

DYCD – DOE Learning Labs

Data Safety

Facilitated By

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September
2020

WELCOME

AGENDA

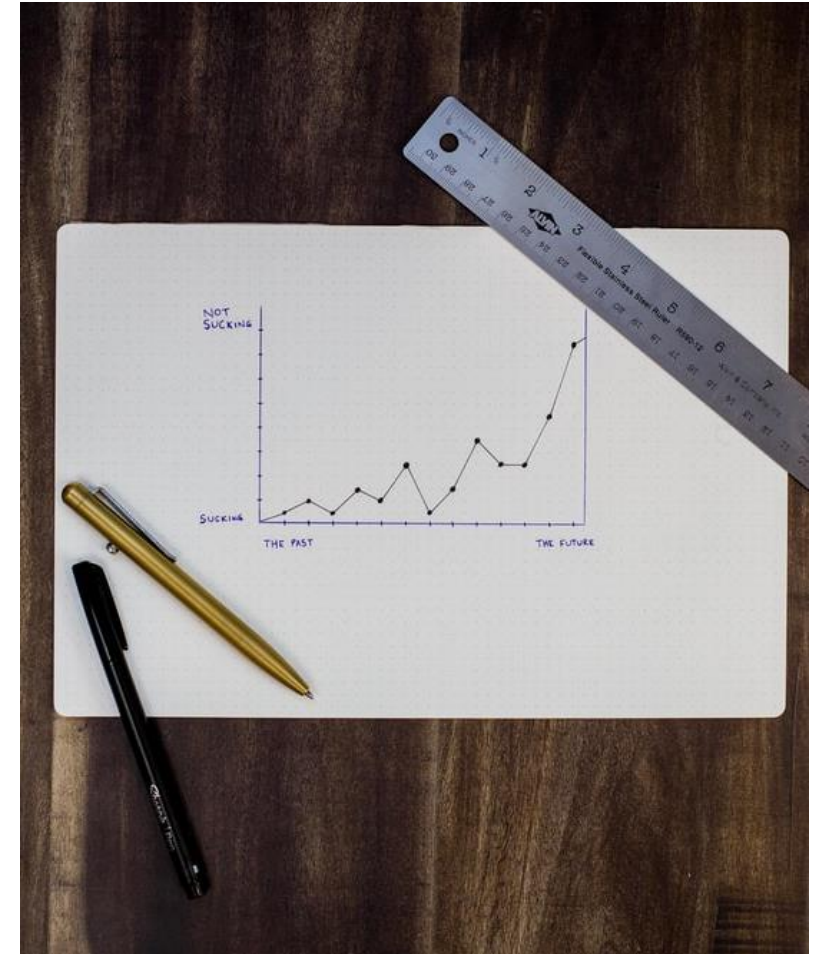
WHY?

DATA SAFETY

APPLYING FOR A LAB

DOE SHEET TRACKING

- **Review** key data safety and confidentiality requirements
- **Learn** about how parents will apply to Learning Labs
- **Preview** the DOE SharePoint/attendance tracker



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WHY?

