
ANALYSIS AND REPORTING CHECKLIST

✓ **Stakeholders are involved in the analysis and interpretation of data**

Data have no meaning on their own. Meaning comes from the interpretation of data by people who can provide additional insight (e.g. staff, young people, families). Involve the people whose experiences the data reflect in the process of making meaning from the data. Use one of our [data review protocols](#) to guide conversation or our [tip sheet on data review protocols](#) to plan your own.

✓ **Evaluation data drives decision making**

Data will not drive program practice without intentional efforts to integrate evaluation data into decision making processes. Before collecting data, think about what programmatic questions that data will address, and make a plan to take action based on the data. See our [presentation on looking at data](#) for more information.

✓ **Evaluation results are reported accurately and honestly**

While it can be tempting to cast evaluation findings in the most positive light possible, it is important to report results accurately and to be honest about the limitations of both your evaluation and even your program. Our [accuracy in data reporting resources](#) cover the basics.

✓ **Data are reported using a racial equity lens**

- Data are disaggregated as appropriate
- Data on disparities are interpreted and reported using a structural frame
- Suggested solutions are bundled with problem descriptions

When reporting data, consider whether you have uncovered disparities you may want to highlight, and if so, think about how you will highlight them. It is important to avoid reporting on disparities in a way that reinforces bias, or creates the impression that problems are inevitable or intractable. For more information, see the Annie E. Casey Foundation's report on [reporting data using a racial equity lens](#), which is included in our [resource list on racial equity in data reporting](#).

✓ **Evaluation results are shared with those most affected**

No matter how streamlined your evaluation, it is likely that you have asked others to spend time providing you with feedback. It is therefore important to let those people know that you have heard and paid attention to the information they have provided. In addition, you may want to communicate results to funders, policy makers, or the general public. Use our [data storytelling presentation](#) and [accompanying worksheet](#), and our [communication and reporting plan](#) and [strategic messaging](#) worksheets to tailor your messages to your audiences.