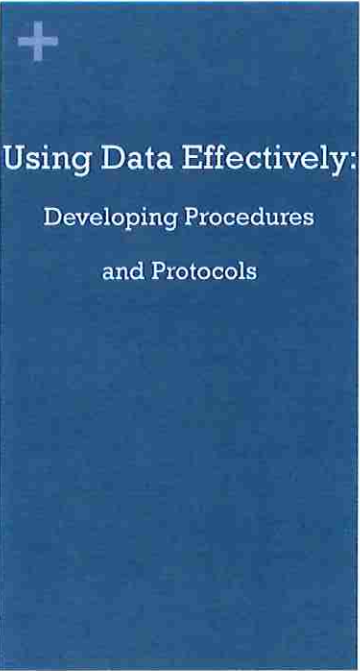


Using Data Effectively:
Developing Procedures
and Protocols

2012 Nebraska Data Conference
It's More Than Numbers
April 2-3

Sue Anderson, Ph.D., Educational Service Unit 3, Omaha, NE
sanderson@esu3.org



Using Data Effectively:
Developing Procedures
and Protocols

- **Session Topics**
 - Rationale
 - Developing Procedures
 - Protocols
 - Data Collection Tools
 - Analysis and Reporting
 - Status of Use by School and ESU 3 Staff

+ Using Data Effectively:
Developing Procedures and Protocols

▪ Rationale

- Increasing requests from schools for data collection support
- Increasing internal use of data for PD planning and evaluation
- Compliance with FERPA requirements and guidelines



Using Data Effectively:

Developing Procedures
And Protocols



Developing Procedures

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Using Data Effectively:
 Developing Procedures
 And Protocols

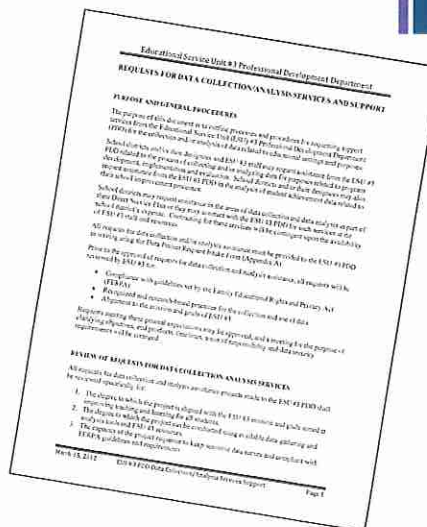
- **Developing Procedures**
 - **Research**
 - analysis of university, public and private schools' data-collection-and-use policies and procedures
 - Analysis of current FERPA requirements
 - **Pilot Project**
 - Piloted procedures in conjunction with a collaborative professional development project with a school district

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Using Data Effectively:
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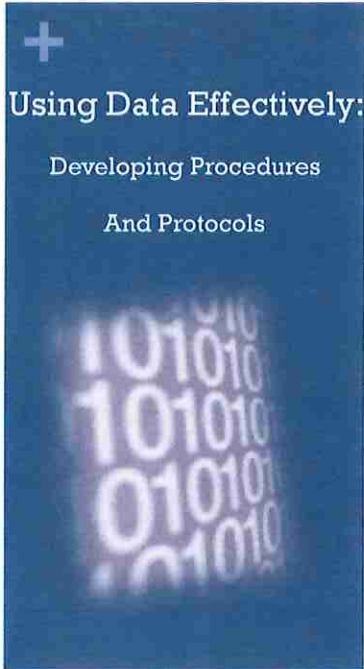
Procedures

- **Compliance with FERPA**
- **Recognized research-based practices for data collection**
- **Alignment to the mission and goals of ESU 3**



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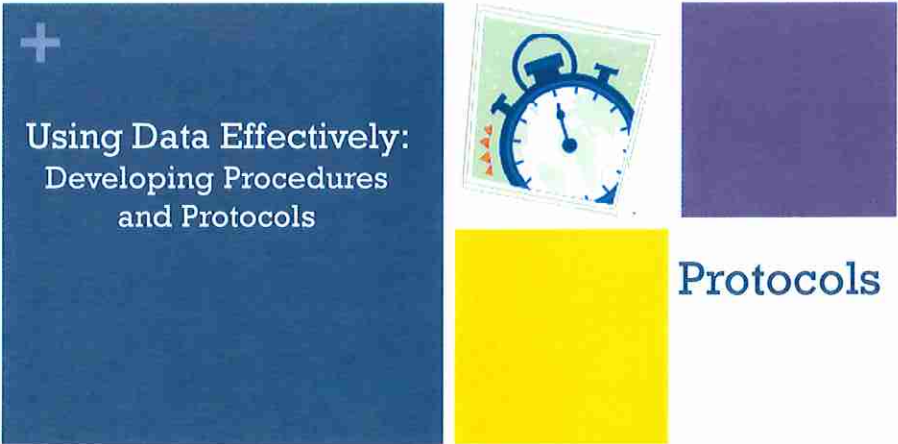


Developing Procedures

- Individuals Who May Have Access To Target Data
- Limitations On Disclosure
- Ownership of the Data
- Security Requirements

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Using Data Effectively:
Developing Procedures
and Protocols



Protocols

Using Data Effectively: Developing Procedures and Protocols

Planning Checklist

Educational Service Unit #3 Professional Development Department

DATA COLLECTION/ANALYSIS PROJECT CHECKLIST

OVERVIEW
This document is a progression to ESU #3 Request for Data Collection/Analysis Services and Support and is designed to help the state, school districts and other designees create a framework for effective research and program testing and learning from data.

