

Putting It into Practice Activity: Scenario and Worksheet



Read the scenario, then complete the What Data Are You Collecting? Worksheet.

Scenario: Gloria Focuses on Family Data

In a meeting that Gloria attends with program management, Molly, the program director, discusses the five-year program plan, program goals, and HSPPS, specifically around [Family engagement, 45 CFR §1302.50](#). Next, the education manager, Anthony, discusses the program's data-driven culture and explains that classroom child data and family partnership data are regularly collected, analyzed, and used to inform their systems, professional development, and services with children and families. Finally, the health manager, Maria, explains how management and staff teams use the HSPPS and the Head Start Monitoring Protocols to implement Office of Head Start (OHS) guidance.

Gloria uses the What Data Are You Collecting? Worksheet to explore what data the program is collecting or should collect to support family outcomes.

Now it's your turn to reflect on the data your program can collect and use to inform family services.



What Data Are You Collecting? Worksheet

Instructions: Review the guiding questions for each data activity in the table. Then, create your plan for collecting data. The questions in the worksheet can guide your efforts to provide and improve systems and services, create or revise goals, and strengthen family outcomes. Identify the system and element to narrow your focus on the tasks you plan to implement, have in progress, or have in place. We encourage you to talk with your colleagues about coordinating data activities to support your program’s efforts to create systemic, comprehensive services and outcomes.

Head Start Management System: _____

PFCE Framework Element: _____

Prepare	Collect	Aggregate and Analyze	Use and Share
Guiding Questions: What program goals is your program working on? What do you want to improve?	Guiding Questions: What data do you currently collect to support your identified program goals? What should you start to collect or stop collecting?	Guiding Question: Who reviews the data (e.g., managers, teachers, family services staff, Policy Council, parents/ family members)?	Guiding Questions: How do you use the data? Who do you share it with?
In-Planning Task:	In-Planning Task:	In-Planning Task:	In-Planning Task:
Start Date: _____ Mid Check-in: _____ End Date: _____	Start Date: _____ Mid Check-in: _____ End Date: _____	Start Date: _____ Mid Check-in: _____ End Date: _____	Start Date: _____ Mid Check-in: _____ End Date: _____
In-Progress Task:	In-Progress Task:	In-Progress Task:	In-Progress Task:
Start Date: _____ Mid Check-in: _____ End Date: _____	Start Date: _____ Mid Check-in: _____ End Date: _____	Start Date: _____ Mid Check-in: _____ End Date: _____	Start Date: _____ Mid Check-in: _____ End Date: _____

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In-Place Task:	In-Place Task:	In-Place Task:	In-Place Task:
Start Date: _____ Mid Check-in: _____ End Date: _____	Start Date: _____ Mid Check-in: _____ End Date: _____	Start Date: _____ Mid Check-in: _____ End Date: _____	Start Date: _____ Mid Check-in: _____ End Date: _____
List program goals.	List data currently collected to support program goals.	List the people/roles responsible for reviewing data.	List how the data is used to support goals.