

Data Sources Worksheet

This worksheet can be used to help you identify sources of data relevant to employee wellness. Some sources may address multiple wellness domains. The Data Assessment Worksheet will help you assess whether your data sources are inclusive and comprehensive.

Name, position, organization	social determinants of health	physical & mental health	relationships	meaningful work	financial stability	identity & belonging	agency & empowerment
<i>EXAMPLE: Staff absenteeism data</i>		✓		✓			
<i>EXAMPLE: School climate survey</i>			✓	✓		✓	

Data Assessment Worksheet

This worksheet can be used to help your team assess existing sources of data to determine if they can be trusted to provide an accurate picture of employee wellness in your school system. For each data source, mark the columns that apply. Depending on the number of data sources you identify, you may need multiple copies of the chart below.

DATA SOURCE	This source provides us with data... ...for 50% or more of school employees in our school system.	...for a subset of employees that is roughly representative of all school employees in our school system (e.g., with respect to staff roles, employment status, tenure, race, etc.).	...that includes detailed demographic information to help us examine differences between groups of employees (e.g., by staff roles, tenure, race, etc.).	...that are reasonably high quality (e.g., with respect to the data collection instrument, data collection process, data entry, etc.).	...that is recent enough to still be timely/ relevant.	...that have been collected at multiple time points and/or could easily be collected at intervals going forward.	NOTES ABOUT OBSERVED SHORTCOMINGS OR GAPS
Example: School climate survey	✓		✓	✓	✓		only demographics are gender and role, no data on race, etc.

Summarizing the Data

What does the existing data tell you about the wellness of school employees, including inequities that may exist? Use the space below to summarize your findings. When making comparisons across groups of staff (e.g., role, race, gender) take time to discuss the structural factors and root causes that may lead to disparities to avoid reinforcing negative stereotypes.



Physical & mental wellness



Meaningful work



Positive relationships



Economic stability



Agency & empowerment



Sense of identity & belonging