



## YSB Data Sharing MOU - Frequently Asked Questions

1. Q: Have school districts been alerted to this new Public Act?  
A: Yes, CABE and CAPPs shared information about the MOU with school superintendents and Boards of Education on August 7<sup>th</sup>.
2. Q: Is parental permission required to access the data through the MOU?  
A: The MOU codifies the YSB staff person as a school official, therefore the release of information is allowed under FERPA.
3. Q: What data should a YSB consider requesting initially from their school districts through the MOU?  
A: YSBs should initially consider requesting access to school data systems such as PowerSchool and working with school administration to obtain truancy, attendance, and support meeting information.
4. Q: For regional districts with multiple school districts, are separate MOUs required for each?  
A: Yes, if your YSB covers more than one district you will need to formalize an MOU with each district.
5. Q: What if a school district declines to discuss a MOU or ultimately refuses to sign an MOU?  
A: YSBs should do their best to foster a collaborative process, however, issues such as this can be brought to the attention of CYSA Leadership who can assist with troubleshooting.
6. Q: How often will the MOU need to be formalized? What if there are staffing changes?  
A: MOU can, by its terms, be automatically extended each year, with 30 days notice for each party to withdraw. The agreement should reference an Addendum that will include changes in staff list, changes in services provided, etc.
7. Q: Under the MOU, what data will YSB staff have access to?  
A: The MOU gives YSB staff the same rights and responsibilities as school staff. YSBs should work with school administration through a collaborative process to determine the appropriate data to be shared. Please note, clinical and progress notes can only be shared through a release of information as protected under HIPAA.
8. Q: I am already working collaboratively with my school district and have access to this information. How will this affect me?  
A: The MOU will codify the existing relationship in an official manner providing you with the legal protection and authority to access student level data. Without it you are technically not in alignment with existing laws and statutes. YSBs should consider how they collaborate and communicate with their schools, and where they may receive student information that should otherwise be covered by an MOU. For example, if a YSB staff person has a role with a student assistance team and/or attends meetings where several students may be discussed. YSBs should consider the formal relationship with the



school district that covers their interactions with a school, and the instances in which parental permission may be required.

9. Q: How will YSBs utilize this data?

A: Having access to school level data can help YSBs understand the depth of a child's needs, track and monitor existing behaviors, and eventually provide data to assess the effectiveness of interventions. For the first year we will focus on creating the school partnership and codifying it through the MOU. As DillingerRAD continues to help modernize the collection and use of data, they will provide opportunities for YSBs to leverage data more fully.

10. Q: What safeguards do YSBs have in place to protect student data?

A: Once the MOU is secured, we recommend first accessing student data through the School Information System (SIS), in many instances this is Powerschool. This will ensure you are accessing data safely. When ready, YSBs should then consult DillingerRAD to discuss how to download additional data to merge with their own. DillingerRAD has the experience and the appropriate infrastructure to help manage and protect FERPA data.

11. Q: How often should requests for data be made by the YSB?

A: Data should be used to support your operational strategy and needs. This will look different for every YSB and should be an ongoing, collaborative process with your school district. We encourage you to seek support from CYSA and DillingerRAD as they can help you better understand your data needs and how best to support your overall, long-term strategy.

12. Q: Can YSBs share their data with the school district, or does the data sharing only go one-way?

A: The MOU only establishes rules governing the access of student data by YSB personnel. The YSB can work with the school district to share data but that is at the discretion of the YSB and should be carefully considered. Please note, HIPAA related data should never be shared without informed consent.