Data in Head Start and Early Head Start

THE NATIONAL CENTER ON Program Management and Fiscal Operations™

Annotated Bibliography

This resource list is an annotated bibliography of some useful resources on using data. It includes links to each resource.

Resources	Description	Sources
"Five Best Practices for Telling Great Stories with Data and Why it Will Make You a Better Analyst"	Discover how to use data to tell stories and why it will improve data analysis skills.	Five best practices for telling great stories with data and why it will make you a better analyst. (2012). Retrieved from Tableau Software website: http://www.tableausoftware.com/sites/default/files/whitepapers/whitepaper_best-practices_telling_great_stories.pdf?signin=8073eedb22fc0a5ae7f82ecf4f280b9. [PDF, 409KB].
"Eight Tips for Adding Analytics to Your Marketing Mix"	Find eight tips on how to get answers from data.	Schneider, A. (2012). Eight tips for adding analytics to your marketing mix. Retrieved from Tableau Software website: http://www.tableausoftware.com/sites/default/files/whitepapers/whitepaper_8-tips-marekting-analytics-2012.pdf?signin=bd5eb4386d8ad1353402aa930accd077. [PDF, 543KB].
Professional Development Toolkit	Designed to enable school districts to create data-rich cultures, this professional development tool is for self-directed learning or group training. Sections include "Building a Culture for Effective Use of Educational Data," "Establishing Professional Learning Communities," "Evidence-Based Practices Supporting the Use of Educational Data," "Analyzing Data," and "Technologies Enabling the Use of Educational Data."	American Association of School Administrators, Consortium for School Networking and Gartner, Inc. (2013). *Professional development toolkit.* Retrieved from Closing the Gap website: http://www.turningdataintoaction.org/resources.

Resources	Description	Sources
"Collecting and Analyzing Data"	This resource is part of the Community Toolbox developed by the University of Kansas for bringing about social change in communities. Section 5: Collecting and Analyzing Data includes discussions of what it means to collect data and analyze data, the differences between quantitative and qualitative data, and how to organize and present data and how to interpret the results.	KU Work Group for Community Health and Development. (n.d.). Collecting and analyzing data. In Workgroup for Community Health and Development, (Ed.), *Community Toolbox*. Retrieved from University of Kansas website: http://ctb.ku.edu/en/table-of-contents/evaluate/evaluate-community-interventions/collect-analyze-data/main.
Five Steps for Structuring Data-informed Conversations and Action in Education	Data teams can explore a five-step process for data use: setting the stage, examining the data, understanding the findings, developing an action plan, and monitoring progress and measuring success. The guide includes a series of templates that teams can use in the process.	Kekahio, W., & Baker, M. (2013). *Five steps for structuring data-informed conversations and action in education (REL 2013-001).* Washington, DC: U.S. Department of Education, Institute of Education Sciences, National Center for Education Evaluation and Regional Assistance, Regional Educational Laboratory Pacific. Retrieved from http://ies.ed.gov/ncee/edlabs/regions/pacific/pdf/REL_2013001.pdf. [PDF, 196KB].
Forum Guide to Taking Action with Education Data	Promoting a question-driven approach to data use, this comprehensive guide discusses the importance of data use in making educational decisions. It describes the cycle of data use, identifies critical skills needed for effective use of data, and provides practical exercises for learners. An overview is followed by three briefs, each geared to a different audience.	National Forum on Education Statistics (2012). *Forum guide to taking action with education data.* (NFES 1013-801). Washington, DC: National Center for Education Statistics. Retrieved from http://nces.ed.gov/pubs2013/2013801.pdf. [PDF, 3.31MB].
Introduction to Data Analysis Handbook	This handbook provides an introduction to the procedures and methods of data analysis so that data can be used in meaningful ways. It examines data analysis using examples from each of the Head Start content areas. The handbook includes a section on data procedures and methods for quantitative analysis. Appendix B includes a tutorial on using Excel for data analysis and visualization.	Migrant and Seasonal Head Start Technical Assistance Center, Academy for Educational Development. (2006). *Introduction to data analysis handbook*. Retrieved from http://ece.aed.org/publications/mshs/dataanalysis/WebDataAnalysis.pdf. [PDF, 1.05MB].

Resources	Description	Sources
Setting the Stage for Data Analysis: Assessing Program Strengths and Risks	Find three steps that Head Start and Early Head Start programs can use to organize their data and use it for continuous improvement: planning for the process by dividing responsibilities, identifying and recording significant data, and integrating significant data into self-assessment data analysis and program planning.	University of Massachusetts Donahue Institute and Department of Health and Human Services, Administration for Children and Families. (2007). *Setting the stage for data analysis: Assessing program strengths and risks.* Retrieved from http://www.donahue.umassp.edu/docs/setting-stage-data-analysis-strength-weak. [PDF, 677KB].
The Results-Based Accountability Guide	Explore this guide to results-based accountability™ (RBA), a trademarked process developed by Mark Friedman, founder of the Fiscal Policy Studies Institute. It contains explanations of the RBA "Turn-the-Curve" template and of how to develop performance measures and sort them in a quadrant using four criteria: effort, effect, quantity, and quality.	Results Leadership Group. (2010). *The results-based accountability guide.* Retrieved from http://www.dhs.state.il.us/onenetlibrary/27896/documents/by_division/dchp/rfp/rbaguide.pdf. [PDF, 179KB].
W. K. Kellogg Foundation Evaluation Handbook	This handbook was developed for projects funded by the Kellogg Foundation. Part Two includes a description of three steps in designing and conducting evaluations: determining data-collection methods, collecting data, and analyzing and interpreting data. Various data collection methods and data analysis are described. There is also a section on communicating findings and utilizing results.	The Kellogg Foundation. (1998). *W.K. Kellogg Foundation evaluation handbook.* Retrieved from http://www.wkkf.org/knowledge-center/resources/2010/W-K-Kellogg-Foundation-Evaluation-Handbook.aspx
"Which Chart or Graph Is Right for You?"	Discover a variety of chart formats and learn when to use each.	Hardin, M., Hom, D., Perez, R., and Williams, L. (2012). Which chart or graph is right for you? Retrieved from the Tableau Software website: http://www.tableausoftware.com/learn/whitepapers/which-chart-or-graph-is-right-for-you.