

# Data Request Policy

**NAME OF PART C/PART B 619 PROGRAM**

**PURPOSE**

The purpose of this data request policy is to establish authority and processes for external and internal requests for PART C/PART B 619 PROGRAM NAME data.

**AUTHORITY**

NAME OF STATE is federally required to collect and report PART C OR PART B 619 data and collects such data through data systems noted in the table below. The following federal AND POTENTIALLY NAME OF STATE requirements (statutes/regulations/rules/policies) apply to requests for PART C/PART B 619 PROGRAM NAME data that include personally identifiable information (PII):

34 CFR Part 303 – Part C Regulations

* 34 CFR 303.401(a)
* 34 CFR 303.414(a) and (b)

34 CFR Part 300 – Part B Regulations

* 34 CFR 300.622(a) and (b)

FERPA

* 34 CFR 99.31

The NAME OF STATE statute, regulations, and current policies that address data request are:

* RELEVANT STATE STATUTE
* RELEVANT STATE REGULATIONS/RULES
* RELEVANT STATE POLICIES

**RESPONSIBILITY**

It is the responsibility of AGENCY, PROGRAM, ROLE, ETC. overseeing the data for the PART C/PART B 619 PROGRAM NAME to establish and carry out processes associated with considering and overseeing any requests for PART C/PART B 619 PROGRAM data. The following PART C/PART B 619 PROGRAM NAME data systems are covered by this data request policy.

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| --- |
| PART C/PART B 619 PROGRAM NAME Data Systems |
| 1. Click or tap here to enter text. |
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AGENCY, PROGRAM, ROLE, ETC. is responsible for ensuring adherence to this policy. AGENCY, PROGRAM, ROLE, ETC. is responsible for monitoring adherence to this policy. Any questions regarding the data request policy will be addressed by AGENCY, PROGRAM, ROLE, ETC.. AGENCY, PROGRAM, ROLE, ETC. will also secure or provide training and technical assistance on data requests when asked. This policy will be reviewed ANNUALLY, BI-ANNUALLY, AS NEEDED, by AGENCY, PROGRAM, ROLE, ETC. , and they will address failures to adhere to this policy. AGENCY, PROGRAM, ROLE, ETC. and AGENCY DIRECTOR shall consider and determine what, if any, sanctions or consequences are to be levied on those responsible for violations of this policy, up to and including LIST ANY SANCTIONS OR CONSEQUENCES .

The public will be informed about this policy through AGENCY WEBSITE, MANUAL, ETC. This policy shall me reviewed ANNUALLY, QUARTERLY, ETC., and such reviews will include stakeholder input when possible.

| PART C/PART B 619 PROGRAM NAME Data System(s) |
| --- |
| 1. *(insert program name)* |
| 1. *(insert program name)* |
| 1. *(insert program name)* |
| 1. *(insert program name)* |
| 1. *(insert program name)* |
| 1. *(insert program name)* |

**DATA REQUEST RESPONSE PARAMETERS**

The table above outlines the data systems used by the PART C/PART B 619 PROGRAM NAME for program operations. The table below outlines the data that are collected in each data system:

| Data System Name | Data Available |
| --- | --- |
| *(insert name)* | *(list data available)* |
| *Ex. State IFSP System* | ***Evaluation Data, Assessment Data, Eligibility Determination, Services, IFSP dates*** |
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Requests for PART C/PART B 619 PROGRAM NAME data must be reviewed by AGENCY, PROGRAM, ROLE, ETC to determine if the requestor is asking for aggregate and/or personally identifiable information (PII). The PART C/PART B 619 PROGRAM NAME WILL/WILL NOT respond to requests for PII (see INITIATION OF REQUEST SECTION BELOW FOR ADDITIONAL INFORMATION). [IF YES] All requests for release of PII will need to be approved by AGENCY, PROGRAM, ROLE, ETC. Notification of release of PII to parents will be determined on a case-by-case basis as determined by TYPE OF REQUEST, STATE/FEDERAL REGULATIONS AND RULES, ETC.

