

City Name: _____

Dataset Name: _____

Data Decision-Making Assessment Worksheet

1) Purpose

- a) What are my goals? What purpose is this data serving (Ex: For us to understand our department's performance, to communicate with the community)?

- b) Who is the intended audience?

- c) How will the data be communicated (Ex: Used for talking points, presented in a report or on a website)?

2) Data Details:

- a) What kind of data is it? (population level, patient health, spatial data, community-collected)

- b) What is the data source? Can we trust it?

- c) What year(s) was the data collected?

- d) What is the level of granularity? (city, state, census block, census tract)

- e) Is demographic data available? If so, which demographic groups?

- f) What's missing?

3) Accessibility and Usage:

- a) Is it free? If it isn't free, do we have the resources to purchase the dataset?

- b) Does this data source require staff capacity to analyze the dataset?

- c) If yes to the question above, then do we have those resources? If not, is there an external resource that we can use that does not require advanced analysis skills?

- d) Will this data be shared internally or externally?

- e) Will legal need to be involved (DUA)?

- f) Are there any privacy concerns? If yes, how will we deal with those?

- g) What are the limitations in using this dataset?

4) Decision and next steps

- a) Given all of the above, do I have the ability to access these data, understand these data, and/or use these data to help me meet my goals?

- b) If you answered 'no' to question a, then is there another data source that could provide similar information, even if it is limited?

- c) What are the next steps that our team needs to take?