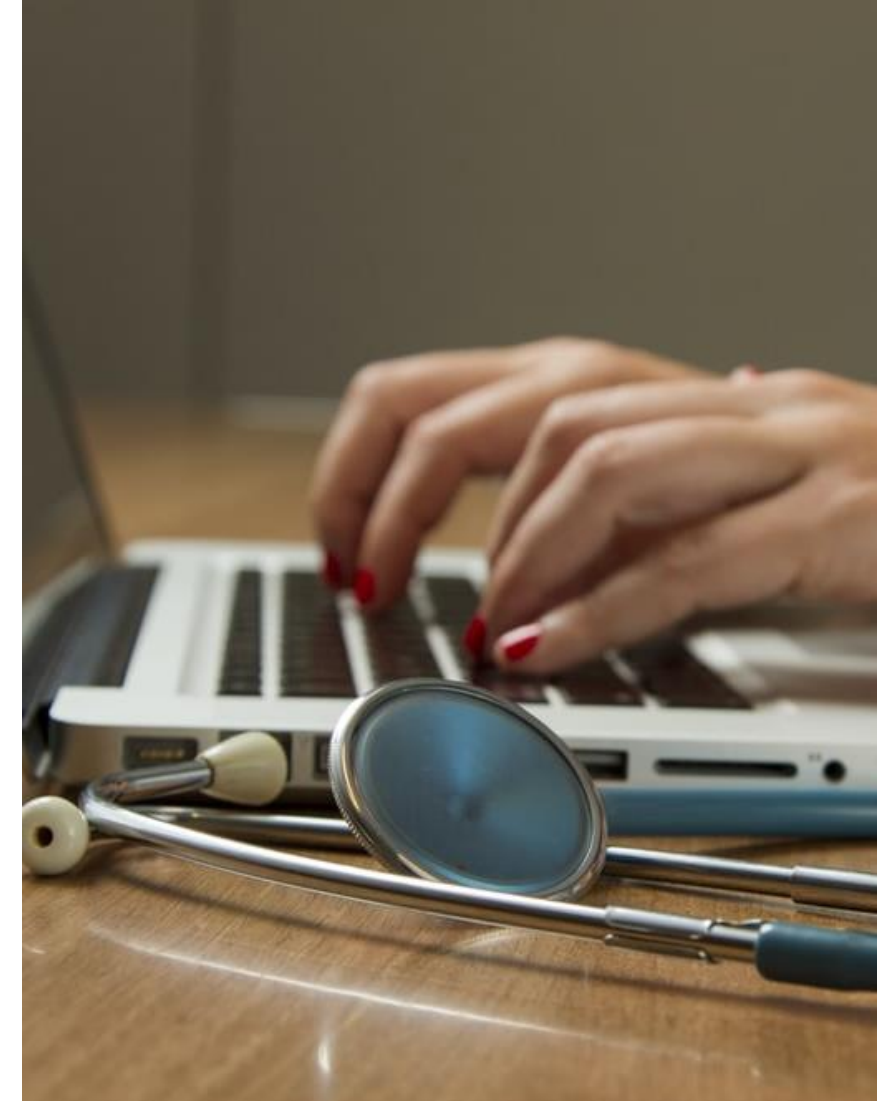
WHY?

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- **Contact Tracing** allows us to monitor and track potential COVID cases to increase safety for participants and staff
- **Partnership** with DOE allows us to efficiently place participants into appropriate cohorts and track their engagement with the program
- **Provider involvement** allows us to remain up to date with participant attendance
- **Protect** Personally Identifiable Information (PII)



