

The NCCP Pathways Project and Tools were developed by Taniesha Woods, PhD, with the assistance of Melissa Christie. Woods has also developed and implemented the process for completing the tools.

## USER GUIDE: *DEMOGRAPHIC AND COMMUNITY DATA TOOL*

**Background on the Tool.** The Demographic and Community Data Tool is designed for two primary reasons. First, it will help coalitions identify indicator data collected in their communities that can be used to monitor and track progress as part of strategic planning. Second, it will help coalitions assess the level of risk for adverse school and developmental outcomes among young children and families in their community.

Coalitions can then compare this risk information to the Programs and Services Mapping Tool responses and determine if the availability and intensity of services meets the needs of young children and families in their community. This type of community-level data is important in determining how best to target resources and plan to achieve goals for children's school readiness and overall well-being.

The indicators suggested in this tool are organized by the six Pathways goals and provide a starting point for assessing which indicator data are currently collected in the community. The data collected for this tool will be gathered from a variety of sources.

### Directions for Completing the Demographic and Community Data Tool

The Demographic and Community Data Tool starts by asking for basic demographic information on young children and their families in the community, and then asks for information according to the six Pathways goals (Healthy Well-timed Births, Health and Development on Track, etc.).

In each section, the tool includes four columns:

- **Indicator:** The first column, "Indicator," lists the data element for which information is requested.
- **Source:** In the second column, "Source," coalitions should list the source of the indicator data. For some indicators we have provided suggested data sources. However, these sources may not be applicable in all communities; thus, we encourage coalitions to list additional data sources that exist in their communities. When listing sources that have acronyms, please include the full name of the source as well as the acronym. It is also important to keep in mind that monitoring trends in indicators requires that they are collected on a regular basis. Thus, it is important for coalitions to identify data sources that are routinely collected and made available.
- **Data Available:** In the third column, "Data Available," coalitions will record the quantitative data.
- **Notes:** The fourth column, "Notes," is a place for coalitions to list any special circumstances about the indicator data. For example, data may be only available for certain segments of the population (children from low-income families), and coalitions will note that information here. Additionally, it is possible that communities collect indicator data that are not listed here. There are blank rows included at the end of each section for your coalition to record additional indicators and related information.

### Suggested sources for indicator data include:

- Birth records
- Centers for Disease Control and Prevention  
<http://www.cdc.gov/>
- Child Care Resource and Referral data
- Child Care Subsidy records
- Child Trends Data Bank  
[www.childtrendsdatabank.org](http://www.childtrendsdatabank.org)
- Child Welfare records
- Common Core of Data, U.S. Department of Education  
[www.nces.ed.gov/ccd](http://www.nces.ed.gov/ccd)
- Community Health Status Indicators  
[www.communityhealth.hhs.gov](http://www.communityhealth.hhs.gov)
- Department of Corrections records
- EZAPOPOP – Easy Access to Juvenile Populations  
<http://ojjdp.gov/ojstatbb/ezapop/>
- Head Start and Early Head Start, Administration for Children and Families  
[www.acf.hhs.gov](http://www.acf.hhs.gov)
- Head Start Program Information Reports <http://eclkc.ohs.acf.hhs.gov/hslc/mr/pir>
- Kids Count Data Center  
[www.datacenter.kidscount.org](http://www.datacenter.kidscount.org)
- National Association for the Education of Young Children (NAEYC), Accredited Program Search  
[www.naeyc.org/academy/accreditation/search](http://www.naeyc.org/academy/accreditation/search)
- National Association for Family Child Care (NAFCC), Accredited Provider Search  
<http://nafcc.org/>
- National Center for Health Statistics (NCHS)  
<http://www.cdc.gov/nchs/>
- U.S. Census Bureau American Community Survey (ACS)  
<http://www.census.gov/acs/www/>
- Police records
- State Department of Public Health
- State Department Administering Part C of IDEA (Early Intervention Program for Infants and Toddlers with Disabilities ages 0–3 years)
- State Department Administering Part B of IDEA (Assistance for Education of All Children with Disabilities ages 3–22 years)
- School Accountability Report, Elementary and Secondary Education Act
- School District Records and Surveys
- VitalStats  
<http://www.cdc.gov/nchs/VitalStats.htm>

We recommend that coalitions assign a member or sub-committee the responsibility of completing a section of the tool. Typically, coalition members who are most knowledgeable about programs and services related to a Pathways goal are best suited to work on that section. For example, a demographer would be responsible for completing the section on Demographic Characteristics of Young Children and Their Families; two coalition members who work at the county health department would be responsible for completing the section for Goal #1: Healthy, Well-timed Births; and so on. Breaking up the tool into manageable pieces increases the likelihood that it will be completed accurately and in a timely manner. After the responses are filled in, other coalition members can offer feedback.

**After Completing the Tool.** After completing the Demographic and Community Data Tool, the coalition will be able to identify data and data sources in the community. This is a vital part of the strategic planning process. In addition to indicator data that are currently available, the coalition will have a better sense of data that are not collected, but would be helpful in understanding the needs of young children and their families. For example, coalition members may have anecdotal evidence that the number of homeless families with young children has increased, and as such a need for more services exist. However, it will be difficult to state the seriousness of the problem and the changes in families' situations without indicator data. Identifying data that are currently collected as well as data that are not collected will advance the coalition's work by helping to track progress where data exist and raise awareness about where data development needs to take place. This tool should be updated annually.