

Self Study Guide



Management Acceleration Program

Introduction to Data

Learning Outcomes

- Identify sources of data within program
- Understand process of collecting, monitoring, reporting and overall management of data
- Understand role of data in program planning, monitoring, and providing quality services, including external sources of data
- Understand policies and procedures regarding data management

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Additional comments on the slide:

Participants:

What questions and/or key points do you have from this slide?

Interpreting Data



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Data and Performance Standards

1304.51(h)(1)(1) "At least once each program year, with consultation and participation of the policy groups and, as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations."

1304.51(a)(1)(i) "An assessment of community strengths, needs and resources through completion of the **Community Assessment**."

1304.51(g) "Grantee and delegate agencies must establish and maintain efficient and effective **record-keeping systems** to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information."

1304.51(h) "Grantee and delegate agencies must establish and maintain efficient and effective **reporting systems**"

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Sources of Data in Head Start

- Children
- Families
- Staff



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Terminology: Data

- Refers to a collection of organized information: usually results of experience, observation, experiment or a set of premises
- May consist of numbers, words, or images, particularly as measurements or observations of a set of variables

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Terminology: Data Collection

- A process of preparing and collecting business data - for example as part of a process improvement or similar project
- A formal collection process ensures data gathered is both defined and accurate and subsequent decisions based on arguments embodied in the findings are valid
- The process provides both a baseline from which to measure and in certain cases a target on what to improve

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Terminology: Data Management

- Comprises all the disciplines related to managing data as a valuable resource
- Data Resource Management is the development and execution of architectures, policies, practices and procedures that properly manage the full data lifecycle needs of an enterprise

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Terminology: Data Mining

The principle of sorting through large amounts of data and picking out relevant information



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You use data everyday...

HEAD START PROGRAM FACT SHEET

During the 2006-2007 Head Start Program Year:

- **12.7 %** of the Head Start enrollment consisted of children with disabilities
- **27 %** of Head Start program staff members were parents of current or former Head Start children
- Over **880,000** parents volunteered in their local Head Start program



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What do you call data?

- Numbers
- Averages
- Percents
- Rates
- Ranges
- Probabilities
- Ratios



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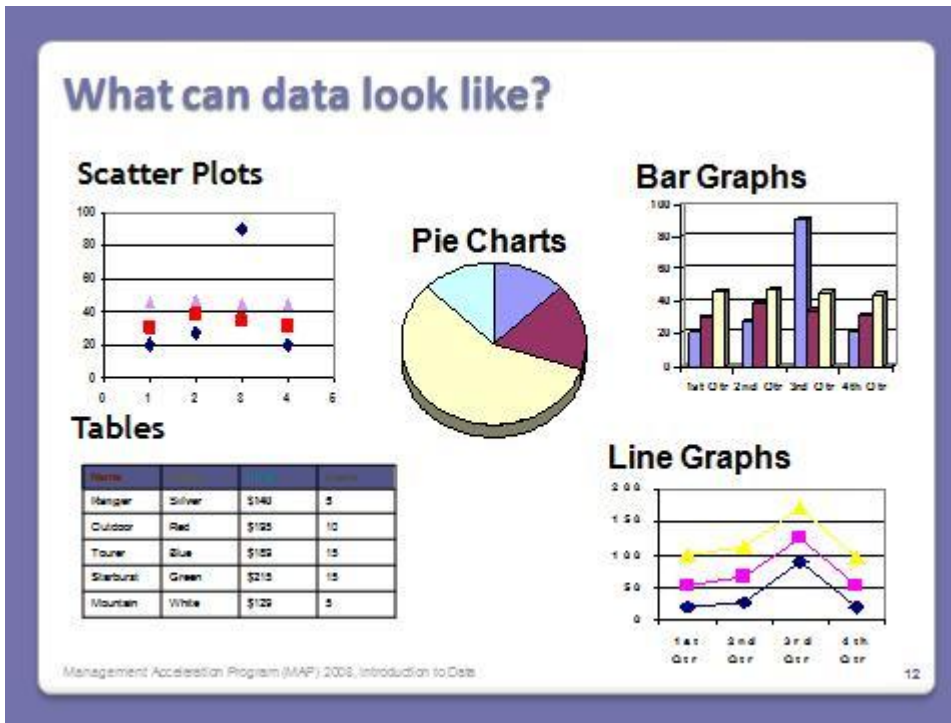
11

