COLORADO
Prosecutorial
Dashboards

Advancing Innovation and Transparency

Colorado Prosecutorial Dashboards: Implementation Toolkit

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A partnership of

University of Denver Colorado Evaluation and Action Lab

Prosecutorial Performance Indicators

Loyola University Chicago

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About the Toolkit

The Colorado Prosecutorial Dashboards Toolkit provides a central place to describe how judicial districts can develop, implement, and use data dashboards. It is intended to be a resource for workgroups within each judicial district.

The guide is organized into six sections. We begin with an overview of the Colorado Prosecutorial Dashboards project. Next, we outline the four primary roles of the site-based workgroups:

- Reviewing, making meaning, and using data internally
- Engaging the community
- Improving data quality
- Maintaining dashboard content

The subsequent four sections dive into each of these roles in more detail. Throughout, you will find links to tools and resources. All resources are also listed at the end.

The Colorado Prosecutorial Dashboards project is a partnership between the Colorado Evaluation and Action Lab at the University of Denver, the national Prosecutorial Performance Indicators Project, the Center for Criminal Justice at Loyola University Chicago, and the Colorado District Attorney's Council, with funding from the Microsoft Justice Reform Initiative.

Thanks to Joanna Beletic, Dr. Lauren Gase, Dr. Don Stemen, and Melba Pearson, Esq., for their authorship of this toolkit. Thanks to the members of the Dashboards Sustainability Workgroup—Jennifer Kilpatrick, Chris Wilcox, Christian Gardner-Wood, and Scott Ainslie—who provided feedback on the toolkit.

Colorado Prosecutorial Dashboards: Project Overview

Project Goals

Prosecutors are expected to take proactive, engaged responses to community problems, reduce disparities in justice outcomes, build greater trust through community engagement, and increase prosecutorial transparency and accountability. This requires robust data-driven prosecutorial work.

The Colorado Prosecutorial Dashboards project aims to:

- Increase data-driven decision-making.
- Raise awareness of disparities and support District Attorney's (DA) Offices in addressing disparities.
- Increase engagement with and accountability to the public.

Dashboards are designed to examine the work of the DA's Office as a whole. They are not designed to examine individual prosecutor performance.

Dashboards take data from the case management system (Action) and display it visually, so data are easier to see and understand. The dashboards seek to support:

- **Transparency.** Support the DA's Office in communicating what it is doing and the outcomes of its work.
- **Efficiency.** Support the DA's Office in using resources wisely and being good stewards of public funding.
- **Community Safety and Well-being.** Support the DA's Office in addressing serious crime and protecting and serving victims.
- **Justice and Fairness.** Support the DA's Office in identifying and prioritizing actions to reduce disparities at points of prosecutorial discretion and ensuring fair treatment of victims and defendants.
- **Data-driven Decision-making.** Support the DA's Office in learning what is going well and where there is room for improvement, ensuring decisions are grounded in systematically collected data.

DA Offices should use the dashboards as a diagnostic tool to help drive change. For example, the dashboard can support Offices in identifying problems, asking additional questions, and developing solutions. The dashboards are designed to assist Offices with starting conversations and driving a culture of data-driven decision-making.

Internal and External Dashboards

This guide provides information for developing both an internal and an external dashboard.

- The goal of an **internal dashboard** is to help the Office achieve effective, efficient, and fair practices. Staff can use the internal dashboard to improve their understanding of case outcomes for similarly situated defendants, help identify promising practices and programs, and help identify areas where additional training could be useful.
- The goal of an **external dashboard** is to share information with the public to strengthen understanding of the Office's work.

