

# Data and Continuous Quality Improvement

**Cohort** – Smaller group within a population sharing defined characteristics (e.g. HS children in home-based program with IEPs)

**Continuous Quality Improvement (AKA “CQI”)** - Management approach that is based on the idea that most processes can be improved and made more efficient. Instead of focusing on the issues only when problems arise, CQI advocates for incremental, regular changes that become a part of day-to-day activities.

**Data** – Numbers given context

**Raw Data** – Data collected directly from the source

**Data Coding** – Process of turning collected data into a set of codes

**Data Collection** - Process of gathering and measuring information in an established, systematic fashion

**Data Entry** – Process of placing coded data into a digital form, such as ChildPlus

**Data Storage** - Organized, accessible warehouse where data is stored

**Data Visualizations** – Presentation of data in pictures, images or graphs to make trends easier to recognize

**Data Workflow** – Planned set of activities and processes in which tasks, information, or documents are passed from one participant to another for action

**Monitoring** – To supervise the progress and quality of a process over a period of time; systematically reviewing all aspects of a project (e.g. Family Services Manager monitors the Family Partnership Agreement process.)

**Population (AKA “N”)** – Total number of a group (e.g. HS children in home-based program)

**Research Question (AKA “The Big Question”)** - Clear, focused question that summarizes the issue that is being investigated; Guides all stages of inquiry – including data collection, data entry, analysis and reporting

**Tracking** – To follow the course of a process or project (e.g. EHS Home Visitor tracked the due dates children’s required immunizations.)

**Variability** – The amount of difference between data

# Ice Cream Social

## The Big Question

What is the favorite ice cream flavor of Head Start children?

## The Plan

Population: Head Start children (N = 600)

Cohort: Grantee/Partner/Delegate

- Teacher conducts group interviews using poster
- Teacher documents the total number of votes for each flavor
- Center Director enters worksheet data into Excel spreadsheet

## My Best Guess

Divide 600 into the three options below:

