

Practical, Low-Cost, Easy Strategies for Collecting Actionable Data

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ACTIVATING THE POWER OF AFTERSCHOOL

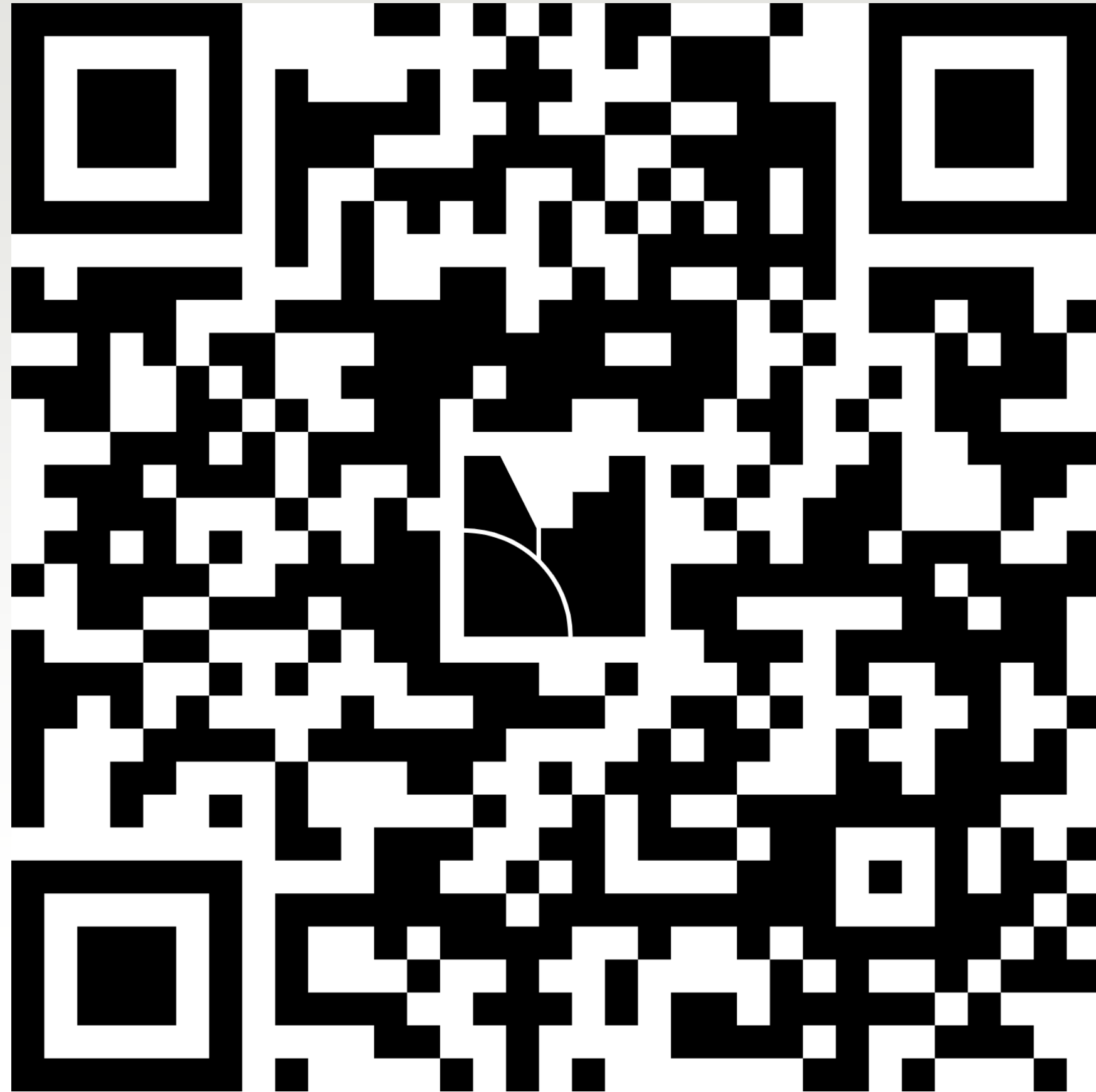


PASE ANNUAL CONFERENCE

AGENDA

- Introduction to the
“Planning Tool for Collecting Actionable Data”
- Walk-through of 5 steps in the Tool, filling in the template with your own hypothetical data collection ideas
- Data Collection Activity, moving between 3 stations

WARM UP MENTIMETER



OVERVIEW

- Why collect data, and how can it be used?
- What is a “different” way to think about and do data collection?
- Small group introductions:
1) name, 2) role, 3) organization, 4) why did you join this session?

