**Data Partnership Management Plan Template**

Use your notes from the Data Partnership Management Plan Considerations Worksheet to modify the template below. The number of each corresponding consideration is referenced in parenthesis to support this activity.

**Data Partnership Management Plan for: NAME OF PART C and/or PART B 619 PROGRAM and NAME OF PARTNER PROGRAM**

# Authority

The authority for this data partnership between NAME OF PART C or PART B 619 PROGRAM and NAME OF PARTNER PROGRAM (Partners) is the existing data sharing agreement signed by both Partners on INSERT DATE. The data sharing agreement can be found at INSERT URL.

# Purpose

This data partnership management plan was developed by INSERT PARTNER ORGANIZATIONS (1a). The intent of this plan is to define and set forth the procedures and practices by which the Partners will govern their data partnership (1). This data partnership management plan provides both agencies a guide to manage and govern the data partnership and the joint data work conducted by each Partner to meet the following goals of the partnership (1b):

| *Goal* |
| --- |
| GOAL 1 |
| GOAL 2 |
| GOAL 3 |

The short-, medium-, and long-term (1c) outcomes (e.g., critical questions) supported by the partnership are noted in the outcomes below, along with the implementation role(s) of each Partner (1d).

| *Outcomes (short-, medium-, long-term)* | *Partner Role in Meeting Outcome* |
| --- | --- |
| OUTCOME 1 |  |
| OUTCOME 2 |  |
| OUTCOME 3 |  |
| OUTCOME 4 |  |

Primary and secondary stakeholders that are impacted by partnership work include (1e):

| *Stakeholders (primary, secondary)* | *Partnership Impact* |
| --- | --- |
| STAKEHOLDERS 1 |  |
| STAKEHOLDERS 2 |  |
| STAKEHOLDERS 3 |  |
| STAKEHOLDERS 4 |  |

Other early childhood data efforts that may relate to this partnership should be listed below. (E.g., data sharing work partners have completed or is in progress; other internal or external early childhood data matching, linking, and/or integration work that relates to this partnership.) (2, 2a, 2b)

| *Other Early Childhood Efforts* | *Status* |
| --- | --- |
| EC EFFORT 1 |  |
| EC EFFORT 2 |  |
| EC EFFORT 3 |  |
| EC EFFORT 4 |  |

# Matching, Linking, Integrating Data

The data from the Partners will be used by the partnership to pursue the above-stated goals and outcomes. Because of the personally identifiable information (PII) shared, Partners will follow Family Educational Rights and Privacy Act (FERPA) regulations, as detailed in the previously referenced data sharing agreement. Detailed Partner procedures including what data will be shared from each Partner, frequency of sharing, data processing, data matching details, are detailed below.

Partners agree to share the following types of data (e.g., transition data, child outcomes) at the frequency noted. (3)

| *Data* | *Partner* | *Frequency* |
| --- | --- | --- |
| DATA TYPE | PARTNER | FREQUENCY |
| DATA TYPE | PARTNER | FREQUENCY |
| DATA TYPE | PARTNER | FREQUENCY |

NAME OF PART C or PART B 619 PROGRAM will share the above-named data via the following procedures: (4) INSERT:

1. ROLE RESPONSIBLE
2. DATA TRANSFER PROTOCOL
3. SHARED DATA LOCATION (5)

NAME OF PARTNER PROGRAM will share the above-named data via the following procedures: INSERT:

1. ROLE RESPONSIBLE
2. DATA TRANSFER PROTOCOL
3. SHARED DATA LOCATION (5)

PII will be processed (matched, linked, and/or integrated) using the following process: INSERT PARTNER WORK DESCRIPTION FOR PROCESSESING PII DATA. (4a)

# Data Partnership Implementation

Partners will meet INSERT FREQUENCY STANDING DATE, LOCATION, AND TIME OF MEETING (6f).

The partnership will be made up of members from NAME OF PART C or PART B 619 PROGRAM and NAME OF PARTNER PROGRAM. (6c)Members’ tenure in the partnership shall be INSERT LENGTH OF TIME MEMBERS SERVE ON THE PARTNERSHIP. Members shall be INSERT PROCESS BY WHICH MEMBERS COME TO SERVE ON PARTNERSHIP (e.g., APPOINTED, SELECTED, ROLE BASED) (6e). Members and responsibilities of each partnership member are (6d):

| *Partner* | *Role* | *Responsibilities* |
| --- | --- | --- |
| AGENCY/PROGRAM | *Chair* | *(E.g., lead work, develop agendas, facilitate meetings, communicate progress to key stakeholders)* |
| AGENCY/PROGRAM | *Co-chair* |  |
| AGENCY/PROGRAM | *Member* | *(E.g., oversee record matching)* |
| AGENCY/PROGRAM | *Member* | *(E.g., oversee process documentation)* |
| AGENCY/PROGRAM | *Member* | *(E.g., oversee data visualization.)* |
| AGENCY/PROGRAM | *Member* |  |
| AGENCY/PROGRAM | *Member* |  |

Partnership authority for decisions is INSERT BROAD DESCRIPTION OF INTERNAL PARTNERSHIP CONTENT AREAS FOR DECISION AND CONTENT AREAS OUTSIDE OF PARTNERSHIP.(7) The process for decision-making within the partnership is INSERT DECISION-MAKING PROCESS (E.G., SIMPLE MAJORITY, TWO-THIRDS MAJORITY, QUORUM, JOINT ADMINISTRATIOIN APPROVAL).

This data partnership management plan shall be reviewed INSERT FREQUENCY and updated by INSERT ROLE AND PROCEDURES BY WHICH DOCUMENT WILL BE UPDATED. (6b) The partners are jointly responsible for partnership sustainability, including preservation of processes and outputs (6a).

# Data Governance Policy Analysis and Approach

The following existing data governance policies from NAME OF PART C or PART B 619 PROGRAM and NAME OF PARTNER PROGRAM are applicable to the partnership (8, 8a–8i):

|  |  |  |
| --- | --- | --- |
| *Data Governance Area* | *Partner A Applicable Policy Reference* | *Partner B Applicable Policy Reference* |
| Purpose, Structure, and Process |  |  |
| Data Breach |  |  |
| Data Quality |  |  |
| Data Security and Access |  |  |
| Data System Changes |  |  |
| Public Reporting |  |  |
| Data Requests |  |  |
| Electronic Communications |  |  |
| Data Retention and Destruction |  |  |
|  | ***Partner A******Additional Governance Area or Area to Be Revised (9a)*** | ***Partner B Additional Governance Area or Area to Be Revised (9a)*** |
| New/Revised Area |  |  |
| New/Revised Area |  |  |
| New/Revised Area |  |  |
| New/Revised Area |  |  |