17 Data Monitoring Process Template

Use this template to plan how you will monitor your data. You can adapt it to your own program needs to help you determine who will take responsibility for the process and to ensure that the team agrees on goals and procedures.

DATA MANAGEMENT

Name of person/people responsible for managing the data _____

_____

1. Data reports will consist of the following sources of information (list data sources)

   _____

   _____

   _____

2. Data reports will be produced every   ☐ week   ☐ other week   ☐ month   ☐ other _____

3. Data reports will be saved under the file name _____

4. Files will be saved in (identify location that is accessible to the team) _____

   _____

5. Classrooms will be highlighted in yellow (monitor) if they miss the benchmark for _____ (enter the number of weeks)

6. Classrooms will be highlighted in blue (in need of support) if they miss the benchmark for _____ (enter the number of weeks)

SYSTEMATIC DATA REVIEW

Name of person/people responsible for reviewing the data _____

1. Briefly review classrooms highlighted in yellow (note frequency) _____

   _____

   _____

2. Discuss classrooms highlighted in blue (note frequency) _____

   _____

   _____

DOCUMENTATION AND FOLLOW-UP PLAN

Name of person/people responsible for documentation and follow-up plan

1. Document any major changes in classrooms and whether issues have been resolved (note name and location of log)

   _____

   _____

2. Document challenges and strengths (note name and location of log)

   _____

   _____

3. Document action steps to be taken (note name and location of log)

   _____

   _____

4. Discuss information and next steps with (note individuals and frequency)

   _____

   _____