

## **National University Title IV-E Child Welfare Evaluation Taskforce Data Use Procedures**

### **Background:**

Over the last few years, representatives from various Title IV-E child welfare educational partnerships ('Child Welfare Educational Partnerships') have been discussing the pooling of data from Child Welfare Educational Partnerships to develop a bigger, and eventually, a national picture of these partnerships ('National IV-E Child Welfare Evaluation'). These discussions resulted in the formation of a National Title IV-E Child Welfare Evaluation Taskforce ('the Taskforce') at the 2011 Council on Social Work Education Annual Program Meeting. Participants in this National IV-E Child Welfare Evaluation will have the opportunity to contribute data for their program's stipend recipients with a goal of building a national data set to better understand how stipend programs are structured and who stipend recipients are. The following details data use procedures for participating programs. The Center for Advanced Studies in Child Welfare (CASCW) at the University of Minnesota's School of Social Work will act as the Data Manager and will host the Data Set.

### **Principles:**

1. Each Participating Partnership retains ownership and control of its own data
2. Participating Partnerships have access to their own data and aggregated national level data only
3. Any Participating Partnership whose data is requested by another Participating Partnership or the Taskforce, retains the discretion to decide whether to grant a limited license for the use of data on a project by project basis
4. Any Participating Partnership whose data is requested by another Participating Partnership or the Taskforce has an opportunity to be fully involved in the use of that data (including writing of papers, reports, dissemination of findings, etc.)

### **Procedures:**

1. The Taskforce will convene a subgroup of those involved in the National IV-E Child Welfare Evaluation to form a Data Use Committee. The Data Use Committee shall be composed of at least four and no more than five people. Two members of the committee will rotate off the committee each year and two new committee members will be selected by the Taskforce.
2. The Data Use Committee will select one committee member to be the Data Use Committee Chair each year.
3. **Purposes of Data Use Committee**
  - a. To maintain repository of projects using National IV-E Child Welfare Evaluation data
  - b. To collect and disseminate information concerning proposals to Participating Partnerships and to the Taskforce
  - c. To convey requests for the download of data to CASCW in its role as Data Manager.
4. **Proposals and Requests for Data** are submitted by Participating Partnerships or the Taskforce to the Data Use Committee and include (minimally) the following information:
  - a. Requestor details, plus any other intended collaborators
  - b. Purpose, including publication and other dissemination intentions

- c. Details of data sought: Partnerships / states, variables sought, time period, etc.
- 5. Notification of Proposal and Data Request and Discussion.** Within four weeks of the receipt of a Proposal and Data Request, the Data Use Committee sends Notification to all those Participating Partnerships whose data is requested of the Proposal and Request for Data (to include all the information in Item 3 above) and puts the Partnership in contact with the data requestor/s to discuss proposal. This discussion should take place within four weeks of the Partnership receiving the Proposal and Data Request.
- 6. Decision.** Within two weeks of the discussion, the Partnership whose data is requested will communicate to the Data Use Committee one of the following decisions:
  - a. If the Partnership agrees to the Proposal and whether the data producer will collaborate with requestors in project
  - b. If the Partnership agrees to the Proposal, but the data producer does not wish to collaborate with requestors in project
  - c. If the data producing Partnership refuses the Proposal (giving reasons)
- 7. Data Release.** The Data Use Committee records the proposal and makes the data request (if applicable) to CASCW as Data Manager to release data to all those collaborating on the project (requestors and data producers, as applicable). The Data Manager will make the data available to the relevant parties within 2 weeks.
- 8. Data Use.** Adherence to the Data Use Procedures is a condition of participation in the National IV-E Evaluation. Failure to follow these procedures is grounds for removal from the National IV-E Evaluation, including loss of access to data and withdrawal of any data use permissions.
- 9. Reports/ Papers.**
  - a. Project collaborators send copy of reports / papers, etc. to the Data Use Committee prior to wider dissemination.
  - a. Collaborators share data coding/analysis process with the Taskforce to ensure that treatment of data are done in a consistent manner.
- 10. Annual Reporting.** The Data Manager will prepare and disseminate a report annually to each Participating Partnership individually. This Annual Report will include national level data compared to that individual Partnership's data only. The Data Manager will prepare and disseminate such other reports as decided by the Taskforce from time to time.
- 11. Changes to these Data Use Procedures** may be made by a three quarters majority of the Taskforce.