

**<PRIVATE STATEWIDE NON-PROFIT> & <STATE EARLY CHILDHOOD ADVISORY COUNCIL>  
DATA SHARING AGREEMENT**

**Data Sharing Agreement:** <PRIVATE STATEWIDE NON-PROFIT> and <STATE EARLY CHILDHOOD ADVISORY COUNCIL (SECAC)>

**Data Sharing Purpose:** <PRIVATE STATEWIDE NON-PROFIT> will be sharing a sub-set of the home-based provider data it collects to better inform the individual and collaborative efforts of <SECAC> and <PRIVATE STATEWIDE NON-PROFIT> to improve the quality of early child care, through the institution of a statewide federated longitudinal data sharing system, the <STATE EARLY CHILDHOOD DATA REPORTING SYSTEM (SECDRS)>. The sharing of data is intended to be of high utility and value to a range of early childhood stakeholders (such as families, child care providers and other practitioners, funders and policymakers) who are invested in the quality of early childhood programs for <STATE>'s youngest children.

**Date of Agreement:** <MONTH> <YEAR> with a review and renewal option in <MONTH><YEAR>

**Types of Shared Data:** Certain data that <PRIVATE STATEWIDE NON-PROFIT> collects on the quality, professional development, capacity and other characteristics of home-based child care providers.

**Data File Governance:** <PRIVATE STATEWIDE NON-PROFIT> authorized staff and consultants.

**Related Data Rules and Regulations:**

- **RESTRICTED DATA:** The following <PRIVATE STATEWIDE NON-PROFIT> data elements, which contain identifying information, will not be shared with <SECAC> --
  - All Mentor data
  - The following provider data:
    - First name
    - Middle name
    - Last name
    - Child Care Program Name
    - E-mail address
    - Password
    - Home/Program Phone
    - Cell Phone
    - Other Race -- Comments
    - Date of Birth
    - Other Information, Notes & Attachments
  - The following progress data:
    - Other Child Assessment Tool -- Comments
    - Other Degree -- Comments
    - Other Credentials -- Comments
    - Quality Improvement Plan Attachment
    - Other Category of Provider -- Comments
    - Reason for not accepting subsidy -- Comments
    - Reason for not participating in CACFP -- Comments
    - Other Information, Notes & Attachments

- SHARED DATA: The following <PRIVATE STATEWIDE NON-PROFIT> data elements will be shared if the form on which they are located is fully completed (the Form Complete box is checked/the data value is Yes) with <SECAC> for mapping, matching, quality review and reporting purposes at the state level only, with the global restriction of not mapping or reporting data elements with a cell size of less than 10 at the state level, in addition to the specific restrictions indicated for particular data elements below --
  - Provider Data
    - Date Mentoring Began (month & year)  
*SHARING RESTRICTIONS: Data from this field will be shared for mapping, quality review, and reporting purposes only in the aggregate form at state level (e.g., average length of mentoring relationship for the entire universe of <PRIVATE STATEWIDE NON-PROFIT> providers), not for reporting purposes at the individual provider, town, zip code, county or other sub-unit of measurement level.*
    - Address 1  
*SHARING RESTRICTIONS: Data from this field will be shared for mapping, quality review, and matching purposes only, not for reporting purposes at any level; for any providers who are in the <STATE CHILD CARE DATA SYSTEM>, the address from the <STATE CHILD CARE DATA SYSTEM> will be used (not any address information from <PRIVATE STATEWIDE NON-PROFIT>'s data system) for mapping, quality review and matching purposes.*
    - Address 2  
*SHARING RESTRICTIONS: Data from this field will be shared for mapping, quality review, and matching purposes only, not for reporting purposes at any level; for any providers who are in the <STATE CHILD CARE DATA SYSTEM>, the address from the <STATE CHILD CARE DATA SYSTEM> will be used (not any address information from <PRIVATE STATEWIDE NON-PROFIT>'s data system) for mapping, quality review and matching purposes.*
    - State
    - Zip Code  
*SHARING RESTRICTIONS: Data from this field will be shared for mapping, matching, quality review, and reporting purposes only in the aggregate form at state level, not for individual zip code or cluster of zip codes reporting purposes.*
    - Town  
*SHARING RESTRICTIONS: Data from this field will be shared for mapping, matching, quality review, and reporting purposes only in the aggregate form at state level, not for individual town or cluster of towns reporting purposes.*
    - County  
*SHARING RESTRICTIONS: Data from this field will be shared for mapping, matching, quality review, and reporting purposes only in the aggregate form at state level, not for individual county or cluster of counties reporting purposes.*
    - Computer Ownership
    - Internet Access
    - Race
    - Ethnicity
    - Gender
  - Progress Data
    - Type of Report
    - Reporting Period Month & Year
    - # of children served (these #s are not regulatory slots/capacity, but actual enrollment)
      - Sub-total of provider's own children
    - Provision of food
    - Years in field

