Data-based Decision Making

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1. Determine what questions you want to answer

2. Determine what data will help to answer questions

- Existing data set:
  - *Confidence in accuracy?*
  - *Complete picture?*
- Current data collection process:
  - *Confidence in accuracy?*
  - *Complete picture?*
- Additional / new data collection

3.Determine the simplest way to get data

- Agreement on definitions
- Standard forms / process
- Frequency of collection
- Target "Multi-purpose" data/use

Train ALL staff on use & provide on-going TA

4.Put system in place to collect data

- Build on existing systems
- Add components over time
- Central entry point
  - Electronic

5.Analyze data to answer questions

- Trends
- Instruction & supports in place/not in-place
- Pre/post "big outcomes"
- Comparisons (norm / local)
  - Relative growth
  - Absolute growth

SW-PBS Data-based Decision Making Worksheet

1. Question	*2. Data to help answer*	*3. Simplest way to get data*	*4. System to collect*	*5. Analysis*
	Existing: Current collection: Additional:			
Notes:				

Data-based Decision Making Worksheet

1. Question	*2. Data to help answer*	*3. Simplest way to get data*	*4. System to collect*	*5. Analysis*
Does our PBS intervention focusing on universal social supports decrease problem behavior?	Existing: Office Discipline Referral Form Current collection: Team notes Additional: more specifics on form and clearly defined categories	ODR form sent to office for both Majors and Minors ODR information entered at end of each day by secretary	Staff send ODR with student if major offense Place ODR in inbox on secretaries desk for minors All entered by secretary daily at end of day or first thing in the AM for late submitted minors	Data graphed with major summaries for each PBS team meeting Data graphed and presented at monthly staff meetings Data reviewed for a) trends over time, b) month by month comparisons, c) comparisons made to last year, and d) sorted if improvements are not observed (e.g., who, where, day)
Notes:	Revise current office discipline form Draft definitions of each category	Introduce new form and process for majors/minors to staff Revise form and category definitions based on feedback Review new process with all staff on final form Set up data-base for data entry (SWIS)	Train secretary to enter data If questions arise, principal or PBS team chair consulted Unresolved definition /procedures returned to team for review	