Results Matter: Improving Preschool Outcomes for Children with Disabilities

Data Use and Security Assurance

CDE and Results Matter take data security and confidentiality very seriously. This document outlines the ways in which Results Matter organization-level staff and participating programs agree to use child assessment data and protect personally identifiable information. If the program chooses not to comply with the following assurances, state funds may be withdrawn.

The participating program will adhere to the following assurances:

General

1. Disseminate the policies outlined in this document to teachers, paraprofessionals, and other team members involved in the Results Matter observation, documentation, and assessment rating process.
2. Use password-protected computers when accessing the online assessment systems, viewing child records, and downloading reports.
3. Do NOT share individual passwords for personal computers or online assessment systems with anyone.
4. Log out of the assessment system and close the browser after each use.

Personally Identifiable Information

5. Keep personally identifiable information on password-protected computers.
6. Keep printed reports containing personally identifiable information in a locked location while unattended.
7. Do NOT share personally identifiable information during public presentations, webinars, etc. If users need to demonstrate child level features of the online assessment systems, dummy child records or GOLD® Sandbox records should be used for such presentations.
8. Redact any personally identifiable information when sharing sample reports with general audiences.
9. Delete files containing personally identifiable information after using them on computers, or move them to secure servers accessible only by authorized parties.
10. Use secure methods when sharing or transmitting personally identifiable information in combination with assessment data, IEP status, or other sensitive information. Approved methods include a phone call and CDE's secure file transfer website (please contact CDE for more information on using this website).
11. Do NOT use email to send screenshots or text that contains personally identifiable information in combination with assessment data, IEP status, or other sensitive information. If users receive an email containing such information, they will delete the screenshots/text when forwarding or replying to these messages.

Data Sharing

12. Take steps to avoid disclosure of personally identifiable information in reports, such as aggregating, data suppression, rounding, recoding, blurring, perturbation, etc.
    For more information, please review Statistical Methods for Protecting Personally Identifiable Information in Aggregate Reporting.
13. ONLY share child-level information with the family and approved educational team members and only in an official capacity. unless required by law.

Results Matter Staff will adhere to the following assurances:

General

1. Complete cyber-security web training.
2. Complete FERPA web training as required and hosted by CDE.
3. Vet the security policies and standards of assessment vendors.
4. Use password-protected computers when accessing the online assessment systems and downloading reports.
5. Will NOT share individual passwords for computers or online assessment systems with anyone.
6. Log out of the assessment system and close the browser after each use.
7. Keep personally identifiable information on password-protected computers.

Personally Identifiable Information

8. Will take steps to avoid disclosure of personally identifiable information in reports, such as aggregating in groups no smaller than 16 children, data suppression, rounding, recoding, blurring, etc.
    a. Reports will be used for valid purposes including but not limited to: program evaluation, state/federal accountability, stakeholder requests for information, and public engagement presentations.
9. Keep printed reports containing personally identifiable information in a locked location while unattended.
10. Will NOT share personally identifiable information during public presentations, webinars, etc. If users need to demonstrate child level features of the online assessment systems, dummy child records or GOLD® Sandbox records will be used for such presentations.
11. Delete files containing personally identifiable information after using them on computers or move them to CDE secure personal folders on the CDE server.
12. Obtain program permission when using data to create individual community, county, or regional reports. However, Results Matter staff may publish county or school district-level reports across the whole state using the above disclosure avoidance techniques.
13. Will ONLY share child-level information with the family and approved educational team members and only in an official capacity, unless required by law.
14. Will NOT transmit personally identifiable information externally unless authorized by the program-level administrator.
15. Will NOT use email to send screenshots or text that contains child-identifying information.
16. Use secure methods when sharing or transmitting personally identifiable information to only the appropriate parties.