



## Section I: CORE Database Use

Use of databases within the CORE (aka Quality, Provider Services) Department includes access of Data Tracking Program (DTP), INCCRRA Repository, and internal database systems.

### I. Staff Use of Database Systems

Child Care Resource & Referral of Midwestern Illinois staff use of CORE database systems includes the purposes of conducting parent referrals and subsequent follow-ups, updating information regarding child care providers in the service delivery area including availability of child care, preparing data reports per community stakeholder requests, and accessing/tracking provider training data.

Any information obtained by staff in the course of job activities that include access to database systems shall remain confidential.

### II. Distribution of CORE Database Data

Data reports are available for use by community stakeholders for purposes included, but not limited to, the purpose of understanding community child care resources and demand. Data requests for data contained in CORE database systems by community stakeholders must be made using the Child Care Resource & Referral of Midwestern Illinois Data Request Form.

Data requesters agree to the understanding that if the request for data is approved, permission is granted to use the data information received only in the manner described in the data request. Should data information be used for any other purposes Child Care Resource & Referral of Midwestern Illinois reserves the right to deny further requests. If statistical information is used in a published document, Child Care Resource & Referral of Midwestern Illinois and the Illinois Network of Child Care Resource & Referral Agencies (INCCRRA) will be credited in the document and reserve the right to view published documents before they are disseminated to the public.

The disclosure of individualized information on parents or children is prohibited unless required by enhanced CCR&R service contracts. The disclosure of individualized information on providers is prohibited with the exception of referrals to parent/guardians as contracted by the Illinois Department of Human Services and for the distribution of professional development opportunity information.

## Section II: CCAP Database Use

Use of databases within the Child Care Assistance Program (CCAP) Department includes, but it not limited to, access to data in the Child Care Management System (CCMS), the Illinois Public Aid Communication System (IPACS), Web3270 (Bluezone), the Integrated Eligibility System (IES), the Consolidated Accounting & Reporting System (CARS), the Comptroller System (SAMS), the Child Care Assistance Program payment screens (HCSSMS), Key Information Delivery System (KIDS), Social Security SDX Inquiry System (PASDX), Automated Wage Verification System (AWVS), and Wage Work Verification System (WVS). Internal database systems may also be used for internal tracking of workplace deliverables.

### III. Staff Use of Database Systems

Child Care Resource & Referral of Midwestern Illinois staff use of CCAP database systems are for the purpose of establishing initial and determining continued parent eligibility for the Child Care Assistance Program and provider eligibility as eligible providers within the Child Care Assistance Program.

Any information obtained by staff in the course of job activities that include access to database systems shall remain confidential. Staff accessing CCAP database systems are required to complete annual data confidentiality trainings as directed by the Illinois Department of Human Services.

### IV. Distribution of CCAP Database Data

Unless otherwise directed by the Illinois Department of Human Services data accessed at the staff level shall not be distributed to external stakeholders. At times data reports may be received from the Illinois Department of Human Services or the Illinois Network of Child Care Resource & Referral Agencies (INCCRRA) and this data may be presented to the community in the form of aggregated data reports. The disclosure of individualized information on parents or children within the Child Care Assistance Program is prohibited.

## Section III: Maintenance of Database Use Policy

The database use policies of Child Care Resource & Referral of Midwestern Illinois shall be posted on the agency website at [www.childcareillinois.org](http://www.childcareillinois.org).

Child Care Resource & Referral of Midwestern Illinois staff receive annual training on the database use policy and procedures. New staff receive training as a component of new staff orientation.

The Child Care Resource & Referral of Midwestern Illinois Database Use Policy is reviewed annually by both management and the Advisory Council of Child Care Resource & Referral of Midwestern Illinois.