



Policy Title:	Management of ChildPlus Data
Service Area:	Program Management and Quality Improvement
Policy Number:	
Policy Form(s) (if applicable):	
Performance Standards Reference:	1302.101 (b)(4)
Head Start Act 2007 Reference:	
Minimum Standards (if applicable):	
Revision Date:	
Policy Council Approval Date:	
Advisory Committee Approval Date:	

Policy:

The Early Head Start Program must establish an internal procedure for proper management of program data that is entered and retrieved using the ChildPlus Program.

All EHS staff and Faculty, regardless of position, share the responsibility to safeguard any and all information from ChildPlus data from unauthorized access, acquisition, or disclosure. Staff that share such information electronically must ensure the receiving entity is an authorized recipient of the specific data being delivered.

Only computers configured by UTRGV/EHS are authorized for the storage or transport of any data pertaining to EHS faculty, children, and their families.

- Staff may utilize a program issued device to access systems to view and maintain all services
- Staff ensure the environment in which they are working is secure and only authorized persons are within viewing distance of the authorized user’s screen.
- Disclosure of any information must be authorized prior to delivering the information whether it be verbal, electronic communication, or by any tangible means.
- Personal devices shall not be used to store or transmit unencrypted protected data.
- Any removable media or storage devices used to transfer any type of data must be encrypted using a password.

Hard copies (i.e., paper) of any kind must be kept secured in a lockable file cabinet or other secured storage. In the event that data, either hard copy or electronic, are transported between University/CCP locations, staff must take all precautions to ensure the materials remain secure and must remain in the presence of staff at all times.

Any device necessary may be obtained by the Systems Analyst upon request. Technology such as University assigned computers, USB storage devices, and other means of storing, transporting and processing of data is available.