Both the internal and external dashboards present data in sections, many of which mirror the "flow" of a case (see flowchart). However, they differ in some important ways:

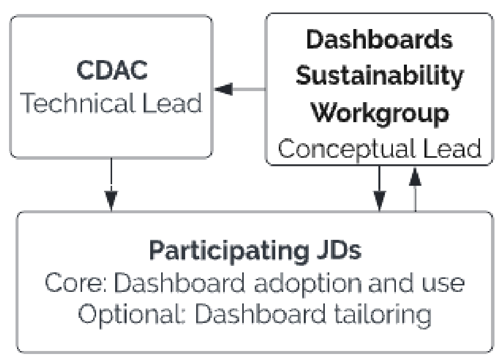
Internal Dashboard	External Dashboard
• Internal to the DA's Office • Microsoft Power BI • Includes all feasible prosecutorial performance indicators (PPIs) • Interactive and filterable (by top charge, county, defendant characteristics, etc.)	• Publicly available • Online, linked through DA's website • Includes selected PPIs, framing language, and data stories • Static (not filterable)

The CO DA Dashboards landing page provides links to all existing external dashboards in Colorado.

Roles of Project Stakeholders

The project's foundational technical work was catalyzed by the national PPI project and the Colorado Evaluation and Action Lab. Technical leadership is being transitioned to the Colorado District Attorney's Council (CDAC) to support sustainability. As the technical lead, **CDAC** will purchase licenses, oversee dashboard infrastructure, and support optimization of data collection efforts in the Action case management system.

Participating DA Offices oversee their internal dashboard access and use it to make meaning of the data, make data-driven decisions, and improve data collection efforts. Each Office oversees local community engagement efforts and tailors their external dashboard.



The **Dashboard Sustainability Workgroup** is the conceptual lead, working closely with CDAC and participating DA Offices to support statewide consistency, capacity-building efforts, and priorities/needs for dashboard improvement.

→ See more detailed information in the stakeholder roles document.

DA Office's Roles & Responsibilities

Four Work Buckets

Each participating Office oversees four areas of work:

- **Area 1:** Review, make meaning of, and use data internally
- **Area 2:** Engage in two-way dialogue with the community
- **Area 3:** Improve data quality
- **Area 4:** Maintain dashboard content

Work is led by a *site lead* and *site workgroup*. Each of these roles is discussed in more detail below.

Site Lead

The site lead is the central point of contact for the dashboard work in your Office. This individual provides the "backbone" to make sure all work moves forward. This includes coordinating internal work, facilitating workgroup meetings, and managing community engagement efforts. Ideally, this role should be an explicit part of someone's job description.

This lead role could be taken on by a Chief or Senior Deputy DA, a director (for example, Director of Conviction Integrity and Equity), or an Administrative Manager. It is possible to use a co-leadership model to share the tasks between two individuals, as long as each role is clear. In smaller judicial districts, the site lead may be the Elected DA, however, as feasible, it is a good idea to engage others to support project sustainability.

→ See a detailed overview of the Site Lead's Role and Responsibilities.

Site Workgroup

The site workgroup is an active group of project team members that facilitate adoption, use, and sustainability of the dashboards. Using a workgroup will support more complete and faster implementation of the dashboards. The table (below) provides some examples of how the workgroup supports each of the four work areas.

Workgroup Roles and Responsibilities

Work Area	Example of Responsibilities
Area 1: Review, make meaning of, and use data internally	● Gain understanding of office priorities, practices, and culture. ● Identify potential facilitators and barriers to use of the dashboard within the Office. ● Review dashboard to make meaning of information and identify additional questions. ● Develop core messages and strategies to communicate work within the Office. ● Serve as "champions" and foster a data-driven office culture. ● Develop a plan to support sustainability.

Work Area	Example of Responsibilities
Area 2: Engage in two-way dialogue with the community	● Develop a plan to engage community members and stakeholders so that the dashboard is useful and relevant. ● Support dashboard rollout to the community. ● Review community feedback to support ongoing work.
Area 3: Improve data quality	● Identify challenges with data availability or quality. ● Develop processes to improve data quality. ● Develop recommendations for improvements to Action.
Area 4: Maintain dashboard content	● Select what to share publicly. ● Write language to help the public understand how the Office is interpreting the data. ● Write data stories.

