

1. When setting up data collection for data based decision-making. Questions to ask when setting up the systems are:
	* What do we want the data to tell us?
	* What questions do we have to answer?
		+ Do we have a problem?
		+ Do we not have a problem?
	* What are our levels, trends, peaks
		+ How does our data compare to last year
		+ How do our data compare to the national/regional norms.
		+ How do our data compare to our preferred/expected status?
	* What do we do if we have a problem?
		+ What are the data we need to make a good decision?
2. Determine if it is a system or individual student problem by asking the following questions:
* What areas/systems are involved?
* Are there many students or few students involved?
* What is the most effective use of resources to address the problem?
* What environmental changes/supports are needed?
1. The school/Leadership team should look at the data provided and follow a “data based decision-system” and work through the following questions:
* Is there a problem with what the data is showing? (ODR data)
* If yes, where is the problem?
	+ Location, behavior, student, time of day, teacher, etc.
* \*What is the precise problem?
	+ How often is it happening?
	+ Where is it happening?
	+ Who is engaged in the behavior?
	+ When is the problem most likely?
	+ Why is the problem sustaining?
* Additional questions to ask:
	+ Are there many students or few involved?
	+ What is the most effective use of resources to address the problem?
	+ Possible “function” of the problem behavior?
	+ What environmental changes/supports are needed?

\*This step is most often skipped. Teams tend to identify a potential problem and go directly to the intervention. It is critical to understand what the data is saying and have the team agree on the problem for developing an intervention as well as collecting data on the intervention.