PLANNING TOOL

■ **Introduction to tool:**

Guidance on front side. Fillable template on back. 5 Steps.

Program owns purpose, process, data, and follow-up actions.

■ **Step 1:** What is our overarching question or problem?

Share your question and why, in 2-3 sentences.

PLANNING TOOL

■ **Step 2:** Who can provide information to help answer the question?

■ **Step 3:** How will we collect data?

Methods & questions. Instruments. Location & timing.
Staffing & training.

WASHINGTON, DC JUNETEENTH CELEBRATION 2024



■ **Date/Time:**

- ☐ Saturday, June 22, 2024; ~5 hours

■ **Activities Piloted:**

- ☐ Word Wall w/ Prompt
- ☐ Virtual and Paper Surveying

■ **Location:**

- ☐ Shared, outdoor tent space with the Fauntery Center

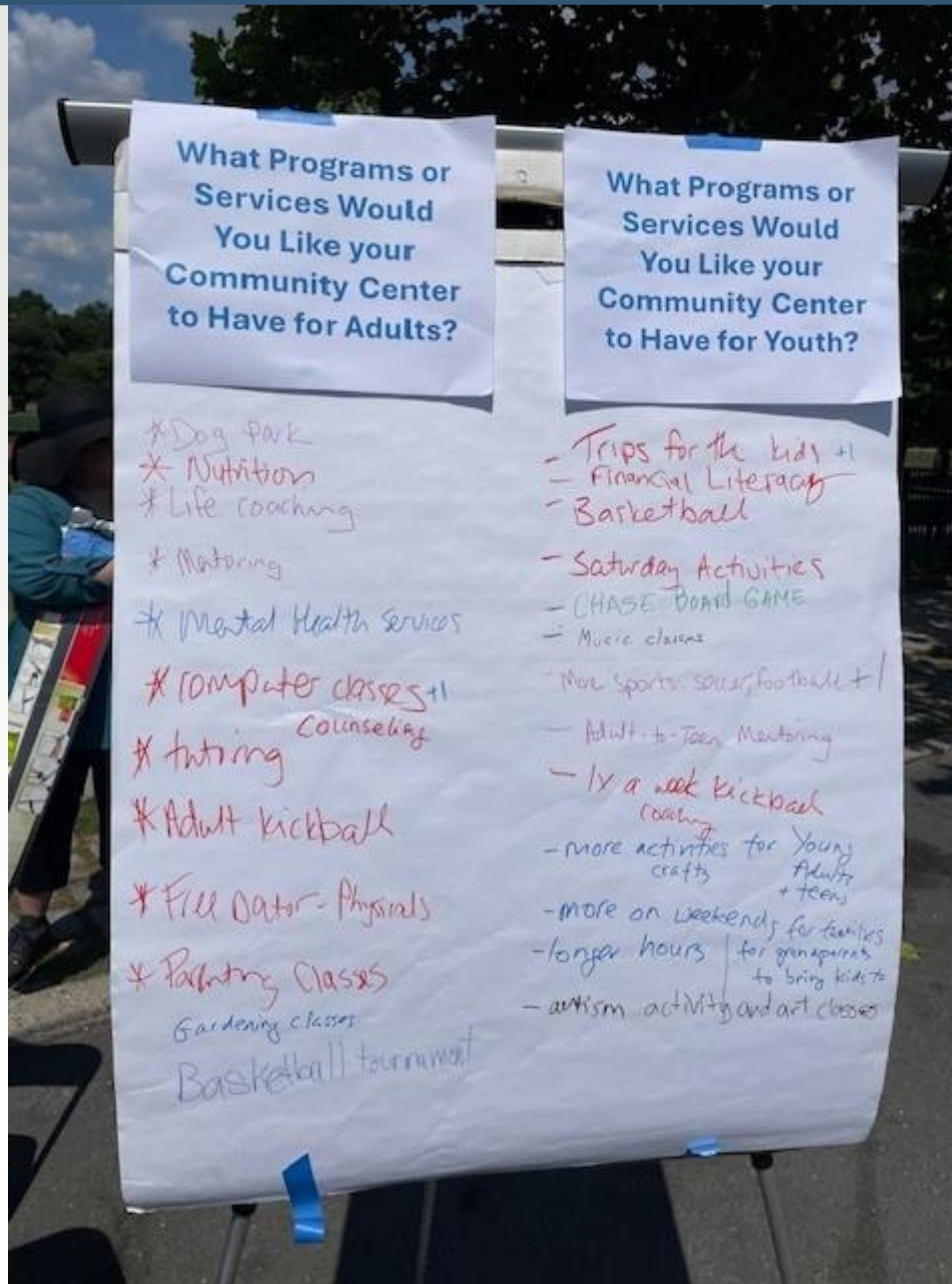
■ **Staffing:**

- ☐ Minimum 2

■ **Materials:**

- ☐ Clipboards, Pens, Markers, Movable Walls (CBO Provided), Flip Charts, Pre-printed Prompts, Pre-Printed "Key Words" Signage, Pre-printed Survey QR Code Signage, Printed Half-sheet Surveys, Candy/"Favors", Sticky Notepads, Painter's Tape, Tablecloth/Decor

WEST BRIGHTON SUMMER STREETS 2024 (STATEN ISLAND)



■ Date/Time:

- ☐ Saturday, July 27, 2024; ~2.5 hours

■ Activities Piloted:

- ☐ Suggestion Box w/ Prompt
- ☐ Mentimeter w/ Prompt
- ☐ Free Writing Responses w/ Prompt

■ Location:

- ☐ Shared, outdoor tent spaces with both DYCD and West Brighton Community Center

■ Staffing:

- ☐ Minimum 2

■ Materials:

