

## Purpose:

This self-assessment tool is designed to support states as they examine their readiness for including or expanding early learning (EL) in their state longitudinal data system (SLDS). It is meant to provide states with a reflective process for identifying areas of strength and areas in need of improvement, as well as short- and long-term goals in multiple areas of system development.

## State Instructions:

1. Respond to the questions presented in each of the six sections.
2. Based on your responses to the questions, indicate in the box whether your state has completed the step, needs assistance, has not started, or is unsure. *Note: This is only for your use, so be as honest as possible.*
3. In the “Quick Check” of each section, reflect on your state responses and identify where the state has been successful and where there are potential needs in order to move the effort forward.
4. Take all the responses from sections A-H and review the results at the end to determine your strengths and challenges as a state.





## Section A: Defining the Purpose

Questions:

1. **Why does your state want to include EC in the SLDS?**

Response:

Documentation/Validation (URL, etc.):

2. **What value will these data bring to the state?**

Response:

Documentation/Validation (URL, etc.):



**3. Who will it serve?**

Response:

Documentation/Validation (URL, etc.):

**4. What guiding questions or critical policy questions have been developed?**

Response:

Documentation/Validation (URL, etc.):



5. What is the intended outcome(s)?

Response:

Documentation/Validation (URL, etc.):

Has the state established and documented the purpose and outcome(s) for including EC in the SLDS?	Yes, Completed	Yes, But Would Like to Improve	Planning	No	Unsure
A. Did your state document why your state wants to include EC in the SLDS?					
B. Did your state document what value these data will bring to the state?					
C. Did your state document who this data will serve?					
D. Did your state document the guiding questions or critical policy questions intended to frame the functions of the data system?					
E. Did your state document the intended outcome(s)?					

**Quick Check:** Where has your state been successful? What is still needed to move your state forward in developing a clear and well-articulated purpose(s) for the early learning data system?



## Section B: Developing a Plan

Questions:

1. **What has your state included in the project plan?**
  - a. How did your state articulate the purpose, goals, deliverables, and intended outcomes in the project plan?
  - b. Does the plan include all elements of the grant (if applicable)?
  - c. How did your state clearly articulate who is responsible for various tasks, who is assisting, and who is providing information and feedback?
  - d. What are the timelines as outlined in the project plan? Who holds the team accountable to the project plan timeline?
  - e. How did the state articulate how stakeholders and leadership would be identified?
  - f. How does the work outlined in the plan align to the budget?
  - g. How has the plan been communicated to all the stakeholders? *(see more on identifying stakeholders in section 4)*
  - h. How will the governance team, program administrators, and IT personnel work together?

Response:

Documentation/Validation (URL, etc.):



2. What general topics are discussed in the communication plan?

- a. How does the communication plan outline the communication strategy among stakeholders?
- b. How does the communication plan articulate the project plan to various stakeholders?
  - i. Describe the vision and scope of work as stated in the state communication plan.

Response:

Documentation/Validation (URL, etc.):

Developing a Plan	Yes, Completed	Yes, But Would Like to Improve	Planning	No	Unsure
A. Does your state have a project plan to incorporate early learning into the SLDS?					
B. Has the project plan been communicated to all the stakeholders?					
C. Does your state have a communication plan?					
D. Has the communication plan been shared with all the stakeholders?					

**Quick Check:** Where has your state been successful? What is still needed to move your state forward in communicating the vision, goals, and approach for building the state’s early learning data system?



## Section C: Identifying the Current Capacity and the Need

Questions:

1. **What early learning programs are administered in the state?**

Response:

Documentation/Validation (URL, etc.):

2. **What agencies administer those programs?**

Response:

Documentation/Validation (URL, etc.):



3. What will be your state's greatest strengths and challenges in this work? (e.g., legislation, staff, training, technology, funding, leadership, political, interest or priority)

Response:

Documentation/Validation (URL, etc.):

4. What early learning funding streams collect and report data that could be linked to the SLDS?

Response:

Documentation/Validation (URL, etc.):





5. What other EC programs within the state have the capacity to collect the data but are currently not collecting the data?

