

Step 4: Analyzing Data and Assessing Needs





What is Analyzing Data and Assessing Needs?

Data analysis and needs assessment are essential components of any improvement planning process. They help teams make data driven decisions for improvement.

Why is Analyzing Data and Assessing Needs important?

Analyzing data is critical to identify strengths and areas for improvement. When a problem or challenge is identified, the team can employ a data analysis process to determine a course of action. If the team moves to solutions before clearly identifying the problem or challenge, the improvement planning process can become stalled or sidetracked.

How does a coach help the team develop the skills and competencies to function independently?

The coach reviews the process and the essential questions addressed in each of the steps with the team. Some schools and districts may currently have a data analysis process. Questioning by the coach will determine if the same process is consistently used by all teams in the school and district. Lack of a consistent process and vocabulary to describe the process often leads to inefficient team meetings.

The coach provides support and feedback as the team moves thru the data analysis process to insure teams do not miss any of the steps in the process and completes each step together before moving on to the next. Team dialogue with the data ensures that the team owns the problem and embraces the solutions together. The coach helps the team pay attention to the process and helps to structure the meetings in maximize engagement and learning.

In order to help teams successfully analyze data and assess needs, a coach must develop coaching skills around effective strategies for team based problem-solving using data by:

- Providing a process for selecting which data should be included for consideration
- Helping the team to collect and chart data
- Providing data to the team (if appropriate) for analysis
- Identifying needs based on data using process tools
- Asking probing, open-ended questions about the data in relation to needs or criteria (i.e., student achievement)



Job Aids

Data Analysis Essential Questions

- This document provides guiding questions to assist in the data analysis process.

References and Resources

The Data Coach's Guide to Improving Learning for All Students, N. Love, K Stiles, S. Mundry, K. DiRanna, 2008.
Pages 129 – 133

- This book outlines different types of data and accompanying analysis processes. It includes a CD-Rom with a variety of tools and resources



Data Analysis Essential Questions and Examples

	Step	Essential Question	Examples
1.	Review the data and make observational statements	What does the data say?	Based on Fall Benchmarking data, 44% of 2 nd grade students read 75% of the words accurately.
2.	Define the problem	What is the precise nature of the problem?	Of the 25% who did not accurately identify the words, 75% did not have phonemic awareness of vowels.
3.	Determine the causal factors	Why does the problem exist?	Inaccuracy in decoding words Letter knowledge Lack of reading in the home
4.	Develop and refine a hypothesis	Where should we focus our time and effort?	By focusing on targeted strategies for developing phonemic awareness, midyear benchmarking scores for 2 nd graders will increase.
5.	Discuss solutions	What steps will be taken to address the problem?	Each team member will review resources for addressing phonemic awareness of vowels and select the 2 or 3 they believe will be most effective with our students.