative) X	Data as story or opinion (qualitative) X
1.			
2.			
3.			
4.			

Do you have reliable and valid data? YES NO NOT SURE

Do you have all the data you need to answer your question? YES NO NOT SURE

What other types of data would be helpful? (Examples: grades, surveys, assessments)

STAGE 3: ORGANIZING DATA (pages 40-44)

How is the data organized?

Snapshot in Time Trend Comparison Line Graph
 Pie Chart Bar Graph Table
 Aggregate Disaggregate Triangulated

Comments: _____

Are there patterns in the data? YES NO NOT SURE

What information is unclear or needs more clarification? _____

54

55

Understanding Data

Tool for Using Data

Page 2

STAGE 5: DEVELOPING HYPOTHESES & MAKING RECOMMENDATIONS (page 48)

What conclusions are you making based on the data?

- 1) _____
- 2) _____
- 3) _____
- 4) _____

What other questions do you have now? _____

What will be included as recommendations for your action plan? _____

STAGE 6: CREATING AN ACTION PLAN (pages 49)

What are your goals? _____

How do you plan on achieving the goals? _____

STAGE 7: DISPLAYING & SHARING RESULTS (page 50-51)

What story does the data tell? _____

Are you sharing the data with? (Examples: school staff, students, community members)

What is your response to the data? _____

STAGE 8: CONTINUOUS MONITORING FOR PROGRESS & IMPROVEMENT (page 52)

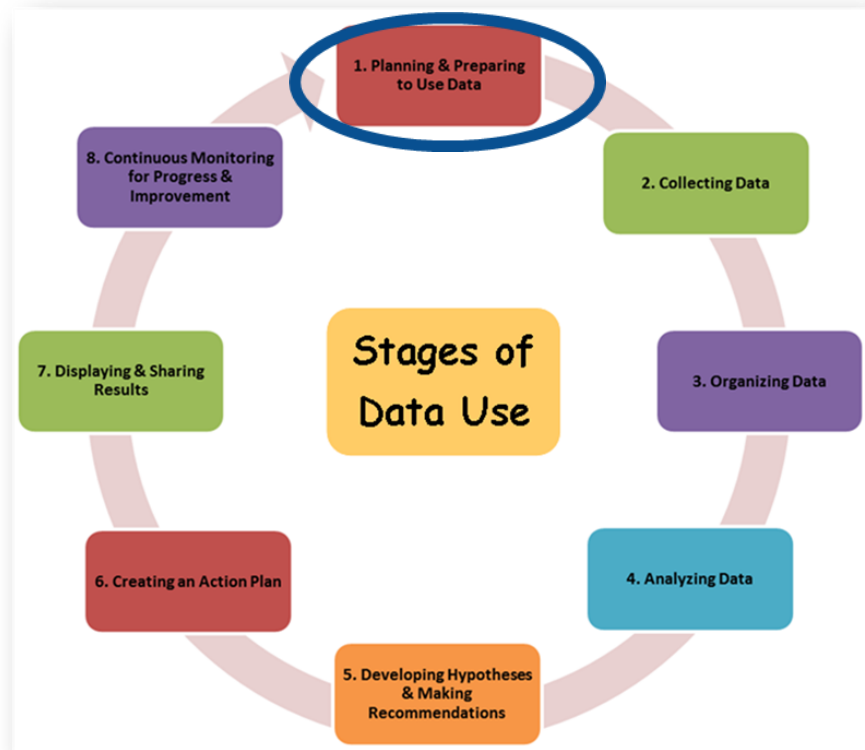
How often do you check how you're doing? (Example: Annual Report to Stakeholders)

How do you monitor your progress and improvement? (Examples: monthly, quarterly, annually)

55

Stages of Data Use

1. **Planning & Preparing to Use Data**
2. Collecting Data
3. Organizing Data
4. Analyzing Data
5. Developing Hypotheses & Making Recommendations
6. Creating an Action Plan
7. Displaying & Sharing Results
8. Continuous Monitoring for Progress & Improvement



Stage 1: Planning & Preparing to Use Data

What do we want to know?

Tips

- Ask focusing questions
- Use a variety of methods & sources
- Find data already out there - baseline
- Try to find gaps
- Pinpoint possible roadblocks
- Ask others knowledgeable of the data



Stages of Data Use

1. Planning & Preparing to Use Data
2. **Collecting Data**
3. Organizing Data
4. Analyzing Data
5. Developing Hypotheses & Making Recommendations
6. Creating an Action Plan
7. Displaying & Sharing Results
8. Continuous Monitoring for Progress & Improvement

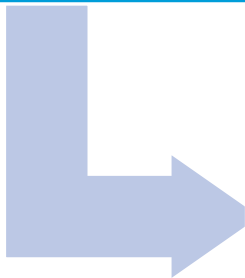


Stage 2: Collecting Data

Answer questions to make an informed decision and act.

Data from Schools

- Student Learning Data
- Student Demographic Data
- School Perception Data
- School Process Data



