The historical data protocol may be used to support the data drilldown activity in Step 1 of the CIM Process.

This protocol is designed to be used in conjunction with the System Improvement Leads (SIL) Data Tools Dashboard and allows teams to document key trends and patterns in their State Performance Plan Indicator data over time.

**Participants**

**Roles:** Facilitator and Notetaker

**Group Size:** 3-7 people

**Time:** 1-2 hours

**Materials**

**In Person, time 1-2 hours:** Pen and/or pencils, highlighters. Additional copies of table form this protocol. Post-it notes.

**Virtual:** Shared virtual workspace.

**Instructions for Use**

**1. Navigate to the Improvement Data Center:**

[https://systemimprovement.org/](https://systemimprovement.org/%20)

**a)** Scroll down to “Improvement Data Center” and click “Discover.”

**b)** Select “Data Tools” and follow the prompt to log in either with Outlook or Google.

**c)** Click “Data Tools.”

**d)** Navigate to your targeted data set by selecting preferred Reporting Level (i.e., SELPA, geo-lead, district, etc.) and Organization.

**2. For each indicator, use the included form to complete the following steps:**

**a)** Private think time: 1-2 minutes to review the indicator data individually. Note on the included form if performance trends appear to be:

**1. Stable**

**2. Inconsistent**

**3. Improving**

**4. Declining.**

Utilize the “Trends and Observations” box to note if the target was met or not met, any outliers, and/or other observations.

**b)** Group go-rounds: Facilitator asks participants to share their categorization and any additional observations they noted.

Notetaker records all responses

**3. Closing:**

As a group, discuss the prompts in the summary table. Notetaker records group consensus.



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Indicators** | **1** | **2** | **3** | **4** | **Trends and Observations** |
| **Example** | [ ]  | [ ]  | [ ]  | [ ]  | Performance was stable for the first 5 years (10-20% below target). Last year, performance increased and exceeded the target by 5% |
| **1 – Graduation Rate** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **2 – Dropout Rate***\*Decline in data shows progress*. | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **3B – Statewide Assessment Participation** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **3C – Statewide Assessment Proficiency** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **4a – Discipline Rate Overall** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **4b – Discipline Rate by Ethnicity** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **5A – In Regular Classroom > 80%** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **5B – In Regular Classroom < 40%** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **5C – In Separate School** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **6A – Preschool LRE In Regular Program** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **6B – Preschool LRE In Separate Program** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **7A – Preschool Outcomes Soc/Emo Skills****- Increased** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **7A – Preschool Outcomes Soc/Emo Skills – Age Expectations** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **7B – Preschool Outcomes Knowledge and Skills - Increased** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **7B – Preschool Outcomes Knowledge and Skills – Age Expectations** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Indicators** | **1** | **2** | **3** | **4** | **Trends and Observations** |
| **7C – Preschool Outcomes Appropriate Behaviors - Increased** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **7C – Preschool Outcomes Appropriate Behaviors – Age Expectations** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **8 – Parent Involvement** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **9 – Disproportionate Representation** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **10 – Disproportionate Representation by Disability** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **11 – Timely Eligibility Evaluation** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **12 – Timely Part C to B Transition** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **13 – Post-Secondary Transition Goals and Services** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **14A – Post-Secondary Outcomes Higher Ed** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **14B – Post-Secondary Outcomes Higher Ed + Employment** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **14C – Any Post-Secondary Outcomes Ed + Employment** | [ ]  | [ ]  | [ ]  | [ ]  |       |

**Summary Categories**

|  |  |  |  |
| --- | --- | --- | --- |
| **Enter indicators into the appropriate summary boxes** | **Missed target 3+ years** | **Stable 3+ years and met target** | **Inconsistent***\*Recent significant change* |
|       |       |       |
| **Additional Notes***\*Wonderings and Questions* |       |       |       |

*Adapted from a resource created by the System Improvement Leads (SIL):* [*systemimprovement.org*](http://www.systemimprovement.org/)