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