



## M3 CPI PLANNING GUIDE

## Making Meaning with Multiple Data Sets (M3®) Continuous Program Improvement Cycle Plan

Continuous Program Improvement (CPI) is an ongoing mindset and way of doing business described in detail in **Believe It. Build It.** It's a process with key touchpoints along the way. Use this guide as a planning tool to get you and your staff team ready to go!



There are a few foundational steps that can help you prepare for CPI:

1. Review your organization's vision and mission.
2. Be aware of your program's goals and desired outcomes.
3. Develop a logic model or other mind map that shows how your program activities lead to your desired outcomes.

### What is your M3 CPI calendar?

Different programs and organizations do different parts of CPI at different times. It's important to create a CPI calendar in addition to your program calendar. **What does your CPI calendar look like?**

#### PLAN DATES:

When will you do initial planning for assessment and evaluation?

#### DO DATES:

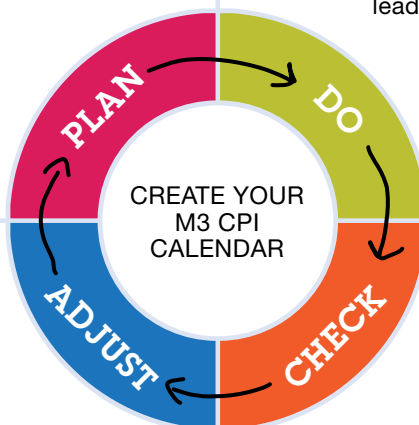
What's your timeframe for data collection and management leading to the check phase?

#### ADJUST DATES:

What's the timeframe for implementing improvement plans?

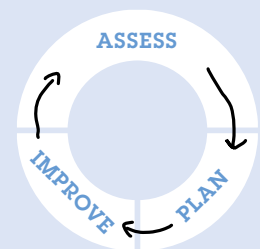
#### CHECK DATES:

When will you participate in an M3 Huddle and other reflection points?



#### Consider this:

Some youth development programs or organizations use a slightly different model to show the phases of continuous improvement. If that's the case for you, here's an example of how to crosswalk two different approaches:



