

Data Project Framework

Adapted from Vivian Lee (2012)

Strategic Planning is a step by step process of using data to drive school counselor goal development, program planning and development for measurable results that align with the school improvement process in schools. Strategic planning maximizes counselor time and resources, and provides results measured in student outcomes. The following steps will assist the completion of the data project and electronic Accountability and Data Project Report.

Step One: Collect and Analyze Data

Questions to think about: What data is collected? How is the data disaggregated? What are the equity gaps between student groups? What data elements are priorities? What data elements are relevant to my program goals, school improvement plan, and College and Career Readiness goals? Is there a pattern or trend to help guide your choice in a data project? Which one of the four Mindsets and Competencies (check page 69-74 of the Utah Model for student outcomes) will I use in my data elements?

Include the following:

1a. Data by student group – example: race, gender, grade, student with disabilities, etc.

1b. Data element – example: graduation rates, dropout rates, attendance, disciplinary referrals, early college enrollment, test scores, etc.

1c. Write a data dialogue (this is a comparative question) – example: How do enrollment and completion rates in AP classes compare for male and female students?

Step Two: Write a Measurable Goal

Parts of the Goal: (1) Direction, (2) Group, (3) Data Element(s), (4) Expected Outcome, (5) Date of the Outcome

Write a measurable goal with ALL five parts of the goal. Example: Increase Latino students FAFSA completion rate by 10% by the end of the year.

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Direction(1) Group(2) Data Element(3) Expected Outcome(4) Date of Outcome(5)

Step Three: Create Intervention(s) based on Gap Analysis

Develop potential multi-level intervention for goal.

Select and prioritize interventions, identify staff responsibilities, benchmarks, and timelines.

Questions: What do the interventions measure? Do the interventions correspond to identified student need?

Step Four: Identify Systemic Interventions

What interventions will be implemented at each of the following systemic levels?

- Individual
 - Student group
 - Classroom
 - Grade
 - School
 - Parents/Families
 - District
 - Community
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Step Five: Accountability Using Data

Questions to think about for the results/outcomes statement:

What was the desired outcome? How was the outcome demonstrated? How was the outcome data used to address inequities? How do the outcomes support the overall school improvement plan goals?

Reporting:

School counselors track the data elements regularly and report results at the end of the school year using the electronic Accountability and Data Project Report. The principal and LEA leadership signatures verify that the data project aligns and supports the school improvement plan and overall goals of the school.

Additional Helps and Reminders

Review the College Board National Office for School Counselor Advocacy Counselor: **School Counselor Strategic Planning Tool**

Resources: USOE Data Gateway: **Student Outcome Accountability Report (SOAR)** data provided by the school district.

Results Data: Answer the question, “What impact did the activity or program have on student performance in the areas of access, attainment, and/or achievement?” This type of data answers the “So what?” question—did the activity make a difference on the target goal? Results data might include:

- Grades • Discipline referrals Attendance
- Test Scores • Graduation rates Dropout rates

Accountability and Data Project Report
School Counseling Programs - Access, Attainment, Achievement

School District/Charter:

Does this project support your school improvement plan?

Area of Focus:
 Access Attainment Achievement

Baseline Data:

Review Step 1: Collect and analyze data

Goal Statement:

Review Step 2: Write a measurable goal

Systemic Interventions

Individual	
Student Group	
Classroom	
Grade	
School	
Parents/Families	
District	
Community	

Review Step 3 & 4: Systemic Interventions

School:

Graph
 Graph results including legend or key

Legend

Results/Outcome Statement

Review Step 5 : Results statement

Example

*Principal and LEA leadership-By typing your name, you verify that you have reviewed the School Counseling Program Data Project and that it aligns with the school's overall goals.

(taken from statewide data training Fall 2012, Vivian Lee)