



Family Data Leader Program: Facilitator's Guide

March 2024



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Acknowledgments

The Family Data Leader Program was developed by the following:

Center for Parent Information and Resources (CPIR) —Your central “Hub” of information and products created for the network of Parent Centers serving families of children with disabilities.

The Center for IDEA Early Childhood Data Systems (DaSy) — A national technical assistance center that works with states to support IDEA Part C early intervention and IDEA Part B 619 early childhood special education state programs in building high quality data systems and using data to improve results for young children with disabilities and their families.

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Introduction

We know that examining data from multiple perspectives leads to richer discussions, promotes creative thinking and inspires unique solutions with shared ownership of the outcomes. Family voice and partnership is a key perspective. But data in early childhood systems is complex and families need to understand the data in order to effectively participate in systems change efforts.

The goal of the Family Data Leader Program is to build the capacity of family members to participate in important data discussions about programs and systems that impact infants, toddlers, and preschoolers with disabilities and their families. The training promotes an understanding of data, promotes family leadership and voice, and shares a strategy families can use to examine, reflect, and act upon data.

As a companion resource to the Family Data Leader Program series, this Facilitator Guide provides guidance to individuals who are facilitating the series. It is a supplement to the PowerPoint presentation provided for each session, with notes.

About the Family Data Leader Program Training

Trainers	Use state-specific terms when delivering this training to make the content more applicable and relevant for your audience.
Breakout sessions/Small group work	Reminder: If conducting virtually, set up the breakout groups in Zoom or another virtual platform in advance.
General notes	Start with introductions at the beginning of every session in case there is a new participant.
Delivery	The Family Data Leader Program Training is designed to be delivered in four, 1.5-hour sessions. Each session has PowerPoint slides, a script, facilitator notes, and activities. All of the notes/script are located in the notes section of each slide.
Handouts instructions	There are a number of participant handouts that accompany the training. Reminder: If conducting training virtually it would be helpful to determine through registration process the method to share materials (i.e. send attachments to email or send hardcopies through US Mail)
Video instructions	If you are conducting the training virtually, assure your settings are in place for sound.

Below you will find a brief description of each session along with the links that you will be using for activities and videos. Before the training, open links so they will be easy to retrieve when needed.

Ground Rule Setting

- **Encourage participation.** Consider different methods of engagement that respect different learning styles. For example, provide time for participants to think about their responses to discussion questions before asking them to share. This will respect the learning styles of participants who may be shy or need time to process. Offer opportunities to share verbally or in a chat, if conducting the training virtually.
- **Listen with an open mind.** Respect different perspectives. Be patient when listening to others and don't interrupt. Value everyone's contributions.
- **Stay on topic with the agenda but be flexible.** Important issues may take more time than expected. Check for participant understanding before moving on.
- **Record outcomes and share.** Record all decisions and task assignments. Share meeting materials and follow-up items with participants.

Preparing for the Session

- Review the PowerPoint slide deck, notes and Facilitator's Guide, including the Activities and links for each session and considering how to facilitate each activity based on your audience size and capacity.
- Review the reflection questions and consider how you might want to engage your audience.
- If necessary, print and send materials electronically to participants before the meeting. This is especially important if you will be conducting your training virtually so that all participants have the activity worksheets and other relevant resources.

Supplemental Materials for Trainers

Type	Resource
Discussion Guide (PDF)	Look! Think! Act! Discussion Guide
Online Learning Module	Look! Think! Act! Learning Module
Infographic (PDF)	Data As Information: Questions for SICC/SAP Representatives to Ask about Data (from the DaSy Stakeholder Knowledge Toolkit)
Resource (PDF)	DaSy Critical Questions About Early Intervention and Early Childhood Special Education
Resource (PDF)	SPP Indicators Card
Video/Online Training Module	SPP/APR Essentials Training Module
Resource	A System Framework for Building High-Quality Early Intervention and Preschool Special Education Programs

Session One

Session One focuses on orienting families to the concepts of family data leaders. This is an opportunity to get to know each other, learn about the who the participants are, as well their experiences. The session focuses on parts of IDEA, systems change, data and family/stakeholder engagement.

