Focus on Sustainability:
Pre-Conference Workshop

FEBRUARY 27, 2019

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SLDS State Support Team

Session Objectives

- Understand essential components and best practices for developing, implementing, and maintaining a sustainability plan for your data system.

- Share participants' SLDS sustainability plans to learn from colleagues and to provide feedback.

- Establish next steps and begin updating (developing) the SLDS sustainability plan.

- Identify additional needed resources and technical assistance.

Session Overview

- Welcome and Introductions

- Background and Overview

- State Sustainability Plan Consultancies

- Lunch

- Sustainability Plan Presentations

- State Action Planning

- Wrap-up and Next Steps

Introductions/Icebreaker

- Provide your:
  - Name
  - State/territory
  - Organization
- Identify one challenge (one per state) you are facing regarding establishing a sustainability plan for your SLDS

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Overview and Components of Sustainability

Components of Sustainability

Data system sustainability is composed of four foundational aspects:

1) broad and deep stakeholder support;

2) widespread data use;

3) demonstrated return on investment; and

4) long-term commitments of fiscal and human resources.

Sustainability Planning

- SLDS programs need financial, human, technological, and management resources and support of stakeholders in order to adapt to changing needs and to continue serving the interests and goals of their states and territories.

- Planning for sustainability is part of the SLDS lifecycle and a governance concern. Plan for SLDS system changes and evolving priorities.

- Reflect on the current SLDS status, identify areas of strength, and determine areas for continued focus.

- Self-assessments should be completed/updated regularly.

- Having a **documented** plan provides value.

STATE SUPPORT TEAM

Component	Notes (Identify strengths you can leverage)
Developing and Maintaining the Plan	
Was input from relevant stakeholders and partners used to inform the plan?	
Was executive leadership involved in the planning process? Did they approve the plan?	
Was the data governance program involved in developing the plan?	
Is the plan documented and available to relevant stakeholders and partners?	
Does the plan align with key documents such as Research Agenda, and agency and state strategic plans?	
Is there a regular cycle for reviewing and updating the plan?	
Is the data governance program and executive leadership aware of and involved in maintaining the plan?	
Stakeholder Support	
Are relevant stakeholder groups identified in the plan?	
Does the plan include strategies for maintaining and increasing stakeholders' awareness, understanding, and support?	
Ensuring Widespread Use	
Are intended users of the system identified in the plan?	
Does the plan include a strategy for monitoring usage to inform potential areas for training, support, and/or communication?	
Does the plan include a strategy for ensuring adequate documentation and training for users?	
Does the plan include a strategy for gaining input from users to inform new features and enhancements?	
Does the plan include a strategy to identify and reach out to potential new user groups and partners?	
Return on Investment	
Does the plan include a strategy to identify & measure the system's ongoing value (financial savings; increased efficiencies; improved outcomes; achievements not previously possible)? Have you considered both quantitative & qualitative outcomes?	
Does the plan include a strategy to document and communicate the value of the system to users and stakeholders?	
Financial Support	
Does the plan include current and projected (5 yrs) funding requirements?	
Does funding required to sustain the system include all relevant areas (e.g., staffing, contracts, equipment, software & licenses, training, helpdesk, outreach)?	
Do projected funding requirements include costs for enhancements to ensure the system remains relevant?	
Are existing sources of funding identified in the plan? Does the plan indicate funding sources which will be increasing or decreasing?	
Are potential new sources of funding identified in the plan (e.g., federal and private grants, state budget, program areas, partner agencies, foundations, research institutions, business/private groups)?	
Are there strategies identified in the plan for pursuing new sources of funding?	

How to use the Sustainability Plan Review Guide

SLDS

# Activity: SLDS Sustainability Plan Consultancies

Work as a state team with your table group.

- All table groups will use the same schedule; facilitators will let you know the timing and when to move to the next step.

- Use the *Sustainability Plan Review Guide* to focus your presentation as well as inform probing questions. Also make note of states' presentations that demonstrate strengths you can leverage to enhance your plan.

- Identify which state/territory will be the first presenter.

  1. **5 min**: Sustainability Plan Presentation: One state presents its process for developing and maintaining the plan and how the plan addresses each of the components (listeners are silent but take notes).

