Data Activities Inventory: Individual Level

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

Proficiency levels with each of the data activities are 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 you to complete the inventory to summarize the results and consider next steps in developing your proficiency levels.

Use table 1 to identify and circle, within each of the activities, your proficiency level for making data-driven decisions

Table 1

Proficiency Level Scale	**1** I am not comfortable with and tend to avoid this activity.	**2** I have limited knowledge about and experience with this activity.	**3** I am fairly skilled with this activity, and I know where to go to find answers.	**4** I am capable of accomplishing this activity, and I am able to give good examples.	**5** I possess a high level of knowledge and ability with this activity, and I am able to support my peers.
PREPARE Activities include: • 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, my proficiency level is:	**1**	**2**	**3**	**4**	**5**
COLLECT Activities include: • Integrating data collection into staff's everyday workload • Ensuring that data turnaround is sufficiently fast so that it can help in real time • Catching errors and quickly resolving them					
When we **collect** data, proficiency level is:	**1**	**2**	**3**	**4**	**5**

Proficiency Level Scale	1 I am not comfortable with and tend to avoid this activity.	2 I have limited knowledge about and experience with this activity.	3 I am fairly skilled with this activity, and I know where to go to find answers.	4 I am capable of accomplishing this activity, and I am able to give good examples.	5 I possess a high level of knowledge and ability with this activity, and I am able to support my peers.
AGGREGATE AND ANALYZE Activities include: • 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, my proficiency level is:	**1**	**2**	**3**	**4**	**5**
USE AND SHARE Activities include: • Presenting data graphically to provide information in user-friendly ways • Establishing systematic solutions to identified problems • Identifying new goals and 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, my 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 are you most proficient? Why?

2) Which activity is the most difficult for you? Why?

Action Plan for the Four Data Activities

After reflecting on the first two questions, use the chart below to identify the support you need in order to be prepared to perform your role in using data.

Action	Support Needed	Timeframe
Prepare		
Collect		
Aggregate and Analyze		
Use and Share		