



Social Solutions 
transforming human services

**Campaign for Grade Level Reading:
Building A Data Driven Infrastructure:
Webinar # 2: Data Sharing & MOU's**
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Data Sharing & MOU Webinar Agenda

Framing the Discussion: What's at Stake?

Some Basics About Getting There

Lessons from the Field: SOARS Atlanta

Review of Resources

- How to develop MOU's that facilitate effective data sharing to support collective impact
- What to avoid when creating these data sharing documents
- How to work with de-identified vs. identified data sets

Theory of Change for Longitudinal Impact

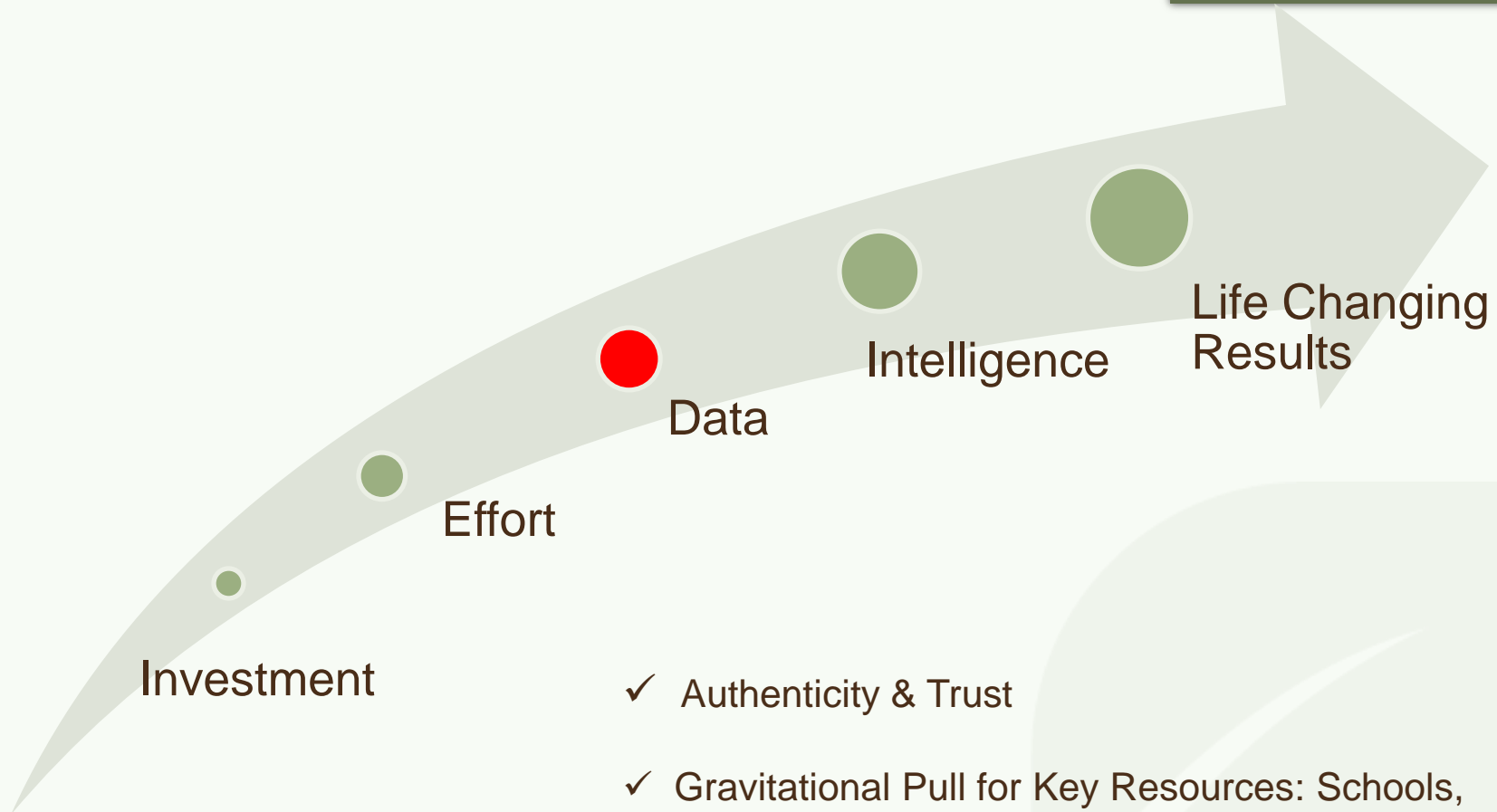


Understanding Impact Demands Data

Tracking movement and impact of individuals and families in PLACE and TIME among & across funded partner agencies.

If You Want...	You Must Have...
Unduplicated Count Who are we serving? When are we serving them? Where are we serving them?	<u>De-Identified Demographic & Enrollment Data</u>
Benchmarking & Trending What are the needs? What progress are we making? Who is achieving outcomes most effectively?	<u>De-Identified Baseline and On-Going Assessment Data</u>
