Data Management Policy

Policy/ Approach:

Southern Oregon Child and Family Council collects demographic information, documentation of services to children and families, and child assessment data.

Information is used for program planning. This process is an active, ongoing cycle that contributes to the design of program goals, the plans for implementing services, and to the continuous improvement of those services. Program planning includes consultation with the Governing Board, Policy Council, program staff and community organizations.

Monitoring procedures are in place to ensure the quality and integrity of the data. All data is stored in electronic databases, which are password protected to ensure security.

The Confidentiality – Sharing Information Procedure outlines procedures for the security of data and protecting the privacy of child information and records.

Head Start Performance Standards:

1302.101 (b) (4): Management of program data