



Module 4



Displaying and Reporting Data

Module 4 focuses on the ways a data system supports timely access to accurate and useful data. Data systems can be invaluable for generating data used in reporting to funders. They also assist staff in obtaining a quick snapshot of relevant data through a dashboard. A **data dashboard** is typically a single page or screen visual of data that supports the ongoing monitoring of services.

This module addresses three actions related to displaying and reporting data.

Improve the accuracy of system-generated reports.

System-generated reports serve an important role in reducing the burden of reporting and ensuring agencies/teams have access to relevant data as needed. Unfortunately, these reports can become less accurate because of errors in system calculations or data entry.

Integrate and share data across systems.

Reporting often requires using data from multiple systems. The work of integrating systems, interoperation, is often desired by agencies/teams but can be complicated by technical and agency contexts. This toolkit provides a brief guide on system integration which addresses these issues.

Access timely program data for ongoing monitoring.

Data reporting is one way to use program information for monitoring and improvement. Staff and leadership often desire up-to-the minute information to determine caseloads, inform supervision, and other important ongoing work. Data dashboards, which can be built into your data system, are a helpful tool to provide timely data. The toolkit provides a guide to data dashboarding and an example you may want to use.

Improve the accuracy of system generated reports.

Tool	Type of tool	Description
4.1: Data Reporting Map*	Template	The Data Reporting Map template will help your team “reverse-engineer” your reporting to determine which data are pulled from which screens or forms and how calculations are made. This can help your team to work with your data system vendor to make changes to improve accuracy of reporting. This tool may be best used with support from a technical assistance provider or another consultant.

Integrate and share data across systems.

Tool	Type of tool	Description
4.2: Understanding System Integration	Guide	This guide provides an introduction to data system integration strategies. It defines system integration, describes types of system integration, and provides an overview of the planning process.

Access timely program data for ongoing monitoring.

Tool	Type of tool	Description
4.3: Guide to Data Dashboards	Guide <i>Used with Example of a Data Dashboard</i>	This guide provides an introduction to data dashboarding. Dashboards are described; considerations are provided for understanding your audience and the type of data needed; and the elements of a dashboard are presented.
4.4: Example of a Data Dashboard	Example <i>Used with Guide to Data Dashboards</i>	This one page accompanies the Guide to Data Dashboards and serves as an example of the format and the type of data that could be appropriate for your dashboard. The example is not modifiable, but your team with technical assistance could design one to fit your specific requirements.

Visit www.tribaleval.org to download individual tools from this toolkit. Those tools marked with an * are available in modifiable forms (Word, Excel, or PowerPoint).