Workgroup Composition

- The group should be a manageable size (three to 10 individuals).
- Members should have diversity in perspectives, levels of tenure, and informal/formal leadership roles.
- Members will become champions for the work. It may be useful to include both likely skeptics and enthusiastic participants.
- Different Office roles should be represented, such as deputy DAs from county and district courts, legal secretaries and administrative support staff, investigators, victim/witness liaisons, diversion staff, and public information officers. This inclusive approach means that workgroup members can advocate for what they deem most beneficial and useful for their sphere of work and serve as a liaison for their unit.

Running Workgroup Meetings

The site lead should design the workgroup meetings to meet project needs. To help you get started, use this meeting slides template to support agenda-setting.

Tips for Successful Workgroup Facilitation

- Make sure each member understands the group's purpose, their role, and expectations.
- Establish group norms and review what makes a team successful. Adjust the frequency of meetings based on project stage; suggested start of once a month for 1-2 hours.
- Develop agendas with clear meeting goals and take notes with clear action items.
- Use meetings for "work time" (i.e., for reviewing data, generating ideas and action steps, reflecting on progress and challenges), rather than for reporting out.
- Create collaborative workspace outside of group meetings (e.g., Teams) and set expectations for in-between meeting work.

Area 1: Reviewing, Making Meaning, and Using Data Internally

Reviewing PPIs

The Colorado Dashboards are rooted in a national model: the Prosecutorial Performance Indicators (PPIs). The PPIs are a menu of 55 data elements (indicators) intended to measure an office relative to itself. Indicators do not measure individual prosecutor performance.

The PPI website provides a detailed description of each indicator, which measure office performance towards three goals:

1. Capacity and efficiency
2. Community safety and well-being
3. Fairness and justice

For a one-page description of PPI's indicators, see the brochure of PPIs.

For the Colorado dashboards, the PPIs have been tailored to the Colorado context. We have developed all the indicators for which the Action case management system collects reliable data. This list of feasible PPIs describes what indicators are feasible; *this may vary from office to office*, based on your data collection processes (see notes in column D). More detailed information about improving data collection efforts can be found in Area 3: Improving Data Quality.

The second tab in the sheet, "Not Yet Feasible," lists the indicators that are not yet generated in Colorado and provides information on what data collection/linkage efforts are needed to create them.

Aligning Indicators with Office Goals

You should use your Office's goals and priorities to help you identify what data elements you review internally and share externally—and where you work to improve data quality.

Use this worksheet to consider how your Office goals align with the PPI goals and objectives. The table (below) gives examples of how components of your Office's mission may map to PPI goals/objectives and indicators.

Office Mission Statement Components	PPI Goals and Objectives	PPI Indicators
"safer and healthier communities"	Community Safety and Well-being: Addressing Serious Crime	4.1-4.7
"protecting the rights and interests of crime victims"	Community Safety and Well-being: Protecting & Serving Victims	5.1-5.6
"alternatives to prosecution/incarceration"	Fairness & Justice: Minimizing Unnecessary Punitiveness	8.1-8.7

Office Mission Statement Components	PPI Goals and Objectives	PPI Indicators
"promoting public safety through cooperation and partnership with law enforcement and our community members"	Community Safety and Well-being: Community Outreach & Engagement	6.1-6.6
"equity" or "address systemic bias"	Fairness & Justice: Racial & Ethnic Differences	7.1-7.7
"transparency" or "accountability"	Fairness & Justice: Prosecutorial Ethics and Integrity	9.1-9.5