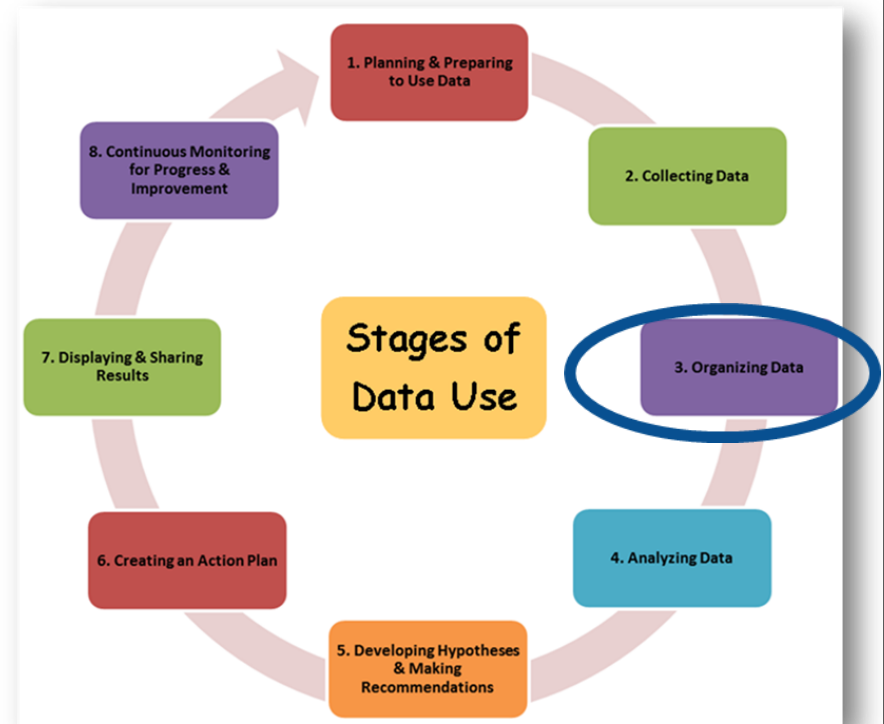
Families as a Data Source

- Surveys
- Focus Groups
- Participants or Attendees
- School Perception Data



Stages of Data Use

1. Planning & Preparing to Use Data
2. Collecting Data
3. **Organizing Data**
4. Analyzing Data
5. Developing Hypotheses & Making Recommendations
6. Creating an Action Plan
7. Displaying & Sharing Results
8. Continuous Monitoring for Progress & Improvement

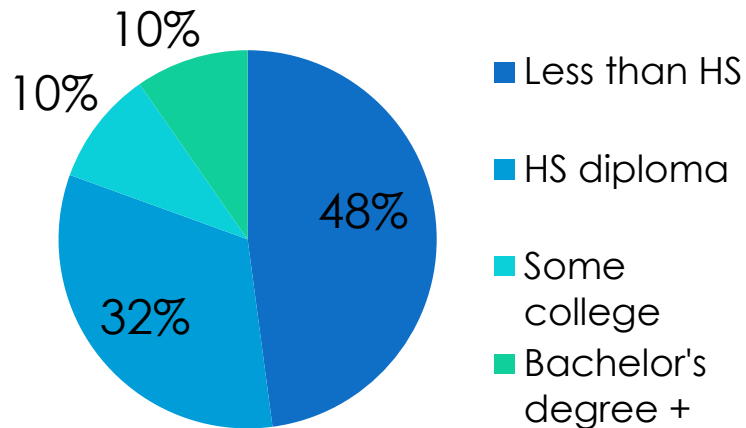


Stage 3: Organizing Data

Aggregated Data:

a whole set of data formed by combining several parts

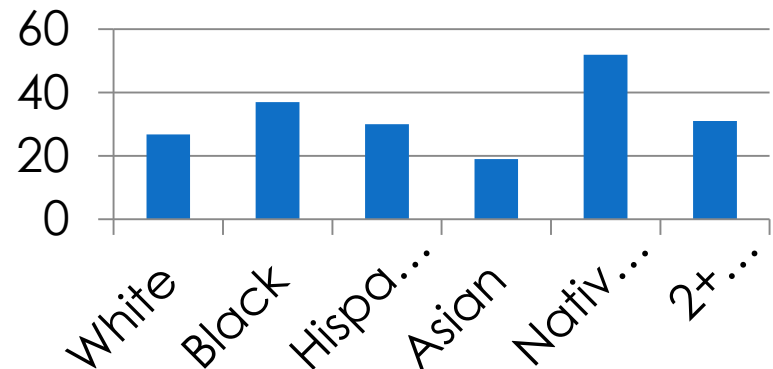
Youth 20-24 Neither Enrolled in School Nor Working



Disaggregated Data:

a whole set of data separated into its categories or subgroups

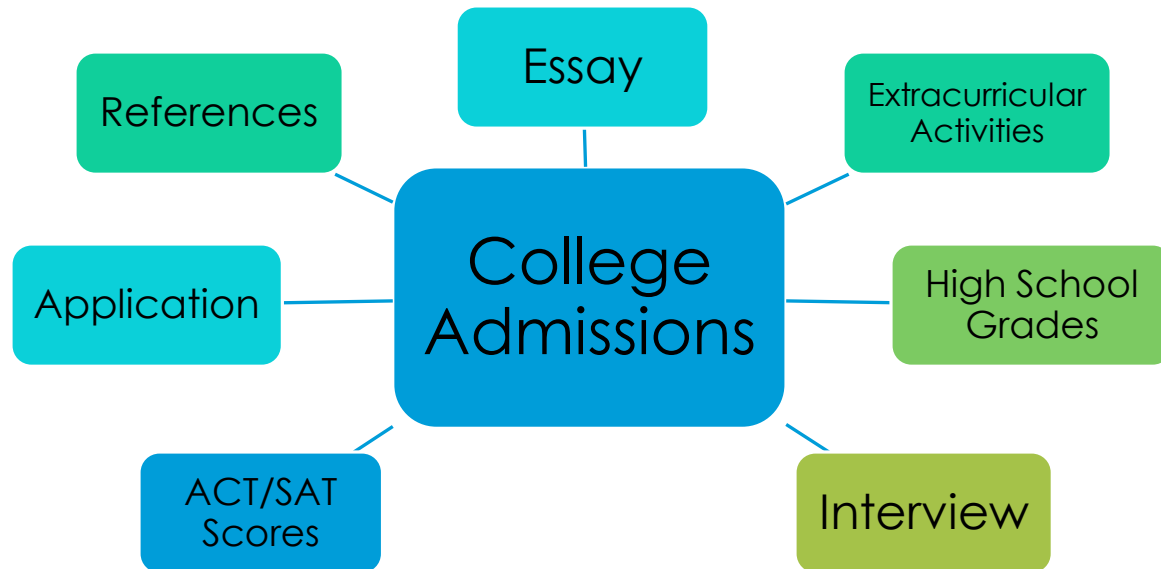
Youth 20-24 Neither in School Nor Working with HS Diploma by Race/Ethnicity



Stage 3: Organizing Data

Triangulated Data:

Use of multiple independent sources of data to establish the truth & accuracy of a claim.

