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**Data Use Practices Questionnaire**

Check your awareness of data use practices by answering each question as “Best Practice” or “Practice to Avoid”:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Activity** | **Best Practice** | **Practice to Avoid** |
| 1 | Asking team members to explain how they responded to individual questions |  |  |
| 2 | Making assumptions about why an individual or group (e.g., protected class or work group) responded the way they did to a specific survey question |  |  |
| 3 | Using Employee Voice Survey data as a baseline and not as a report card |  |  |
| 4 | Using data to differentiate team activities and organize ad hoc teams |  |  |
| 5 | Using personality assessments (e.g., Myers-Briggs, True Colors, DiSC) to make personnel, staffing, or placement decisions |  |  |
| 6 | Using visuals to organize and clearly understand team data |  |  |
| 7 | Using visuals to talk to others about what the data show and opportunities to build and improve |  |  |
| 8 | Adding individual identifiers or names to visual representations of data |  |  |
| 9 | Keeping visuals in rooms where public might see them during events or meetings |  |  |
| 10 | Discussing data with colleagues in City meetings to set goals and identify future opportunities and threats |  |  |
| 11 | Talking about individual team members’ successes and challenges in public without their consent |  |  |
| 12 | Using team artifacts in collaboration with other departments for improving City and departmental processes |  |  |
| 13 | Distributing a department’s successes as a city-wide best practice without confirmation |  |  |
| 14 | Dismissing team or City’s requests for data or ignoring their concerns about how it will be used |  |  |
| 15 | Comparing one department to another in conversations City officials or the public |  |  |
| 16 | Storing or manipulating data through applications like Dropbox, on thumb drives, or in email messages |  |  |
| 17 | Using secure systems, approved by City of Madison IT, to upload and manipulate information |  |  |
| 18 | Using data to ask additional questions of your team via focus groups, additional surveys, informal information gathering |  |  |
| 19 | Expecting Employee Voice Survey to provide definitive answers to complex employee engagement questions |  |  |
| 20 | Using anecdotal data as the sole resource for action |  |  |
| 21 | Recognizing your/your team’s limitations in building, interpreting, and reporting on new survey instruments |  |  |
| 22 | Asking for guidance from the city-wide Data Management team when attempting to collect new sets of data |  |  |
| 23 | Citing your data source, collection date, and/or acknowledging limitations of the data set in publications and presentations |  |  |

Adapted for City of Madison use from: <https://datafordecisions.wested.org/wp-content/uploads/2015/03/Kappan-Ethical-and-Appropriate-Data-Use-Requires-Data-Literacy.pdf>

**See the answer key on the following page and tally your responses.**

**# Correct: \_\_\_\_\_\_ # Incorrect: \_\_\_\_\_**

### Fewer than 3 Incorrect: You’re on track for getting the most out of your data in ways that are both ethical and effective. For the questions you answered incorrectly, challenge yourself to consider why and see if you can’t anticipate a situation when/where it might show up in your own work.

### More than 3 Incorrect: Looks like there are some opportunities to explore your use of data in ways that offer greater support and confidentiality to team members, communicate more effectively with others, better secure data, or develop stronger skills around data collection, analysis, and information security.

Looking for more resources related to . . .

### Confidentiality and Respect for Respondents (Questions 1, 2, 5, 11, 14)

Check out the Performance Excellence Series Course on Communicating with your Team: Gathering and Sharing Information.

### Data Integrity (Questions 17,18, 20, 21, 23)

The Data Management team is currently developing an APM and formal data standards that will help the City of Madison strengthen data integrity, data hygiene, and data governance procedures. In the interim, the Performance Excellence Data Management Team is a great resource for guidance on strengthening your data playbook.

### Performance Excellence and the Employee Voice Survey (Questions 3, 19, 22)

Your first stop for all things Performance Excellence is the website on EmployeeNet. The Performance Excellence Specialist also monitors the [PE@cityofmadison.com](mailto:PE@cityofmadison.com) email account and is happy to point you to more specific resources and answer Performance Excellence questions.

### Information Security (Questions 16, 17)

We are all responsible for information security, but the IT team sets the pace and has a wealth of information. If you’ve got a question, start with the [HelpDesk@cityofmadison.com](mailto:HelpDesk@cityofmadison.com) and know they’ll find the right answers for you.

And while the upcoming Human Resources/Organizational Development training, Data 101, isn’t ONLY about information security, it’s a great forum for asking questions, sharing ideas and best practices, and getting expert advice on information security. See the Human Resources page for upcoming training session sign-ups.

### Collaboration (Questions 4, 10, 12, 13, 15)

The Performance Excellence Series Course on Communicating with your Team: Gathering and Sharing Information is designed for just that - - how we collaborate within our teams and how we share best practices throughout the city. Also keep an eye out for more information about Centers of Excellence, the City’s effort to gather, spotlight, and share resources from teams that are doing exemplary work.

### Visualizing and Communicating about Data (Questions 6, 7, 8, 9,18)

Join the Human Resources/Organizational Development training session titled Data 101, to learn more about data visualization tools (from high tech to simple analog methods) and how to communicate with your team about data.

**Data Use Practices Questionnaire  *Answer key***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Activity** | **Best Practice** | **Practice to Avoid** |
| 1 | Asking team members to explain how they responded to individual questions |  | X |
| 2 | Making assumptions about why an individual or group (e.g., protected class or work group) responded the way they did to a specific survey question |  | X |
| 3 | Using Employee Voice Survey data as a baseline and not as a report card | X |  |
| 4 | Using data to differentiate team activities and organize ad hoc teams | X |  |
| 5 | Using personality assessments (e.g., Myers-Briggs, True Colors, DiSC) to make personnel, staffing, or placement decisions |  | X |
| 6 | Using visuals to organize and clearly understand team data | X |  |
| 7 | Using visuals to talk to others about what the data show and opportunities to build and improve | X |  |
| 8 | Adding individual identifiers or names to visual representations of data |  | X |
| 9 | Keeping visuals in rooms where public might see them during events or meetings |  | X |
| 10 | Discussing data with colleagues in City meetings to set goals and identify future opportunities and threats | X |  |
| 11 | Talking about individual team members’ successes and challenges in public without their consent |  | X |
| 12 | Using team artifacts in collaboration with other departments for improving City and departmental processes | X |  |
| 13 | Distributing a department’s successes as a city-wide best practice without confirmation |  | X |
| 14 | Dismissing team or City’s requests for data or ignoring their concerns about how it will be used |  | X |
| 15 | Comparing one department to another in conversations City officials or the public |  | X |
| 16 | Storing or manipulating data through applications like Dropbox, on thumb drives, or in email messages |  | X |
| 17 | Using secure systems, approved by City of Madison IT, to upload and manipulate information | X |  |
| 18 | Using data to ask additional questions of your team via focus groups, additional surveys, informal information gathering | X |  |
| 19 | Expecting Employee Voice Survey to provide definitive answers to complex employee engagement questions |  | X |
| 20 | Using anecdotal data as the sole resource for action |  | X |
| 21 | Recognizing your/your team’s limitations in building, interpreting, and reporting on new survey instruments | X |  |
| 22 | Asking for guidance from the city-wide Data Management team when attempting to collect new sets of data | X |  |
| 23 | Citing your data source, collection date, and/or acknowledging limitations of the data set in publications and presentations | X |  |