Chocolate \_\_\_\_\_

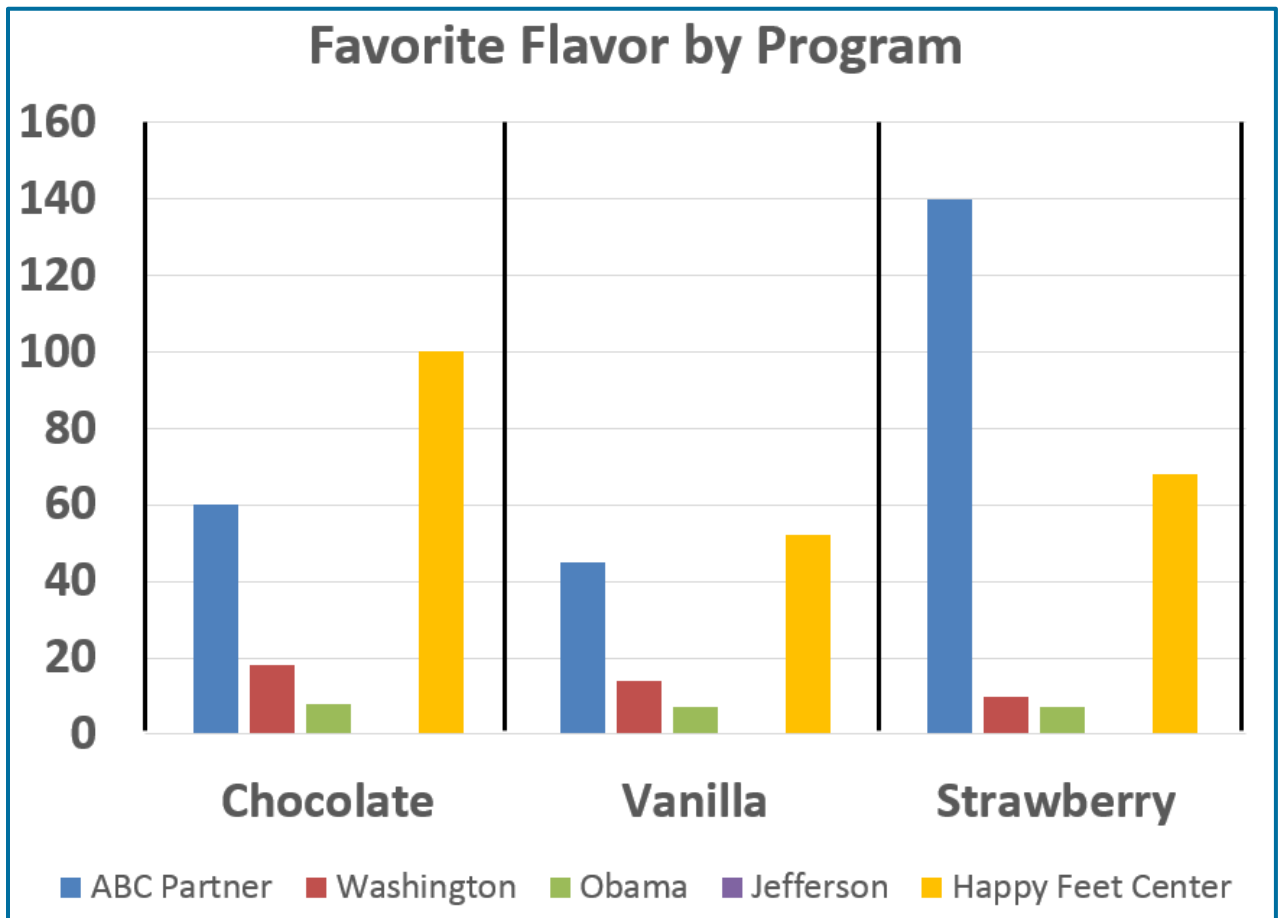
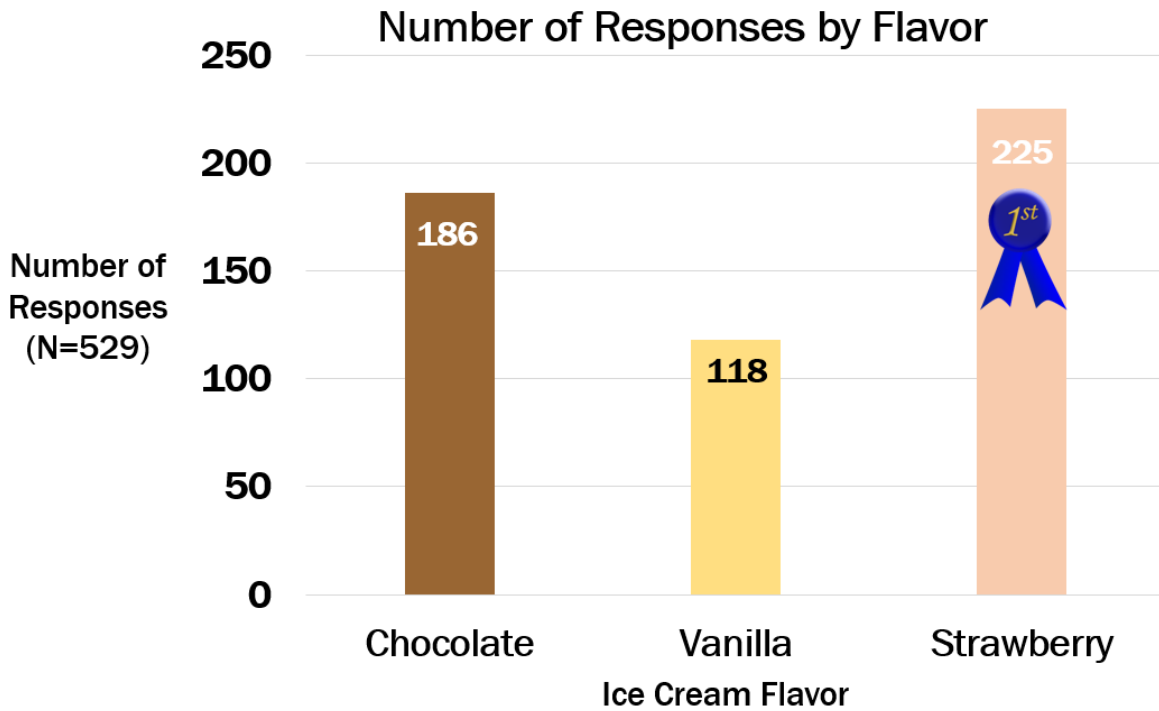
Vanilla \_\_\_\_\_

Strawberry \_\_\_\_\_

## What are possible explanations for what happened?

## What changes could we make to our data workflow?

# Ice Cream Social



# Attendance

## The Big Questions

How often are children absent? When are children absent? Why are children absent?