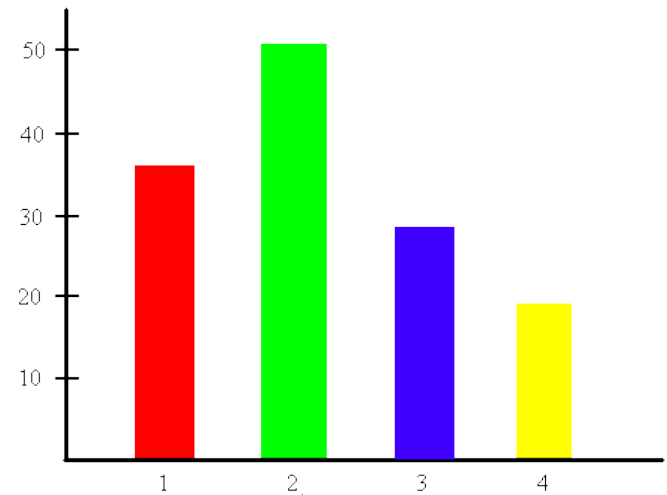


Stage 3: Organizing Data

Tips for Interpreting Graphs

Read all labels.

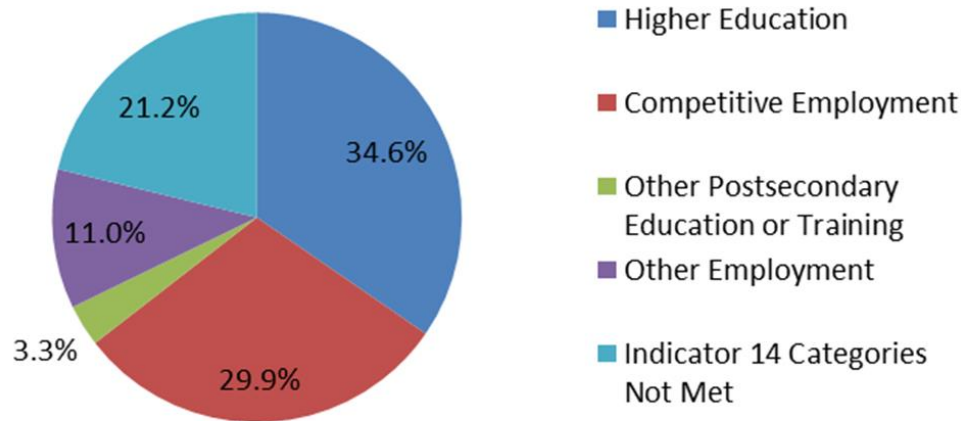
- What is...
 - in each COLUMN?
 - in each ROW?
 - the RANGE OF VALUES?
- Where was...
 - the MOST change or growth?
 - the LEAST change or growth?



