Data Culture Self-Assessment Tool

**Purpose:** This tool provides guidance for building a culture of data use. It includes items in four areas: teaming, data management, data-informed inquiry, and monitoring and communication. Items related to inclusive practices and participation are woven throughout the areas.

**Directions:** DaSy recommends that your entire team come together to complete the self-assessment tool, working collaboratively to rate each item and add notes. The tool can be completed individually, and the scores and notes can be compiled. Remember to answer each item as it is (rather than how you think it should be), and don't worry if some items seem to score in the “wrong” direction).

1. Date: Indicate the date of completion.
2. Contributing Team Member(s): List the name(s) of the contributing team members. Note that in some instances, a single individual may be working to build and enhance a culture of data use.
3. Rating: For each of these sections, think about and score each of the items using the following scale:
* Not implemented = 1
* Initial implementation = 2
* Partial Implementation = 3
* Full Implementation = 4
1. Notes about Status Column: Makes notes about the status of each item, including any relevant dates to the status of the item.
2. Priority to Address: Indicate the priority for addressing each item using the scale below.
* High = Needs to be addressed or completed as soon as possible
* Medium = Want to address in the next year
* Low = Not a priority at this time

**Date of Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contributing Team Member(s):**

| Item | Rating(1–4)\* | Notes About Status (include completion dates) | Priority to Address (high, medium, low) |
| --- | --- | --- | --- |
| 1. Teaming |  |
| a. The data team has a written purpose and vision and reviews it as needed.  |  |  |  |
| b. The data team has written goals that have been aligned with the purpose, are prioritized, and are regularly reviewed relative to progress. |  |  |  |
| c. The data team processes have been implemented and are reviewed regularly, including a meeting schedule and established roles for members  |  |  |  |
| d. The data team is actively engaged, with most members providing input during meetings and contributing to tasks. |  |  |  |
| e. The data team members work collaboratively on most topics. |  |  |  |
| f. The data team has identified professional development needs to support stakeholders’ data use.  |  |  |  |
| g. The data team engages relevant stakeholders as needed. |  |  |  |
| h. The data team members are representative of the children and families being served in the state and/or local community. |  |  |  |
| 2. Data Management  |  |
| a. The data team identifies, uses, and determines new data elements needed to answer critical questions.  |  |  |  |
| b. The data team manages the data infrastructure and access to critical questions (e.g., establishes authority to access data, communicates to data users how and where to access the data, ensures data are accessible and used). |  |  |  |
| c. The data team implements a dissemination plan that includes who has access to analyses and/or reports. |  |  |  |
| d. The data team disseminates the outputs (e.g., analyses, reports, recommendations). |  |  |  |
| 3. Data-Informed Inquiry  |  |
| a. The data team implements a data-informed decision-making model (e.g., the model is chosen, training needs are met, a cycle of the model is implemented). |  |  |  |
| b. The data team uses critical questions to determine the analysis plan (e.g., datasets and elements are identified, and data are analyzed).  |  |  |  |
| c. The data team identifies and resolves data quality issues.  |  |  |  |
| d. The data team identifies individuals needed to complete the analyses.  |  |  |  |
| e. The data team develops and implements actions needed based on the analyses. |  |  |  |
| 4. Monitoring and Communication  |  |
| a. The data team has structures for monitoring data use progress.  |  |  |  |
| b. The data team establishes communication procedures for sharing outputs with stakeholders (e.g., stakeholders are identified, communication procedures are in place, procedures are updated). |  |  |  |
| c. The data team completes community outreach activities.  |  |  |  |
| d. The data team shares results in the languages most commonly used by the intended audience and in a jargon-free way.  |  |  |  |

\*1 = Not implemented, 2 = Initial implementation, 3 = Partial implementation, 4 = Full implementation