

Data in Head Start and Early Head Start



THE NATIONAL CENTER ON
Program Management
and Fiscal Operations

Data Activities Inventory: Leader's Level

Table 1 (below) is an inventory that leaders can use to determine their team's proficiency levels with each of the four data activities: prepare, collect, aggregate and analyze, and use and share.

Proficiency level with each of the data activities is measured along a five-point continuum, and the table lists actions that take place in relation to each activity.

The second part of the handout allows leaders to complete the inventory to summarize the results and consider next steps in developing their teams' proficiency levels.

Use Table 1 to identify and circle your team's proficiency level with each of the activities for making data-driven decisions.

Table 1

Proficiency Level Scale	1 Team is not comfortable and tends to avoid this activity.	2 Team has limited knowledge and experience with this activity.	3 Team is fairly skilled with this activity and knows where to go to find answers to questions team members may have.	4 Team is adept with this activity and is able to give good examples.	5 Team possesses a high level of knowledge and ability with this activity and is able to be a resource to others.
PREPARE Activities include: <ul style="list-style-type: none"> • Creating a data plan • Identifying data to collect in order to answer critical questions • Establishing methods for collecting data • Setting clear roles for stakeholders (parents, governing boards, staff, community members) in data collection • Establishing a timeline for data collection 					
When we prepare data, our team's proficiency level is:	1	2	3	4	5
COLLECT Activities include: <ul style="list-style-type: none"> • Integrating data collection into staff's everyday workload • Ensuring that data turnaround is sufficiently fast to help in real time • Catching errors and quickly resolving them 					

Proficiency Level Scale	1 Team is not comfortable and tends to avoid this activity.	2 Team has limited knowledge and experience with this activity.	3 Team is fairly skilled with this activity and knows where to go to find answers to questions team members may have.	4 Team is adept with this activity and is able to give good examples.	5 Team possesses a high level of knowledge and ability with this activity and is able to be a resource to others.
When we collect data, our team's proficiency level is:	1	2	3	4	5
AGGREGATE AND ANALYZE Activities include: <ul style="list-style-type: none"> • Examining data to identify what is working and what is not working • Identifying trends in needs, strengths, and challenges • Connecting different data types and sources to get a bigger picture • Comparing data, such as conducting a longitudinal analysis that compares the same data from year to year, or comparing Head Start data to external local, state, or national data 					
When we aggregate and analyze data, our team's proficiency level is:	1	2	3	4	5
USE AND SHARE Activities include: <ul style="list-style-type: none"> • Presenting data graphically to provide information in user-friendly ways • Establishing systematic solutions to identified problems • Identifying new critical questions based on the results of data analysis • Sharing results with stakeholders (staff, parents, governing bodies, community members, etc.) 					
When we use and share data, our team's proficiency level is:	1	2	3	4	5

Note that these activities are applied at various times and various points throughout the planning cycle.

1) With which activity is your team most proficient? Why?

2) Which activity is the most difficult for your team? Why?

Action Plan for the Four Data Activities

After reflecting on the first two questions, consider the next steps your team can take to increase its ability to prepare, collect, aggregate and analyze, and use and share data.

Action	Person Responsible	Timeframe
<i>Prepare</i>		
<i>Collect</i>		
<i>Aggregate and Analyze</i>		
<i>Use and Share</i>		

This product was prepared under Grant #90HC0006 for the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start, by the National Center on Program Management and Fiscal Operations.