  2. **2 min**: Clarifying Questions: Factual questions from listeners with brief responses that help the group understand.

  3. **3 min**: Probing Questions: Questions worded so that they help the presenter clarify and expand thinking (presenter is silent but takes notes).

  4. **3 min**: Group Discussion

  5. **2 min**: Presenter Reflection

- Next state/territory presents using steps 1-5. Continue until all state teams at the table have presented.

Afternoon Planning for Full Group Presentations

- Select one state/territory from your table to present its sustainability plan to the full group during the afternoon.

- Each presentation should be 10 minutes. Some ideas to guide the presentation:
  - Provide information about the state's sustainability plan (if no plan, describe the strategy to create the plan).
  - Describe how your plan addresses each of the components in the *Sustainability Plan Review Guide.*
  - Be sure to include how the plan was developed and is maintained.
  - Talk about enhancements or changes you will make based on feedback from the morning consultancies.

- Presentation laptop is available if needed.
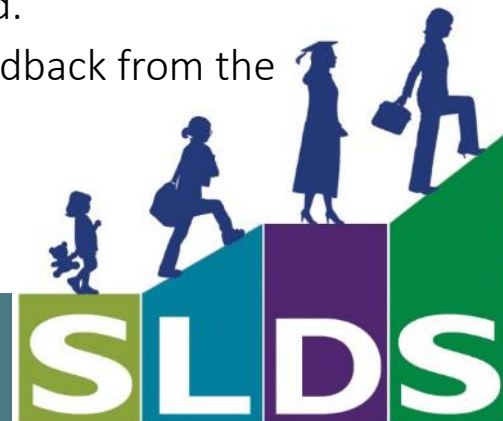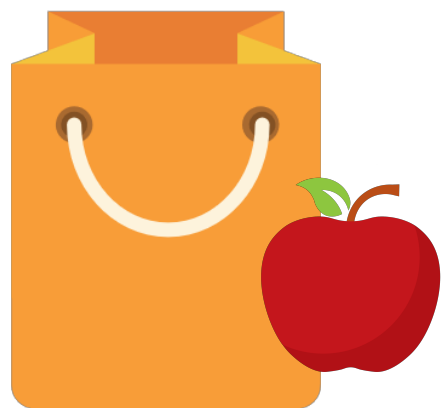
Lunch
on your own

We'll reconvene at 1:00 PM

Sustainability Plan Presentations

- One presentation from each table (10 min)

- Full group provides feedback (5 min)

State Action Planning

State Action Planning

State Support Team

State/Territory: [ ]   Names: [ ]

Task	Person Responsible	Due Date	Comments/ Resources
Describe steps needed to enhance or develop your sustainability Plan. Consider feedback from consultancy as well as ideas from other participants' presentations.	Take a shot at this, even if you'll need to verify with individuals later.	Consider dependencies between tasks.	Note any SST resources, states that you can learn from, or other ideas that can be referenced for the task
1.			
2.			
3.			

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Report Out

What additional technical assistance is needed to support your plans? (e.g., webinar, brief, checklist, PEN, workgroup, etc.)

Wrap-up and Next Steps

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Additional Resources

- Sustainability Toolkit
  https://slds.grads360.org/#program/related-resources

- Grantee-to-Nongrantee Self-Assessment Tool
  https://slds.grads360.org/#communities/pdc/documents/14120

- Sustainability Self-Assessment Tool
  https://slds.grads360.org/#communities/pdc/documents/2689
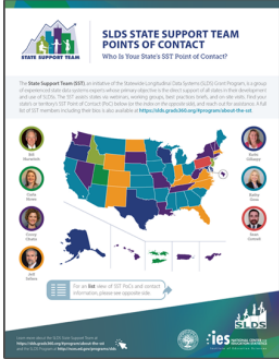
Contacts

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For more info about the SST and to request support:

- SLDS GRADS360° website: http://slds.grads360.org

Find your Point of Contact at
https://slds.grads360.org/#communities/pdc/documents/14522

Learn More About the SLDS Program

Visit the SLDS website at **https://nces.ed.gov/programs/slds/**