- ☐ Index Cards, Pens, Markers, Easels, Flip Charts, Pre-printed Prompts, Printed Mentimeter Signage, Candy/"Favors", Painter's Tape, Tablecloth/Decor

WOODSIDE HOUSES FAMILY DAY 2024 (QUEENS)



- Date/Time:
 - Saturday, July 27, 2024; ~3 hours
- Activities Piloted:
 - Suggestion Box w/ Prompt
 - Mentimeter w/ Prompt
 - Sticker Voting w/ Prompts
 - Free Writing Responses w/ Prompt
- Location:
 - Shared, outdoor tent spaces with both DYCD and West Brighton Community Center
- Staffing:
 - Minimum 2
- Materials:
 - Index Cards, Pens, Markers, Easel, Flip Chart, Sticker Dots, Pre-printed Prompts, Printed Mentimeter Signage, Candy/"Favors", Painter's Tape, Tablecloth/Decor

PLANNING TOOL

Activity: Modelling data collection with 3 stations

- **Prompted suggestion box:** What are possible opportunities for you to collect data from stakeholders?
(e.g., pick-up time, events like Back to School, special programs/field trips, staff meetings, partner events)
- **Sticker voting:** Which 2 respondent types do you think could provide the most actionable information for your question?
(e.g., participants, non-participating students, parents/caregivers, program staff, teachers, school leaders, adult community members, partners, other after school program directors)
- **Poster/Word Wall:** What are examples of issues/problems that could be informed with stakeholder input?

PLANNING TOOL

■ **Step 4:** Who will make sense of the data, and how?

Roles & processes for managing data. Tallying or assembling data. Meetings to discuss and develop recommendations.

