

Illinois Action for Children Data Request Procedures and Policies

Illinois Action for Children is committed to providing services to child care professionals and families, working in partnership with other organizations to improve the lives of children and families, and contributing to research that improves public understanding of child care and early education. To meet this commitment, we make Cook County child care data available for appropriate uses. We release data only in a form that respects the privacy of providers and families.

Any data requests that encompass areas outside of Cook County should be referred to the Illinois Network of Child Care Resource and Referral Agencies (INCCRRA). INCCRRA data policies and procedures can be found at www.inccrra.org.

DATA AVAILABLE: *Illinois Action for Children reserves the right to deny any requests. Our databases are confidential and individual names or addresses will not be released.*

Our data include:

- Types of care parents are searching for and problems they experience finding care.
- Child care programs in Cook County, including program capacity, rates charged and ages served.
- The number of families or children using Illinois Child Care Assistance.
- Census data.
- Mailing labels for child care providers listed on Illinois Action for Children's referral database. Labels are not available for the purpose of solicitation. Please enclose a copy of materials being sent to providers with your Data Request Form.

FEES FOR SERVICE:

Requesters of data services will be charged a nominal service fee to help defray costs associated with providing data information/ mailing labels. Upon receipt of your request the Illinois Action for Children staff will evaluate and estimate the time required to fulfill your request. Please see the price list below for general fees.

Mailing Labels:

All mailing labels are sorted by zip code unless otherwise specified. For additional sorting please add \$10.00 per sort request. (Example: by type of provider)

Set-Up Fee:	\$40.00 (includes shipping & handling)
Per 1000 Labels:	\$15.00 per set (includes sets of fewer than 1,000)

Statistical Data Requests:

Requests for data not already compiled and posted on the Illinois Action for Children website will be assessed at \$50.00 per hour, with a one hour minimum. Discounts may be given to child care providers.

Please complete the Data Request Form on the following pages.

ILLINOIS ACTION FOR CHILDREN DATA REQUEST FORM

1. REQUESTOR INFORMATION

DATE OF REQUEST:	DATE INFORMATION NEEDED BY: (PLEASE ALLOW AT LEAST 10 BUSINESS DAYS)	
CONTACT PERSON:	TELEPHONE:	
ORGANIZATION:		
ADDRESS:	CITY:	ZIP:
EMAIL:	FAX:	

2. ORGANIZATIONAL PROFILE: PLEASE CHECK ALL THAT APPLY.

- ☐ PUBLIC/NON-PROFIT
- ☐ PRIVATE
- ☐ COMMUNITY PROGRAM
- ☐ GOVERNMENT AGENCY
- ☐ STATE OR NATIONAL ORGANIZATION
- ☐ CHILD CARE CENTER
- ☐ CHILD CARE HOME
- ☐ ACTION FOR CHILDREN COMMUNITY PARTNER

3. PLEASE INDICATE YOUR PREFERRED METHOD OF CORRESPONDENCE:

- ☐ MAIL
- ☐ FAX
- ☐ PHONE
- ☐ EMAIL

4. TIME PERIOD OF DATA REQUESTED:

- ☐ USE MOST CURRENT DATA
- ☐ USE DATA FROM: _____ TO: _____

5. THIS REQUEST IS FOR:

- ☐ DATA/STATISTICAL
- ☐ MAILING LABELS (PROVIDERS ONLY)
PLEASE INDICATE WHICH PROVIDERS TO INCLUDE:
 - ☐ LICENSED CENTERS
 - ☐ LICENSE EXEMPT CENTERS
 - ☐ PRESCHOOLS
 - ☐ HEAD START
 - ☐ ISBE PRESCHOOL FOR ALL
 - ☐ LICENSED FAMILY CHILD CARE HOMES
 - ☐ LICENSED EXEMPT FAMILY CHILD CARE
 - ☐ ALL GROUPS
 - ☐ OTHER (PLEASE EXPLAIN):

6. GEOGRAPHIC AREA NEEDED: PLEASE COMPLETE AT LEAST ONE OF THE FOLLOWING CATEGORIES.

- ☐ ENTIRE COOK COUNTY
- ☐ CITY OF CHICAGO
- ☐ MUNICIPALITIES OR ZIP CODES WITHIN COOK COUNTY: PLEASE LIST CITIES OR ZIP CODES IN THE BOX BELOW.
- ☐ CHICAGO COMMUNITY AREAS: PLEASE LIST COMMUNITY AREAS IN THE BOX BELOW. DATA ARE NOT AVAILABLE BY COMMUNITY AREA FOR ALL REQUESTS, INCLUDING MAILING LABELS.
- ☐ OTHER: PLEASE EXPLAIN BELOW

PLEASE SPECIFY GEOGRAPHIC AREAS NEEDED:

7. PLEASE DESCRIBE THE TYPE OF DATA/STATISTICS YOU ARE REQUESTING: *(EXAMPLES: SEEKING THE NUMBER OF PROVIDERS WHO ARE SERVING LOW-INCOME FAMILIES, NUMBER OF PROVIDERS WHO ARE WILLING TO CARE FOR INFANTS, ETC.)*

8. BRIEFLY DESCRIBE YOUR PURPOSE FOR THIS REQUEST. *INCLUDE WHY YOU ARE REQUESTING THE INFORMATION AND HOW YOU PLAN TO USE THIS INFORMATION. (IF YOU ARE REQUESTING MAILING LABELS PLEASE ENCLOSE THE MATERIALS YOU WILL BE MAILING TO PROVIDERS.)*

I UNDERSTAND THAT IF THIS REQUEST IS APPROVED, I WILL ONLY HAVE PERMISSION TO USE THIS INFORMATION RECEIVED FROM ILLINOIS ACTION FOR CHILDREN IN THE MANNER I HAVE DESCRIBED. I UNDERSTAND THAT IF THE INFORMATION IS USED FOR ANY OTHER PURPOSES, ILLINOIS ACTION FOR CHILDREN RESERVES THE RIGHT TO PURSUE LEGAL OPTIONS AND DENY FURTHER REQUESTS. IF STATISTICAL INFORMATION IS USED IN A PUBLISHED DOCUMENT, ILLINOIS ACTION FOR CHILDREN WILL BE CREDITED IN THE DOCUMENT AND WILL BE SENT THREE COPIES OF THE DOCUMENT.

AUTHORIZED SIGNATURE: _____ DATE: _____

FAX or MAIL TO:

FOR MAILING LABELS OR REQUESTS ABOUT CHILD
CARE PROVIDERS LISTED ON OUR REFERRAL
DATABASE:

ILLINOIS ACTION FOR CHILDREN
PROGRAM SUPPORT/DATA
4753 N. BROADWAY, SUITE 1200
CHICAGO, IL 60640
PHONE: 312-823-1347
FAX: 773-564-8817

FOR REQUESTS THAT INCLUDE CENSUS, CHILD CARE
ASSISTANCE OR CHICAGO COMMUNITY AREA DATA:

ILLINOIS ACTION FOR CHILDREN
RESEARCH DEPARTMENT
4753 N. BROADWAY, SUITE 1200
CHICAGO, IL 60640
PHONE: 773-697-6129
FAX: 773-561-2256