



Creating a Findings Report

Competency

Interest-holders and the Community School Coordinator create an engaging and easy-to-understand findings report that summarizes the data obtained from a Needs and Assets Assessment process.

Key Method

Interest-holders and the Community School Coordinator analyze the Assessment Processes (survey and other data gathered), present the information in an engaging manner targeted to the audience, and summarize the findings to assist the problem-solving team(s) or as they consider the assets and needs of the school and community.

Method Components

Components of Creating a Findings Report

1. Draft the Methodology Section

- Describe the various methods of data collection undertaken. The “scope” or extent of the methods and the “depth” of the analysis and its stages.

2. Organize the Data and Findings of the Needs & Assets Assessment

- Draft a List and Organize the Types of Data Collected (e.g., by highest to lowest number of responses collected by type): Surveys, Focus Groups, Town Hall meetings, One-on-One Interviews, etc.

- Draft a Section on the Broadly Identified Findings from each of the Data Collection Methods: Identifying the various types of needs and assets identified by each data collection process.
- 3. Conduct a Gap Analysis for the Limitations Section of the Report**
 - Using the organized data and findings, draft an overview to see if there are any obvious “gaps” in the data collected and whether the initial analysis identifies a need for additional data gathering.
 - Include such observations under the “Limitations” section at the end of the Findings Report.
 - 4. Identify Effective Ways to Communicate the Findings to Various Audiences Using Graphic Displays of Data and Initial Findings.**
 - Review, identify, and select the most appropriate tools to effectively communicate the data and findings to the various key interest-holder groups. For example, consider and select among Charts, Tables, Diagrams, PowerPoint presentations, etc., for presentations effectively tailored to family/caregiver, school staff, school and district administration, community members, and other interest-holder groups.
 - 5. Summarize the key findings of the Needs and Assets Assessment Process.**
 - This will be easier to do once you complete items 1 through 4 above.
 - 6. Draft a General Outline for the Report,**
 - Use headings, subheadings, graphics, etc., and the components listed above. Consider what content/details to include in the Appendix section. and an Endnotes section, if necessary.
 - 7. Consider how you would tailor a Draft to each of your key interest-holder groups/audience—e.g., school staff, school district, family/caregiver, community, students, etc.**
 - This could include adjusting the length of the report or presentation, highlighting different sections, or using particular tools or graphic displays.
 - 8. “Test” the various report versions**
 - Present to at least one small group in each interest-holder category (families/caregivers, staff, etc.). Incorporate recommended changes into the final versions of the reports.
 - 9. Write the Final Findings Reports (General & Interest-Holder specific)**