

## P20 WIN Data Sharing Agreements – Overview

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All P20 WIN Memoranda of Agreement, Data Governance Policy and all attachments and appendixes have been reviewed and approved by policy and technical leaders at each participating agency along with their attorneys and the Attorney General's Office.

### I. Agency Specific MOAs

There is a primary MOA for each agency participating in P20 WIN. The first MOA is between each Participating Agency and the Connecticut Department of Labor, the P20 WIN Participating Agency that conducts the data matching functionality for P20 WIN.

SDE – DOL

BOR – DOL

UCONN – DOL

CCIC - DOL

This first and primary MOA does the following:

- Enables the agency to participate in P20 WIN
- Declares DOL as the 'Authorized Representative' according to FERPA for the role of conducting the data match.
- Identifies the types of data that will be made available (Appendix A)
- Provides a 'Personal Statement of Confidentiality & Non-Disclosure' to be signed by individuals with authorized access to data (Appendix B)
- Links this MOA to the Data Request Management Procedure (Appendix C)
- Requires the agency to participate in the P20 WIN Data Governance Policy (Appendix D)

### II. Data Request Management Procedure (Appendix C to above)

The Data Request Management Procedure covers the following:

- Purpose of procedure: to manage data requests within provisions of state and federal law
- Who can request data & process for doing so
- User Roles / Responsibilities
- Data Request forms that addresses written requirements under FERPA such as:
  - Information about the requestor
  - Purpose of data sharing
  - Data fields to be shared
  - Protection of confidentiality
  - Dates for data destruction
  - Approval of data request by agencies whose data would be in the query
- **Template MOA.** The "template" MOA is used for each individual data request. It specifically provides authorization for an Approved Requestor to be the 'Authorized Representative' according to FERPA for the role of conducting an 'audit or evaluation' of educational records. (*Signatures will be needed for each query/data request from agency's whose data is included in the request.*)

### III. Data Governance Policy (Appendix D to above)

Establishes the cross-agency Data Governance Structure for decision making about P20 WIN

- Executive Board
- Data Governing Board
- Data Steward Committee
- The temporary continuation of program support for its initial implementation

IV. **P20 WIN Cost Sharing Agreement**

The Cost Sharing Agreement provides a framework for financial collaboration. Specifically, it:

- Defines the role of the Administrative Lead Agency.
- Defines the role of the Data Matching Agency
- Describes responsibilities of the Participating Agencies.
- Identifies types of costs which are to be considered In-kind and covered by existing budgets.
- Identifies types of costs for which a budget request to the legislature could be made.

V. **Protocol to Expand P20 WIN**

This protocol establishes a process by which additional state entities can apply to join P20 WIN as a Participating Agency.

VI. **P20 WIN Data Governance Manual**

The P20 WIN Data Governance Manual contains material from all of the aforementioned documents and any additional practices or procedures that are followed for operational purposes.