*RED FONT – Information to be added or edited.*

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| **GOAL 3** | To enhance staff capacity to better utilize data systems to improve program decisions and results |
| **SITUATION** | *Where is the data coming from? How is this tied to the Community Assessment and/or Self-Assessment?* |
| **GOAL ALIGNMENT** | *Identify and add, which School Readiness Goals and PFCE Goals connect to this Program Goal.* |

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| **Objective 1** |  | **Output** | |  | **Outcomes / Program Impacts** |
| 1. To increase leadership staff’s skills in order to identify and recognize current data in all forms and utilize information to manage program in efficient and effective ways.   (Measurements and/or data include: Schedule meeting to assess data and documentation of results, frequency of participation on data team or community involvement) | **Activities:**  Leadership staff will identify 10 to 15 data content areas that will inform our management by information | **Participation:**   * Leadership staff * Staff | **Short term outcomes**  By the end of the 2nd trimester, the leadership staff would have identified 10 to 15 data content areas that will inform the management of essential strategic needs and support planning decisions.  **Intermediate outcomes**  By the end of the first year, service area leads would have reviewed forms to consolidate methods of documentation  **Long term outcomes**  Reduce duplication of work/documentation |

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| **Objective 2** |  | **Output** | |  | **Outcomes / Program Impacts** |
| 1. To establish and approve a data plan (Prepare, Collect, Organize & Analyze Data).   (Measurements and/or data include: Documentation and deliverables, documentation of data plan phases/activities and responsibilities.) | **Activities:**  Define and develop a data plan, which includes teaching staff at all levels of preparation, collection, organization, and analysis. | **Participation:**   * Leadership staff * Staff * Policy Council | **Short term outcomes**  By the end of the 2nd trimester CHTOP will have completed a draft of a data plan that defines the process to integrate and analyze data to make program decisions and improve results.  **Intermediate outcomes**  By the end of year one, all teaching staff will be included and contributed to data collection  **Long term outcomes**  Each service area written plan will have a data plan and responsibility |

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| **Objective 3** |  | **Output** | |  | **Outcomes / Program Impacts** |
| 1. To assess, train and improve all staff skills to use computerized data systems   (Measurements and/or data include: Survey staff pre and post training events, survey/identify data skills needs, define and document data plan teams roles and responsibilities based on staff skills, expertize and interest.) | **Activities:**  Staff will participate in targeted data training. | **Participation:**   * Leadership staff * Staff | **Short term outcomes**  By the end of the 2nd trimester, 100 % of leadership staff will utilize Child Plus for some monitoring  **Intermediate outcomes**  By the end of year one, staff have completed and participated in forums that focus on progress, challenges and needs around data and data management  **Long term outcomes**  Staff demonstrates commitment and confidence in their capacity to better utilize data systems to improve program decisions and results |