## The Plan

Population: Head Start children enrolled at Hometown Head Start in April

Cohort: Grantee Operated Sites (4 total)

- Data Collection – Data Coding – Data Entry – Data Storage
- Tracking and Monitoring

## My Best Guess

What total percentage of children were absent during April? \_\_\_\_\_

What day of the week (Monday-Friday) are the most children absent? \_\_\_\_\_

Of all absent children in April, what percentage were in each of the following absence codes?

Excused \_\_\_\_\_

Unexcused \_\_\_\_\_

Other \_\_\_\_\_

## What are possible explanations for what happened?

## What changes could we make to our data workflow?

# Identifying Challenges and Barriers

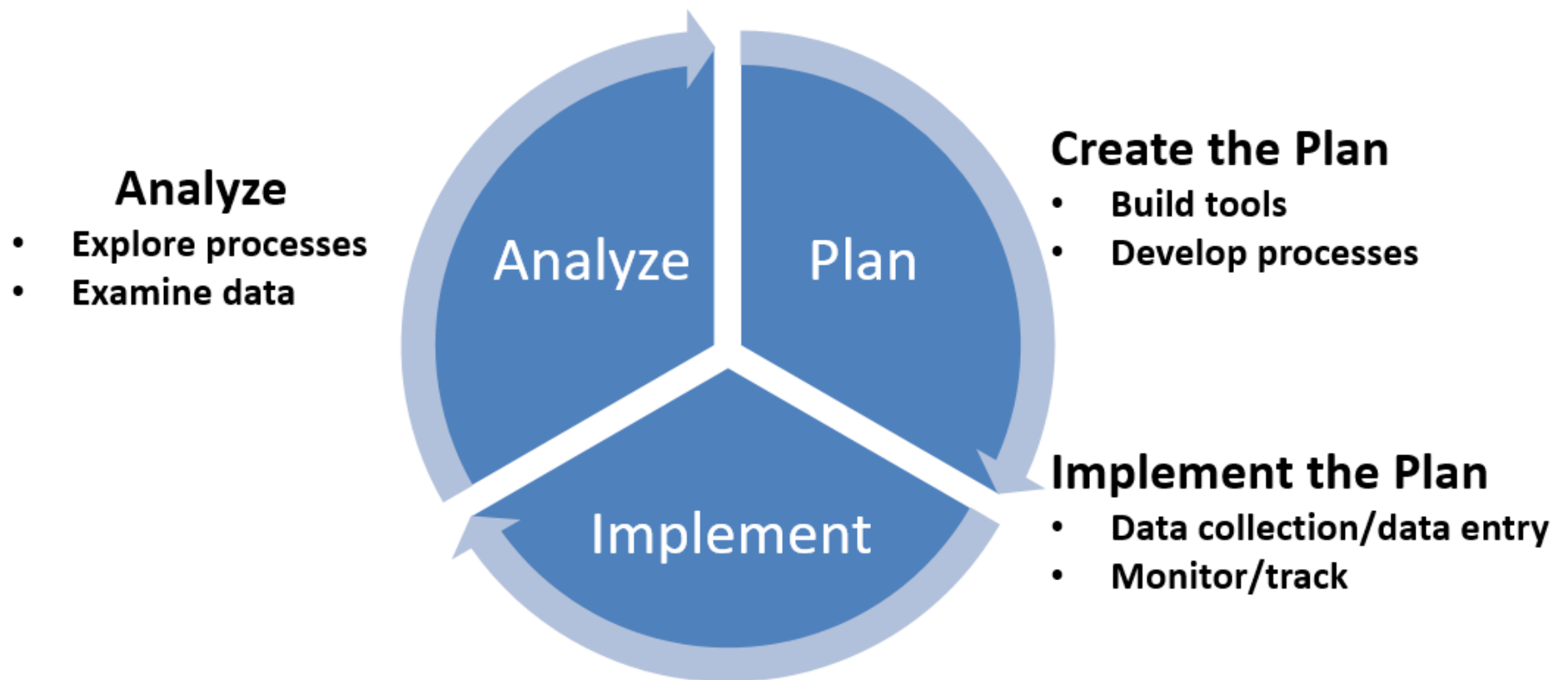
**What are the challenges and barriers to data use at my program?**