Correlation & ROI What services reveal a correlation between efforts and individual/family/community outcomes (ETO)?	<u>De-Identified Service Level Data</u>

We Are What We Learn...



- ✓ Authenticity & Trust
- ✓ Gravitational Pull for Key Resources: Schools, Teachers, Staff

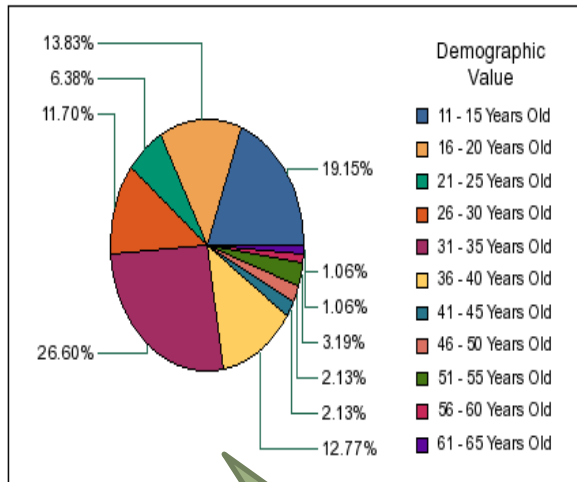
Collaborative System Scalability: Data Sharing & Permissions



- Partner has sole and Exclusive Access to their own identified data
- Sub-Groups and affinity groups for reporting can be created – to support a “Community of Practice”
- Reporting flows up, down and across partners where requested
- Common Service and Reporting templates can be shared

Numbers Must Be Linked With Individuals

c Name: Age



Demographic Name	Demographic Value	Participant Count	Percentage
Age	11 - 15 Years Old	<u>18</u>	19.15%
	16 - 20 Years Old	<u>13</u>	12.77%
	21 - 25 Years Old	<u>6</u>	6.38%
	26 - 30 Years Old	<u>11</u>	11.70%
	31 - 35 Years Old	<u>25</u>	26.60%
	36 - 40 Years Old	<u>12</u>	12.77%
	41 - 45 Years Old	<u>2</u>	2.13%
	46 - 50 Years Old	<u>2</u>	2.13%
	51 - 55 Years Old	<u>3</u>	3.19%
	56 - 60 Years Old	<u>1</u>	1.06%
	61 - 65 Years Old	<u>1</u>	1.06%
Age		94	100.00%

