

Missouri Professional Development Identification (MOPD ID): Terms of Service

About the MOPD ID: The MOPD ID was developed to facilitate individuals' participation in Missouri's Professional Development (MOPD) System. This 6-digit number is managed by the OPEN Initiative.

Common Reasons Professionals Need a MOPD ID:

- All early childhood, afterschool and youth development professionals in Missouri need a MOPD ID to
 - create a Toolbox account and enroll in the Missouri Professional Development (MOPD) Registry.
 - track their individual training records.
 - access their training attendance reports on the Toolbox.
 - allow individuals with program level access (such as program administrators) to associate individual MOPD IDs with specific DVNs for the purpose of providing proof of training and certification compliance.
 - allow the Missouri Department of Social Services – Children's Division (or their designee) to view individual records, including training and certification records for the purpose of regulation compliance.
 - allow the Missouri Department of Health and Senior Services – Section for Child Care Regulation (or their designee) to view individual records, including training and certification records for the purpose of regulation compliance.
 - allow authorized personnel to view data in relation to specific quality initiatives, such as Missouri Accreditation.
- All early childhood, afterschool and youth development trainers need a MOPD ID to complete all processes necessary to provide approved trainings, including
 - seeking training approval;
 - scheduling training events on the Missouri Workshop Calendar; and
 - managing attendance and training credit for training participants.
- Program administrators and other authorized professionals need a MOPD ID to access other features on the OPEN or Child Care Aware® of Missouri secure websites.

Note: If a professional does not have a MOPD ID, he/she will be unable to use the services described above.

Generating a MOPD ID: Although many professionals receive a MOPD ID as a function of their enrollment in the MOPD Registry, any professional interacting with the MOPD System will receive a MOPD ID. An individual may request a MOPD ID or their employer may do so for them, to associate an employee with their program (DVN) in the Toolbox.

Data Needed to Generate the MOPD ID: The following information is needed about a person in order to generate his/her unique MOPD ID.

- Full name (first and last)
- Date of birth
- The last 5 digits of the Social Security Number
- Email account (*Note: This is not required.*)

This information is necessary to create a unique ID for the individual and to uphold data systems' operating standards.

How OPEN will use the MOPD ID and/or Associated Data: The last 5 digits of the social security number and date of birth are confidential information. While they are stored in the data system to ensure proper MOPD ID generation, the last 5 digits of the SSN are not used for any other purpose. The participant's email address is only used for communication purposes. Finally, the person's name and MOPD ID may be shared to support his/her participation or his/her employer's participation in the MOPD System.

Security of MOPD ID Data

OPEN stores electronic information at a secure server housed at the University of Missouri. Data exchanges with other organizations will be encoded and governed by a Memorandum of Understanding that requires these organizations uphold high levels of security. For details about data security policies, please refer to OPEN's policies and procedures.

The information requested to generate a MOPD ID is not sufficient to allow anyone to steal an identity. Identity theft is difficult, if not impossible, without a full SSN combined with the birth date information. The collection of the last 5 digits of a Social Security number and birth date are in line with other industry standards for data security in the United States. Additionally, all data received by OPEN are subject to OPEN's security and confidentiality standards.

Future updates to Terms of Service: OPEN and Child Care Aware® of Missouri reserve the right to change the Terms of Service without any further notice to you. All changes will be posted on the OPEN website at least 30 days prior to their implementation.