Response:

Documentation/Validation (URL, etc.):

6. Does your state already have a model in existence that can be used to start the work?

Response:

Documentation/Validation (URL, etc.):



# STATE SUPPORT TEAM

Does the state have the capacity to meet the intended outcome? If not, what is needed to achieve the outcome?	Yes, Completed	Yes, But Would Like to Improve	Planning	No	Unsure
A. Did your state identify all early learning programs in the state and the agencies involved?					
B. Did your state identify opportunities and challenges in this work?					
C. Does your state have legislation impacting your ability to include early learning data in the SLDS?					
D. Did your state identify what early learning funding streams (federal and state) collect and report data that could be linked to the SLDS?					
E. Did your state identify what other early learning programs within the state have the capacity to collect the data but are currently <b>not</b> collecting the data?					

**Quick Check:** Where has your state been successful? What is still needed to move your state forward in building capacity for an early learning data system?



## Section D: Identifying and Engaging Stakeholders

Questions:

1. **Who has been included in the conversation from each program administered within the state?**

Response:

Documentation/Validation (URL, etc.):

2. **How did you select the stakeholders to be engaged? What relationship opportunities did you take advantage of during the process?**

Response:

Documentation/Validation (URL, etc.):



**3. When did you engage specific stakeholders? How was this timing decided and why?**

Response:

Documentation/Validation (URL, etc.):

**4. Who prioritized the needs of the state? How were these decisions made?**

Response:

Documentation/Validation (URL, etc.):



5. **Why were these particular stakeholders included? Are there other stakeholders that should/could be involved that have not been engaged yet?**

Response:

Documentation/Validation (URL, etc.):

6. **How did your state engage your state's Early Learning Advisory Council?**

Response:

Documentation/Validation (URL, etc.):



# STATE SUPPORT TEAM

Which EC stakeholders need to be involved in this work and when?	Yes, Completed	Yes, But Would Like to Improve	Planning	No	Unsure
A. Did your state identify who has been or will be included in the conversation from each <u>program</u> administered within the state?					
B. Did your state document the process for selecting and engaging the identified stakeholders?					
C. Did your state identify when to engage specific stakeholders?					
D. Did your state identify stakeholders to prioritize the needs of the state, and how were these decisions made?					
E. Did your state document why these particular stakeholders were included, as well as any other stakeholders that should/could be involved but have not been engaged yet?					
F. Did your state engage the state's Early Learning Advisory Council in this work?					

**Quick Check:** Where has your state been successful? What is still needed to move your state forward in building the necessary relationships and partnerships in building an early learning data system?



## Section E: Identifying and Defining the Data Governance

Questions:

1. Does your state have a data governance structure that includes early learning? What data governance structure(s) does your state have in place? Note: this could be an early learning governance structure that informs the P-20 or early learning as part of the P-20, or both depending on how the state has set up the integration (for more information reference the Planning Guide)

Response:

Documentation/Validation (URL, etc.):



**2. Does your state have a data governance manual?**

- a. If so, does your state's data governance manual include:
  - i. Mission/Vision?
  - ii. Goals and objectives?
  - iii. Scope and Responsibilities?
  - iv. Who is to be involved and when they become involved (membership)?
  - v. The decision making process?

Response:

Documentation/Validation (URL, etc.):

**3. Have you defined the role of the state's Early Learning Advisory Council in data governance?**

Response:

Documentation/Validation (URL, etc.):





# STATE SUPPORT TEAM

Who is leading this work and how is it going to intersect with the other sectors such as K12 and workforce for professional development?	Yes, Completed	Yes, But Would Like to Improve	Planning	No	Unsure
A. Does your state have a data governance structure that includes early learning?					
B. Does your state have a data governance manual that includes the outlined items (mission, vision, objectives, membership, responsibilities, decision making process)?					
C. Did your state define the role of the state's Early Learning Advisory Council in data governance?					