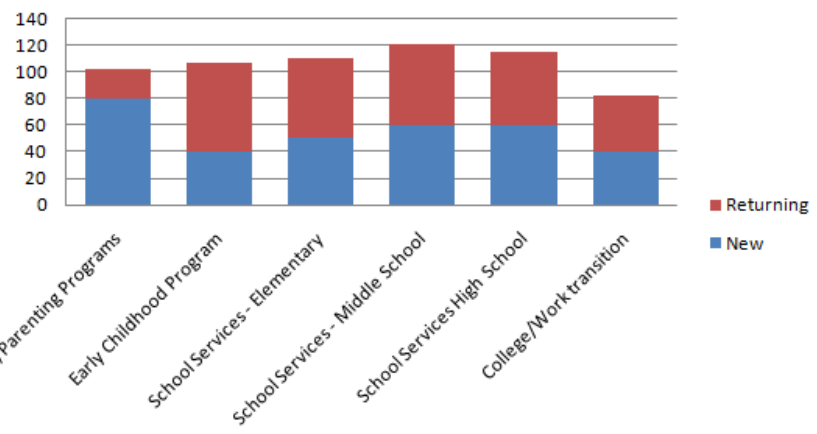
Ability to select a count and see detailed, client specific information, where authorized

Drag and Drop graphical reports on any tabular data set

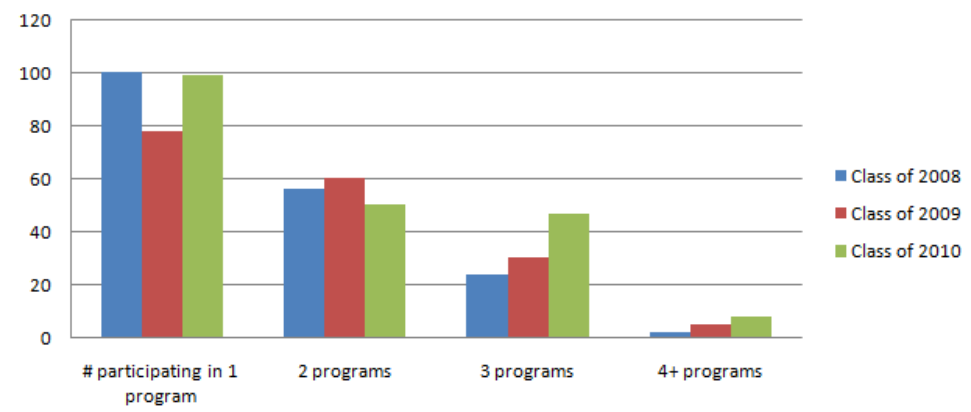
Demographics Grouping

Agency Attachment Reports

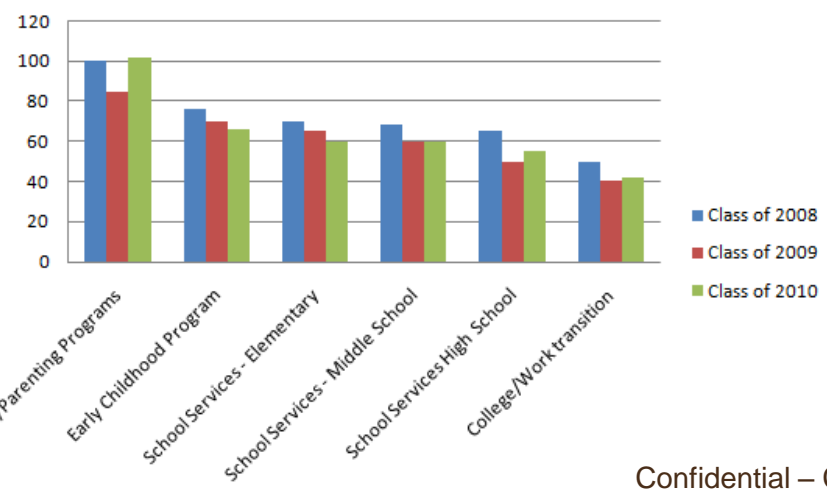
**Active Program Enrollment By Program Group
New vs. Returning (from any community program)**