Stage 3: Organizing Data

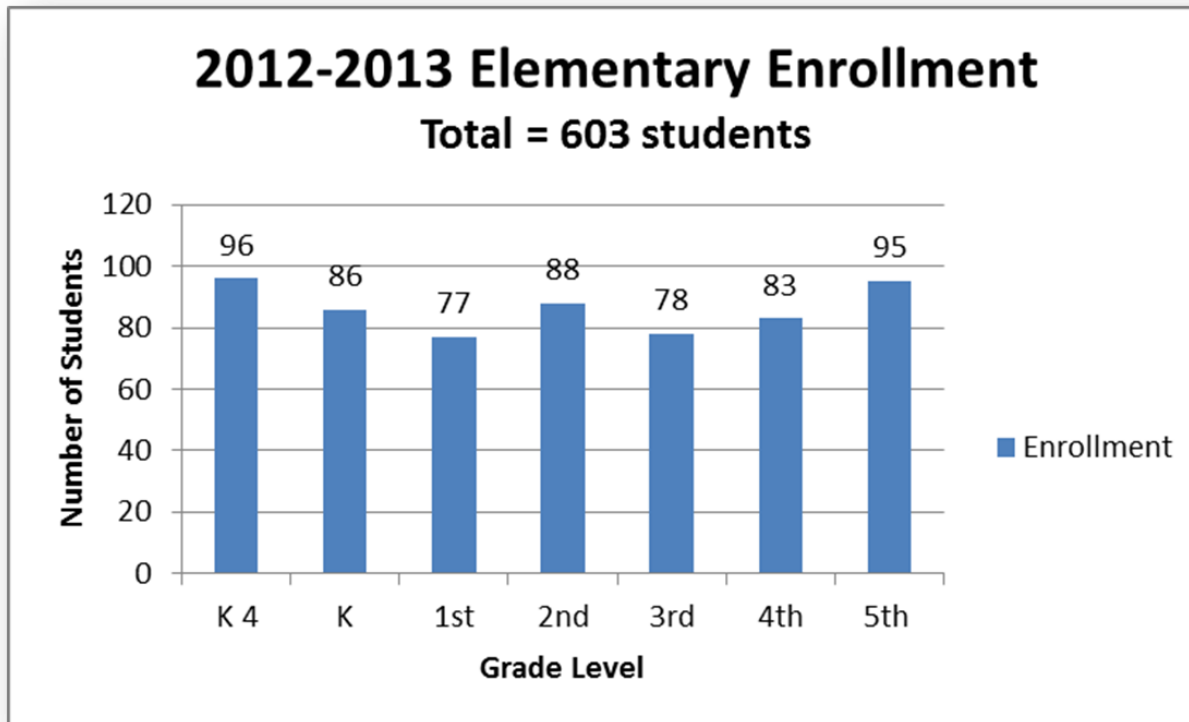
A Snapshot in Time

2012 Post High School Outcomes
(699 Students responded Statewide)



Stages 3: Organizing Data

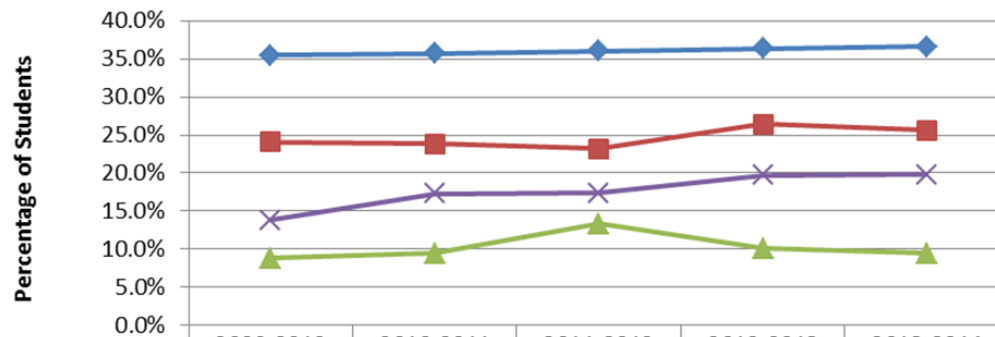
Comparisons



Stages 3: Organizing Data

Trends

Percentage of District Students Scoring Proficient or Advanced in Reading



	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
State - All Students	35.5%	35.7%	36.0%	36.4%	36.6%
District - All Students	24.1%	23.8%	23.2%	26.4%	25.6%
District - Students with Disabilities	8.8%	9.4%	13.3%	10.1%	9.4%
District - Economically Disadvantaged	13.8%	17.3%	17.4%	19.7%	19.8%

Stage 3: Organizing Data

Tips to Validate the Findings

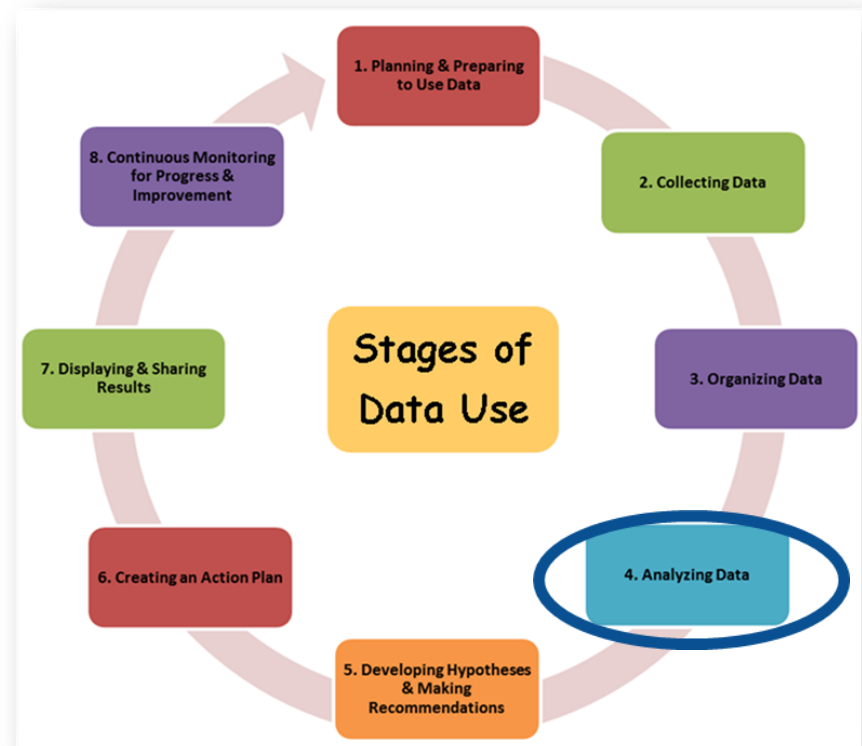
To make sure the data are sound:

- Use trusted sources
- Follow-up with questions
- Use different ways of gathering data
- Ensure everyone agrees and accepts the findings



Stages of Data Use

1. Planning & Preparing to Use Data
2. Collecting Data
3. Organizing Data
4. **Analyzing Data**
5. Developing Hypotheses & Making Recommendations
6. Creating an Action Plan
7. Displaying & Sharing Results
8. Continuous Monitoring for Progress & Improvement



Stage 4: Analyzing Data

Look for Relationships in the Data

- Each view provides unique insight
- Look from many viewpoints
- Understand the parts as well as the whole
- Strengths and challenges
- Don't draw conclusions too soon
- Record information as it appears in the source



