
Framework Subcomponent: Data Use

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Subcomponent: Data Use (DU)

Effective use of Part C and Section 619 data is fundamental to the achievement of positive outcomes for children with disabilities and families. To support the achievement of positive outcomes, Part C and Section 619 state staff need the knowledge and skills to formulate critical questions about the services provided in the state and the outcomes experienced, and use their data to answer these questions. The purpose of the Data Use subcomponent is to assist state leaders in facilitating ongoing use of quality Part C and Section 619 data for program accountability, program improvement, and program operations at state and local levels. Part C and Section 619 state and local staff benefit from using data effectively, but they need knowledge and skills to be able to do this. Effective data use also requires ongoing planning, analysis, and dissemination of data products. Data products are defined as all types of materials containing data, such as data tables, presentations, and reports. The framework assumes that many different kinds of individuals can make use of data. A data user is any person who accesses the data in any form, including raw data, data tables, data displays, reports, or any other data products. All data use must comply with data governance policies and with careful attention to the protection of personally identifiable information. To achieve positive outcomes based on continuous improvement of programs and systems, the state needs to prepare and disseminate a variety of data products and build the capacity of state and local staff for effective data use.

This subcomponent consists of three sections. The first section addresses planning for data use and includes planning for data analysis, product development, and dissemination. The second section addresses data analysis and dissemination. The third section addresses using data to inform decisions and enhancing capacity for data use at state and local levels.

Section 1: Planning for Data Use

Quality Indicator DU1: Part C/619 state staff plan for data analysis, product development, and dissemination to address the needs of the state agency and other users.

Elements of Quality
DU1a. Part C/619 state staff develop recommendations for effective data use.
DU1b. Part C/619 state staff identify potential data users (state and local) and periodically gather information about their specific data needs.
DU1c. When planning documents, products, resources, and timelines, Part C/619 state staff consider accountability and program improvement questions that drive data analysis and use.
DU1d. Part C/619 state staff have a process to prioritize data requests, both for data that are readily available and queried regularly and data that require additional staff time to query, and respond to them (as appropriate) in a timely fashion.
DU1e. Part C/619 state staff plan for dissemination that focuses on products, methods, and timelines tailored to specific stakeholder groups.
DU1f. Part C/619 state staff review and revise plans for data analysis, product development, and dissemination as necessary.

Section 2: Analyzing and Disseminating for Data Use

Quality Indicator DU2: Part C/619 state staff or representatives conduct data analysis activities and implement procedures to ensure the integrity of the data.

Elements of Quality
DU2a. Part C/619 state staff or representatives analyze data to address accountability and program improvement needs, including providing timely information for federal and state reporting requirements.
DU2b. Part C/619 state staff prioritize and respond to various types of data requests, including for data that are readily available and queried regularly, data that require additional staff time to query, and data exports for external users.
DU2c. Part C/619 state staff or representatives develop documentation of the specifications (e.g., data elements, restrictions related to data elements, querying parameters, report criteria) to answer specific questions, and is updated as needed.
DU2d. Part C/619 state staff or representatives implement procedures to ensure that data, as queried and reported, are accurate and include, when appropriate, checks with the authoritative or original source of the data.

Quality Indicator DU3: Part C/619 state and local staff or representatives prepare data products to promote understanding of the data and inform decision-making.

Elements of Quality	
DU3a.	Part C/619 state and local staff or their representatives prepare a variety of data products.
DU3b.	Part C/619 state and local staff or representatives include documentation in data products as needed for accurate interpretation and use of the information (e.g., querying parameters, changes to data elements or collection protocols).
DU3c.	Part C/619 state staff or their representatives ensure that personally identifiable information (PII) is protected in accordance with federal and state requirements in all data products.
DU3d.	Part C/619 state and local administrators or their designees use a variety of approaches (e.g., videos, webinars) and displays (e.g., tables, infographics) to enhance understanding of the data.
DU3e.	Part C/619 state and local staff or representatives evaluate data products (e.g., quality, use of products) and use the information to plan or revise products.

Quality Indicator DU4: Part C/619 state and local staff or their representatives disseminate data products to users to meet their needs.

Elements of Quality	
DU4a.	Part C/619 state and local staff use a variety of methods (e.g. dashboard, issue briefs, websites) to disseminate data products.
DU4b.	Part C/619 state and local staff's dissemination of data products includes sufficient information to interpret and use the data appropriately.
DU4c.	Part C/619 state and local staff's dissemination procedures include providing data sources the opportunity to verify the accuracy of the data prior to the release of data products to the general public, as appropriate.
DU4d.	Part C/619 state and local staff periodically evaluate the effectiveness of the dissemination strategies and revise as necessary.

Section 3: Using Data and Promoting Capacity for Data Use

Quality Indicator DU5: Part C/619 state and local staff use data to inform decisions.

Elements of Quality
DU5a. Part C/619 state staff use subgroup analysis (e.g., geographic locality, race/ethnicity, disability type, age, gender, or other criteria) to facilitate interpretation of the data.
DU5b. Part C/619 state staff systematically review the findings of data analyses, interpret the findings, and make decisions based on the data.
DU5c. Part C/619 local staff systematically review the findings of data analyses, interpret the findings, and make decisions based on the data.
DU5d. Part C/619 state and local staff evaluate data use at the state and local levels to support accountability, program improvement, and program operations.

Quality Indicator DU6: Part C/619 state staff or representatives support the use of data at state and local levels.

Elements of Quality
DU6a. Part C/619 state staff or representatives provide multiple resources and tools (e.g., help desk, analytic and querying tools, Web portal) for a variety of data users to facilitate access to data and to support data use.
DU6b. Part C/619 state staff or representatives assess professional development needs of Part C/619 state and local staff related to data use.
DU6c. Part C/619 state staff or representatives provide for professional development that supports Part C/619 state and local users' skills and competencies to understand, interpret, and use data effectively.
DU6d. Part C/619 state administrators or designees provide professional development activities using a variety of methods (e.g., workshops, user groups) for users to improve skills and competencies.
DU6e. Part C/619 state staff or representatives evaluate the effectiveness of professional development activities to enhance state and local capacity for data use and revise as necessary.