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**Putting Data to Work: Using IDEA Data With Stakeholders**

**Planning Worksheet**

*What do you wish you had known or had an opportunity to plan for?*

# **Before the Meeting Planning**

* What would your goals for the meeting be?
* What data would you want to have available and how would you share it?
* Who would you want to participate?
* Would you want participants to review data in advance? Is there any other information participants will need to know in advance?
* How would you ask participants to discuss the data? In small groups or one large group? How much time do you think it would take to complete the protocol?

# **During the Meeting**

* What is important about the context to include when you are presenting the data?
* What are some prompting questions you might use as the group is observing the data?
* What are some prompting questions you might use to solicit interpretations of the data?
* How could you facilitate the development of reasonable action steps?

# **After the Meeting**

* How would you know the data meeting was effective?