Stage 4: Analyzing Data



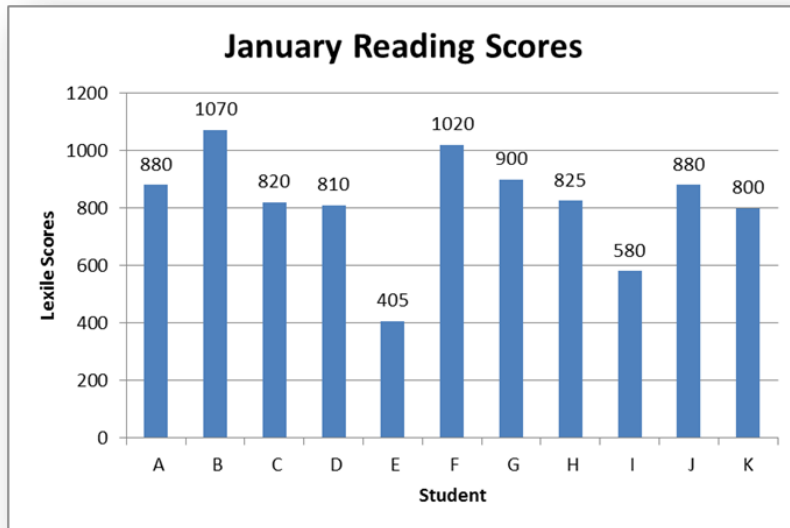
Terms when Working with Numbers

- MEAN – average of a group of numbers
- MEDIAN – middle value
- MODE – most frequent value
- RANGE – difference between lowest & highest values
- OUTLIER – very high or very low number
- STATISTICALLY SIGNIFICANT – results true & not because of chance

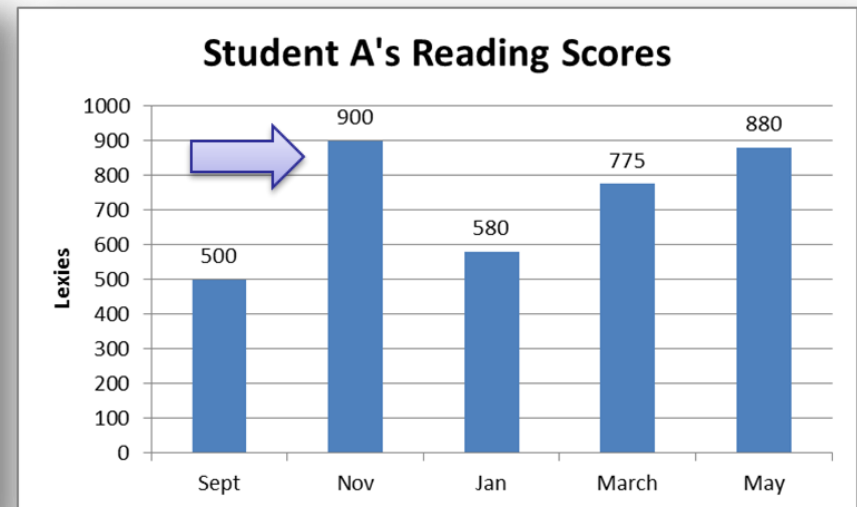


Stage 4: Analyzing Data

Examples of Working with Numbers



Mean = 817.3
Median = 825
Mode = 880
Range = 665



Outlier



Serving on Groups That Make Decisions



Questions

Questions

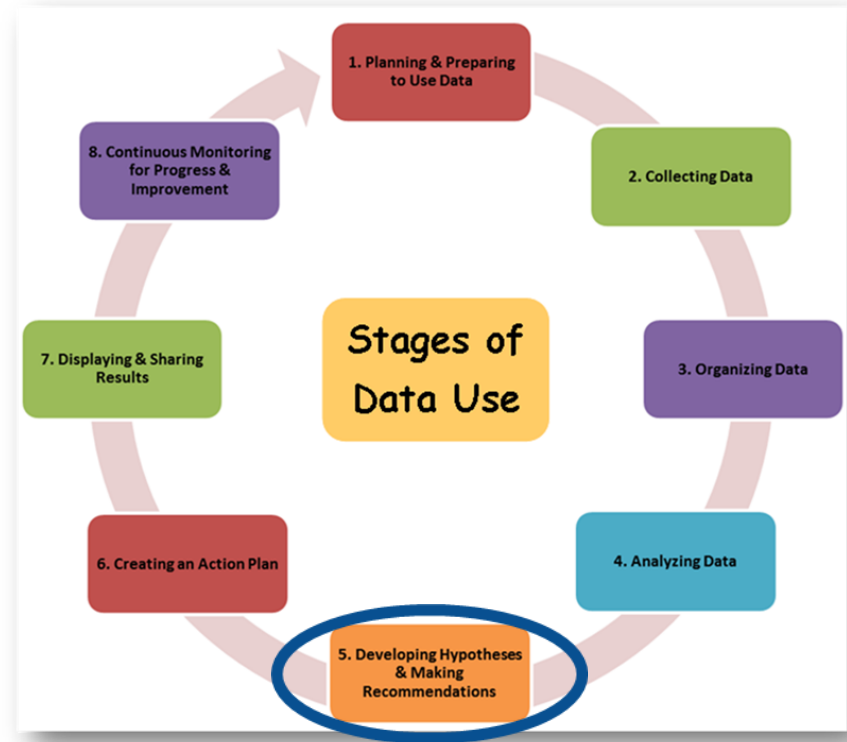
[Enter a question for staff]

Send



Stages of Data Use

1. Planning & Preparing to Use Data
2. Collecting Data
3. Organizing Data
4. Analyzing Data
5. **Developing Hypotheses & Making Recommendations**
6. Creating an Action Plan
7. Displaying & Sharing Results
8. Continuous Monitoring for Progress & Improvement



