

Quality Tools to Use When Working with Data and Information Analysis

1. **Data Questions:** *These questions are adapted from Edie Holcomb and can be used during the review of data or information that is already collected.*
 - What question/s are we trying to answer with the data?
 - What does the data/information tell us?
 - What does the data/information not tell us?
 - What are the causes to celebrate?
 - What is the need for improvement?
 - What are our next steps?

2. **DuFour Questions:** *These questions are adapted from the DuFours and can be used during the review of instructional issues/curriculum.*
 - What do the students need to learn or be able to do? (curriculum)
 - How will they learn it? (instruction)
 - How will we know they know it? (assessment)
 - What will we do if they do not learn it? (safety nets, intervention)
 - What will we do if they already know it? (enrichment)

3. **Prepare, Inquire, Act (PIA) or Plan, Do, Study, Act (PDSA):** *The following steps are adapted from Data Wise and should be considered when reviewing and attempting to improve processes.*
 - A. **Prepare**
 1. Organize for Collaborative Work (*Who needs to be at the table?*)
 2. Build Literacy on the Topic (*What is the best practice, research, and/or requirement?*)
 - B. **Inquire**
 3. Create Data Overview (*What data/information do you need?*)
 4. Dig into the Data (*Use the data questions from above to create a root cause analysis.*)
 5. Examine the Current Practice
 - C. **Act**
 6. Develop Action Plan (*What is your strategy? Who is responsible and when? How will you communicate your action plan?*)
 7. Plan to Assess Progress (*What will your measure be and when will you report it and to whom?*)
 8. Act and Assess

Once you have made it through Step 8, return to Step 3 above.

4. **The Seven (7) Categories of a High Performing System:** *The following categories can be used when determining the effectiveness of a system (i.e. linkage chart, PIA).*
 - Leadership
 - Strategic Planning
 - Customer/Stakeholder Focus
 - Knowledge and Information Management
 - Student/Workforce Focus
 - Processes
 - Results