USING THIS CHECKLIST
This document is designed to be used by ESU #3 in the data collection and analysis process:

- request for data project
- include ethical data protection strategies
- request for data for specific data use, research, and distribution

ESU #3 is a partner school district and is subject to state data reporting requirements and state including the Family Educational and Privacy Act and the Protection of Pupil Rights Amendment (PPRA) that apply to all projects of students, employees of the district. ESU #3 is committed to helping all its partners with data collection and analysis that is compliant with these state guidelines that may be addressed to ESU #3 Professional Development Department.

GETTING STARTED
The following items are included in this document and should be completed as part of the data collection and analysis planning process:

- Data Project Request Intake Form
- Acknowledgment of Confidentiality Requirements

For ESU #3 schools that request assistance in planning for data use, visit us through various ESU #3 communication channels to help you get started and we provide various forms and guides as well as checklists, including survey creation, search and data analysis.

PROJECT PLANNING CHECKLIST

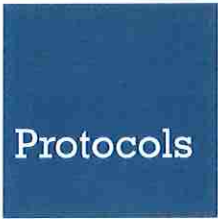
Project Identification

- Identify key project contacts
- Identify data manager(s) at other project locations

Project Information

- Develop goals
- Develop process statement
- Understand and state implications of the data collection
- Anticipate any limitations of research

March 15, 2011 ESU #3 Data Collection/Analysis Services Support Page 2



Using Data Effectively: Developing Procedures and Protocols

Intake Process

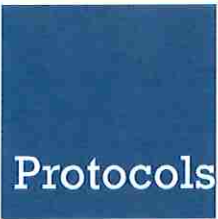
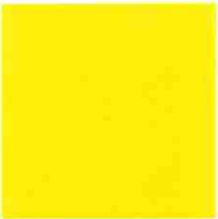
Educational Service Unit #3 Professional Development Department

Appendix A

ESU #3 Data Project Request Intake Form

Requester Name <small>(or School District Representative, if not ESU #3 staff)</small>	Project Request Date:
Requester Contact Information	
School District Agency:	
Phone:	
E-Mail:	
Title of Proposed Data Collection/Analysis Project:	
Project Summary:	
Project Goals/Outcomes:	
By signing below, the Requester of the data collection/analysis services from ESU #3 certifies that he or she is fully aware of the requirements which apply by the terms of this Agreement.	
Signature of the Requester of the Data Collection/Analysis Project:	
Project Approval Date:	Time:
ESU #3 Project Coordinator:	

March 15, 2011 ESU #3 Data Collection/Analysis Services Support Page 3



Using Data Effectively:
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7.6% 3
7.8%


Data
Collection
Tools

Using Data Effectively:
Developing Procedures
and Protocols

- Data Tools
 - NoviSurvey
 - Data collection software functions allow reminders and monitoring of responses
 - Excel
 - Access
 - Tableau

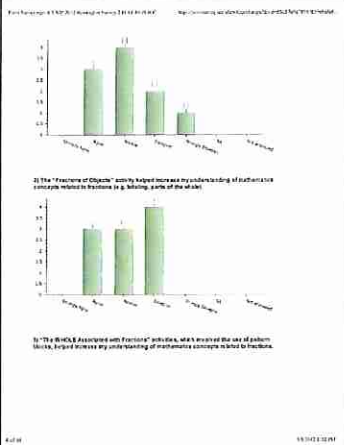
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Using Data Effectively: Developing Procedures and Protocols



Analysis and Reporting

- **Variety of formats**



The Frequency of Objectives (Number of Schools) (N=100)

The Frequency of Objectives (Number of Schools) (N=100)

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Use by School and ESU 3 Staff

- Climate surveys, program evaluations, program applications and registrations
- 102 Data collection projects August 2011-March 2012
- 2,320 project participants/respondents

Code	Survey	Status	Respondents		
			per Survey	Created	Updated
ESU 3 Data Gathering Projects, August 2011-March 15, 2012					
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	174	11/15/11	3/8/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	81	1/24/12	3/8/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	70	3/14/12	3/14/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	28	2/21/12	3/14/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	51	2/13/12	3/14/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	1	3/22/12	3/22/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	11	1/24/12	3/14/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	8	1/24/12	3/14/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	17	3/1/12	3/14/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	3	2/28/12	3/14/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	7	1/24/12	3/14/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	3	1/24/12	3/14/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	7	1/24/12	3/14/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	2	1/24/12	3/14/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	2	1/24/12	3/14/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	2	1/24/12	3/14/12
ESU 3 Data Gathering Projects, August 2011-March 15, 2012	ESU 3 Data Gathering Projects, August 2011-March 15, 2012	Open	2	1/24/12	3/14/12

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Questions?
Comments
and Discussion

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Thank You!