

# Discipline Data Management Workgroup

## Discipline Data Management Work Group's purpose

To develop and maintain an accurate database of discipline referral information that can be accessed and used by the core team to make data based decisions.

## Roles of Workgroup Members

*Workgroup Chair:* person responsible for coordinating the activities of data management workgroup. The workgroup chair is the liaison back to the core team and the liaison to other district personnel such as a technical facilitator who provides support to the district data base. The workgroup chair may take on specific workgroup duties/roles (see below).

*Data Inputter:* person(s) responsible for inputting office discipline referral data into the database. Often, this is a secretary or person responsible for discipline (e.g., disciplinarian)

*Data Monitor:* person(s) responsible for meeting with the data inputter at least once a month to discuss issues with inputting and completion of the referral form. The data monitor collects information about systematic problems with the referral form and procedures (e.g., forms not being completed correctly, back up in referrals getting inputted).

*Data Analyzer:* person(s) responsible for developing graphs of the discipline referral data and bringing copies of those graphs to the core team meeting each month. The data analyzer ensures that the team is able to get needed information from the database.

## Responsibilities

1. Meet at least once a month, *prior to the core team meeting*, to discuss issues regarding the data management system. This meeting should occur prior to the monthly core team meeting schedule
2. Input data into the district database on a frequent enough basis that by the end of the month all referrals for the month are in the data base.
3. Review a sampling of office discipline referral forms to determine if there are systematic problems with the form (either the form format or completion of the form).
4. Make recommendations to the core team about revisions and training needs.
5. Develop graphical summaries of the data on a monthly basis and provide copies to the core team.
6. Participate in data management staff development activities.