Consultant Access to the LaunchBoard California Career Pathways Trust Tab

The CTE LaunchBoard is a web-based, user-friendly data dashboard that brings education, employment, and labor market data together to inform decision making and planning for career and technical education (CTE) programs. Supported by the California Community Colleges Chancellor’s Office and hosted by Cal-PASS Plus, the LaunchBoard is designed to foster conversations across sectors, regions, and grants by bringing together information on CTE programs in one, easy-to-access location.

The LaunchBoard includes a tab for California Career Pathways Trust (CCPT) grantees, which can be used by K-12 and community college practitioners free of charge. The CCPT tab of the LaunchBoard is a voluntary tool intended to help grantees aggregate required reporting data across sites and to support local data conversations. It is not the official mechanism to report on grant outcomes to the California Department of Education (CDE), the lead agency for CCPT, but it can be used to support data collection for grant reports. For more information on CCPT, visit: [www.cde.ca.gov/ci/ct/pt](http://www.cde.ca.gov/ci/ct/pt)

If a consortium hires a consultant to support data management for the CCPT grant, how can they access the LaunchBoard CCPT tab?

All individuals who access the LaunchBoard CCPT tab need to be associated with a participating institution that has an MOU (data sharing agreement) with Cal-PASS Plus. Individuals who work for K-12 institutions and community colleges are covered under their institutional MOUs. However, many consortia have hired consultants to support data collection for the grant, who are not automatically covered under these MOUs. As a condition of the MOU, institutions have the ability to share such data with consultants provided they adhere to the agreed-upon data handling procedures laid out in the terms of the MOU. In addition, Cal-PASS Plus recommends that the institution follow these best practices to provide access to consultants:

1) The Consortium Data Manager that has been assigned for the consortium must send an email to help@calpassplus.org. The email should state the name and email address of the consultant and verifies that this person is under contract to support the grant consortium.
2) The institution ensures that the consultant has signed a contract or confidentiality agreement with the institution that includes non-disclosure and security statements related to handling data.

3) The consultant should request access to the LaunchBoard CCPT tab. The consultant will only have access to the LaunchBoard tools and not to the other portions of Cal-PASS Plus.

Request access on the Cal-PASS Plus website at https://www.calpassplus.org/User/Login.aspx:

- You will need to provide your name, job title, institutional affiliation, grant consortium, and an email address
- You will receive a user name and password within 48 hours
- You will only be able to see information for CTE programs in your grant consortium
- Access will only be provided to individuals once they have signed their MOU