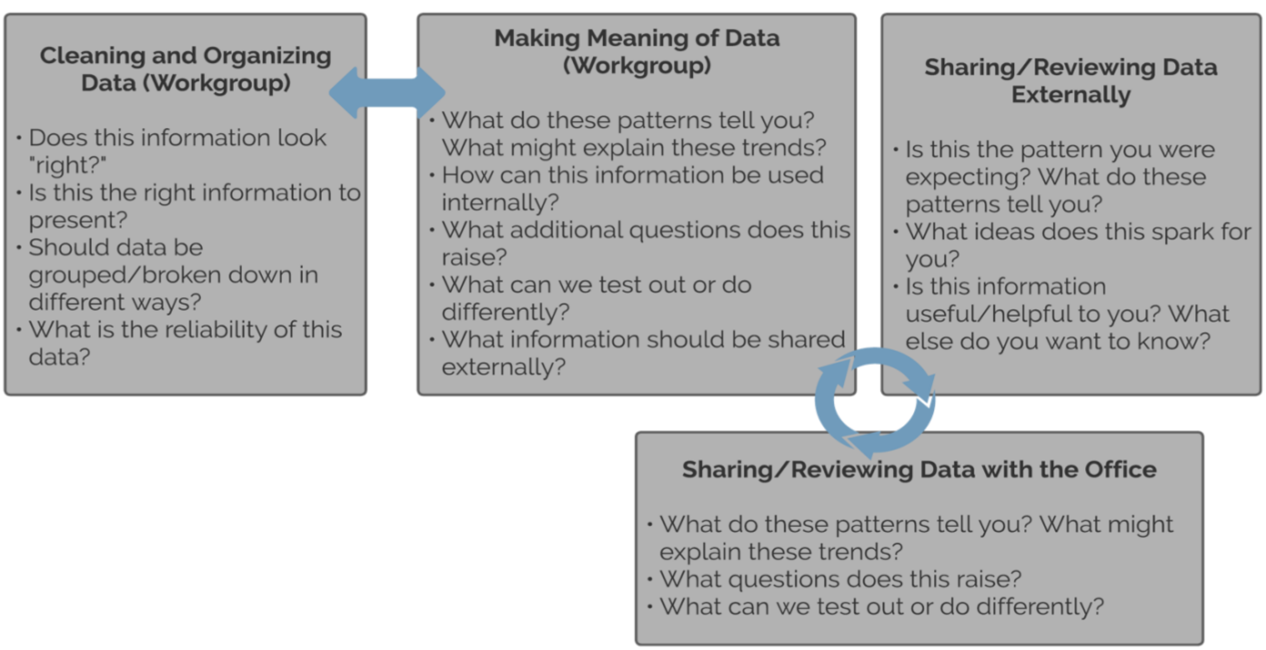
Making Meaning of the Data

Developing the dashboard is only a first step. The key to becoming a data-driven Office is to use the dashboard to diagnose, discuss, and implement transformative action.

Figure 1 (below) provides a roadmap for how site workgroups can review, share, and make meaning of the dashboard data. The workgroup should start by making sure that the data being displayed are accurate and reliable. From there, the workgroup should consider what the patterns or trends communicate and identify any further questions the data raise. Workgroup members should continue making meaning by taking questions and pieces of data to internal and external stakeholders.

Information and insights garnered from internal and external meetings should be brought back into workgroup discussions to review data through a more informed lens and drive actionable next steps. This process may also inform data quality efforts.

Figure 1. Internal Data Review and Sharing of Dashboard Data



When discussing data within the Office and with external partners, workgroup members should take detailed notes. In addition to leading to a more robust understanding of what the data is saying (to make more informed decisions), these meetings will provide insight for how the workgroup can contextualize external dashboard content for the public (see Area 4: Maintain Dashboard Content).

Building Buy-in within the Office

Fostering buy-in among staff is critical to get their input, develop a tool the Office values, and ensure that the Office is not surprised when data are released to the public.

To implement a data culture, the workgroup should aim to cultivate both top-down and bottom-up support for the dashboards.

- **Top-Down:** Office leadership should routinely integrate data into conversations and publicly use data to make decisions. Leaders should understand the value of the workgroup and rely on them to help serve as data champions.
- **Bottom-Up:** Staff and work units should have access to data and opportunities to discuss ideas and ask questions.

The workgroup should develop a communications plan that works for your Office. Use this communication plan template to get clear on the following:

- **Your audience and communication goals*:*** who you are communicating to and why.
- **Core messages:** what you are communicating. Check out these at-a-glance messages about the value dashboards provide to staff in different roles.
- **Messengers:** who is communicating.
- **Communication tactics:** strategies you are using to communicate.

Examples of communication tactics are provided in the box (below). The workgroup should select tactics that align with the practices and culture of the Office.

