**Data Reflection Worksheet**

**Instructions:**

The questions below provide a structured process to help guide your team in discussing your CQI data. Answer as many questions as possible to the best of your ability, but your team should engage in discussion around each category.

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| **Reflection questions** | **Your Team’s Notes** |
| 1. **Facts**
* What do you see when you look at these data?
* Who is not represented in this data? How can you increase response rates?
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| 1. **Reflection**
* What feelings does this elicit? (What about the data excites you? What about the data left you skeptical or frustrated?)
* What does this data make you wonder?
* What do you want to know more about? What questions does it raise?
* What situations are you reminded of?
* What assumptions should we be mindful about as we interpret this data?
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| 1. **Interpretation**
	* What does this data suggest about our policies, processes, and systems?
	* Does the data suggest that any of our processes or systems are ineffective?
	* What works? For whom does it work?
	* Look for the bright spots and think about what may be contributing to success.
	* What root causes might best account for what we see in the data?
	* What additional context should frame how we interpret and make decisions using this data?
	* Whose experiences or perspectives should we learn more about to understand this data?
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| 1. **Action:**
	* How can this data inform our thinking and planning related to our drivers of focus? What does the data suggest we might work on as team?
	* What are we going to stop doing/start doing/keep doing because of this data?
	* How can we elevate parent voice as we define next steps?
	* What does this conversation make you think about in terms of your practice? Connect the data to your personal observation and experience without blaming or naming individuals.
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