

Policy Number: MON 006-Program Operations	Title: Data Policy
Performance Standard: 1302.101 (b)(4) 1302.102 (c)(2); (d)(1)(2) USD 418 BOE Policy:	Original Date: 8/2017
	Policy Council Approval/Revision: 9/2017, 02/2018 BOE Approval: 11/2017, 02/2018

POLICY:

The program establishes and maintains efficient and effective data collecting systems to provide accurate and timely information regarding children, families, and staff and ensures appropriate confidentiality of this information.

PROCEDURE:

1. The usage of all data collected is subject to applicable confidentiality provisions in accordance with state, federal and local laws and regulations, as well as the Confidentiality Policy of USD 418’s Early Childhood Program. Sharing of data will avoid the disclosure of specific names, addresses, and other personal identifiers of children and families enrolled in the program.
2. The program will collect data for program needs, continual evaluation compliance with program performance standards and progress towards achieving program goals and will be used for continuous improvement.
3. The program will use the Data Work Plan to ensure aggregating and analyzing data is occurring and informing planning, communication, and ongoing monitoring.
4. Child, family, and staff files are kept strictly confidential and secure.
5. The program makes information accessible to appropriate parties.