Preparing for Session 1

To best prepare for this session, take some time to review the resources below that will be used in this session.

Type	Resource	Suggestions
Websites	Center for Parent Information & Resources (CPIR) Center for IDEA Early Childhood Data Systems	Add these technical assistance centers to the chat when appropriate.
Handout (Word)	Early Childhood Acronym List	Become familiar with this list. You can add any state specific acronyms. Before the session, if possible, email to participants with the suggestion they print as these terms will be used throughout the series. Shortly before the session have link readily available to put the link in the chat and click on it to show in full screen.
Video (PBS)	What Are Systems?	This Systems video is only 2 minutes. Have the tab for it readily available to show to participants.
Video (YouTube)	The Importance of High-Quality IDEA Data	Consider reviewing Importance of IDEA video to get reacquainted. Have the tab for it readily available to show to participants.
Breakout Session	Creating a breakout session (if virtual) set up ahead of time.	Towards the end of Session 1 there will be a breakout session. Decide if you want to break specific people in groups or randomly.

Session Two

Session Two focuses on learning about data, the stages of the data cycle, and how to use data to advance equity. We will also examine the importance of WHY and how important WHY plays in data discussions. Finally, we will learn about the State Performance Plan (SPP) and Annual Performance Report (APR).

Preparing for Session 2

To best prepare for this session, take some time to review the resources below that will be used in this session.

Type	Resource	Suggestions
Handout (Infographic PDF)	Data as Information: 5 Things for Part C/619 Stakeholders to Know	Review ahead of time. This is from the DaSy Stakeholder Knowledge Toolkit.
Resource	A System Framework for Building High-Quality Early Intervention and Preschool Special Education Programs	Link used in session
Handout (PDF)	SPP Indicators Card	Put the link in the chat
Video (YouTube)	Why is equitably interpreting and communicating data and research important?	Review ahead of time so you are familiar with the content.
Video (YouTube)	Simon Sinek Start with Why	Prepare link before starting the training

Session Three

Session Three introduces a process designed for state and local program leaders to use data for program improvement. Look! Think! Act! provides a valuable strategy for examining, reflecting, and acting upon data. Family members can use these strategies anytime they are looking at data, including during local, regional or state level discussions that include understanding data. Look! Think! Act! helps families and others look closely at the data, think about what it means, and then consider how we might act.

Preparing for Session 3

To best prepare for this session, take some time to review the resources below that will be used in this session.

Type	Resource	Suggestions
Supplemental Video	The Jefferson Memorial and the 5 Whys	If you have time, this is a good video to reinforce learning
Data Activity	Look! Think! Act! Data Activity	Document used in breakout session

Session Four

Session Four provides practice scenarios and the opportunity to apply our learning from previous sessions. We practice applying the “Look! Think! Act!” process to two different data scenarios, discuss, and review best practices for successful participation in data discussions.

Preparing for Session 4

To best prepare for this session, take some time to review the resources below that will be used in this session.

Type	Resource	Suggestions
Worksheet for breakout session	Look! Think! Act! Session 4 Activity #2 Worksheet: Child Characteristics	This worksheet includes the same data, questions, and answers as the Child Characteristics exercise in the Look! Think! Act! Module. You may provide it as a handout to participants if they would like a printed version or, for whatever reason, they aren't able to access the online learning module.

About Us

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The DaSy Center is a national technical assistance center funded by the U.S. Department of Education, Office of Special Education Programs. The DaSy Center works with states to support IDEA early intervention and early childhood special education state programs in the development or enhancement of coordinated early childhood longitudinal data systems.



To learn more about the DaSy Center, visit the DaSy Center website at <http://www.dasycenter.org/>.
