



Sustainability Worksheet #2: Data-Driven Decision-Making

The October 2017 Strengthening Working Families Initiative (SWFI) National Grantee Convening culminated in a discussion of the value of beginning sustainability planning early in the SWFI grant period. To support SWFI grantees' sustainability planning efforts, we are creating a series of worksheets. The [first worksheet](https://h1bswfi.workforcegps.org/resources/2018/02/15/16/21/Sustainability_Worksheet) (https://h1bswfi.workforcegps.org/resources/2018/02/15/16/21/Sustainability_Worksheet) in this series was posted to the Community of Practice in February 2018 to help grantees organize an engaged team that is ready for thoughtful discussions about sustainability planning. This second worksheet will help grantees use data to both make well-informed decisions about their programs now and to sustain program components in the future. The third and final worksheet will be distributed in approximately six months, so that sustainability planning remains top-of-mind during the full grant period, and so that your SWFI TA coach can help you monitor and resolve planning challenges as they emerge. The final worksheet will address strategies for building long-term capacity and systems change.

Using Data to Assess Performance

1. Question: How do/ will you use the required grant performance measures to identify program components that are ripe for future expansion or focus, or that need improvement? For example, how are you analyzing your recruitment, training, and job placement measures to determine what is working well about your program and could be sustained, and what needs improvement?

Answer:

3. Question: How do/will you use other quantitative and qualitative data sources to identify program components ripe for future expansion or focus, or those that need improvement? *Consider: How will you collect and analyze these data? For example, to gain perspective on your required grant performance measures, can you interview or conduct focus groups with participants and graduates to find out which program components were most helpful to them?*

Answer:



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2. Question: What performance standards do/will you set to identify program components that deserve additional exploration or need improvement? **How do you use** your annual benchmarks from your SWFI performance measures? Have you set additional benchmarks? How will you explore potential improvements when benchmarks are not met? For example, will you pilot innovative ideas or conduct mini-experiments?

Answer:

4. Question: How do/ will you incorporate data collection and analysis for sustainability planning into your current procedures? For example, how will you adjust your quarterly reporting timeline to include analysis of performance measures to make decisions about program sustainability?

Answer:

5. Question: Have any of your SWFI program components led to unintended outputs or outcomes? For example, have your SWFI partnerships generated unplanned benefits or challenges for SWFI participants? How will you investigate these program components in determining what could be scaled up or down after your SWFI grant ends?

Answer:

6. Question: Could any of your partners or other organizations in your community help collect or analyze data to support decision-making? *Consider: Could your job training or child care partners provide demographic and utilization data over time to help you identify trends to address in your sustainability planning? Do you have relationships with academic institutions, host college or graduate interns, or participate in local initiatives that can connect you with resources or assistance in collecting or analyzing data?*

Answer:

7. Question: What data and reports could you use to explain your sustainability plan and highlight successes to gain further support?

Answer: