

Head Start Data Lake Collaborative

Start-Up Documentation

To join the Head Start Data Lake Collaborative, please complete each of these tasks in order. If you have any questions along the way, you can email Victoria Jones directly at vjones@nhsa.org

1. Sign [Data Contributor and Participation Agreement](#)

- a. Must be signed by someone authorized to sign on behalf of your agency, such as an Executive Director, CEO, etc.
- b. Submit to NHSA via email at vjones@nhsa.org
- c. [Governance Charter](#) is also available for your review and reference, but no action is needed.

2. Submit request to ChildPlus to copy live reports into your program's instance from NHSA's training instance

- a. Use form [here](#) to generate a request letter
- b. After you submit, a PDF will be sent to the email you provided
- c. Submit PDF directly to ChildPlus to request reports be copied into your instance

3. Create a limited-access user account for the data lake

- a. See documentation [here](#)

4. Kickoff meeting

- a. Email vjones@nhsa.org to schedule a kick-off meeting

5. Authorize users

- a. Whoever signed your DCPA is the only one allowed to identify users, unless they designate someone else at your agency
- b. All users will need to sign the [security pledge](#) and submit to vjones@nhsa.org before access can be granted