

Guidelines for Juvenile Information Sharing
-Tool Kit-
Frequently Asked Questions about Your JIS



Information Sharing to Prevent Juvenile Delinquency Project



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*Privacy and Security Impact Assessment
Template*



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Introduction

The **Guidelines for Juvenile Information Sharing** provide a course of action for States and local jurisdictions involved in efforts to improve information sharing among the key agencies that work with at-risk youth and juvenile offenders. In addition to publishing the Guidelines, [Guidelines for Juvenile Information Sharing: An OJJDP Report](#), the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is supporting development of a toolkit to assist juvenile justice and other youth serving agencies implement the Guidelines.

This tool was designed to assist juvenile justice and other youth serving agencies develop materials for educating the public regarding the JIS as recommended in Guideline # 47, **Establish a communications plan and media strategies**. The communication plan includes strategies to inform youth, families, policy makers and the general public about JIS development, processes, policies, procedures, and impacts. A “Frequently Asked Questions” (FAQ) format is useful for introducing stakeholders and the public to JIS.

Use

A FAQ should anticipate and target stakeholders’ questions and concerns. The FAQ provides sample questions the public and consumers might have as you are planning or implementing JIS. Consider distributing the FAQ in two phases; when the JIS is in development, and when its design is complete.

Sample questions for Your JIS FAQ
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1. What is it?
2. Why do you/we need it?
3. What agencies are participating?
4. How does it work?
5. How much does it cost?
6. What will be accomplished?
7. What type of data is shared?
8. Who will have access to it?
9. How is private information protected?
10. How will access to information be controlled?
11. What do privacy advocates and affected families have to say about it?
12. Where will the data be “housed”?
13. How is it different from other information sharing approaches or systems?
14. Are other local, state or federal government information sharing initiatives involved?
15. How do I get more information about it?

The Center for Network Development (CND) provides support, training, and technical assistance to agencies, collaboratives, and project managers on JIS. To share your comments or for more information, please direct your feedback or questions to: Jennifer Mankey, Center for Network Development 303-893-6898 jennifer.mankey@thecnd.org.