

Madison Out-of-School Time (MOST)
Data & Management Information System Workgroup Charge
Coalition Approved (1-31-2014)

Goal 1: To increase access to OST programs that support positive youth development, educational achievement, and/or career and community readiness in children and youth.

Objective 1: Determine the current landscape of K-12 Out-of-School Time (OST) programs in the Madison Metropolitan School District service area.

Charge #1: Develop a database and map of all existing OST programs within Madison

Key Benchmarks:

- i. Determine data points for collecting information about OST programs in Madison
- ii. Collect data
- iii. Analyze gaps in services and help determine the focus of MOST

Objective 2: Develop a web-based tool that will provide access to information about program opportunities to families and OST stakeholders.

Charge #1: Develop/implement an online OST program locator

Key Benchmarks:

- i. Develop a website for MOST
- ii. Develop/choose a program locator for OST programs serving students within the MMSD service area with a mobile platform
- iii. Develop a sustainability plan ie. Database management
- iv. Ensure website is accessible in multiple languages

Charge #2: Provide data management support to the Family and Youth Engagement workgroup's market survey learning about family and youth perspectives on OST programs, the MOST initiative focus and the program locator

Key Benchmarks:

- i. Develop a market survey for youth and families (to be done when focus is determined) and OST programs
- ii. Establish questions for the survey with OST stakeholders
- iii. Determine where market survey information is gathered (TBD with FAYE workgroup)
- iv. Report market survey findings

Goal 2: Develop mechanisms that enable the flow of information among key stakeholders to improve decision making

Objective 1: Develop a Management Information (MI) System that will provide access to program opportunities to families and data to OST stakeholders.

Charge #1: Determine what MI systems providers, city agencies, providers and funders are currently using (to be completed with objective #1 charge #2)

Charge #2: Determine which data points MOST will be collected regularly from programs (i.e. program type, focus etc. – to be done once focus is determined)

Key Benchmarks:

- i. Determine data points
- ii. Determine feasibility of collection and the purpose of collecting selected data points long-term
- iii. Make a proposal to the Actions Team of data points selected

Charge #3: Create a short list of recommendations regarding the MI system

Key Benchmarks:

- i. Research existing MI systems within Madison OST programs
- ii. Determine which MI systems fit best with MOST and analyze their appropriateness for MOST
- iii. If other stakeholders are using an MI system, determine the extent to which the new system can talk to existing systems
- iv. Create a shortlist of recommendations and rationale for the top 2-3 MI systems or why one needs to be developed

Charge #4: Implement and/or develop MI system for MOST programs

Key Benchmarks

- i. Establish a roll-out plan

Charge #5: Develop a data sharing agreement with the school district

Key Benchmarks

- i. Determine which programs are eligible for data sharing
- ii. Determine what data is to be shared with select MOST providers
- iii. Finalize a process for collecting and distributing parent consent forms for data sharing

Charge #6: Establish a sustainability plan for the MI system ie. data collection, information sharing etc

Key Benchmarks

- i. Determine where the MI system and data will be housed
- ii. Determine roles and responsibilities for the collection and maintenance of the database.
- iii. Determine who is responsible for the confidentiality of the students data