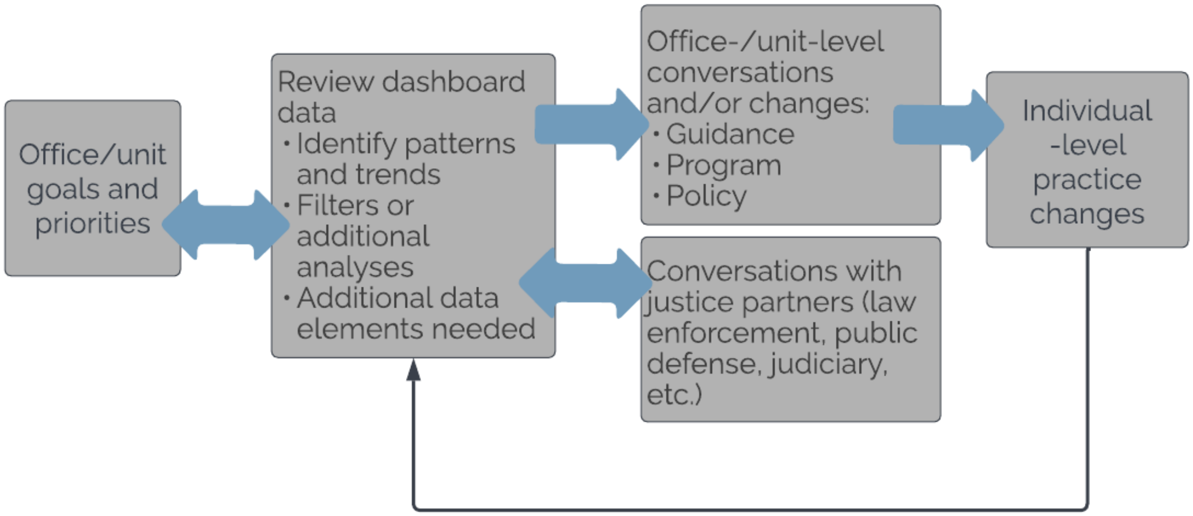
Examples of Communication Tactics

- Emails from the elected DA.
- Presentations and discussions during regular meetings, including all staff meetings, chief's meetings, and unit-specific meetings.
- Listening/discussion-based sessions, such as lunch-and-learns.
- Intranet page or internal communications channel, such as Teams or Slack.
- Interactive visuals/posters on the wall for staff to review and provide feedback.
- Informal conversations with members of the workgroup.

Supporting Data Usability and Actionability

Figure 2 depicts how dashboard data can be used internally to drive practice change.

Figure 2. Using Dashboard Data Internally



Importantly, it is unlikely (and perhaps inappropriate) for line staff to use the dashboard to make day-to-day decisions. Rather, dashboard data can inform Office or unit-level conversations—and subsequent changes to guidance, programs, or policy. Workgroup members or Office leaders should engage internal teams or justice partners to discuss potential changes. The two-way arrows show that you can start in different places; for example, a conversation with a justice partner may prompt data review that then guides internal programmatic changes.

Dashboard data—if looked at as a whole—can be overwhelming. That's why it may be useful to start this process by identifying office goals or priorities (see earlier worksheet here).

The site lead/workgroup members should work with team leaders to identify and celebrate small wins as staff adopt new guidance and work towards larger office goals.

Examples of Strategies to Support Data Use

- Prioritize areas for improvement, based on office or team goals.
- Identify hypotheses about how to improve ("if we do X, then Y") that can be tested with data.
- Identify decisions, events, or challenges (both day-to-day and major pivots) that could benefit from data review.
  - Create a "decision inventory" (i.e., a list of all upcoming decisions).
  - Rehearse decisions (i.e., identify what data you would consider in making the decision).
- Use data to recognize successes and accomplishments. Likewise, celebrate when you find out that something did not work (as a way to promote learning).
- Integrate data (as appropriate) into existing team meetings (e.g., victim/witness, DA unit, management, etc.).

- Ensure that all staff see their role as critical thinkers.
- Develop "super users" who have been oriented to how to use the internal dashboards and can bring data into different conversations.
- Host lunch-and-learns on a specific topic/area of interest to staff (with data as a component).
- Create incentives for using data (e.g., public recognition, performance review criteria).