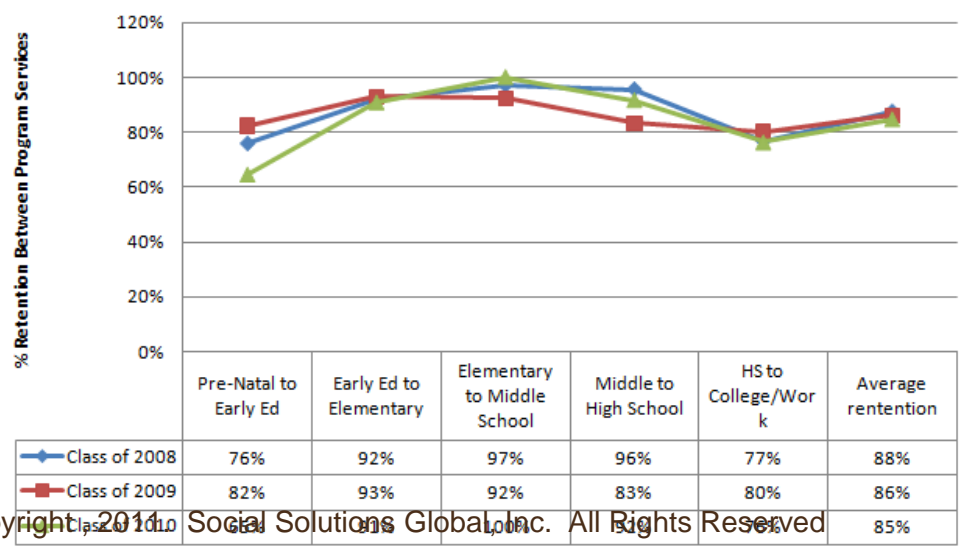
Total Active Youth/Families Enrolled in 1 or More Programs By Cohort



Total # of Enrolled Youth by Program Year over Year (Returning Students only)

