

## Head Start Data Collaboration Plan

### Introduction

The stakeholders of Washington’s Longitudinal Data System (P-20W) would like to include Head Start data to help inform research, policy and practice. Head Start Grantees serve more than 12,000 children in Washington state. Senate Bill 5034 (2013-15 operating budget) directs DEL to request federally funded Head Start grantees to voluntarily provide data to DEL and the Educational Research and Data Center (ERDC). The Department of Early Learning (DEL), which includes the Head Start State Collaboration Office (HSSCO), proposes a partnership to begin collection of Head Start data for contribution to the P-20W data warehouse.

### Proposed Data Collection Plan

DEL will partner with the ERDC, the Washington State Association of Head Start and Early Childhood Education Assistance Program (WSA), Region 10, Head Start Tribal associations, and interested Head Start grantees to:

1. Develop a list of Head Start grantees that are interested in contributing to Washington state’s P-20 Warehouse.
2. Form a steering committee to oversee this work and discuss research questions, control group issues, and methodologies. The steering committee is expected to include DEL leadership, ERDC, OSPI, Head Start Directors (or their designees), WSA, Region 10, and Tribal leadership.
3. Develop data-sharing agreements (DSAs) that allow DEL and the ERDC to securely collect and store the agreed-upon Head Start data for in-sector analysis (DEL) and cross-sector analysis (ERDC).
4. Form a work group that will include technical data experts to work on the content, format and development of the data extracts and supporting documentation to be provided.

### Proposed Timeline

Target Timeline	Work group/ERDC	Steering committee
Aug - Sept 2013	<ul style="list-style-type: none"> <li>- Form initial work group</li> <li>- Identify HS grantees who will contribute data</li> <li>- Begin discussions on data extracts</li> <li>- Arrange secure environment for data transfer</li> </ul>	<ul style="list-style-type: none"> <li>- Form initial steering committee</li> <li>- Discuss benefits and risks</li> <li>- Discuss data sharing issues</li> <li>- Draft data-sharing agreements</li> </ul>
Sept-Nov 2013	<ul style="list-style-type: none"> <li>- Determine data contribution elements and frequency</li> <li>- Establish data collection plan and timeline</li> </ul>	<ul style="list-style-type: none"> <li>- Finalize data-sharing agreements</li> <li>- Review legislatively mandated reports and develop timelines for production</li> <li>- Discuss study and policy issues</li> </ul>
Nov 2013 – March 2014	<ul style="list-style-type: none"> <li>- Standardize format delivery</li> <li>- Data profiling and compilation</li> <li>- ERDC data dictionary creation</li> </ul>	<ul style="list-style-type: none"> <li>- Finalize any outstanding data-sharing agreements</li> <li>- Continue discussions around research/studies</li> </ul>
March - June 2014	<ul style="list-style-type: none"> <li>- Begin producing reports</li> </ul>	<ul style="list-style-type: none"> <li>- Review legislative reports</li> <li>- Share provider-centered reports with Head Start data contributors</li> </ul>