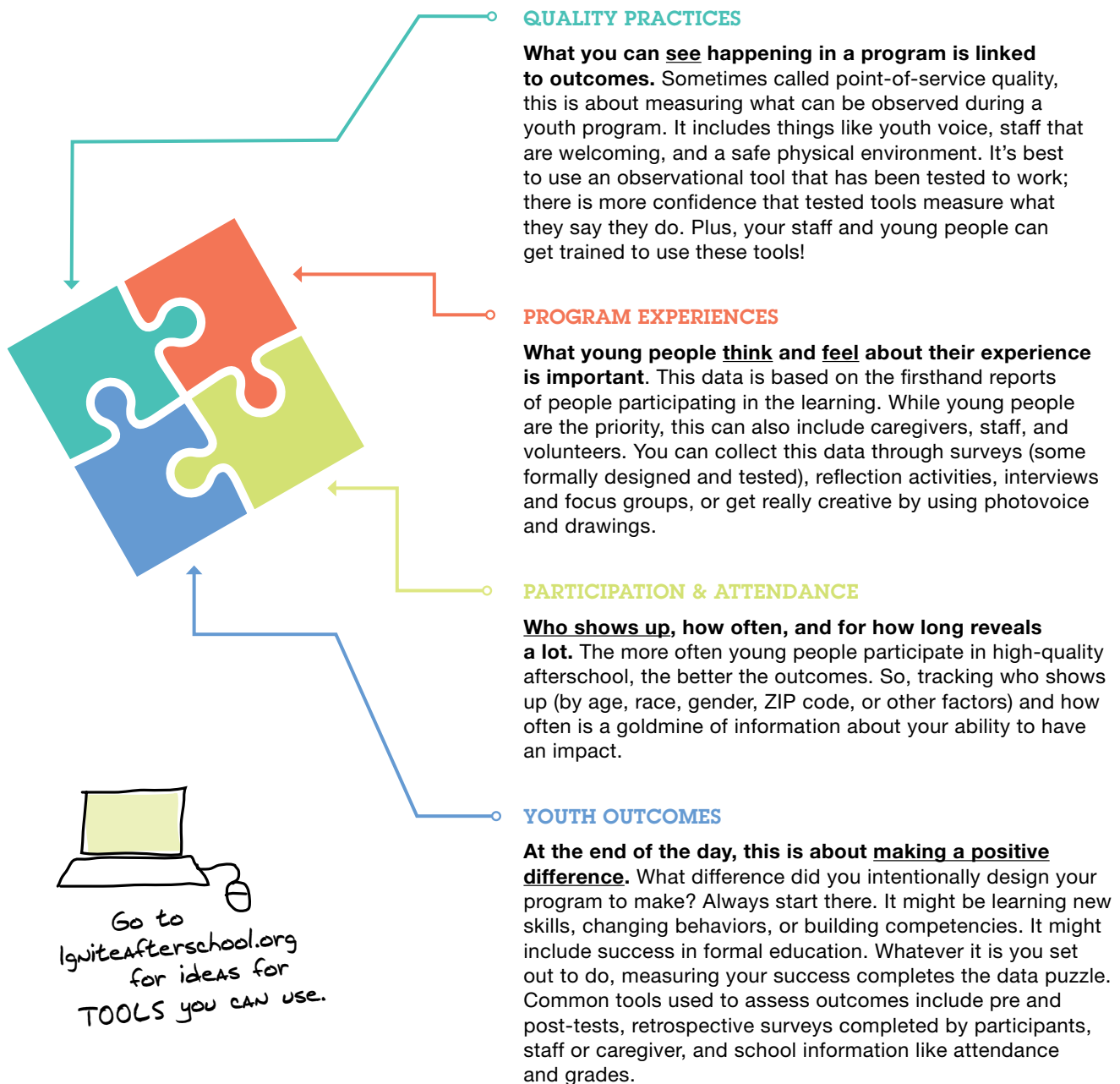
Plan+Do=Assess  
Check=Plan  
Adjust=Improve

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### What types of data are **part of M3 CPI**?

**QUALITY PRACTICES + PROGRAM EXPERIENCES + PARTICIPATION & ATTENDANCE = YOUTH OUTCOMES**

Oh data! It can sometimes feel overwhelming to decide what to collect and why. M3 is designed to get you reflecting on **four key types of data** because lots and lots of research tells us that the above data equation gives us the best picture of the quality and impact of our work. M3 is tool neutral because there isn't one right way to do assessment or evaluation. The goal is to start with at least one or two data sets and build up to four.





## Which type of data do you intend to collect?

The goal is to collect all four, but starting with two or three will capture a **wider and deeper range of perspectives** than just one.

	QUALITY PRACTICES	PROGRAM EXPERIENCES	PARTICIPATION & ATTENDANCE	YOUTH OUTCOMES
Will you collect this type of data?	YES NO	YES NO	YES NO	YES NO
How will you collect it? ▶ (see page 2 for ideas)				
Is training required & when? ▶				
Who will implement? ▶				
When will data be collected? ▶				
When will it be available? ▶				
How will it be shared? ▶ Online or printed? Color or black/white? Written summaries or charts and graphs?				

### Thinking Ahead to your M3 Huddle

- ▶ When making meaning of data it is important to use formats that are easy to understand.

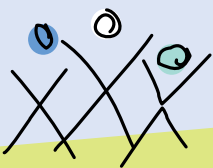




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Who will be part of your **data team**?

Just like reviewing multiple types of data leads to understanding your program better, considering **multiple viewpoints leads to understanding your data better!** It's especially important to include those most impacted: young people, youth workers, and even parents. Program administrators, organization leaders, partners, and others can help round out the group. Use the mind map below to help you think about perspectives and knowledge different stakeholders can bring to the table. We've included some examples.



Based on your map,  
**whom will you invite/include?**

**Additional questions** to consider:

- ▶ How often will you meet? Where?
- ▶ How will you be inclusive of many voices?
- ▶ How will you compensate those who aren't doing it as part of their job?
- ▶ How will you share information beyond your team?