



Data Placemats

Data placemats help stakeholders interpret and draw meaning from data. They can be particularly effective in communicating the current health status of sub-groups, and can be easily customized for sharing data with various audiences.

USING THE TOOL

Prior to the stakeholder meeting, the needs assessment team:

- Reviews the data that have been collected thus far during the needs assessment process
- Prioritizes the data that should be shared during the stakeholder meeting
- Organizes the most relevant data pieces to share with the stakeholder team.
- Uses visualization techniques including graphics, graphs, and tables to display data. Includes "questions for discussion" to elicit feedback from stakeholders and includes them on the placemats to guide discussion. PowerPoint is the most common format.
- Sends the data placemat to all stakeholders prior to the meeting to allow them the opportunity to review and reflect on the data prior to the meeting.

The day of the stakeholder meeting, the needs assessment team:

- Provides a copy of the data placemat for each meeting participant
- Uses the placemats to guide a discussion around the results compiled so far
- Uses the "discussion questions" to include stakeholders in the conversation about the data collected thus far, gaining feedback/suggestions
- Identifies how to incorporate the feedback into the overall action plan

QUESTIONS TO CONSIDER

- ✓ How will feedback generated from stakeholder discussion inform next steps?
- ✓ Who will be responsible to ensure we incorporate the feedback into our plan?
- ✓ What tasks do we need to add to our action plan based on the feedback we collected?
- ✓ How can we adapt this tool and use it in other meetings (e.g. regional meetings, forums, etc.)?
- ✓ How can we use this tool for the ongoing needs assessment process?