

# FOUR STEPS TO BUILD DATA USE SKILLS IN EARLY CHILDHOOD EDUCATION PROGRAMS

An Infographic From the Regional Educational Laboratory (REL) Central at Marzano Research

Data use skills help early childhood education (ECE) program staff inform, plan, monitor, and make decisions for instruction and program improvement. **REL Central's Early Childhood Data Use Assessment Tool** walks ECE data teams through a four-step process to identify current data use skills, connect to professional development resources, and implement an action plan for data use improvement.

## 1 ASSEMBLE YOUR DATA TEAM

Bring together a team with background knowledge on data use and assessment findings.



### Note

Effective teams generally have **5 to 9 members**

Team members should:

- Know what data are used in your ECE program
- Know how data are used and communicated within and outside your program
- Be committed to using data to plan and make program decisions
- Reflect the languages, cultures, and communities of families served by your program

## 2 IDENTIFY YOUR ECE PROGRAM STAFF'S DATA USE SKILLS

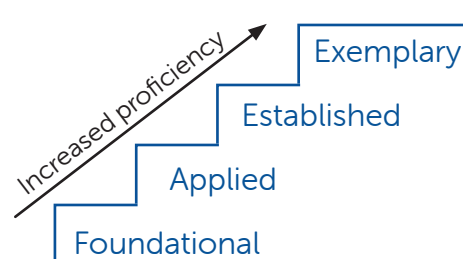


Assess your ECE program staff's capacity (as a whole) to use assessment and administrative data by completing the **data use checklist**.

The **data use checklist** helps identify what skills are the most important to address or what skills need to be improved the most for three data use elements:

1. Planning
2. Maintenance, use, and communication
3. Monitoring, support, and accountability

### Levels of data use proficiency



## 3 FIND PROFESSIONAL DEVELOPMENT TOOLS ALIGNED TO THE DATA USE SKILLS YOUR PROGRAM STAFF NEEDS

Once you have identified the skills your ECE program staff need, use the **resource guide** in the Early Childhood Data Use Assessment Tool to find professional development resources.

The **resource guide** includes more than 100 publicly available, evidence-based videos, tools, presentations, practitioner briefs, and scholarly articles.



Videos



Tools



Presentations



Briefs/Articles

## 4 DEVELOP AND IMPLEMENT AN ACTION PLAN

Use the **action plan template** to develop action steps to achieve your data use goals.

The **action plan template** guides ECE data teams to:



Set SMART goals for the plan (Specific, Measurable, Attainable, Realistic and relevant, Timely)



Identify action steps and supporting resources



Assign roles and responsibilities to implement action steps and monitor progress



Set a realistic timeline for each action step



Determine how to measure progress and set benchmarks



Identify and record anticipated challenges



Build your early childhood education program's data use skills by **downloading** the **Early Childhood Data Use Assessment Tool** at <https://ies.ed.gov/ncee/edlabs/projects/project.asp?projectID=5664>