





ASK

Identify clear, direct questions about what you want to know.

What does this look like?

- Asking questions that address what you are most eager to know about
- Ensuring questions are pointed, detailed, and objective
- Focusing on improving practice, systems, and/or outcomes
- Asking questions that can support hypotheses or challenge assumptions



INVESTIGATE

Identify and gather data related to your questions.

What does this look like?

- Examining existing data collections for possible related data
- Seeking multiple data sources where possible
- Identifying gaps in existing data and establishing a process for collecting additional data (if needed)
- Collecting and compiling the data



INTERPRET

Make sense of the data using a defined process or protocol for data-based decision making.

What does this look like?

- Making observations based on the given data, while acknowledging and putting aside prior expectations
- Organizing and presenting the data using visuals or tables
- Looking for patterns, trends, relationships, anomalies, or discrepancies within and across data
- Keeping focused on questions to be answered
- Examining the context for the data
- Determining what the data mean for answering your question
- Identifying additional data needed for further understanding
- Considering the implications of the data for practice, systems, and/or outcomes



ACT

Take action based on the data.

What does this look like?

- Considering the context for making change
- Proposing practice or systems changes based on meaning generated from data
- Outlining detailed action steps that identify persons responsible and measurable timelines and outcomes
- Regularly checking in on progress in implementing the action plan



REFLECT

Assess the impact of your actions.

What does this look like?

- Compiling and interpreting data resulting from action plan
- Comparing original data with data following practice or systems changes, using the same data collections where possible
- Considering the context and possible influences on the data
- Determining whether actions were successful and should continue or if changes are needed
- Exploring strategies for building on successes, including scaling or expanding systems or practices
- Developing additional questions to support next steps in the inquiry cycle