

Worksheet for Reviewing Your Annual Data

Your strategic planning process included a review of data that was used to guide your SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. Each year, as you develop your annual workplan, you should review new data to inform your program. The annual data review is intended to be shorter and simpler than the data review used for strategic planning. This worksheet can be used to identify major findings from new data and the related implications for your next year’s annual workplan to help your agency reach the outcomes you are working toward through school-level impact measures (SLIMs).

Directions:

1. Write the date that you are conducting your annual data review.
2. In the "Source" column of the table below, list the sources of program evaluation and other new data related to your program. For examples of program-related data, consult the "Data Sources Matrix" in the Strategic Planning Kit (available at http://www.cdc.gov/HealthyYouth/evaluation/sp_toolkit.htm). Add rows to the table as needed.
3. In the second column, briefly describe the major findings from each data source.
4. In the third column, state the implications of the findings, if any, for your annual workplan.

Date Annual Data Review Conducted:

Source	Major Findings	Implications for Annual Workplan
<i>Example:</i> new report on Youth Risk Behavior Survey (YRBS) data	Increase in unhealthy eating behaviors among high school students, as indicated by decreased fruit and vegetable consumption during the previous 7 days.	Provide more healthy eating strategies through technical assistance and professional development.
<i>Example:</i> summary report of professional development evaluations	Three-fourths of participants reported increased confidence in skills after participating in a professional development event. Most participants are not using resources provided during the professional development event.	Continue using current professional development designs. Provide follow-up support webinars on how to use resources.
<i>Example:</i> new state leadership	New leaders are strong proponents of coordinated school health (CSH).	Increase the number of communications to state officials to advocate for CSH.