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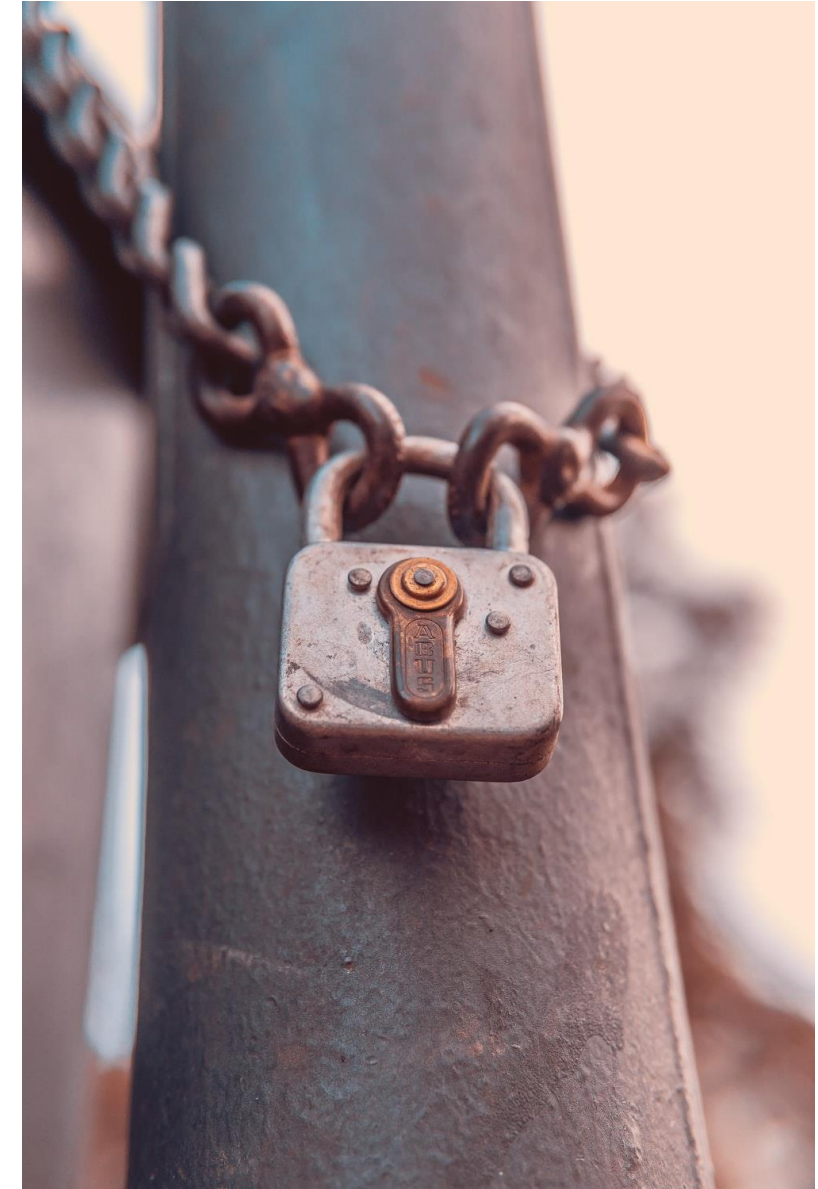
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Image Source:  Unsplash
Photos for everyone

NYC
Department of
Youth & Community
Development

COMPASS
NYC
THE COMPREHENSIVE AFTER-SCHOOL SYSTEM OF NEW YORK CITY

SONYC

Beacon
CENTERS OF NEW YORK CITY

**CORNER
STONE**

DATA SAFETY

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The Scope of Learning Lab Providers' Work with DOE Data

- Due to COVID-19 safety guidelines, Learning Lab providers must enroll DOE students into programs that keep students in cohorts
- DOE will send rosters by school/grade/classroom to LL Providers
- **IMPORTANT: The data being provided by DOE is extremely private and confidential, and must be treated with the utmost security and confidentiality**

DATA SAFETY

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DOE PII Being Disclosed to LL Providers

- Student ID (OSIS number)
- Student name
- Student DOB
- Student School DBN
- Parent name
- Parent phone number
- Parent email address
- Indicator whether family falls into priority category

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The Family Educational Rights and Privacy Act *20 U.S.C. 1232g; 34 C.F.R. Part 99*

- Parents have certain rights under FERPA with respect to education records and their personally identifiable information (“PII”), including the right to consent to disclosure
- FERPA defines “disclosure” as:
 - to permit access to or the release, transfer, or other communication of PII by any means, including oral, written, or electronic means
- FERPA provides for various exceptions to this rule, which permit disclosure of PII without consent
 - LL Providers will receive DOE student PII through one of these exceptions, although parents will be notified of the data transfer
 - LL Providers’ use of the PII is governed by several legal requirements

DATA SAFETY

What is considered PII?

PII includes:

1. Direct Identifiers (e.g., names and addresses)
2. Personal identifiers (e.g., ID numbers)
3. Indirect identifiers (e.g., dates of birth)
4. Linkable Information – the most complicated prong of the PII definition
 - i. If a student can be identified by a reasonable person in the school community from otherwise “anonymized” information, then it is still considered PII
 - ii. This definition is intentionally broad
 - iii. Even aggregated data may be PII
5. **The data LL Providers are receiving from DOE should be treated as protected PII even with direct and indirect identifiers stripped**

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New York Education Law §2-d

- Recipients of PII have a duty to:
 - Be trained in and cognizant of data privacy and security obligations
 - Use sufficient privacy and data security protections in storing, accessing, and (when permitted) sharing PII
 - Report any unauthorized release of DOE PII

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Restrictions on Use and Disclosure of PII