**What strategies have I tried to address these challenges and barriers?**

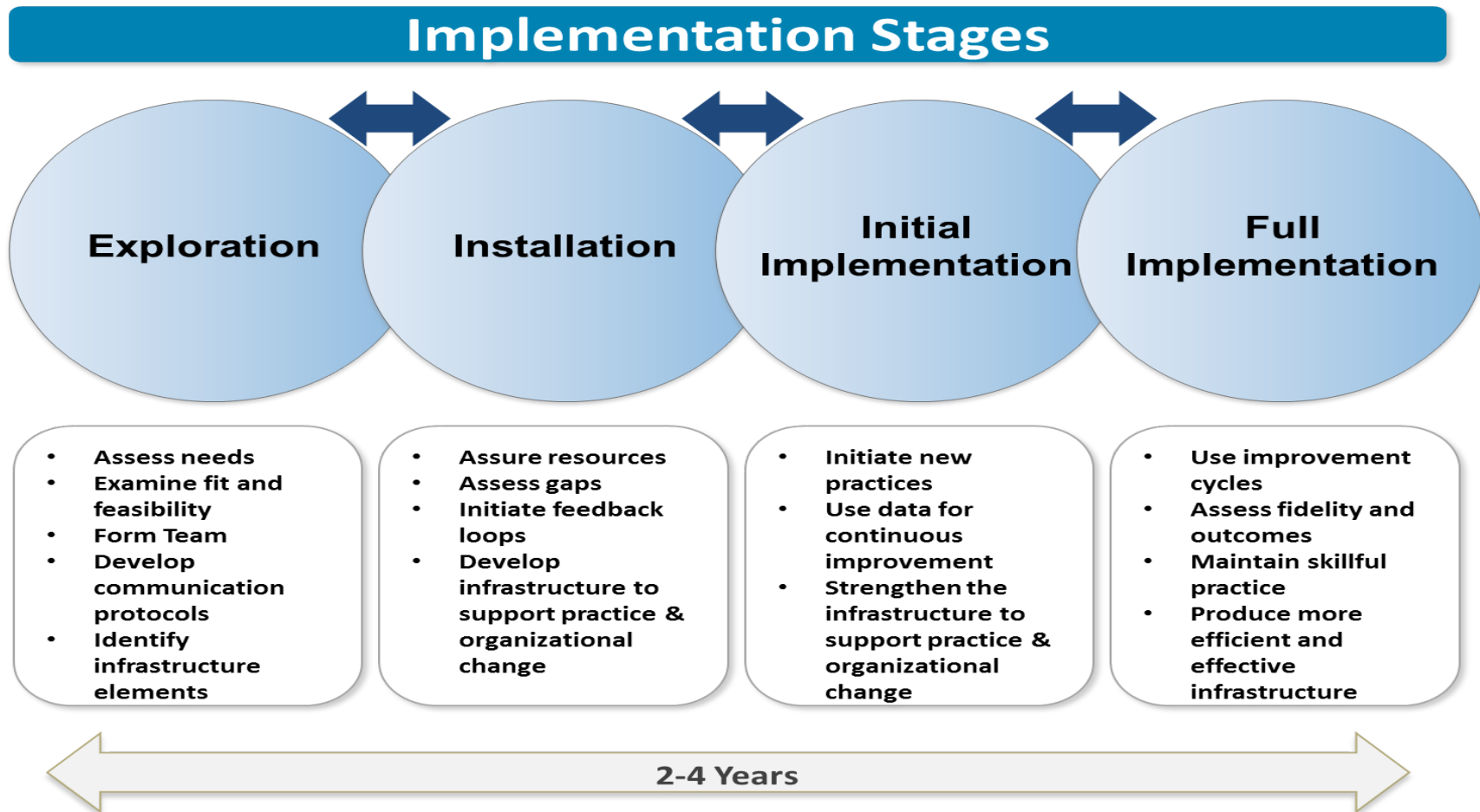
**What has worked? What hasn't?**

**What new ideas can I try?**

# How will we begin the CQI Process?



# What Implementation Stage are we in?



# CQI Project Plan Worksheet

**What is the Big Question?**

**Does it align to a 2018-2019 Program Goal and Objective?**

**What Implementation Stage are we in?**

- Exploration     Installation     Initial Implementation     Full Implementation

**How shall we begin the CQI process?**

- Analyze     Plan     Implement

**Do we have the data, tools, or methods to answer the Big Question?  
Describe.**

**What steps do we need to take? Who is responsible for each step?**