Useful tools:

- Examples of discussion questions (for each section of the dashboard) that the workgroup can use within their meetings—or that can be used with other units.
- Framing document on interpreting race and ethnicity data, including the differences between disproportionality and disparity and what the dashboard data do (and do not) tell us.
- Guidance on how to translate PPI results into meaningful policy change.

Examples: How Offices Have Used Data Internally to Enhance Practice

- **Intake Review**: Offices are examining the differences between the percent of felony cases that are declined at referral compared to the percent of felony cases dismissed after filing. This data has driven conversations about how to identify dismissible cases at referral. Similarly, Offices have examined felony cases filed as misdemeanors compared to cases that are filed as felonies and later reduced to misdemeanors. This has prompted conversations about how referral screening practices ensure the initial charge fairly reflects the gravity of the offense.
- **Staffing and Caseloads**: Offices are using data to explore trends in caseloads over time, including the number of new and resolved cases each quarter. One Office used their dashboard to identify a sustained increase in the number of new traffic cases, which has not been met with an increased number of staff. The Office plans to use this insight to inform conversations about their budget.
- **Timeliness of Case Resolution:** Offices have explored their case resolution timeliness indicators to consider how to improve the efficiency of case processing. Staff have analyzed potential causes of case delay, including the number of continuances, competency issues, and the rate at which individuals fail to appear. Offices are advancing practice changes; for example, increasing efforts to make their best offer early. Offices have shared data with partners, including courts and defense counsel, in order to identify opportunities to work together to support timely case resolution.
- **Victim Support Services:** To improve victim services, several Offices are working to improve the data they collect from victims to better understand the victim population and provide more effective services. Additionally, Offices are changing their data collection practices to better understand the quantity and timeliness of engagement with victims and witnesses.
- **Outcomes by Race/Ethnicity:** Offices are examining disparities in pretrial detention, plea offers, and incarceration by race and ethnicity. Offices have focused on how to improve practices and minimize disparities for undocumented defendants, including reviewing agency practices and liaising with the defense attorneys to improve outcomes.
- **Recidivism after Case Resolution:** Offices are considering recidivism after successful completion of non-incarcerative sentences, including deferred judgement. This data has prompted a conversation on how to maximize program impact (e.g., what types of cases should be referred, how to expand programs).
- **Violent Crime Review:** Offices have compared their rate of violent crime filed to crime trends reported by the Colorado Bureau of Investigation (CBI). This has supported an improved understanding of the trends in the number offenses committed, the number of offenses cleared (arrests made), and the number of offenses that have resulted in a case filed by the DA's Office. Using this data, DA Offices have been better prepared to engage in conversations with law enforcement partners on how best to enhance public safety.
- **Trial Outcomes:** Offices are reviewing their rate of success at trial to improve practices and increase their success rate. In particular, one Office has implemented a new trial review process (District Court Chiefs review each case slated for trial 60 days prior) and is digging into the particulars of cases that are unsuccessful as learning opportunities.

Area 2: Engaging Partners and Community

Implementing Community Engagement

What is Community Engagement? Community engagement is meaningful interaction with a group of people who live in the same geographic area.

What do We Mean by Community? Community includes a variety of individuals and organizations.

In your engagement efforts consider the following (as identified in the [community engagement toolkit from the Collective Impact Forum]):

- **Issue experience:** Prioritize engagement with those with lived experience—defendants and victims— to ensure that those who are impacted the most provide feedback on what is working, what is not, and what is needed.
- **Demographic relevance:** Consider how you engage with various groups in your community. Pay special attention to any marginalized communities that exist in your jurisdiction; for example, each immigrant group, LGBTQ+, racial minorities, faith groups, and any other unique populations (i.e., unhoused, sex workers, returning citizens).
- **Direct engagement:** Identify existing structures (existing meetings, gatherings, communication channels), as well as advocacy groups and community validators that can help foster engagement. Identify who in your Office has connections to various populations and use them as a point of entry.
- **Geographic relevance:** Tailor your engagement to the local concerns, cultures, and preferences of your judicial district. Ensure that you are considering how best to connect with various communities/neighborhoods (location accessibility, physical and psychological safety, interpretation needs, etc.).

