



Zoë Beckerman Consulting LLC
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Times have changed in Head Start, especially for data sharing and maintaining privacy for child records. What was allowable before will likely not pass muster under the new Head Start Performance Standards.

45 CFR § 1302.101(b)(4) requires that all HS/EHS programs implement program-wide coordinated approaches to the management of program data to support effectively the availability, usability, integrity, and security of data. These procedures are required to be in place by **August 1, 2017**.

Zoë Beckerman Consulting, LLC, in collaboration with the **Massachusetts Head Start Association**, has developed a comprehensive set of sample procedures and accompanying forms on sharing data and protecting privacy of child records. The carefully drafted set of sample documents includes:

<ul style="list-style-type: none"> • clear definitions 	<ul style="list-style-type: none"> • steps (with options) that your program now needs to take when there are requests for child data
<ul style="list-style-type: none"> • when you have to notify parents of requests for child data 	<ul style="list-style-type: none"> • when you need to get parental permission to give child data
<ul style="list-style-type: none"> • how to decide if data can be given to the requestor 	<ul style="list-style-type: none"> • how to document in your files to reflect that information has been provided
<ul style="list-style-type: none"> • parental rights including hearings 	<ul style="list-style-type: none"> • Sample annual notice of privacy practices and parental rights
<ul style="list-style-type: none"> • Sample notice of disclosure of child data when enrolling or transferring to another program or school 	<ul style="list-style-type: none"> • Sample disclosure authorization form

The detailed sample procedures that we have developed meet the requirements of the Head Start Act and new Program Performance Standards. The package of detailed sample procedures and forms is intended for HS/EHS programs across the country, except school districts or universities which must follow other rules. (The procedures and forms we have developed do not include procedures on ensuring the quality of data and effective use of data; your program will have to develop those on your own.)

PREORDER FORM

Submit your PreOrder Form now with payment and receive your package as soon as it is completed in early May

Name: _____ Program/Agency: _____

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Price: Just \$400.00 for an entire set of sample documents plus a \$9 processing fee.

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Or by sending checks to:

Massachusetts Head Start Association, 68 Allison Ave., Taunton, MA 02780

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pkuechler@massheadstart.org You will receive an invoice when your order is received.

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