Meeting Agendas

Data Collection Planning Meeting

Agenda Items	Facilitator notes
Identify the primary goal of your data collection	Review Data Collection Overview tool Using the broad goal you set at the previous meeting, identify the primary goal of your data collection. This will help your group stay more focused on the goal.
Risk and Protective Factors Theory and the Social Determinants of Health Overview	Review the Shared Risk and Protective Factor and Social Determinants of Health Resources. Share an overview of the Risk and Protective Factors Theory and Social Determinants of Health, and how these can be predictive of challenges, such as justice or child welfare system involvement, substance abuse, and mental health issues later in life, and how addressing these in your community can help prevent those negative outcomes.
Define Data Categories	Based on your goal, identify broad categories or areas of data you want to review. These can include juvenile justice data, mental health data, substance use data, school data, public health data, etc. Refer to the Data Categories tool for some examples, but do not limit yourself to this list.
Identify Risk and Protective Factors and Indicator Data	Using the Indicator Data tool, identify data points you would like to collect. Inform your group that many data sources listed have information on how to access that data in the Data Sources Tool. As you go, identify who will collect each data point, what years of data you would like, and when data collection is due. Ask each team member to keep track of the data they agree to collect. *Note on years of data to collect: You will need at least three data points, often 3 years, to determine trends over time.* Throughout this process, do not limit yourself to data you don't think you have or don't think you can access, just look at the data you would like to try to collect. You will not be able to collect all the data on the list, but the more you attempt to collect, the more complete your community picture will be.
Identify Additional Data Indicator Points	After you have completed the shared risk and protective factors sections of the Indicator Data tool, utilize the blank section and go through each category you selected to identify additional data points you would like to collect that may not be listed in the Indicator Data tool section of the Toolkit. Refer to the Data Categories tool for examples of data sources.

	Be sure to continue to identify who from your team will collect the data. You may also wish to review the data points in the Data Maps to determine if there is additional data you would like to collect
Review Data Questions to Identify Additional Data Points	Review the Data Questions tool to identify any additional data points that you have not yet covered and add them to your master list continuing to identify who on your team will collect the data.
Logistics and Closing	Identify 1-2 team members who are data literate to receive and organize the data as it comes in. Refer these team members to the Organizing Data Tool. Review how people will format their data prior to submitting and confirm everyone knows what data they are collecting (or have access to a shared document to review) and the due dates for data. Your due date should be prior to your next meeting. Ensure everyone has access to the Data Sources Tool. Ask if anyone has any concerns or questions about data collection and help to problem solve barriers or set up a time to connect individually to address any unresolved concerns. Close on a positive note