Why is Community Engagement Important?
Meaningful interaction with the community is important so that prosecutors understand community concerns and priorities, the dashboards contain information that is useful and relevant to the community, and marginalized communities—who are often overlooked and/or do not have access to power—have a voice in what justice looks like. Two-way dialogue builds trust and engages the community in the work.

Community engagement is a continuous process. Two-way dialogue with the community should inform dashboard development, dashboard release, and future dashboard updates.

How can I get started?

Use this community engagement action plan template to help you identify who you are aiming to engage with, what you are hoping to share and learn, and how you are planning to engage community stakeholders.

Sometimes it can be tempting to jump right to the strategies (examples provided in the box, below); in selecting strategies, the workgroup should consider who they are aiming to engage with and what they are hoping to gain from the engagement.

Examples of Community Engagement Strategies

- Catalog the community partners/groups where Office staff have connections; use these staff as an entrance point for engagement with the groups.
- Distribute a community input survey to solicit the public's feedback on what data should be tracked and shared.
- Attend established meetings, such as formal advisory groups, town halls, and city council meetings, to understand community concerns and priorities.
- Host a listening session to receive community feedback on systemic issues that may not readily come to the surface.
- Form a community advisory board with diverse members of the community to workshop ideas, policies, and programs before launch.

Useful tools:

- Community engagement presentation, with links to resources.
- Continuum of engagement on which to map your outreach strategies.
- Tips on how to make community engagement everyone's job.
- One page "leave behind": overview of the project to leave with community partners (it should be tailored for your office).
- Tips on how to host a listening session.
- Resource on how to develop a community advisory board.

Developing Data Stories

Data stories are an important way to help communities understand and contextualize the data presented in the dashboards. Different data stories may have different audiences. A good data story:

- Has a clearly defined audience and objective.
- Communicates key insights by combining data, narrative (stories), and visuals.
- Provides an overview of a timely issue to help guide the conversation, better shape the audience's understanding, and to communicate the Office's next steps.
- Is responsive and understandable to its audience (readable, establishes common values, etc.).

The site lead should make sure that the Office publishes a data story regularly (e.g., each quarter) to help the dashboard stay relevant and responsive to the community. Find existing examples of Colorado DA data stories on each participating Office's dashboard. Use the data story development worksheet to outline your first story.

Useful tools:

- This list of FAQs provides answers and talking points to questions that you may receive about the dashboard.

Area 3: Improving Data Quality

The dashboard will only be as good as the data that underlie it. It is important for data to be accurate and reliable. The Action case management system was designed as a tool to support case processing. Using Action data for the dashboard requires a more intentional focus on choices made in *what* and *how* data are entered.

Improving data quality includes two related components:

- Improving *existing data entry processes*: changing current practices to enter data in a more accurate or systematic way. You can identify potential data quality issues by auditing (reviewing) current data to identify gaps or inconsistencies.
- Implementing *new data collection efforts*: capturing additional data elements.

It is not possible to change all processes at once. Moreover, Offices may face resistance if they start requesting major modifications without illustrating the value and need for changes. Data entry often falls to the work of the legal assistants/legal secretaries. Gaining their buy-in for the project early on is key.

We suggest using the following four steps to improve data quality:

1. Prioritize efforts based on needs and goals. Consider what information is most crucial, and the level of administrative workload required.
2. Use the data collection guide to support improvement in targeted areas.
3. Consider how to enhance race/ethnicity data in your judicial district in partnership with law enforcement using the race/ethnicity data collection tips.
4. Communicate the value, rationale, or reason for the change internally. Be intentional in demonstrating and training staff about the implications of data entry choices.

