SWiFT | schoolwide integrated framework for transformation

Facilitating Data Snapshots

This guide assists Facilitators in making decisions about how to facilitate successful Data Snapshots. For each part of the process, think through what you know about your teams' readiness, interests, and preferences. Keep the parallel desired outcomes of this practice for schools, districts, and the state.

Data Snapshots Desired Outcomes

School	District	State
• Understanding of a data-based process to setting priorities for transformation	• Understanding of a data-based process to setting priorities for transformation	• Understanding of a data-based process to setting priorities for transformation
• Shared understanding from the analyses of multiple, related data sources	• Shared understanding of current status from review of multiple data sources	• Shared understanding from the analyses of multiple, related data sources
	• Agreement on district actions for supporting school transformation efforts directly related to school priorities and for enhancing district capacity for sustained implementation	• Agreement on SEA actions for supporting local transformation efforts directly related to school and district priorities and for enhancing state capacity for sustained implementation
• Summary report of current data, strengths and opportunities, student outcome goals	• Summary report of current data, strengths and opportunities, student outcome goals	• Summary report of current data, strengths and opportunities, student outcome goals
• 2 to 4 Priorities for transformation efforts during next 6 to 12 months	• Priorities for transformation efforts during the next 6 to 12 months	• Priorities for transformation efforts during the next 6 to 12 months

Prompts for Data Snapshots Planning

What We Do	Thinking It Through	Planning It Out
Prepare the Team • Participants invited 🔵 TA Practice in 60 video emailed • Information provided in advance	• How can we ensure participants coming are prepared to engage in the process? • Does the team already have a strategic plan that will inform the Snapshot process and outcomes?	
Prepare for the Process • Obtain current vision • Determine data to review • Organize data • Tailor the data snapshot process to meet the needs of the team. • Listen and think carefully about the data that will make the most sense for accomplishing the outcomes. • Make connections with other work they been done (e.g., if they have set goals through another process, build those in). • Depending on the data sources being reviewed, discuss with the team if they would prefer to conduct the snapshot in one meeting or divided over different meetings.	• What will help with an analysis of student outcome data, implementation data, and capacity data (e.g., why, what, how)? • What data sources are most important for the process at this point in time? • How can we make sure they are organized and in a visual format that allows for understanding? • How much time will be needed for the process and how will it be accomplished?	

What We Do	Thinking It Through	Planning It Out
Set the Stage • Provide overview of process • Establish norms and roles • Utilize standing processes as much as possible. • Consider formats that the team would prefer: (e.g., facilitate with a live google document, utilize the ppt for this practice, use chart paper).	• Does the team already have standing norms and roles? • What format for facilitation will work best with this team?	
Generate Shared Understanding of Strengths & Opportunities • Data observations/Shared understanding • Generate strengths • Generate opportunities • Tight facilitation likely needed here to ensure observations and not judgments are generated for the different data sources. • If questions arise around correct interpretation, make sure to have as an action item to get clarification and report back. • Tight facilitation and coaching may be needed to ensure opportunities are not needs reworded.	• How familiar are the team members with the different sources of data and visual displays? Any planning implications? • What dialogue prompts and facilitation strategies will support deep sense-making of data before jumping to implications and actions?	
Review Goals • Goals are established in relation to student outcomes	• If the team already has existing goals, is this a good time to update them?	
Establish Priorities • Priorities established • Have the current vision available as they check for alignment.	• Are there any known priorities that are being worked on, or required that would impact this part?	
Wrap-Up & Follow-Up • Prepare team for Priority & Practice Planning • Establish date	• What is the knowledge of the team regarding Priority & Practice Planning? • How does this team process meetings?	