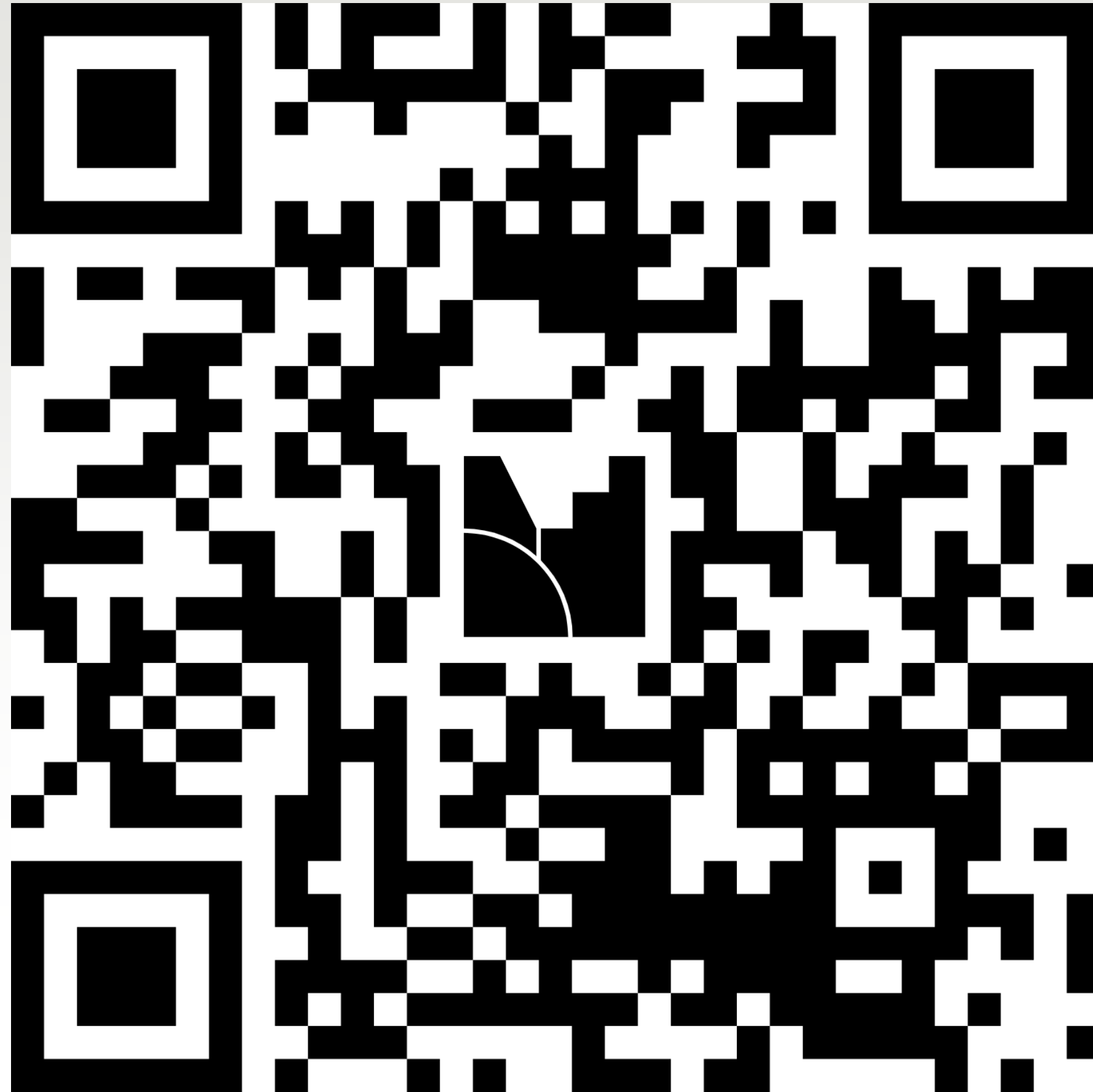
■ **Step 5:** How will we ensure the data can inform action?

Communication of findings. Transparency of decision-making process. Buy-in of leadership. Action planning and attention to feasibility.

FINAL DISCUSSION

- What challenges do you anticipate, and what are possible ways to mitigate them?
- What other thoughts do you have about collecting data through practical, low-cost, easy strategies?

WRAP-UP MENTIMETER



For more information



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