- Years in current position
- Completion of professional development hours
  - # of PD hours
- Use of child assessment tools
  - Type(s) of child assessment tools
- Referrals of <PART C SERVICES>
  - # of referrals to <PART C SERVICES>  
*SHARING RESTRICTIONS: Data from this field will be shared for mapping, matching, quality review, and reporting purposes only in the aggregate form at state level.*
- Affiliate Memberships
  - Types of affiliate memberships
- Has a Quality Improvement Plan
- Highest degree
- Credentials
- # of Regular staff members
  - Sub-total of regular subs
- <QRIS> activity
- Category of provider
- Accepts subsidy
  - # on subsidy
- Participates in food program (CACFP)
- Enrolled in <QRIS>
  - <QRIS> ratingS
  - Reason(s) for not enrolling in <QRIS>
- Accreditation

**Data Sharing Timeframe:** <PRIVATE STATEWIDE NON-PROFIT> will be given administrative access to the <SECDRS> so that they can determine when to import updated data, which will enable the system to capture the date & time of the refreshed data.

**Data Elements:** The data that will be shared by <PRIVATE STATEWIDE NON-PROFIT> are at the individual provider record level in the <PRIVATE STATEWIDE NON-PROFIT> Web-based data system and contain the data elements listed above, none of which are considered by <PRIVATE STATEWIDE NON-PROFIT> as public data, since they were supplied by providers for the private use of <PRIVATE STATEWIDE NON-PROFIT> for monitoring program quality and reporting on outcomes on an aggregate level. Therefore, data elements that provide individual identifying information will not be shared through the API to the <SECDRS> , and those data that will be shared must be shared and used within all restrictions noted above.

Any publicly-used versions of data from <PRIVATE STATEWIDE NON-PROFIT> that are compiled by the <SECDRS> and its users will not include any identifying information on individual providers.

All <PRIVATE STATEWIDE NON-PROFIT> data that are shared with <SECAC> via the API will omit individual provider identifying information, except those data fields that will enable the <SECDRS> to match <PRIVATE STATEWIDE NON-PROFIT> records to state records.

**Data Reports:** <SECAC> and <PRIVATE STATEWIDE NON-PROFIT> will work together on the first report generated through the <SECDRS> .

**Data Elements Type and Definition:** <PRIVATE STATEWIDE NON-PROFIT>'s API linkage to <SECDRS> will include the sharing of the data elements included and as defined in the revised Appendix A.

**Data Source:** The <PRIVATE STATEWIDE NON-PROFIT> data that will be shared with <SECAC> are derived from on-going provider reporting of information to their mentor, who in turn enters that data into <PRIVATE STATEWIDE NON-PROFIT>'s Web-based data system. <PRIVATE STATEWIDE NON-PROFIT> is a collaborative effort by a group of private funders with a long-standing commitment to children, working in close partnership with state agencies, policy makers, and early childhood professionals around the state to improve outcomes for <STATE>'s young children and strengthen the home-based provider industry. <PRIVATE STATEWIDE NON-PROFIT> uses an outcomes framework to guide program design, program implementation, program quality improvements, and program modifications; measure program results; and report on interim and longer-term results. <PRIVATE STATEWIDE NON-PROFIT> couples the outcomes of its programs with research on what children need to reach desired results, in order to predict population-based outcomes, such as school readiness. <PRIVATE STATEWIDE NON-PROFIT> wants to connect and compare its data to state data through the <SECDRS> and other methods, in order to help forecast the impact of scaling up <PRIVATE STATEWIDE NON-PROFIT>'s efforts statewide.

**Suggested Reference Format:** <PRIVATE STATEWIDE NON-PROFIT>, date.

**Data Format and Transfer:** <PRIVATE STATEWIDE NON-PROFIT>'s Web-based data system will be linked via an API to the <SECDRS> , providing an automated, "on demand" sharing of data.

**Data Storage:** <SECAC> will store the data received from <PRIVATE STATEWIDE NON-PROFIT> in a secure manner.

**Contact Name:**

<SECAC>: <NAME>, <TITLE>, <EMAIL> and <NAME>, <TITLE>, <EMAIL>

<PRIVATE STATEWIDE NON-PROFIT>: <NAME>, <TITLE>, <EMAIL> and <NAME>, <TITLE>, <EMAIL>

**<STATE EARLY CHILDHOOD ADVISORY COUNCIL>**

**<PRIVATE STATEWIDE NON-PROFIT>**

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<NAME>, <TITLE>

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<NAME>, <TITLE>

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Date

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Date