**Quick Check:** Where has your state been successful? What is still needed to move your state forward in ensuring the necessary leadership and data governance are in place to support the planned early learning data system?



## Section F: System Design Planning

**1. Does your state have an implementation model to reflect the needs of the state?**

- a. Will your state have an early learning data warehouse that feeds specific information into the P-20W SLDS or integrate early learning data directly from programs to the SLDS? Or is there a different approach? *(For more information on various system designs please reference the Early Learning Planning Guide)*

Response:

Documentation/Validation (URL, etc.):



**2. Does your state know which data elements to include?**

- a. Has your state mapped data across programs?
- b. Had your state mapped data to other sectors like K-12, postsecondary, and workforce?
- c. Has your state adopted or developed the Common Education Data Standards (<http://nces.ed.gov/programs/ceds/index.asp>)?

Response:

Documentation/Validation (URL, etc.):

Implementation	Yes, Completed	Yes, But Would Like to Improve	Planning	No	Unsure
A. Has your state created a data model to reflect the needs of the state?					
B. Does your state know which data elements to include?					

Quick Check:



## Section G: Planning to Use the Data within the SLDS

Questions:

1. **How is the state using the early learning data from the SLDS?**

Response:

Documentation/Validation (URL, etc.):

2. **What information is being shared back to programs (local and state)?**

Response:

Documentation/Validation (URL, etc.):



**3. What information is being shared with K12 (local and state)?**

Response:

Documentation/Validation (URL, etc.):

**4. How did the state develop the stakeholders' capacity to use the data?**

Response:

Documentation/Validation (URL, etc.):



5. What decisions are being informed by these data?

- a. Policy decisions
- b. Program decisions (including quality)
- c. Workforce decisions
- d. Child decisions

Response:

Documentation/Validation (URL, etc.):

How is the state using the EC data from the SLDS?	Yes, Completed	Yes, But Would Like to Improve	Planning	No	Unsure
A. Did your state outline how information is being shared back to programs?					
B. Did your state outline what information is being shared with K12?					
C. Did your state outline how the state developed capacity among the stakeholders to use the data?					
D. Did your state document what decisions are being informed by these data?					

**Quick Check:** Where has your state been successful? What is still needed to move your state forward in using data to inform policy and practice?



Section H: Sustainability- Planning to Keep EL integrated into the SLDS

Questions:

1. Does the state know how much it will cost to maintain the integration of EL into the SLDS?

Response:

Documentation/Validation (URL, etc.):

2. What is the state know how it would fund the integration if federal funding for the project decreased?

Response:

Documentation/Validation (URL, etc.):



3. Has the states created a demand for the Early Learning data (use of the data) in such a way that there would be a gap if it could no longer be provided?

Response:

Documentation/Validation (URL, etc.):

4. Has the state trained the appropriate end user to use the data in a way that if funding for training decreased that the use of the data would continue?

Response:

Documentation/Validation (URL, etc.):





How is the state using the EC data from the SLDS?	Yes, Completed	Yes, But Would Like to Improve	Planning	No	Unsure
A. Does the state know how much it will cost to maintain the integration of EL into the SLDS?					
B. Does the state know how it would fund the integration if federal funding for the project decreased?					
C. Did the state document the demand for the EL data from the SLDS?					
D. Did your state document training opportunities and ensure that all end users were properly equipped?					

## Next Steps:

Where has your state been successful in including early learning in the SLDS?

Have you outlined your state's next steps? If so, what are they?

If you identify areas for technical assistance, please send requests for assistance to our online request manager on GRADS<sup>360°</sup> (<https://nces.grads360.org>) (or, if you do not have access to GRADS<sup>360°</sup>, send an email to [support@sst-slds.org](mailto:support@sst-slds.org)).