

# Public Reporting Policy

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

**PURPOSE**

The purpose of this public reporting policy is to establish authority and a process for ensuring protection of PART C OR PART B 619 personally identifiable information (PII) and other important data when publicly reporting data/information from the PART C/PART B 619 PROGRAM NAME.

**DEFINITIONS**

Public reporting is the publishing of information that has no restricted access (i.e., information or data that contains personally identifying information cannot be released in public reports).

**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 public reporting of data/information:

34 CFR Part 303 – Part C Regulations

* 34 CFR 303.702(b)(1)
* 34 CFR 303.702(b)(2)
* 34 CFR 303.702(b)(3)
* 34 CFR 303.720
* 34 CFR 303.722

34 CFR Part 300 – Part B Regulations

* 34 CFR 300.602(b)(1))
* 34 CFR 300.602(b)(2)
* 34 CFR 300.602(b)(3).
* 34 CFR 300.640
* 34 CFR 300.642

The NAME OF STATE statute, regulations, and current policies that address public reporting 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 those processes associated with public reporting. The following PART C/PART B 619 PROGRAM NAME data systems are covered by this public reporting policy.

| 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)* |

AGENCY, PROGRAM, ROLE, ETC responsible for ensuring adherence to this policy in PART C/PART B 619 PROGRAM NAME data systems. AGENCY, PROGRAM, ROLE, ETC is responsible for monitoring adherence to this policy through REVIEW OF REPORTS PRIOR TO PUBLICATION, REVIEW OF EXISTING REPORTS ON PUBLIC WEBPAGES, ETC. Any questions regarding the content of any publicly reported data/information will be addressed by AGENCY, PROGRAM, ROLE, ETC who will also secure or provide training and technical assistance on public reporting when requested. This policy will be reviewed Choose an item. 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.

The public will be informed about this policy through AGENCY, WEBSITE, MANUAL, ETC and is included in the agency’s privacy statement (IF APPLICABLE).

# APPLICABILITY

This policy applies to those who collect, maintain, use, manage, operate, report or are otherwise active in the control of data regardless of format. This includes staff from NAME OF LOCAL PROGRAMS/AGENCIES directly associated with NAME OF PARTICIPATING AGENCY(IES). All local programs, agencies, contractors, and staff identified in this policy must adhere to this policy. These entities and the mechanism (regulation/contract/interagency agreement) that make this policy applicable to each program/agency are listed in the table below.

| Entities Covered by Policy | Mechanism |
| --- | --- |
| *(insert agency name)* | *(insert regulation/contract/interagency agreement)* |
| *(insert agency name)* | *(insert regulation/contract/interagency agreement)* |
| *(insert agency name)* | *(insert regulation/contract/interagency agreement)* |
| *(insert agency name)* | *(insert regulation/contract/interagency agreement)* |
| *(insert agency name)* | *(insert regulation/contract/interagency agreement)* |
| *(insert agency name)* | *(insert regulation/contract/interagency agreement)* |
| *(insert agency name)* | *(insert regulation/contract/interagency agreement)* |
| *(insert agency name)* | *(insert regulation/contract/interagency agreement)* |
| *(insert agency name)* | *(insert regulation/contract/interagency agreement)* |
| *(insert agency name)* | *(insert regulation/contract/interagency agreement)* |

**PLANNING AND MANAGEMENT OF DATA REPORTS**

The table below summarizes information about the current public reports that are released by PART C/PART B 619 PROGRAM NAME, including the name of the report, the responsible entity for preparing the report, how often the report is produced, the type of data contained in the report, where the report is posted, and for how long the report is posted.

| Name of Report | Responsible Entity for This Report | How Often Reported/ Posted? | Type of Data Reported | Where Posted? | Length of Posting |
| --- | --- | --- | --- | --- | --- |
| *EXAMPLE:* Annual Performance Report | ***Part C Coordinator/ Part C Data Manager*** | ***Annually***  ***Due February 1st*** | ***Child Find***  ***Child Outcomes***  ***Transition***  ***General Supervision***  ***Compliance Dispute Resolution*** | ***Reports section of program website, found at*** [***www.example.com***](http://www.example.com) | ***5 most recent years of reports only*** |
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Any substantial changes to the reports listed in the table above, or if errors are found in any public reports, these changes and updates must be reported to AGENCY, PROGRAM, ROLE, ETC.

When a new public report is posted, the public will be informed via ANNOUNCEMENT ON HOMEPAGE, EMAIL, ETC. Further information about the data contained in public reports, including supporting documentation, can be found on the program homepage, located at NAME OF WEBPAGE SECTION OR PART.

In addition to the public reports above, the PART C/PART B 619 PROGRAM NAME produces ad hoc and as needed reports throughout the year. These ad hoc reports are produced by AGENCY, PROGRAM, ROLE, ETC, and reviewed by AGENCY, PROGRAM, ROLE, ETC to ensure compliance with federal and state public reporting requirements.

**DATA DE-IDENTIFICATION/DISCLOSURE AVOIDENCE**

Prior to release, all public reports must be reviewed by AGENCY, PROGRAM, ROLE, ETC to ensure that only de-identified data are reported and that the report user cannot identify individual children or families. The PART C/PART B 619 PROGRAM requires minimum cell or n-size for data with INSERT PARAMETERS FOR MINIMUM CELL OR N-SIZE. Any violation of this public reporting policy, including accidental release of PII or violating minimum cell or n-size rules must be reported to AGENCY, PROGRAM, ROLE, ETC and as specified in the agency’s Data Breach Response procedures (if applicable).