Stage 5: Developing Hypotheses & Making Recommendations

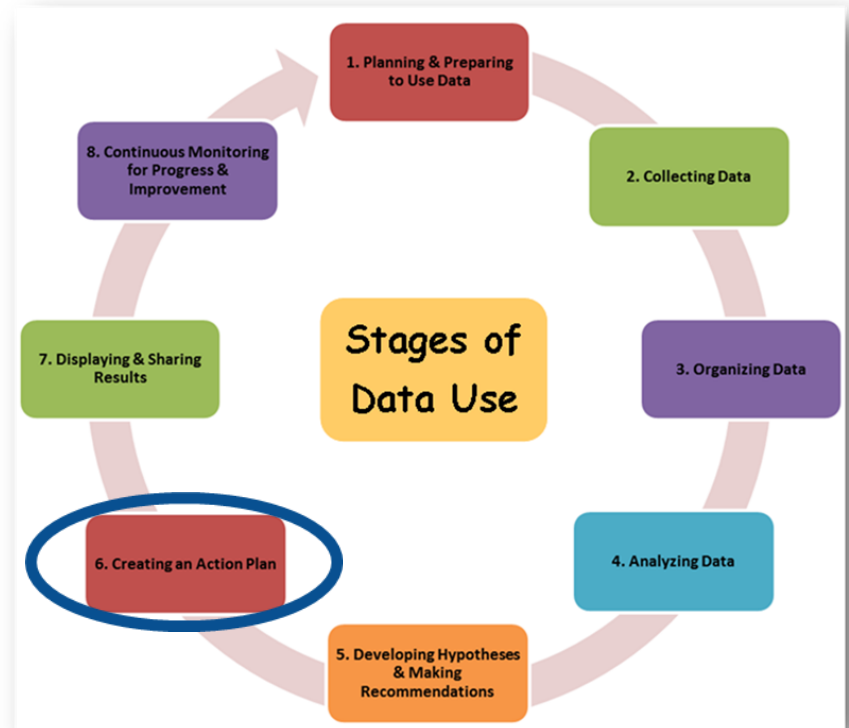
Hypotheses & Recommendations

- Understand why we *think* it is happening
- Look at other data
- Ask additional questions
- Agree upon the conclusions
- Figure out possible solutions



Stages of Data Use

1. Planning & Preparing to Use Data
2. Collecting Data
3. Organizing Data
4. Analyzing Data
5. Developing Hypotheses & Making Recommendations
6. **Creating an Action Plan**
7. Displaying & Sharing Results
8. Continuous Monitoring for Progress & Improvement



Stage 6: Creating an Action Plan



1. Bring key people together
2. Figure out:
 - What
 - Who
 - When
 - Where
 - Resources
 - Communication
3. Review completed action plan
4. Follow through
5. Communicate
6. Keep track of progress
7. Celebrate!

Action Planning Template

CCYC Action Planning Plan with the End in Mind

Use this page to outline action steps for each identified strategy for the goal that is to be achieved.

GOAL: (choose one goal that you would like to work on first)

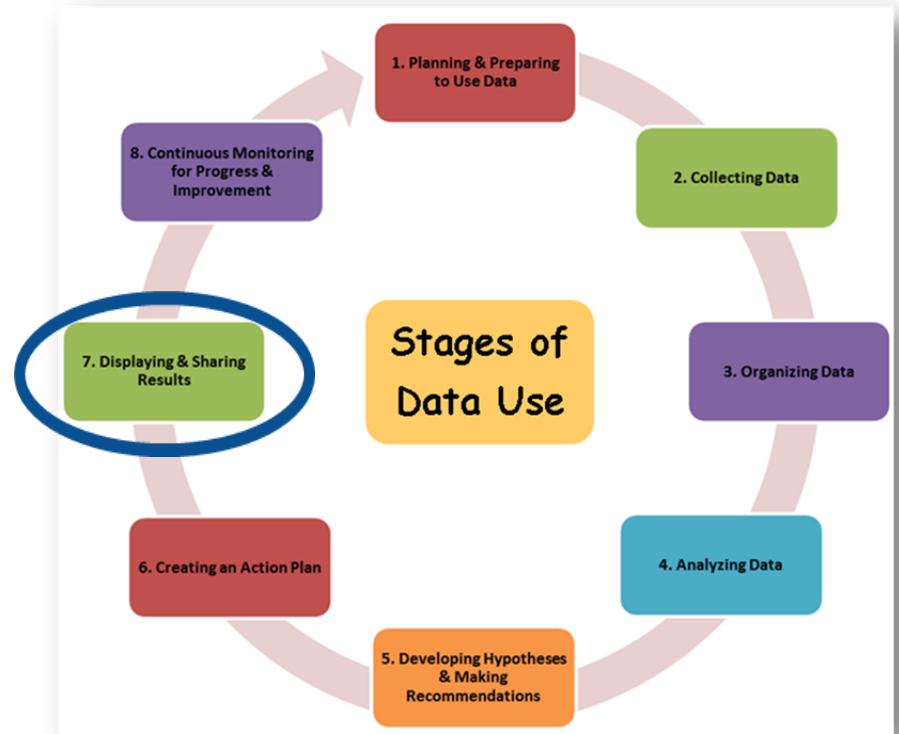
Strategy: (write specific strategies that address how your council will accomplish each goal)

Actions	By Whom	By When	Resources & Supports	Communication	Anticipated Results/ Outcomes
What needs to be done? List the major action steps needed to attain each strategy.	Who will take actions?	By what date will the action be done?	What resources are needed? available?	Who needs to know about your efforts and how will you share information?	What change has occurred because of your actions? Focus on small wins.
1.					
2.					
3.					



Stages of Data Use

1. Planning & Preparing to Use Data
2. Collecting Data
3. Organizing Data
4. Analyzing Data
5. Developing Hypotheses & Making Recommendations
6. Creating an Action Plan
7. **Displaying & Sharing Results**
8. Continuous Monitoring for Progress & Improvement



Stage 7: Displaying & Sharing Results

Displaying Results

- Make Sure the Report is:



- Appealing
 - Accessible
 - Accurate
 - Audience-specific
- Be Fair and Objective

Stage 7: Displaying & Sharing Results

Sharing Results

- Know the Purpose of your Report
 - Does it need to provide information?
 - Is it to raise awareness?
 - Will it be used to make decisions?
- Know your Audience
 - What do they already know about the topic?
 - Do they need the big picture or lots of details?