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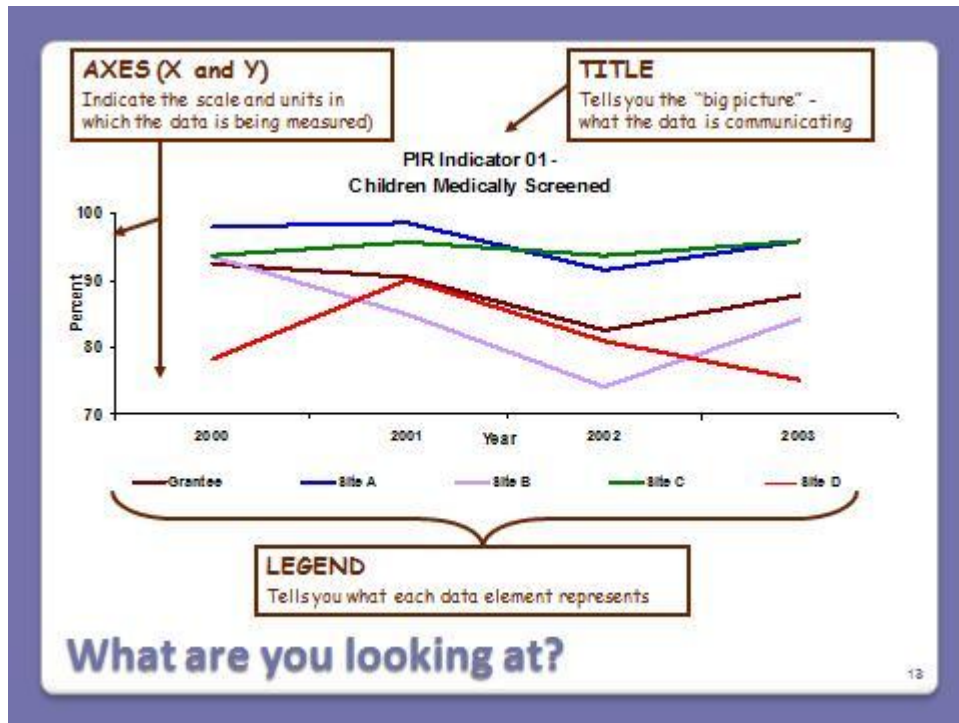
Region VII Head Start Association
Management Acceleration Program



Additional comments on the slide:

Participants:

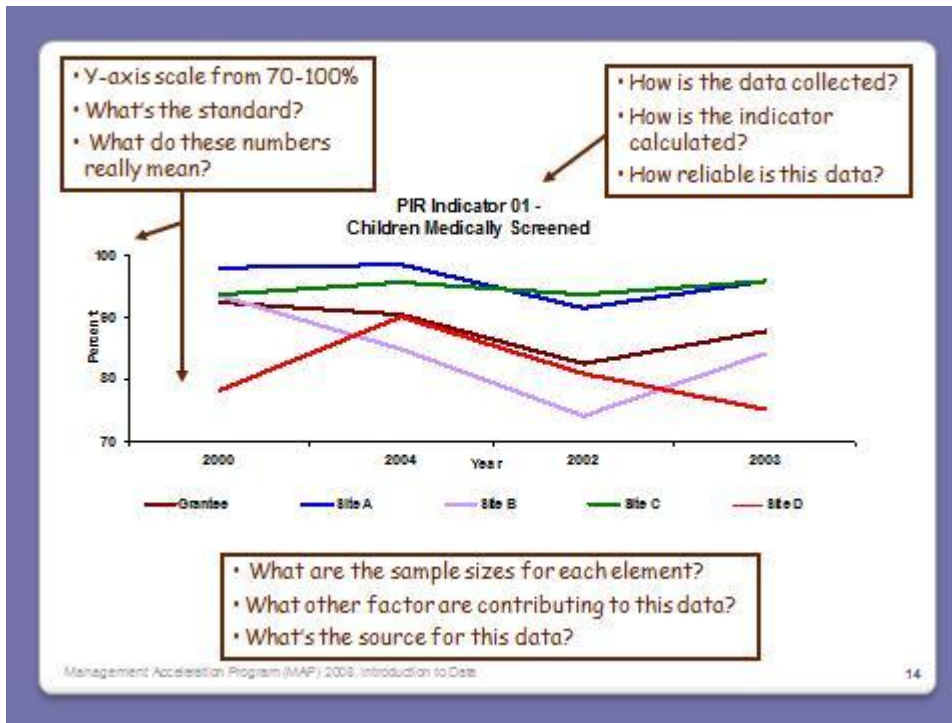
What questions and/or key points do you have from this slide?



