

Note to Learner: The Institute for the Advancement of Family Support Professionals (IAFSP) encourages you to complete the training and activities with the support of your supervisor, a peer or a technical assistance consultant. The notes below will guide you in preparing to take the training, following up with your support person after the training and supporting transfer of learning into daily practice.

Ongoing: View the Professional Development Program and each training module as an investment in skills and knowledge to help improve home visitor effectiveness.

Before the training:

- Learner and support person review course objectives and family support professional competencies
- Learner rates knowledge of learning objectives

During the training, the learner:

- Completes activities
- Reflects on own response
- Identifies questions and concerns
- Prints Reflective Responses to share with support person
- Completes post-training evaluation

After the training:

- Learner:
 - Rates knowledge of learning objectives
 - Completes post-training activities, as required
 - Develops an action plan for applying skills and knowledge in daily practice
 - Meets with support person to:
 - Review pre- and post-training activities
 - Discuss reflections, questions, and concerns
 - Review action plan for applying skills and knowledge in daily practice
 - Assess personal learning goals, transfer of learning, and action plan over time

This 120-minute online module for supervisors, *Improved Outcomes Through Data-Driven Decisions*, reviews the link between data collections and analysis, practice improvement and robust and meaningful outcomes. Strategies for using data effectively to inform family support practice and providing crucial information for the decision-making process are also provided.

NATIONAL FAMILY SUPPORT SUPERVISOR COMPETENCIES

Domain 2: Professional Practice

Dimension 7: Quality improvement

Component a: Program evaluation

Component d: Data-informed

decision making

Domain 7: Leadership

Dimension 22: Administration

*Component c: Planning and
organizing*

*Component d: Financial
accountability*

BEFORE THE TRAINING

Rate Your Knowledge (Scale of 0 to 5, 0 = no knowledge, 5 = significant knowledge)

Learning Objective	Before the Training	After the Training
Use a logic model or other clear statement of inputs/outcomes to explain, track and monitor operations and functions.		
Develop SMART goals and objectives.		
Educate staff on the importance of having reliable data that support the agency's mission.		
Engage staff in identification, collection and analysis of data.		
Use data in consultation/supervision to improve practice.		
Engage staff in continuous quality improvement.		
Effectively communicate results to staff and stakeholders.		
Ensure the responsible utilization of fiscal resources.		
Ensure that staff comply with fiscal controls and utilize resources wisely.		
Assure quality documentation of unit activities to include correlation between activities and agency goals.		
Provide clear written reports establishing reasons for actions and decisions.		

My personal learning goals for this training are:

1. _____
2. _____
3. _____

AFTER THE TRAINING

Reflections on what I learned:

Questions and concerns I identified:

Action Plan: (Each learner’s plan will be unique. To get you started, some ideas are listed below.) As a result of this training, I will...

- Engage my staff and funders in identifying a goal for improvement based on data.
- Collaborate with staff to develop SMART goals to improve practice.
- Implement a Continuous Quality Improvement process to reach goals.

My Action Plan

ACTION	TARGET DATE	DATE COMPLETED