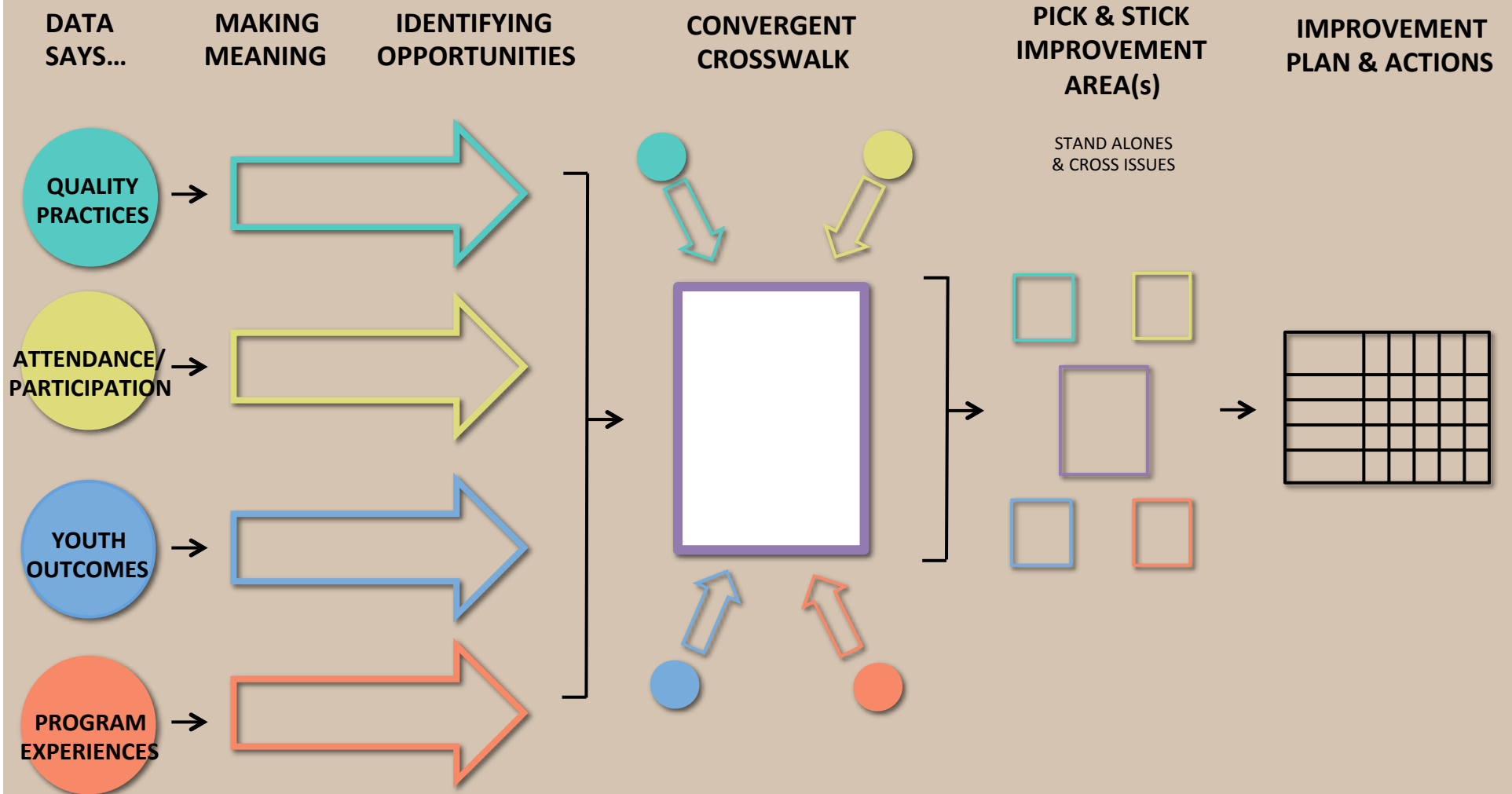


M³ PROCESS



Planning Guide to Participate in M3



Getting ready to participate in your M3 training?
Use this guide to get you and your staff team ready to go!

Which data will you collect ahead of M3?

M3 means “Making Meaning with Multiple Data Sets.” There are 4 key types of data your program should collect and bring to M3. You need at least 2 of these types of data to go through M3, but more data sources will yield better insights. To jump-start your planning, here’s some info on the 4 key types of data to collect:

Quality	Participation	Outcomes	Experience
<ul style="list-style-type: none"> •Data/info used to assess your program's use of quality afterschool practices. •Click: Measuring Youth Program Quality - Forum for Youth Investment to explore different tools and approaches to gathering Quality data. 	<ul style="list-style-type: none"> •Attendance log or database tracking participation of youth in your program. 	<ul style="list-style-type: none"> •Data/info that shows the outcomes (academic, social-emotional, etc.) of your program participants. •Click: From Soft Skills to Hard Data - Forum for Youth Investment to explore different tools and approaches to gathering Quality data. 	<ul style="list-style-type: none"> •Program experience data represents information that speaks to how your participants experience the program from their perspective. This could include surveys, focus groups, etc.

Remember, M3 is tool-neutral! There are many different ways to gather the data you need for M3.

Key questions to consider when prepping for M3:

<p>How will the data be collected?</p> <ul style="list-style-type: none"> • Which tools or approaches will you use? • Will you engage youth and staff in collecting and interpreting data? 	
<p>Who will collect the data?</p> <ul style="list-style-type: none"> • Who will be involved in interpreting the data? • Who should be on your “M3 Team” that will prepare for, attend, and implement your improvement plan after M3? 	
<p>Do you have time scheduled to...</p> <ul style="list-style-type: none"> • Discuss steps in the Continuous Program Improvement (CPI) process? (see below) • Bring M3 discussion back to other staff/stakeholders? • Do observation/reflection to support staff in making meaning of data? 	

Know Before You Go (to your M3 Session)

- Each organization should bring 3-5 people from their team who will prepare for and attend M3, and lead further improvement planning back at their organization/site after M3.
- M3 will help your team consolidate multiple sets of data, interpret it, and create an improvement plan based on your insights.
- Your M3 session will be attended by other programs in your city/region – this is a great opportunity to connect with your peers and form an afterschool learning community in your area.
- The M3 process doesn't stop after M3 is over! M3 is just a mid-point along the "Continuous Program Improvement (CPI)" process laid out in *Believe It. Build It.* The most important step is to share your improvement plan with staff and stakeholders at your site, and to start taking action on it!

M3 in the Continuous Program Improvement (CPI) Process



The steps in M3 match the CPI Cycle!

- ✓ **Plan** = initial planning at the beginning of program cycle
- ✓ **Do** = data collection and interpretation leading up to M3
- ✓ **Check** = the day of your M3 session
- ✓ **Adjust** = Acting on your improvement plan after M3

Take the next step in your M3 prep! Share your data collection plans & questions at <http://goo.gl/forms/e7cqJncScO> so we can help you get ready for M3!

Questions about the M3 Process? Contact Brandon Tice at brandon@igniteafterschool.org