



## Attendees

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Charlie Geier, Matt Hetzel, Kristina Musliak, Kimberly Erler, Amanda Lopez, Stephen Reynolds, Ann PH; *On-phone*: Sally Reed-Crawford, John Peirce, Sue McKinney

## Key Topics Discussed

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### A. ELAC and Other Updates

- Coalition Summit feedback:
  - i. Matt posted slides from his breakout session presentation on how to use data on Wiggio.
  - ii. 380 people were in attendance; the workshops were rated favorably— Family Engagement was rated the highest.
  - iii. Attendees were largely ECE professionals. In the future, we'd like to target more early learning partners in the economic and legal sectors.
  - iv. How do we communicate the message on the importance of early learning through data? How do we make that message *real* to people in their communities?

### B. Data for 2018 Annual Report

- Amanda discussed the data we currently have (about 40%) and the data we are waiting to receive. She shared that we have been performing quality checks on all incoming data.
- School-based program data could potentially be a feature in the Annual Report because we are requesting more of it this year!

Hopefully, all data requested will be received and input into Tableau by the July workgroup meeting. Then, we could do a live demonstration for the workgroup to help decide how best to visualize the data.

### C. Data-Driven Toolkit Sections Review and Discussion

- Amanda suggested aligning the Data-driven Toolkit with the Coalition-Building Toolkit by splitting sections of the data-driven toolkit into two buckets:
  - i. Understanding the baseline
  - ii. Continuous quality improvement



- Workgroup examined Data Playbook from Schusterman.org, which contains a data toolkit similar to the one we'd like to create for Indiana.
- Workgroup provided input to re-create a data-driven decision-making cycle visual using elements from three images Charlie provided at the last meeting:
  - i. Use main circle image from "Data-Informed Decision-Making Cycle" on page 1 of the examples, but format it as a donut chart like page 5.
  - ii. Delete the colored icons and arrows outside of the main circle.
  - iii. Change the colored triangular sections of the circle into arrows like page 5 doughnut chart.
  - iv. Use less technical language (from cycle image on page 4) in each color of circle.
  - v. Include a "Start here" prompt in the visual.
  - vi. Suggestion to have both an "inner" and "outer" doughnut chart in the visual. The outer doughnut could contain some of the text currently in the whitespace, but only 2-3 bullet points per color to keep it simple.
- Workgroup reviewed the data source guide created by Matt and Jon and gave feedback:
  - i. Amanda suggested defining early learning in the introduction.
  - ii. Early Learning Indiana's data categories should align with the language used for data categories in the ELAC Annual Report.
  - iii. Clarify that FSSA has three parts: First Steps, OECOSL and DMHA, and discuss the role of each.
  - iv. ISDH has a new website with all their health data; Sara will tell Matt if anything needs updated
  - v. Sue will update the ELI and FSSA sections of this source guide.
- Workgroup reviewed the data visualization section of the toolkit created by Ann PH and Sara and gave feedback:
  - i. Cross-check with the section headers in Charlie/Matt's master outline for alignment (outline uploaded in Wiggiio).
  - ii. Include a sub-section on "how to create a dashboard" with examples.
  - iii. Make sure all examples and narrative are early-learning related!



- iv. Send Kyle a list of graphics to use from last year's ELAC Annual Report and ELAC Project Management team will provide the corresponding image files.
- v. Add in verbiage for toolkit audience (where appropriate) to say that most charts and graphics can be developed in Excel or any open-office software like google sheets, etc.; basically, conveying the message that data visualization tools are accessible without needing to be costly or over-complicated. “

### Action Items

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1. Co-chairs will invite PPA co-chair, Mike Bachman, to July workgroup meeting.
2. At July meeting, workgroup will finalize all sections of the toolkit and the visual. Goal is to present the toolkit to ELAC in August!
3. Along with the Data-driven toolkit, workgroup will complete and present an FSSA Communication Plan template with recommendations for dissemination as a new public resource.

### Next Meeting

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Thursday, July 27, 2017 | 1pm – 3pm | Ice Miller Offices