










# Collecting Actionable Data – Planning Tool Guidance

Planning Step	Considerations	Example
 <b>STEP 1: What is our overarching question or problem?</b>	<ul style="list-style-type: none"> <li>Identify a pressing purpose for data collection, such as related to planning, addressing a challenge, or improving a service</li> <li>Develop a question that is likely to inform decision-making and changes</li> </ul>	What services are needed by people who do not currently access our services, including adult community members?
 <b>STEP 2: Who can provide information to help answer the question?</b>	<ul style="list-style-type: none"> <li>Identify the types of respondents that are best able to provide actionable data</li> <li>Be as specific as possible</li> <li>Consider feasibility of accessing respondents</li> </ul>	Community members with no current connection to the Center, such as: <ul style="list-style-type: none"> <li>Attendees at NYCHA Tenant Association meetings</li> <li>Underemployed working-age adults</li> <li>Elder adults</li> </ul>
 <b>STEP 3: How will we collect data?</b>	<ul style="list-style-type: none"> <li>Identify the collection method</li> <li>Identify who will lead and carry out collection</li> <li>Develop questions that will be asked of all respondents, as well as any for specific types of respondents.</li> <li>Create collection tools (interview guide, poster with prompts, sticker sheet, questionnaire)</li> <li>Prepare collectors</li> </ul>	<b>Methods:</b> 1) Table at Summer Fair (sticker voting, comment poster, stand-and-chat interview, QR-code questionnaire); 2) Peer interviews by Youth Council and Advisory Board; 3) Input session during NYCHA meeting <b>Lead:</b> program director <b>Collectors:</b> 2-3 direct-service staff, Youth Council, Advisory Board, program director
 <b>STEP 4: Who will make sense of the data, and how?</b>	<ul style="list-style-type: none"> <li>Identify low-burden procedures for capturing and organizing data</li> <li>Identify person and strategy for tallying data and assembling it into tables or text documents</li> <li>Include data collectors, key staff, and Advisory Board/Youth Council in sensemaking meeting</li> <li>Consider inclusion of CBO decision-makers</li> </ul>	<b>Data capture:</b> Collectors will take photos of sticker voting and posters, and take notes on template sheets for interviews. Submit to program director. <b>Analysis:</b> Program director will create a data tables of votes and questionnaire responses, and assemble notes by question. <b>Reflection:</b> Program director will meet with staff, Youth Council, and Advisory Board to discuss data.
 <b>STEP 5: How will we ensure the data can inform action?</b>	<ul style="list-style-type: none"> <li>Be transparent about decision-making process</li> <li>Include key stakeholders in action planning</li> <li>Develop action steps sensitive to sequencing and realistic about feasibility (availability of staff, partners, space)</li> <li>Consider alignment with organizational priorities and funding requirements</li> </ul>	<b>Communication:</b> Program director will assemble key findings to share internally and externally. <b>Action Planning:</b> Meet with Advisory board and program staff. Identify clear action plan for how, when, and who will implement new strategies <b>Feedback Loops:</b> Proposed changes will be presented to key stakeholders for further feedback.

# Collecting Actionable Data – Planning Tool Template

Planning Step	Our Plan
<b>STEP 1: What is our overarching question or problem?</b> 	
<b>STEP 2: Who can provide information to help answer the question?</b> 	
<b>STEP 3: How will we collect data?</b> 	
<b>STEP 4: Who will make sense of the data, and how?</b> 	
<b>STEP 5: How will we ensure the data can inform action?</b> 