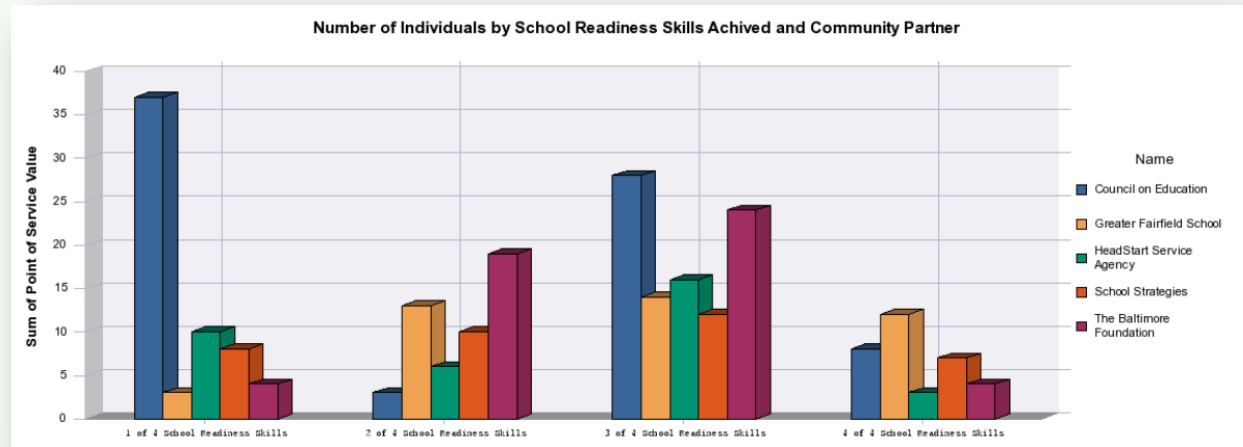


Year Over year Retention Between Services



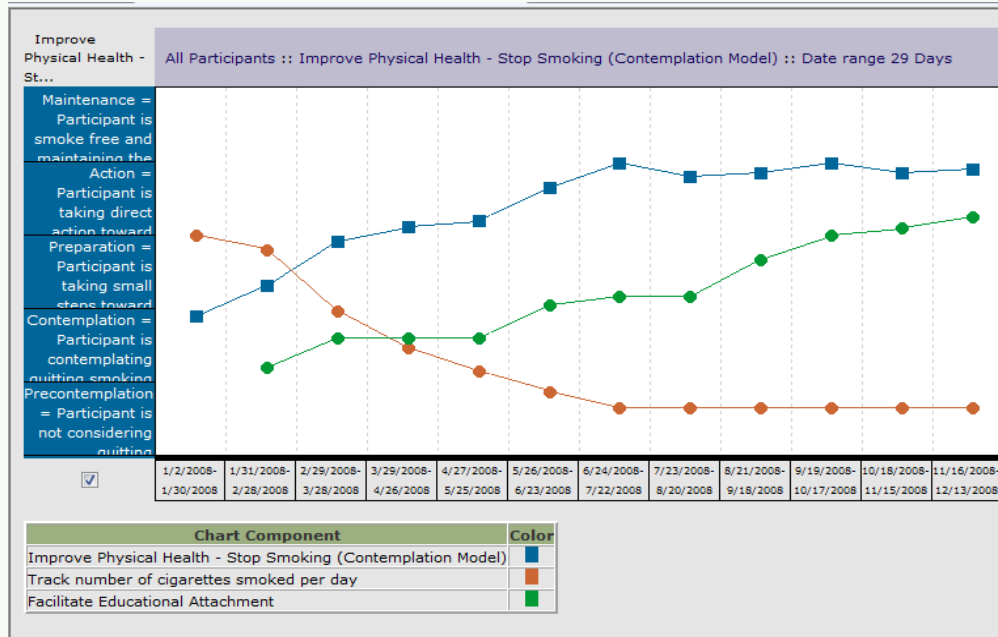
Key Indicators & Trending Across a Community

Community Partner	% of families spending less than 40%	Increase or Decrease from initial report
Crossroads Association	85.00000	Increase ↑
Financial Stability Council	43.00000	Increase ↑
The Center For Working Women	10.00000	<u>Decrease</u> ↓



Correlation & Trending

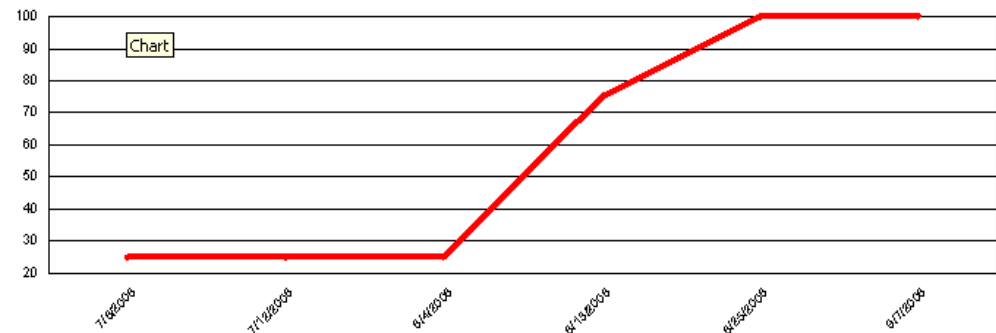
Reporting By Cohort



Reporting by Individual

Standard Reporting Rubrics

- ✓ Reporting By Group (Class)
- ✓ Staff
- ✓ Program
- ✓ Partner Agency
- ✓ Any National/Regional Data Set



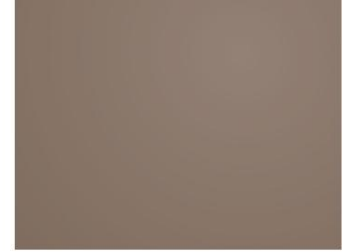
Using Analytics to Tell Us What We Don't Know

Green	Correlation Coefficient between .5 and 1
Yellow	Correlation Coefficient between .25 and .5
Red	Correlation Coefficient between 0 and .25

Corelation Coefficient	Demographic
-1	Ethnicity
-0.87	ClassRoom
0.87	Cohort you belong to
-0.87	Fun - Now
-0.73	Disabled?
-0.32	Age
-0.19	HS Enrollment
-0.18	Race
0.1	Gender
0.04	Income Level
-0.04	Teachers
-0.02	County