Stage 7: Displaying & Sharing Results

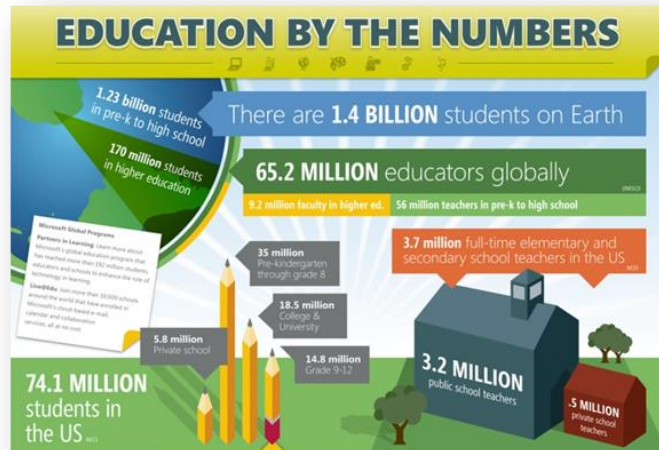
Make the Data Come Alive

Social Math

- Relating data numbers to what is familiar and concrete to your audience.

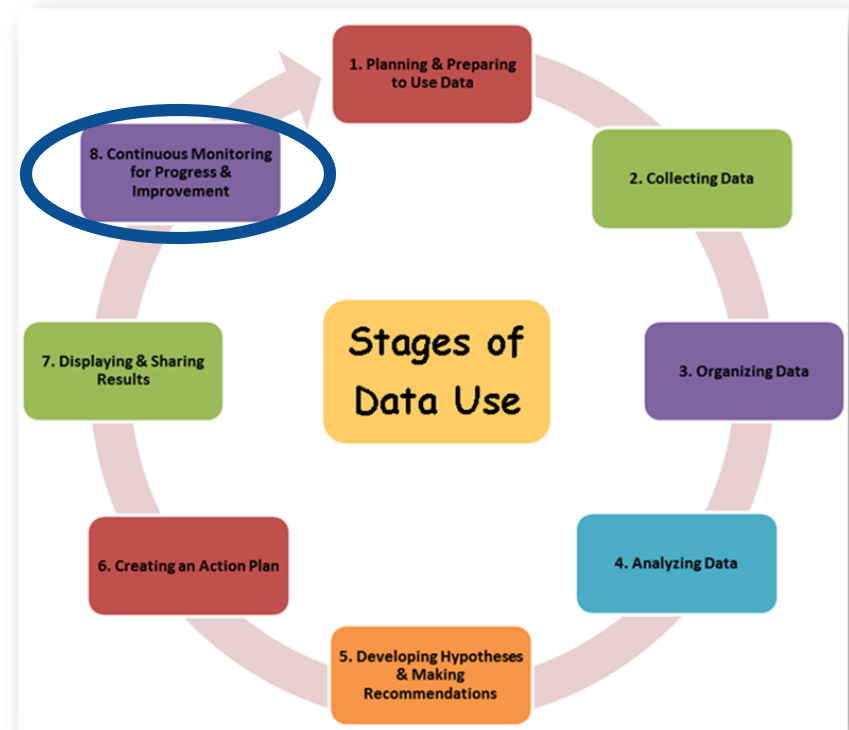
Data Stories

- Compelling narrative
- Audience-Specific
- Be objective
- Don't censor
- Explain the data



Stages of Data Use

1. Planning & Preparing to Use Data
2. Collecting Data
3. Organizing Data
4. Analyzing Data
5. Developing Hypotheses & Making Recommendations
6. Creating an Action Plan
7. Displaying & Sharing Results
8. **Continuous Monitoring for Progress & Improvement**



Stage 8: Continuous Monitoring for Progress & Improvement



Check Your Work

- Regularly revisit the plan
 - Identify challenges
- Make changes as needed

Evaluate the Action Plan

- Collect the same TYPE of data from the same data SOURCE

Stage 8: Continuous Monitoring for Progress & Improvement

Process Begins Again

Ask yourself:

- To what extent has the initial question been answered?
- What new concerns or questions have come up?
- Which factors are clearly understood and which ones need more data?
- ***Has the situation improved?***



