

State CASA/GAL Association Data Collection Policies and Procedures

1. The state CASA/GAL association collects data from local CASA/GAL programs for the following purposes:
 - a. To provide aggregate data to state association and local program staff and governing bodies.
 - b. To provide individual programs with an analysis of the costs of their service in comparison to the state and national averages.
 - c. To provide aggregate data to the legislature and current and potential grantors or donors.
 - d. To provide aggregate data for public relations purposes, including to the press, on the state association website and in the state association annual report.
 - e. To have access to individual program data for purposes of evaluating state association funded grant requests and progress towards the goals stated in current and past grant requests.
 - f. As one means of evaluating aggregate compliance and examining trends and patterns with National CASA and state association local program standards.
2. Data is collected on a quarterly basis from the local program to the state office.
3. The state CASA/GAL association annually collects from each local program a copy of its National CASA Association annual program survey.
4. Only the Executive Director and the Administrative Assistant of the state association have access to the data collected from individual programs. No identifying individual program data is released.
5. All electronic confidential case management data submitted by local CASA programs is password protected on state association computers and hard copy information is maintained in a locked file cabinet when the office is unattended.
6. The state association annually evaluates its need for and use of local program data and makes modifications as necessary. The state association notifies local programs when modifications are made to the data to be collected or method of collection.
7. The state association completes and submits the National CASA Association Annual State Organization Program Survey.
8. The state association supports the National CASA Association's efforts to collect data and assists in securing it from local programs as needed.

This document is an example. If you plan to utilize this document for your organization, be sure to review the document closely, adapt or modify as required and appropriate, paying close attention to applicable state laws and regulations. Be certain to have your governing body participate in the development and approval of any new policies and procedures.