Corelation Coefficient	Point of Service
-0.81	Xample Numeric Non Aggregated
-0.77	Increase Republican Tolerance
-0.77	Xample Attendance
-0.31	Xample Participant String
-0.21	Xample of Correlation
-0.16	Xample Boolean Aggregated
-0.14	Xample Numeric Aggregated

Corelation Coefficient	Assessment Question
-0.95	How you are
-0.89	How much you have
-0.75	Question About Politics
-0.47	Appearance
-0.47	Hygiene
-0.39	How many times you get hugged
-0.36	How much money do you make
-0.29	Residence cleanliness
-0.27	Verbal communication skills
-0.22	Making positive social contacts
-0.18	Budgeting
-0.16	Food preparation self-sufficiency
-0.14	How much Money you make
-0.12	Life Skills score
-0.07	Non-verbal communication skills
0.07	Societal integration
0.02	Connection to a single caring adult



Getting There



Diet & Exercise: The 5 Keys to Collaborative Success

- ✓ Set Modest Goals
- ✓ Relentlessly track, monitor & improve
- ✓ Create an Incentive Structure For Agencies & Staff
- ✓ Create a Community of Practice
 - ✓ Develop Peer-to-Peer counseling and coaching
 - ✓ Develop a Mentor Program
- ✓ Communicate Up, Down, Out
 - ✓ Board, Funders, Staff, Volunteers, Peers

Phase I: Establishing the Framework

- Project Charter, Partner Identification & Assessment
- MOU & Data Sharing Agreement(s)
- Establishment of Baseline Indicators
- Establishment of Supplemental Indicators
- *Data Mapping: “Who, What, When, Where, Why, How”*
- Identified, Individual vs. Aggregate, De-Identified Data

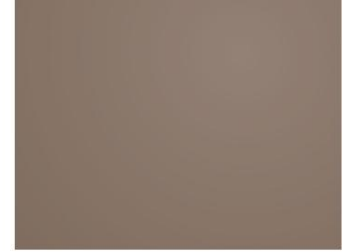
Phase II: Assessment & Benchmarking

- Common Measurement/Assessment within/across Targeted Service Areas
- Program/Partner Benchmarking
- Monitoring Performance, Adding Partners, Improving Use
- Dashboard/Stakeholder Reporting
 - Ask & Answer the Simple Questions First:
 - Using Demographics & Assessment Data to Determine what Target Population is best served by what programs?

When Benchmarking, remember the Golden Rule!

Phase III: Correlating Efforts to Outcomes

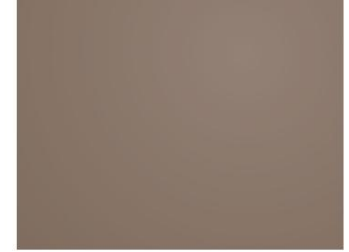
- What's Working for Whom & Why?
 - Analyze trending improvements evidenced in Assessment data
 - Service-level data tracking and management
 - Analyze Dosage as it contributes to Outcome Achievement
 - Frequency
 - Duration
 - Type/Model
 - Program
 - Cohort
- Monitoring Performance, Adding Partners, Improving Use



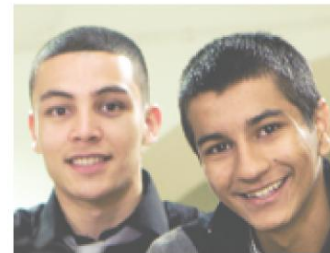
Lessons from the Field:

