



TO: *Organization Board*

FROM: *Steering Committee Member*

DATE: *November Day, 2016*

RE: *Organization and Success of All Youth (SAY) Data Sharing Agreement*

## **Purpose**

We recognize that individual programs, organizations and initiatives work to solve overlapping local social problems and challenges. Mostly working in silos with some limited collaboration, these efforts have traditionally vied for the same pot of resources and attention. While there have been individual improvements, long-term, systemic change has been elusive.

The communities of Oak Park and River Forest have formed a collective impact initiative to engage youth, families, and community partners to coordinate and align priorities, efforts, and resources to empower every child/youth to reach her/his full potential. An important component of this work is to utilize relevant measures that allow us to create a baseline, create goals for our collective work, make evidence-based decisions, and monitor our impact as we implement improvements and solutions.

Community leaders have determined (3) priority areas and (12) indicators of child/youth well-being to measure and improve as a community. Appropriate measurement tools have been selected to help inform us moving forward (see Attachment). The purpose of this document is to solidify each partner's participation and to outline the parameters and process.

Whereas data are discrete facts that have no meaning or purpose in and of themselves; it is only when they are put into context that relationships and patterns emerge.

Whereas finding meaning in those patterns allows data to reveal information, which through careful selection, filtering, and interpretation, then becomes useful knowledge.

Whereas knowledge combined with experience, forms the basis of good, evidence-based decisions.

Whereas the sharing of knowledge regarding child/youth outcomes and community program and initiative efforts across and among partners is essential to understanding what problems and challenges exist and to making evidence-based decisions toward the creation of solutions.

Therefore be it resolved that the partners of Success of All Youth are committed to provide the relevant data needed to develop the knowledge to move us forward in continuously improving outcomes for children/youth ages 0 to 22.





# Data Sharing Agreement

This Data Sharing Agreement (“Agreement”) is entered into between the Oak Park-River Forest Community Foundation (“Foundation”) as the backbone organization of the Success of All Youth (“SAY”) collective and *Partner*.

## 1. Purpose

The primary purpose of this agreement is to permit the sharing of youth and youth program related data at an overall and subpopulation level for use in community improvement efforts and tracking of progress toward impact goals in the outcome areas of social and emotional development, health and safety, and cognitive/academics. It is also intended to outline a set of agreed upon parameters.

Although child/youth –related data may be collected by a particular partner, it often has content and implications reflective of broader community issues or efforts. Creating a practice and process for sharing knowledge across community sectors will allow us to make more informed decisions regarding potential solutions and improvement efforts and allow us to track progress for more timely and effective adjustments. This effort will allow us to put the child/youth at the center of our efforts rather than the place or organization serving her/him at any given time.

Increasingly funders, whether tax payer or grantors, are requiring proof of greater collaboration and effective use of resources for their continued support. SAY’s data collection and monitoring process will establish a high-quality feedback loop whose purpose is to focus our efforts on serving children well – supporting partner efforts, generating useful data and setting ambitious and realistic targets.

## 2. Scope

The work is limited in scope to children/youth between the ages of 0 and 22 who live in Oak Park or River Forest, Illinois. Data associated with chosen outcomes and indicators as selected by the Success of All Youth (“SAY”) Data Team and approved by the SAY Steering Committee will be collected at an overall level and disaggregated level by gender, race/ethnicity, income level, and IEP/504 status when appropriate and/or available. This does not include data at an individual child/youth level or data that will allow for the identification of individual children.

## 3. Period of Agreement

This agreement will be in effect from the signing of the document until one or both parties officially terminates the agreement in writing. Evidence-based decision making and



continuous improvement are anticipated to become the ways through which our communities operate. Continued data collection and analysis are critical components for progress.

#### **4. Data to Be Disclosed**

The following data will be requested for the initial baseline. The data will be disaggregated by gender, race/ethnicity, income level, and IEP/504 status when appropriate and available. The Data Team will review this list each year to determine if any changes are needed. As continuous improvement community efforts progress additional data, as appropriate, may be requested of partners.

- Demographic Data (gender, race/ethnic, income level, FRL status, housing status, family education level, family size)
- Program Reports
- Measures, as defined by the Data Team, that are collected by respective organization (Attachment: SAY 2016 Impact Measures)

No data will be disclosed that has the potential for identifying specific children/youth. Populations of less than 10 or that can be reduced to less than 10 should not be shared for SAY collective efforts.

#### **5. Categories**

Data collected and managed under this Agreement fall under the category of normal, generally releasable information under procedures for processing public records requests. Neither sensitive nor confidential data will be collected at this time.

#### **6. Data Management and Security**

Data reports will be sent to a specified SAY email account associated with the Oak Park-River Forest Community Foundation. The Data Manger will determine the length that reports will be held based on industry best practices. Because no information generally covered under county, state, or federal protection rules will be collected or managed by SAY, it is anticipated that no specific destruction practices are required.

#### **7. Constraints on Use**

Data reports will only be used for SAY and community partner reporting, continuous improvement efforts, and relevant data formatting for community reporting as determined by the parties of the Agreement .

#### **8. Personnel**

The parties to this Agreement will limit access to data reports that have not been shared with the public to the SAY staff and members of the SAY Steering Committee until the data has been formatted in the agreed upon community reporting format for baseline and progress reporting.



## **9. Compliance with Applicable Laws and Regulations**

In implementing this Agreement, the parties shall comply with all applicable federal and state laws and regulations, as amended, either now existing or subsequently arising, protecting the privacy of citizens including but not limited to FERPA, ISSRA, and HIPPA.

## **10. Amendments and Alterations**

The authorized agents of this Agreement may amend this Agreement by mutual consent, in writing, at any time.

## **11. Miscellaneous**

This Agreement is executed by an authorized representative of each party in the representative's official capacity only and the representative shall have no personal liability under this Agreement.

Neither party shall discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law, rule or regulation. Each party certifies that it is an equal opportunity employer.

Each party certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.

This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.



## Signatures

By the signatures of their duty authorized representatives below, the parties intending to be legally bound agree to all of the provisions of this Agreement.

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Oak Park-River Forest Community Foundation  
Success of All Youth  
1049 Lake Street, Suite #204  
Oak Park, Illinois 60301

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