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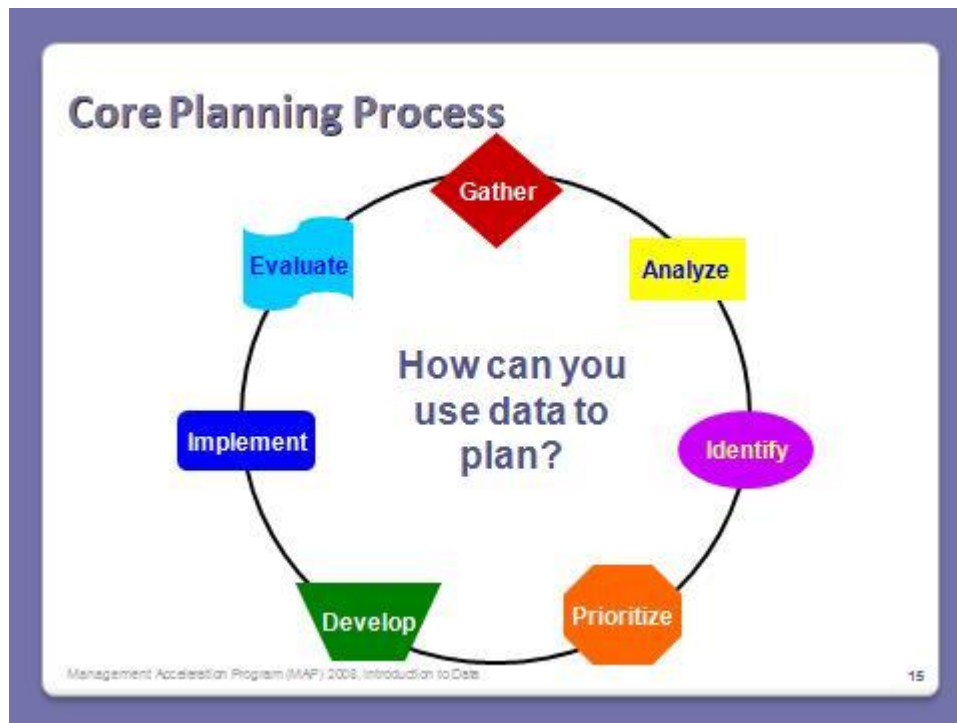
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Are you ready to S.A.C.K.?

When you see data...

Scan

- Details (labels, titles, legend, etc.)
- Things that stand out (outliers, really high/low data, etc.)

Ask questions

- Too good to be true
- Calculation accurate and appropriate

Compare/contrast with other sources of data

- Reliability of the source
- Evaluate age of data

Know the context

- Think about other factors contributing to the data
- Climate in which the data came to be collected

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IMPORTANT!

- Record-Keeping and Reporting
- Confidentiality

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Where do we go from here?

- Applying data to every day work
 - Data collection systems
 - Internal monitoring
- Using data to enhance program quality
 - Self and Community Assessments
 - Child Outcomes
- Knowing the difference between “good” and “bad” data
 - Data entry and reporting errors
 - Misrepresentation of data to fit an “agenda”

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Conclusion

- Data, when used appropriately, is a powerful communication tool. Used inappropriately, it can take away from credibility and lead to poor decision-making
- Few, if any, data sources provide all information needed to create a complete picture of an issue
- “Accountability” means demonstrating in quantifiable ways that we’re doing what we say we’re doing

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