Questions

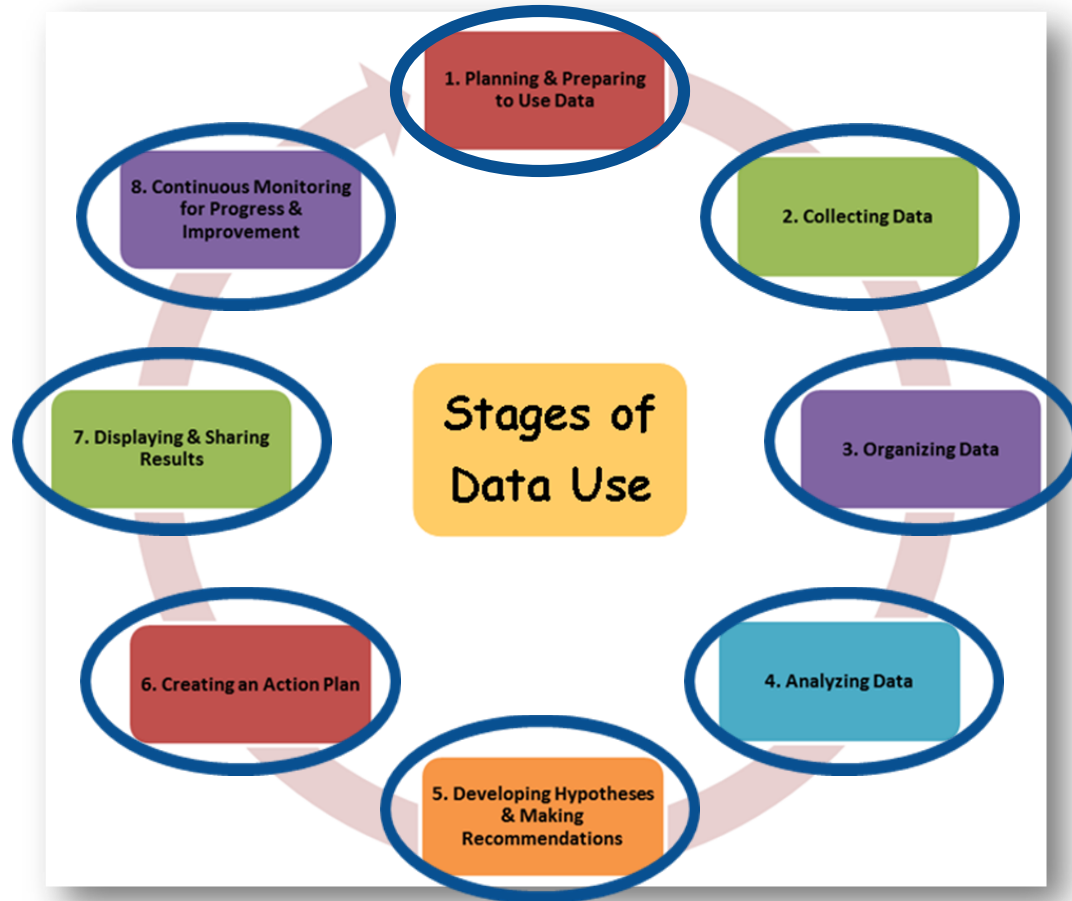
Questions

[Enter a question for staff]

Send



Review



Tool for Using Data

54

Understanding Data as Information

Tool for Using Data

Page 1

Directions: This tool can be used individually or as a decision-making group to help in using data effectively.

STAGE 1: PLANNING & PREPARING TO USE DATA (page 38)

What is the question you start out with?

STAGE 2: COLLECTING DATA (page 39)

Describe the data you used. (Example: reading scores)	Where did you find the data? (Example: WISEdash)	Data as numbers (quantitative) X	Data as story or opinion (qualitative) X
1.			
2.			
3.			
4.			

Do you have reliable and valid data? YES NO NOT SURE

Do you have all the data you need to answer your question? YES NO NOT SURE

What other types of data would be helpful? (Examples: grades, surveys, assessments)

STAGE 3: ORGANIZING DATA (pages 40-44)

How is the data organized?

Snapshot in Time _____ Trend _____ Comparison _____ Line Graph _____

Pie Chart _____ Bar Graph _____ Table _____

Aggregate _____ Disaggregate _____ Triangulated _____

Comments: _____

Are there patterns in the data? YES NO NOT SURE

What information is unclear or needs more clarification? _____

54

55

Understanding Data

Tool for Using Data

Page 2

STAGE 5: DEVELOPING HYPOTHESES & MAKING RECOMMENDATIONS (page 48)

What conclusions are you making based on the data?

1) _____

2) _____

3) _____

4) _____

What other questions do you have now? _____

What will be included as recommendations for your action plan? _____

STAGE 6: CREATING AN ACTION PLAN (pages 49)

What are your goals? _____

How do you plan on achieving the goals? _____

STAGE 7: DISPLAYING & SHARING RESULTS (page 50-51)

What story does the data tell? _____

Are you sharing the data with? (Examples: school staff, students, community members)

What is your response to the data? _____

CONTINUOUS MONITORING FOR PROGRESS & IMPROVEMENT

How do you plan to check how you're doing? (Example: Annual Report to Stakeholders)

How often will you monitor your progress and improvement? (Examples: monthly, quarterly, annually)

55

Resources

NCES Kid's Zone

<https://nces.ed.gov/nceskids/tools/>

Fact Sheet on Your Community

<http://factfinder2.census.gov/>

Data about Children in Your State

<http://datacenter.kidscount.org/>

State Education Data Profiles

<http://nces.ed.gov/programs/stateprofiles/>

School District Performance Reports

<http://apps2.dpi.wi.gov/sdpr/>

EdMaps

<http://www.relmidwest.org/edmaps/>

Post High School Survey Data

www.posthighsurvey.org

U.S. Census Bureau Quick Facts Data

<http://quickfacts.census.gov/qfd/>

Data Driven: Making Student and School Data Accessible and Meaningful To Families (webinar)

https://admin.acrobat.com/_a17179333/p90826011/?launcher=false&csContent=true&pbMode=normal



Serving on Groups That Make Decisions



Resources

- **Serving on Groups That Make Decisions: A Guide for Families** <http://www.servingongroups.org/guidebook>
- **START Project Up Coming Events Page:** Check here for up coming events and links to register for trainings <http://tinyurl.com/start-upcomingevents>
- **CCYC Parent Leadership Development Training:** <http://tinyurl.com/CCYC-Capacity-Building>
- **SPAN:** Statewide Parent Advocacy Network, your 1st Stop for information and resources. For individual assistance, please call 800-654-7726. <http://www.spanadvocacy.org/>



Serving on Groups That Make Decisions

ALL Webinars are from Noon to 1 pm

July 14 th	Opportunities to Get Involved and Types of Groups
August 11 th	Processes and Tools Groups Use
September 8 th	How to Use Data on a Decision Making Group
September 29 th	Overview of Serving on Groups in Spanish
October 13 th	Roles of Families and Skills for Serving on Groups

For more information contact SPAN:

973-642-8100 ext. 123 or start@spannj.org



Serving on Groups That Make Decisions



Thank You

Website: <http://www.spanadvocacy.org/content/start-project/>

For more information contact us at:

Dianne Malley, **START Project Director**

856-397-5294

dmalley@spannj.org