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Restrictions with respect to DOE PII:

- It must be held in strict confidence
- It may not be disclosed outside of LL Provider or DYCD
- It may only be disclosed within LL Provider to other LL Provider staff members working on LL enrollment or attendance tracking (i.e., **Authorized Users**)
- Data may NOT be copied onto any other storage outside of the DOE SharePoint
- Any unauthorized use, copying, or disclosure of DOE PII must be reported to DYCD ASAP, but no later than 24 hours after learning of the incident

Other requirements

- Notify DYCD if you receive any sort of request for data via subpoena or judicial order (or Freedom of Information Law request) before responding

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LL Provider Data Privacy and Security Plan

- **Transmission**: LL Providers will access data via spreadsheets hosted on DOE SharePoint
- **Storage**: NO DOE data may be stored on any other server or storage system
- **Backups**: Parent and child directories holding PII must be excluded from LL Providers' regular daily backup procedures
- **Use**: LL Providers may only use the data to contact parents in order to enroll their child in their assigned LL and track daily attendance

DATA SAFETY

Data Privacy/Security Best Practices

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- **Password and encryption protections.** Do not share your login and password credentials for the SharePoint with anyone.
- Notify DYCD ASAP of any request to remove an Authorized User, particularly if employee departs or is terminated.
- Do not discuss DOE data in an identifiable way except with other Authorized Users, and only if necessary

DATA SAFETY

Data Privacy/Security Best Practices (continued)

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- **Printing and Maintaining Hard Copies of PII**
 - Avoid printing unless strictly necessary
 - Never print out or otherwise maintain outside of a secure LL Provider office
 - Only print out the minimum amount of PII necessary, and do not maintain printouts of PII longer than necessary
 - Any printouts of PII must be stored securely (e.g., in a locked cabinet) and securely shred all printouts when no longer needed
- **Email and storage.** Do not email DOE PII or save it outside of a secure environment. Do not access PII through unsecure network

APPLYING FOR A LEARNING LAB

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Families must apply to a Learning Lab using the following portals:

STEP 1

Families Apply via the DOE's Survey

Family submits an interest form via

<https://www.schools.nyc.gov/enrollment/enrollment-help/learning-bridges>

DOE verifies the applicant's information. Once approved, DOE sends the family an offer letter with their Learning Labs site.

The DOE will update your SharePoint roster with participants that may apply via discoverDYCD.

STEP 2

Families Apply via discoverDYCD

<https://discoverdycd.dycdconnect.nyc/home>

The DOE SharePoint will be updated with the family's contact information. Providers contact the family using the contact information provided.

Note: Enrollments can be processed once the workscopes are released.

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STEP 1: The DOE Portal


Home ▶ Enrollment ▶ Enrollment Help ▶ Learning Bridges

Learning Bridges

As the New York City Department of Education resumes in-person schooling this fall, most schools and early childhood programs will operate on a blended learning model. This means that each week, students will have some school days in person, and some school days remotely. **Learning Bridges is a new program that will provide free child care options for children from 3-K through 8th grade on days when they are scheduled for remote learning.**

How to Apply

- If you are interested in the Learning Bridges program, please complete [this application](#) .
- Need help completing the online application? Call 311 for assistance.
- If you already filled out the expression of interest form, you do not need to complete another application.