The data collection guide contains guidance on how to improve data collection in the following areas:

- Refusing a felony referral ("no file")
- Offense location
- Bond request
- Victim outreach
- Victim race and ethnicity
- Trials
- Reason for dismissal
- Deferred dispositions and reasons for deferral
- Diversion referrals and outcomes
- Indicators
- Data auditing

Pilot Site Reflections on Improving Data Quality

Many pilot sites waited until after the dashboards were released before taking steps to improve data quality. In looking back, sites wish they had taken earlier steps to:

Begin reviewing current data practices, for example:

- Asking CDAC for a weekly report on what dispositions (entered by the court) have not been accepted.

Begin implementing top data collection priorities, such as:

- Entering the top charge for declined cases (to understand types of cases declined).
- Using the victim/witness outreach module (to understand victim advocacy and engagement).
- Enhancing collection of victim race/ethnicity data (to understand the demographics of this population).
- Using the diversion module (to systematically track participants).

Area 4: Maintaining Dashboard Content

Maintaining the External Dashboard

As discussed in the Project Roles section, CDAC will maintain the centralized dashboard infrastructure.[1] They will generate all feasible data charts and populate the dashboard with the standard language.[2]
→ See detailed information on definitions, technical terms, methods, and chart calculations in the dashboard terms and data guide.

For cross-judicial district consistency, **you cannot change**:

- Home page language
- Criminal Justice Process language
- Technical Notes language
- Metrics language, including page titles, headings, section overviews, data titles, and chart overviews

You should tailor the rest of your public-facing dashboard. The site lead should oversee the development and regular updating of the following public-facing dashboard components:

- Homepage picture selection
- Overview page letter and/or video from the Elected DA
- Metrics:
  - Choose what data to display (delete unwanted charts)
  - Add reflections/framing language under each data chart to guide interpretation, set benchmarks or trend goals, and communicate any action. See the Data Meaning-Making section to guide this framing.
- Data stories (see Data Story section)
- Contact Us link (develop a tailored survey or provide a link to a general contact page)

For more detailed guidance on what/what not to modify see the public facing dashboard editing guide.
Guidance on how to update the public-facing dashboard:

- Public dashboard administrative interface recorded training.
- Create and insert new visualizations using DataWrapper.
- For analytics on external dashboard traffic/use, set up a google analytics account.

Maintaining the Internal Dashboard

As discussed in the Project Roles section, CDAC will maintain the centralized Power BI infrastructure, purchase licensing, and oversee dashboard infrastructure. To set up access to the dashboard once licensed, see this how-to for setting up Microsoft Power BI. Your Office can tailor and add additional content to Power BI to better suit your needs.

[1] For questions about technical support, licensing, and dashboard infrastructure, contact CDAC.

[2] For questions about common language, opportunities for cross-Office Action case management improvement, and general questions about the project, contact the Dashboard Sustainability Workgroup.

Resource List

Project overview:
- Stakeholder roles document (CDAC, sites, sustainability workgroup)
- Brochure describing the menu of 55 PPIs
- List of Colorado (feasible) PPIs
- Office goals-PPI objectives alignment worksheet
- Colorado Prosecutorial Dashboards landing page

Internal workgroups:
- Site Lead roles and responsibilities
- Group norms and visual of what makes a team successful
- Template of slides to help plan internal workgroup meetings
- Examples of discussion questions to use in reviewing data
- Guidance on how to interpret race and ethnicity data
- Guidance on how to use data to support policy change

Internal communications:
- Communication plan template
- Examples of messages for staff in different roles

Community engagement:
- Community engagement presentation (with linked resources)
- Continuum of community engagement strategies
- Tips on Office-wide responsibility of community engagement
- Template for planning community engagement (action plan template)
- One page “leave behind” overview of the project to leave with community
- Tips on how to host a listening session
- How to develop a community advisory board
- FAQs for external communications

Data quality:
- Data collection guide
- Race/ethnicity data collection tips

Dashboard development and maintenance:
- Dashboard terms and data guide
- Template for developing a data story
- Recorded training on modifying your public facing dashboard
- Public facing dashboard editing guide
- DataWrapper resources
- How to set up a Google Analytics account
- How to set up Microsoft Power BI dashboard
- Power BI resources