



**Invest in Kids Data Use and Privacy Policy Statement as it applies to:
The Incredible Years®
Dinosaur School and Teacher Classroom Management**

In addition to the Invest in Kids (IIK) Data Use & Privacy Statement, IIK agrees to comply with the Colorado Student Data Transparency and Security Act, §§ 22-16-101, et seq. Colo. Rev. Statutes (“the Act”), including without limitation §§ 22-16-108, 109, and 110, Colo. Rev. Statutes, which is hereby acknowledged and incorporated into this agreement by reference. For purposes of this agreement, if there is any conflict or inconsistency between the Act and the Data Use & Privacy Statement, the Act shall control. It is agreed that IIK is a “school service contract provider” as defined in § 22-16-103(8), Colo. Rev. Statutes.

The Incredible Years® (IY) is an early childhood social-emotional prevention program designed to increase a child’s success at school and at home by promoting positive parent, teacher, and child relationships. IY has been shown to improve school performance, reduce child behavior problems, promote positive and consistent discipline, and support caregivers through a holistic approach involving children, parents, and teachers.

This data use and privacy policy discloses the practices of Invest in Kids® (IIK). This policy applies to the Incredible Years® (IY) Dinosaur School and Teacher Classroom Management (TCM) programs. It provides a summary of the following:

- The purpose of IIK data collection and evaluation
- The classroom evaluation data that is collected by IIK and how it is used
- Benefits and risks of participation in data collection
- Data privacy and security

What is the purpose of IIK data collection?

The purpose of data collection is to enable IIK to:

- Learn how the IY programs help students and teachers
- Report to sites, districts, and counties on how the IY programs help students and teachers
- Report to funders on the benefits of the IY programs so that we can make sure the program continues to be available
- Learn how to keep making the IY programs and implementation support better

What is the classroom evaluation data that IIK collects, and how is it used?

1. **Outcomes data** –Teachers trained in The Incredible Years® by Invest in Kids complete forms containing their and their students' personally identifiable information using an online platform called Apricot during the school year. Student and teacher personally identifiable information is only ever used internally at IIK to track data completion; it is NEVER shared or distributed in IIK's reports. The following is a list of measures that IIK collects and analyzes; IIK uses aggregate information across teachers and classrooms in the annual site, district, county, and statewide reports that are distributed to funders and local stakeholders. The online forms and timing of completion are described below.
 - a. **Student Pre- and Post-Test:** The student pre-test and post-test forms are completed by the teacher for each individual student in the classroom at the beginning and end of the school year. The student pre- and post-test forms include some questions about the student's name and basic demographic information (age, sex, grade, race/ethnicity, Colorado Preschool Program or Individual Education Program status). Teachers also answer 25 questions on the Social Competence Scale measure. This measure looks at student prosocial behaviors, emotional self-regulation, and academic skills. Teachers implementing Dinosaur School also answer 9 questions specific to student progress in the Dinosaur School program.
 - b. **Teacher Pre- and Post-Test:** Each individual classroom teacher trained in IY completes a teacher pre- and post-test at the beginning and end of the school year. On these forms, teachers are asked to provide their name and basic demographic information (age, years of experience in early childhood education, race/ethnicity, sex) and answer a series of questions about support for their implementation of IY at their school. At the end of the year, teachers answer questions about their use of the program throughout the year and their perception of using the program moving forward.
 - c. **Teacher Strategies Questionnaire:** Each person trained in TCM completes this form at the first and fifth TCM training sessions (beginning and end of the school year, respectively). Teachers and other educational staff trained in TCM are asked to complete this form that assesses different classroom management techniques they may use in their classrooms.
 - d. **Dinosaur School Training Pre- and Post-Test:** Each person trained in Dinosaur School completes a pre- and a post-test on the first and last day of Dinosaur School training. These surveys assess different key concepts and ideas from the Dinosaur School training. Information from these surveys is used internally by IIK staff to understand the retention of the material presented during the trainings.
2. **Fidelity Data** – As part of teachers' training and support for their implementation of IY, IIK-IY Consultants (i.e., IY-certified IIK employees that provide training and coaching support to teachers) make regularly scheduled visits to the teachers' classrooms. Part of these visits involve IIK-IY Consultants' observations and evaluations of the implementing teachers' fidelity to the IY program curriculum. During these sessions, IIK-IY Consultants fill out a fidelity

checklist specific to either the Dinosaur School curriculum or Teacher Classroom Management, depending on what program the teacher is being trained in and implementing. IIK uses aggregate information across implementers and schools to report on fidelity in an annual statewide report. The forms and timing of completion are described below:

- a. Dinosaur School Fidelity Checklist** – At three different times across the school year (beginning, middle, and end of the school year, respectively), IIK-IY Consultants and school-based peer coaches conduct a classroom observation of first and second-year Dinosaur School implementers and complete a paper fidelity checklist that assesses the degree to which the classroom teacher (i.e., the one receiving training and coaching in Dinosaur School) is delivering the Dinosaur School program as intended. These ratings are entered into IIK’s online, secure data collection platform and are tracked across the year. Ratings are used internally by IIK staff to understand program fidelity and provide benchmarks for quality improvement.
 - b. Teacher Classroom Management Fidelity Checklist** – At three different times across the school year (beginning, middle, and end of the school year, respectively), IIK-IY Consultants and school-based peer coaches conduct a classroom observation and complete a paper fidelity checklist that assesses the degree to which the classroom teacher (i.e., the one receiving training and coaching in TCM) is applying TCM concepts and skills to his/her teaching practice. These ratings are entered into IIK’s online, secure data collection platform and are tracked across the year. Ratings are used internally by IIK staff to understand program fidelity and provide benchmarks for quality improvement.
- 3. Video Data** – In the 2020–21 program year, video data will be collected from a subgroup of consenting teachers using IRIS Connect®, a secure, web-based platform where teachers upload videos of their practice as it relates to The Incredible Years® for IIK-IY Consultants to view and provide feedback. Just as other teachers would typically have in-person coaching observations at multiple times throughout the year, those teachers using IRIS Connect® will use the videos in place of in-person coaching and observation. Teachers will record the required classroom activities themselves (e.g., the teachers’ facilitation of a small group Dinosaur School activity), and will then share their videos with their IIK-IY Consultant using the secure, web-based platform. All teacher videos are private (only the teacher who recorded the video can share it). This video data will be used by IIK-IY Consultants to provide feedback to implementers about their use of the program. IIK-IY Consultants will also use these videos to perform classroom observations to assess fidelity, according to the same process described above. Video data is only used within the context of the IIK-IY Consultant-teacher coaching relationship, and in cases with teacher consent, video can be used internally by IIK for staff and implementing teachers’ professional development. In order to be compliant with FERPA, consenting teachers are required to use additional safeguards for protecting student privacy (i.e., enabling a feature that blurs student faces) when the videos are used for IIK’s internal staff training purposes.

What are the benefits and risks of participating in IIK-IY data collection?

One of the benefits to participating in data collection is that data can help teachers improve their practice and learn new ways to support students. The data helps IIK continue to make the programs available for teachers and schools in your community and across the state. It also helps IIK learn to make the programs better. There are very few known risks to participating in the data collection associated with the IY programs. One potential risk is that teachers may find some of the questions about their teaching and/or students' behaviors uncomfortable. If teachers are using IRIS Connect® and providing video data, they may find it uncomfortable to videotape themselves. However, they may also benefit from being able to review a video of their delivery of the program.

Taking part in data collection for the evaluation of the IY programs is voluntary.

What are the data privacy and security measures in place?

All paper data (this applies only to 1c and 1d, above) is stored in a locked filing cabinet during the program year in which it is completed. All paper copies of the data are shredded and recycled after the questionnaires have been entered and stored electronically. All student and teacher data that is entered into Apricot is protected by a unique username and password for each classroom.

All data in Apricot is managed using Amazon Web Servers (AWS). Throughout the school year, the Data and Evaluation Manager will download the student and teacher data, including student PII. All data files downloaded from Apricot containing student PII are stored securely to IIK's organizational account with an online, cloud-based platform called Box.

All student data containing PII will be destroyed within 4 years of the original collection date unless otherwise directed by the School District/Site. Data files containing student PII will be destroyed by the IIK-IY Data and Evaluation Manager using the erasure method US Department of Defense DoD 5220.22-M (E).

In Apricot, full backups are taken of IIK's database each night, and stored for 13 months before being securely destroyed. The IIK-IY Data and Evaluation Manager can delete PII directly through the user interface, which removes the data from IIK's production database. It takes 13 months for this data to roll out of database backups from the day that the information is removed from production.

Only the IIK employees and those individuals that have signed data sharing agreements with IIK will have access to the evaluation data.

If an individual would like to have their evaluation data destroyed (or if a parent would like to have their child's data destroyed), they must request so in writing and we will destroy all records within 14 business days of receiving the written request, but note the amount of time it will take to be removed from any backups in Apricot, as described above.

For implementers participating in coaching sessions using IRIS Connect®, their videos are stored on the implementer's account (online) for as long as she/he is implementing IY with IIK. Videos of the teachers' implementation of IY will only be used and shared internally with the IIK-IY Consultant. If the teacher provides consent, the video may also be used for professional development for IIK-IY Consultants and/or IIK implementing teachers. Videos that teachers have consented to use for IIK's internal training purposes are subject to additional safeguards to ensure compliance with student data privacy according to FERPA, as described above. Videos will NEVER be shared externally for promotional or advertising purposes.

Student and teacher personally identifiable information is NEVER reported with the data that IIK summarizes and distributes to funders, stakeholders, and sites, and is only ever used to track and match pre- and post-test data.

Who can I contact if I have questions?

Please contact your IIK-IY Consultant with any questions that you may have. You may also contact Erin Albrecht, IY Data and Evaluation Manager at IIK, at ealbrecht@iik.org.