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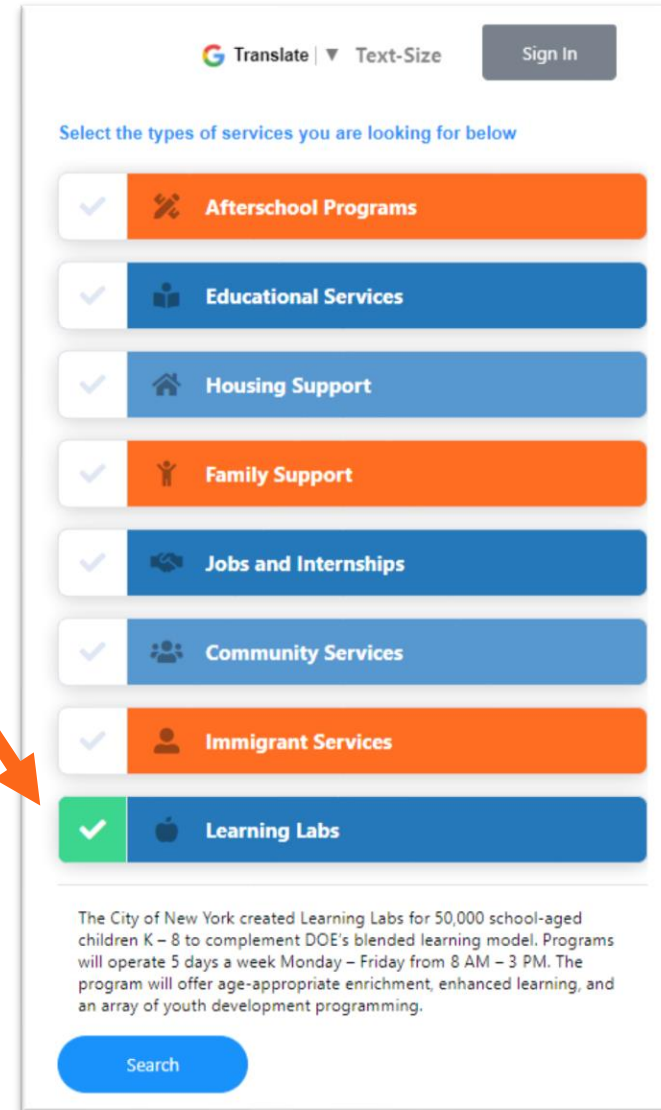
DOE SHEET
TRACKING

STEP 2: *discover* Opportunities and Services Near You

Select **Learning Labs**. Families can search for a nearby Learning Lab by:

- Zip Code
- Borough
- School
- and more

Visit DYCD Connect's Document Library for more info.



Translate | Text-Size | Sign In

Select the types of services you are looking for below

- Afterschool Programs
- Educational Services
- Housing Support
- Family Support
- Jobs and Internships
- Community Services
- Immigrant Services
- Learning Labs

The City of New York created Learning Labs for 50,000 school-aged children K – 8 to complement DOE's blended learning model. Programs will operate 5 days a week Monday – Friday from 8 AM – 3 PM. The program will offer age-appropriate enrichment, enhanced learning, and an array of youth development programming.

Search

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To effectively participate in **contact tracing**, all Providers must update the DOE SharePoint spreadsheet. Below is a breakdown of what information is required on the sheet and who is responsible for updating it. Providers are asked to update their sheets by noon the following day.

DOE SHEET
TRACKING

Updated by Department Of Education

Student Information

E.g. name, grade, OSIS, Priority Status, and more

Parent/Guardian Information from Learning Bridges Application

e.g. phone number, email address, etc.

DOE Offer Status

e.g. Offer or Waitlist

Updated by Providers

Offer Status

e.g. Offer or Waitlist

Offer Response

e.g. Declined, Enrolled, Accepted

Daily Attendance Data

Yes = Present for the day

No = Absent for the day

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Below is a near final copies of the spreadsheet along with what is completed by DOE and Providers.

Data in these fields are completed and managed by the DOE.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Roster as of 9/21																
2	Student Information										Parent/Guardian Information from Learning Bridges Application						
3	Site	OSIS	Student First	Student Last	Date of Birth	Gender	School DBN	School Name	Grade	Priority Status	Email Address	Phone Number	First Name	Last Name	Preferred Language	Home Address	DOE Offer Status

	R	S	T	U	V	W	X	Y	Z	AA	AB
	PROVIDER UPDATES ONLY										
	In Attendance 9/21 - 10/2 (NOTE: School is closed Monday, 9/28 for Yom Kippur)										
Provider Updated Offer Status	Offer Response	Monday (9/21)	Tuesday (9/22)	Wednesday (9/23)	Thursday (9/24)	Friday (9/25)	Tuesday (9/29)	Wednesday (9/30)	Thursday (10/1)	Friday (10/2)	

These fields are updated by the Providers.

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Thank You



Feel free to submit questions via the survey link in the chat.