All data requests are reviewed by AGENCY, PROGRAM, ROLE, ETC. to determine if the request is reasonable and consistent with the types of research questions being asked by the requestor. Additional information may be requested of the data requestor if the purpose of the request is unclear. An MOU, DATA/USE SHARING AGREEMENT will be necessary for REQUESTS FOR RELEASE OF PII, REPEATED DATA REQUEST, ALL DATA REQUESTS.

All data requests will require the completion of a Data Request Form (outlined below in INITIATION OF REQUEST). Use of the data once made available is limited to the purpose outlined in the original request only. Data cannot be rereleased to another entity, and any publication of program data released by the requestor will need approval of AGENCY, PROGRAM, ROLE, ETC. All data released by PART C/PART B 619 PROGRAM NAME will need to be destroyed within X years as per NAME OF DATA DESTRUCTION POLICY. AGENCY, PROGRAM, ROLE, ETC. will ensure that the data are properly destroyed by MECHANISM TO DETERMINE DATA ARE PROPERLY DESTROYED.

**REQUIRED INFORMATION**

INITIATION OF REQUEST

Requests for PART C/PART B 619 PROGRAM NAME data shall be submitted on a completed *Data Request Form*. The *Data Request Form* is to be publicly available at INSERT URL.

Completed *Data Request Forms* must be submitted to NAME OF OFFICE/ROLE <Alternatively: to any member of the AGENCY, PROGRAM, ROLE, ETC>. The recipient of the completed form shall acknowledge receipt by EMAIL OR OTHER WRITTEN MEDIUM within TIME PERIOD. Written acknowledgment shall include when a decision about the requested data will be made and expected date of communication about the decision back to the requester.

REQUEST REQUIRED INFORMATION

A *Data Request Form* shall be completed to initiate a data request. Sample form content areas are:

1. Requester contact information *(Required of requester)*
2. Data requested – including data elements/fields *(Required of requester)*
3. Time frame of data requested *(Required of requester)*
4. Purpose for the data request including any use of the data requested. *(Required of requester)*
5. Format of data requested *(Required of requester)*
6. IRB Approval *(Required for research requests)*

THERE ARE/ARE NOT fees associated with the data request. [IF THERE ARE FEES] The cost to cover staff time and resources is $X PER REQUEST, $X PER HOUR, ETC.

**PROCESS FOR EVALUATION/APPROVAL OF REQUESTS**

AGENCY, PROGRAM, ROLE, ETC. shall review the submitted data request form to ensure that all required information is included. Any incomplete data requests will be sent back to the requestor for additional information by AGENCY, PROGRAM, ROLE, ETC.

AGENCY, PROGRAM, ROLE, ETC. will review all data request forms in a reasonable time depending on the significance of the request (e.g., 4-12 weeks). AGENCY, PROGRAM, ROLE, ETC. may accept, deny, modify, or request additional information. The response shall be in writing and include the decision made and will be communicated back to the requestor by AGENCY, PROGRAM, ROLE, ETC. If the data request was accepted, the response back shall include the expected time for completing the request. For all other decisions, a brief explanation shall be provided as to why the request was denied, tabled, or delayed.

It is the responsibility of AGENCY, PROGRAM, ROLE, ETC. to act as the point of contact and to fulfill all data requests approved by AGENCY, PROGRAM, ROLE, ETC. This INDIVIDUAL/GROUP will be responsible for conducting and documenting the steps for the data analysis, preparing the data in the requested format, and sending the completed data request to AGENCY, PROGRAM, ROLE, ETC. for final approval.

Prior to release, the data requested will be reviewed by AGENCY, PROGRAM, ROLE, ETC. to ensure that the data are in the proper secure format for release (e.g., encrypted MS Excel files, secure FTP downloads) and that they do not contain any information not requested.

It will be the responsibility of AGENCY, PROGRAM, ROLE, ETC. to send the requested data to the requestor, ensuring that state and federal requirements for security and protection of data are followed (de-identification, encryption, etc.). A record of all data requests will be maintained by AGENCY, PROGRAM, ROLE, ETC. for a period of X years.