

Making Sense of Data

The purpose of this toolkit is to help make sense of data for everyday users like you! This toolkit makes data collection, entry, and seeing YOUR data quick and easy, so you can spend your efforts where it matters most, with families.

There are two parts to this toolkit: program forms and the community level tabs. The program form is where you will enter your local level data. The local level data can be collected and entered for each participating partner.

The community tabs, on the other hand, are a resource to enter your community level data. Just click the links to view, find and, enter your community level data. It is also where your local level data will be used to create individual graphs or charts. These can spark conversations with stakeholders, various collaborations, or even help in securing funding.

Exploring the Toolkit

You'll notice that the Data Toolkit has many tabs in the excel sheet. We will explore the purpose of each of these tabs and how to use them.

Community Data	You can track your city, county, and state data over time through the provided links. Other sources can be added simply by inserting additional rows.
Community Graphs	Based on the data you entered into the Community Data tab, these graphs will automatically fill and update, making presentations to stakeholders and collaborations easier than ever.
Reporting Programs	This tab tracks the programs that participated in your data collection efforts. Best practices around data include working with the same group over time so you can see the impact of your efforts.
Program #	The Program Forms tracks your local level data efforts. The forms can be printed and used by participating programs. Change the tab name to reflect the program or keep the program in numerical order. If you have more than 10

	programs, create a new tab and copy and paste one of the forms.
Date of Collection_#	This tab sums all of the Program Forms priority population categories. The rows and columns fill automatically as the Programs Form data are entered into the Data Toolkit.
Summary Program Totals	This tab fills as programs enter data into the Program Forms. This tracks the number of children enrolled and the number of children who qualify as one or more priority population categories.
Summary Program Graphs	Based on the data you entered into the Program Forms tabs, these graphs will automatically fill and update. See the results of your programs in compelling charts and graphs. Many of the charts and graphs can track the results over several data collection cycles.

Community Level Data

Community level data lets you know how your community currently looks. Where do pockets of poverty exist? Where are programs located? How many children live in your area? How many under age 5 live below 50% FPL? How many children are experiencing homelessness? Many of these are collected by State, Federal, and other agencies: Illinois Early Childhood Asset Map (IECAM), Chapin Hall, Census, and Center for Disease Control (CDC). This will help you map your strategies and target your work.

To enter Community level data follow these instructions:

1. Open the Data Toolkit form if you haven't done so already. Tip: Save the file with a date to organize all of your collection documents.
2. Enter the date in which that data is being pulled from the source in Row 2.
3. Click on the links provided in column A. This will take you to the webpages where you can pull data from.
4. Navigate the sources to pull the data you are interested in.
5. Enter the data into the Data Toolkit form.
6. In the "Graphs", charts will be auto populated from the entered data
7. Update this database periodically. *Remember: the data sources may not have annual updates
8. Insert a new row for your own data purpose. Include the link in column A for quick, easy access.

1	data resources	DATE COLLECTED_1	DATE COLLECTED_2	DATE COLLECTED_3	DATE COLLECTED_4	DATE COLLECTED_5	DATE COLLECTED_6	DATE COLLECTED_7
2		ENTER DATE HERE						
3	Categories							
4	Demographic and Social Indicators taken from Census, ACS, IECAM, and Chapin Hall Center for Children							
5	Number of children under 5	15	5	10	12	31	22	21
6	Number of households with Spanish or other language at home & are linguistically isolated	15	5	10	12	31	22	21
7	Median family income	15	5	10	12	31	22	21
8	Number of children age five and under below 50% FPL							
9	Number of children under below 100% FPL							
10	Number of children under below 200% FPL							
11	INSERT OTHER CATEGORIES							
12	Health - Indicators taken from state health data source, CDC, HRSA							
13	Teen birth rate (reported cases per 1,000 children)							
14	Infant Mortality Rate							
15	Programs							
16	Early Head Start							
17	Head Start							
18	State funded Preschool							
19	Licensed Child Care Centers							
20	Licensed-Exempt Child Care Centers							
21	Licensed Family Child Care Homes							
22	Prevention Initiative 0-3							
23	Home Visiting - select IDHS Bureau of Childhood Development, Home Visiting programs							
24	Part B (Special Education) - contact your local school district or local education agency							
25	Percent of first graders promoted to the next grade by your local school district							
26	Early Intervention							

Local Level Data

Local level data comes from your community and providers that you work closely with. These partners and providers might be schools, community based organizations, early learning centers, etc. It is important to collection this level of data to learn from our ongoing strategies and have insight into the landscape in real-time.

About this form

Program #	Each program will have a separate sheet
Program Information	Program name, person who completed the form and contact, and program type
A. Zip codes	1. List the zip code of children 2. Enter the total number of children enrolled living in the zip code
B. Population characteristics	Enter the number of children that fall into the population characteristic. Children may fall into more than one category.
C. How did the family hear about your program?	Information on how the family hear about the program
D. Totals for each column	This row automatically sums the column including total enrollment by zip code, each population characteristic, and method hearing about the program.
E. Total Enrollment	The sum of total enrollment by zip code
F. Total Priority Population	The sum of children who fall into the population characteristics
G. Other	Other methods of hearing about the program

- Worksheet tab.** Fill out the program names on the sheet tabs.
- Program name, contact, and type.** Enter the program information
- Zips codes (table A).** Enter your zip code and the total enrolled by zip code.
- Population characteristics (table B).** Enter your data into the population characteristics.
- How did the family hear about your program? (table C).** Enter your data into the marketing characteristics.
- Other (table G).** List other ways programs were communicated.
- Do this for each program that participated in data collection.

High Needs Innovation: Participating ECE Program Enrollment Form

Program Name: Date:

Name (who completed form): Title:

Contact Phone Number: Email:

What is your program type? Check "X" for all that apply.

Head Start (HS) Early Head Start (EHS) Preschool for All (PFA) Prevention Initiative (PI)

Child Care Program Home visiting (e.g. MIECHV, Healthy Families Illinois, Parents Too Soon) Preschool Expansion Grant

A. Zip codes (insert data by zip code where possible)		B. Population characteristics (Insert totals below for each category)										C. How did the family hear about your program (Insert totals below for each category)							
A1) List zip codes of enrolled children	A2) Total enrollment by zip code	B1) Teen Parent	B2.) Homeless	B3.) Poverty (at or below 100% FFL)	B4.) Deep Poverty (at or below 50% FFL)	B5.) Child Welfare/ DCFS	B6.) Special Needs/ Disability	B7.) Kinship/ FFN	B8.) Language Isolation	B9.) None/ Don't Know	Screening	Partner, ECE	Partner, non-ECE	Family Works! Metropolitan Family Services	Intake Worker	Marketing	Other (go to table G to list other categories)		
60645	12	1	2	5		2		1	1										
60612	5	1	1			2	1												
60601	7	2	2			2		2		1									
D. Totals for each column		4	5	5	4	3	2	1	1	1	0	0	0	0	0	0	0		
E. Total Enrollment <i>Add up column A2 to get total enrollment (or use total found in table D for total enrollment by zip code. Alternatively, use the total from your own enrollment reports.</i>						24						F. Total Priority Population <i>Subtract column B9 from total enrollment (table E) to get priority population enrollment. In other words, total priority population enrollment=table E - total from column B9. Alternatively, use the total from your own enrollment reports.</i>						23	
G. List the "other" ways families heard about your program																Total for each "other" category			

Program #1 | Program #3 | Program #4 | Program #5 | Program #6 | Program #7 | Program #8 | Program #9 | Program #10 | Program #11 | Program #12 | Program #13