

Local Collaboration: DATA SHARING



Sharing participant specific information (i.e. names, DOB, contact information, and anthropometric data) between agencies can help you better serve families in several ways:

1

WIC can identify which Head Start families are not enrolled in WIC from Head Start's enrollment list.

2

A participant's contact information shared during a referral can be used to contact the family directly to schedule an enrollment or certification appointment.

3

Head Start can share a child's up-to-date anthropometric data with WIC to save a Head Start family a trip to the physician's office before their WIC certification appointment.

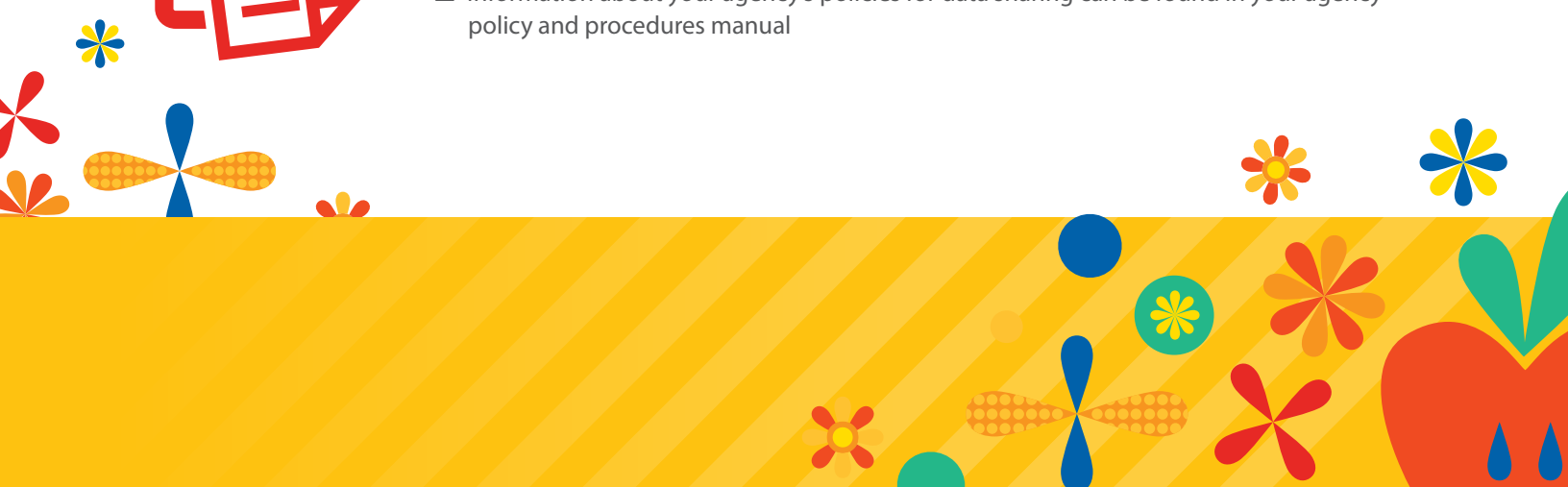
4

WIC and Head Start can share a participant's up-to-date contact information if one agency is having trouble reaching a family for referral or appointment follow-up.



REVIEW POLICIES FOR SHARING PARTICIPANT-SPECIFIC INFORMATION

- Know your agency's policies for sharing participant information
- Ensure you are in compliance with your agency's regulations
- Information about your agency's policies for data sharing can be found in your agency policy and procedures manual



SIGN-ON TO YOUR STATE LEVEL MEMORANDUM OF UNDERSTANDING (MOU)

Protect participant confidentiality during the referral process by making sure there is a MOU between WIC and Head Start that addresses data sharing.

If a State Level MOU exists, your agency may need to sign-on to the MOU. The State Level MOU will provide steps to follow to share participant-specific information between programs while maintaining participant confidentiality.



DEVELOP, UPDATE, OR REVIEW THE ITEM IN YOUR LOCAL MOU THAT COVERS DATA SHARING

If there is no State level MOU, you can still share participant specific information between programs by including an item in your local MOU that outlines how to appropriately share data between WIC and Head Start. Please see the sample MOUs in the WIC and Head Start Better Together Toolkit for examples of the specific language you may want to include in your local MOU.



Your state may already have a local MOU for data sharing between WIC and Head Start agencies. Contact your State WIC Agency, Regional Head Start Office, or State Head Start Collaboration Office to find out!

UPDATE YOUR AGENCY'S ENROLLMENT AND CERTIFICATION FORMS TO INCLUDE A PARTICIPANT RELEASE OF INFORMATION

Your program may have to update the participant information release form to include WIC or Head Start as an agency to which you are authorized to share information.

A participant release of information consent form is typically included in the WIC certification packet and in the Head Start Enrollment Packet.

You may also want to include a participant release of information on your interagency referral form. Please visit the WIC and Head Start Better Together Toolkit for examples of participant release forms.



For more information and resources visit the Better Together Toolkit at www.WICHeadStartBetterTogether.org

