**SCENARIO 1**

Mr. Smith contacts the Part C program and requests that his child’s initial evaluation information be deleted from the data system. Although the child was evaluated and found eligible for services, the Smith family declined Part C services and sought services privately.

Discussion Questions:

* What would you do?
* What policies do you have?
* What procedures do you have?
* How likely is this scenario?
* What levels of authority or approval are needed?

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**SCENARIO 2**

Your agency was notified that training materials posted on an unsecure web page, included personally identifiable information about children. Your Director is calling a meeting in an hour. You are expected to present on the agency’s response, the existing C/619 policies and future mitigation strategies.

Discussion Questions:

* What would you do?
* What policies do you have?
* What procedures do you have?
* How likely is this scenario?
* What levels of authority or approval are needed?

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**SCENARIO 3**

Your agency is updating its overall records retention and destruction manual. You are new to your position and upon review of your program’s file list you note that many of your collections are not listed in the prior version of the manual. You have been asked to update your program’s information by end of the week.

Discussion Questions:

* What would you do?
* What policies do you have?
* What procedures do you have?
* How likely is this scenario?
* What levels of authority or approval are needed?

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**SCENARIO 4**

A local program calls the Data Manager. She requests that the Data Manager add a data element to the state data system (or data warehouse). She says the data element is key for local reporting and the program needs it added as soon as possible.

Discussion Questions:

* What would you do?
* What policies do you have?
* What procedures do you have?
* How likely is this scenario?
* What levels of authority or approval are needed?

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**SCENARIO 5**

An advocacy agency contacts your program to request aggregate data by county for a report:

* Personnel (degrees, years of experience, positions)
* Referrals and referral sources
* Services planned/delivered

Discussion Questions:

* What would you do?
* What policies do you have?
* What procedures do you have?
* How likely is this scenario?
* What levels of authority or approval are needed?

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