SOARS Atlanta





Resource Review



Helpful Links & Resources

- U.S. Department of Education Safeguarding Student Privacy (Summary Document): <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/safeguarding-student-privacy.pdf>
- US Department of Education Data Sharing Under FERPA (PowerPoint - Transcript also available): http://www2.ed.gov/policy/gen/guid/ptac/pdf/webinar-data-sharing-011112_final.pdf
- FERPA 101 (PowerPoint - Transcript also available): <http://www2.ed.gov/policy/gen/guid/fpco/doc/ferpa101slides.pdf>
- Links to other useful webinars: <http://www2.ed.gov/policy/gen/guid/ptac/webinars-presentations.html>
- PTAC Toolkit (other resources in the toolkit are at the bottom of the page): <http://www2.ed.gov/policy/gen/guid/ptac/issue-briefs.html>
- U.S. Department of Education Guidance for Reasonable Methods: http://www2.ed.gov/policy/gen/guid/fpco/pdf/reasonablemtd_agreement.pdf
- Wonderful Nonprofit Resource: <http://www.dataqualitycampaign.org/>

Top 11 Best Practices for Written Agreements

- 1) *Bind individuals to the agreement*
- 2) *Agree on limitations on use of the PII from education records.*
- 3) *Agree to not redisclose.*
- 4) *Specify points of contact/data custodians.*
- 5) *Identify penalties.*
- 6) *Set terms for data destruction.*
- 7) *Include funding terms.*
- 8) *Maintain right to audit.*
- 9) *Identify and comply with all legal requirements.*
- 10) *Have plans to handle a data breach.*
- 11) *Review and approve reported results.*

Client Forms: Privacy Notice & Client Release

- Privacy Notice Signage
 - Intended for: clients
 - Message: why we collect your data; it is kept confidential
- Client Release of Information
 - Intended for: students & parents
 - Message: we need your permission to share specific public school data with collaborative partners, complies with FERPA

Public-Private Collaborative:

Intended for: partner agencies

- Purpose of shared database
- Later phases of project not covered by MOU
- Data collection requirements
- Data-sharing agreement/MOU
 - includes frequency of collection and method of sharing
- Compliance with FERPA, HIPAA and other regs

Data-Sharing Policy: HMIS Boilerplate

Homeless Management Information System (HMIS) Data-Sharing Policy:

Intended for: Lead agency

- Purpose
- Compliance
- Use of Data
- Data Collection and Privacy Notice to Clients
- Data Quality
 - Includes frequency, completeness and accuracy
- Record Access and Correction (Audit Trail)
- Accountability
- Sharing of Information
- System Security

Business Associate Agreement

Business Associate Agreement

Intended for: partner agencies

- Introduction (Purpose)
- City Agency Responsibilities (lead agency's responsibilities to business associate)
- Privacy and Confidentiality (req'ts of business associate, includes data-sharing and accountability)
- Data Entry and Regular Use of Shared Database (accuracy, appropriate use and maintenance of shared database)
- Publication of Reports (only release de-identified data)
- Database Integrity (database security)
- Hold Harmless
- Terms and Conditions

City Agency Privacy Policy

City Agency Privacy Policy

Intended for: staff at participating agencies

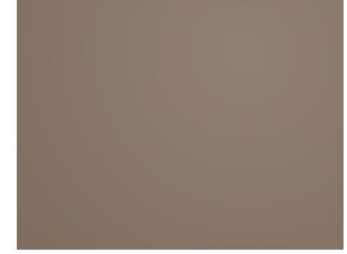
- Reasons for Policy
- Definition
- Statement of Policy
 - Privacy Officer, Privacy Notice
 - Compliance
 - Custody of Data, Allowable Uses of Information, Publication of Aggregated Data
 - Administrative Responsibilities
 - Privacy Standards, User Agreement/Code of Ethics
 - Training
 - System Security, Remote Access, Access Levels
 - Research Databases
- Privacy Policy Acknowledgment & Agreement (signed by partner agency)

Shared Database User Agreement

Shared Database User Agreement

Intended for: staff at participating agencies

- Responsibility of Users
- Computer Access (database security)
- Confidentiality, Access to Participant Information Files (ethical use of data)
- Violations (what constitutes unethical use of data)
- User Acknowledgment



Q & A

