VISTA Assignment Description (VAD)

Title: Data Analyst VISTA

Sponsoring Organization: Achieve Brown County
Project Name: Achieve Brown County II
Project Number: 19VSNWI003
Project Period: 04/24/2022 - 04/22/2023

Site Name: Achieve Brown County

Focus Area(s)
  Primary: Education
  Secondary: Healthy Futures

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: The Data Analyst VISTA will strengthen a data analysis program to provide ABC with the data it needs to identify trends and other factors contributing to cradle-to-career success, particularly related to equity issues. They will write R code to inform overall work moving forward, develop new data systems for use by Action Teams, and enhance the data security system to ensure data work can continue in the future. The VISTA will build the capacity of ABC to effectively use data to identify educational barriers and create evidence-based solutions, enabling stakeholders to ensure children receive the education and career training they need to break the cycle of poverty.

Objective of the Assignment

The VISTA will develop and implement data analysis systems and processes using data on Brown County students, youth, and young adults to help us identify trends and other factors contributing to cradle-to-career success, particularly related to equity issues. Equity issues include barriers to success related to gender, race/ethnicity, economic status, disability, English proficiency, and geography.

Member Activity (04/24/2022 - 04/22/2023): •Review ABC's current and past work around data analysis and use, as well as ABC's data needs.•Develop and implement a system and process for analyzing data for patterns, trends, and correlations to inform ABC's overall work.•Create reports and share findings with ABC staff.•Work with other ABC team members to identify the most effective means of sharing important findings with community partners through multiple media.•Develop proficiency in R and Excel to support this work.•Build sustainability by saving and documenting R code for future use.•Evaluate the effectiveness of the data system and develop a process for data analysis for ABC staff to use moving forward.

Objective of the Assignment

The VISTA will develop and enhance data sets and processes to inform the work being done by one or more Action Teams, helping them create the best possible solutions for the young people in our community.

Member Activity (04/24/2022 - 04/22/2023): •Review Action Teams' current and past use of data, as well as Action Teams' data needs.•Develop and enhance systems and processes for providing Action Teams with monthly updates on Key Performance Indicators, like FAFSA Completion Rates.•Create new reports, and potentially new data systems, to meet additional discovered data needs of the Action Teams in their system change work.•Present data systems and findings to the Action Teams as needed. Receive feedback and direction for next steps from Action Teams.•Use feedback from Action Teams as well as own evaluation of data sets and processes to make necessary changes to data sets and processes and create resource guides enabling ABC staff and community partners to replicate data work.

Objective of the Assignment

The VISTA will work on enhancing data security and compliance to ensure ABC's data work can safely and securely continue in the future by conducting a self-risk assessment in SIMBUS 360 HIPAA Compliance Software and developing a data security strategy in response to the assessment's results.

Member Activity (04/24/2022 - 04/22/2023): •Review ABC's current data security and compliance measures.•Train on SIMBUS 360 HIPAA Compliance Software.•Track ABC's responses to security related questions concerning current data security and use.•Develop a basic understanding of HIPAA and FERPA.•Build sustainability by documenting responses to technical, physical, and administrative safeguard prompts, which will lay the foundation for future self-risk assessments.•Use the results of the self-risk assessment to begin developing a data security strategy for ABC.•Present self-risk assessment findings and initial data security strategy to ABC staff for feedback and implementation.