

SC ECIDS DATA GOVERNANCE MANUAL

Number: Title	XX: SC ECIDS Sustainability Policy		
Approved by	Early Childhood Advisory Council	Approved Date	12/4/2024

POLICY STATEMENT

The South Carolina (SC) Early Childhood Advisory Council (ECAC), as the governing body of the South Carolina Early Childhood Integrated Data System (ECIDS), recognizes that integrated, data-driven initiatives provide decision makers with evidence of young children and their families' experiences and outcomes. Therefore, the ECAC welcomes any agency or organization with information on South Carolina's young children and their families to provide data to the SC ECIDS initiatives so that comprehensive takeaways can be understood. The ECAC also commits to sustainable practices that support current and future SC ECIDS initiatives as well as the SC ECIDS Data Hub, where information on the initiatives is made available to external/authorized users so that South Carolina's early childhood data and findings remain accessible.

PURPOSE

The purpose of this policy is to explain the process and procedures by which SC ECIDS initiatives are developed, implemented, and sustained over time. This includes processes for revisiting the key questions by each Data Governance Work Group (DGWG) to ensure continued alignment with the ECIDS mission, maintaining public-facing resources and reports through the SC ECIDS Data Hub, and engaging stakeholders to utilize the data present in the SC ECIDS initiatives. This policy does not outline the expectations and process for program participation in any SC ECIDS initiative (see "Program Participation Policy") nor does it provide information on how data are collected and managed within the SC ECIDS framework (see "Data Scope and Management Policy").

SCOPE

This policy applies to all SC ECID's current and future initiatives.

DEFINITIONS

- **Participating programs** are programs that regularly contribute data to SC ECIDS.
- **External/authorized users** are individuals or entities granted access to ECIDS data for legitimate purposes, including researchers, policymakers, program administrators, and other stakeholders involved in early care and education.
- **Data sharing agreements (DSA)** are formal contracts or agreements between data owners and the SC ECIDS initiative's technical lead(s). This agreement outlines the terms and conditions under which data may be accessed, used, and disclosed, as well as the rights and responsibilities of each party with respect to the data.
- **Memorandum of Agreement (MOA)** a formal agreement between participating programs and the ECAC to confirm agreement and adherence to the ECIDS Data Governance Charter and selecting members from the program to participate in each relevant Data Governance Work Group (DGWG). This MOA is a 5-year agreement that can be amended and terminated.
- **Key questions** are the six key questions for the SC ECIDS adopted by the ECAC in August 2021 and outlined in the Data Governance Charter.
- **Indicators** are measures or metrics used to answer a key question. Several indicators could be used to answer one key question.
- **SC ECIDS initiatives** are initiatives included in the SC ECIDS framework that have a DGWG, discrete deliverables, at least on agency as the technical lead, and a clear funding

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source. All initiatives follow the SC ECIDS Data Governance Charter and other foundational documents.

ROLES AND RESPONSIBILITIES

- The **ECAC** is responsible for:
 - Setting the strategic direction for the SC ECIDS and ensuring alignment with the best interest of the early childhood system in South Carolina and the ECAC vision.
 - Being a champion for the SC ECIDS within their agencies and promoting program participation.
- **Participating programs** are responsible for:
 - Assigning members to the applicable Data Governance Work Groups for each initiative with which they are associated.
 - Signing and maintaining a DSA data sharing and integration into the SC Integrated Data System with the technical lead(s) of associated SC ECIDS initiatives.
 - Signing an MOA with the ECAC.
- The **DG WG** is responsible for:
 - Establishing procedures, processes, and standards for operationalizing the ECIDS.
 - Establishing standard definitions and reports.
 - Supporting data literacy and maximizing appropriate data use, including supporting data and research request processes.
- The **Data Governance Coordinator** (DG Coordinator) is responsible for:
 - Coordinating statewide data governance efforts of early childhood data to ensure a system is built that protects young children and their families.
 - Promoting the use of data to inform decision-making and program improvement.
 - Facilitating decisions and recommendations to enable discussion and aid in issue resolution.

PROCESS FOR PROPOSING SC ECIDS INITIATIVES

- If the proposal is initiated by the participating program(s) and/or technical lead(s):
 - If two or more participating programs or prospective technical lead(s) identify a need to answer one of the key questions under the SC ECIDS framework that is not being addressed by the current initiatives, they should reach out to the DG Coordinator to discuss the possibility of developing a new initiative.
 - If the initiative is being suggested by participating programs, they should identify and outreach to potential technical lead(s) with the capabilities and equipment to launch the program.
 - If the initiative is being suggested by the technical lead(s), they should identify two or more participating programs that collect and possess the data needed to address the key question.
 - The DG Coordinator will support the development of a proposal to be presented to the ECAC at an upcoming board meeting, with input from the prospective technical leads and/or participating programs. At the very least, the proposal will address the following aspects of the proposed initiative:
 - The key questions addressed by the proposed initiative
 - Communication plans
 - Business and technical requirements
 - The implementation team
 - Draft MOAs and data sharing agreements (DSAs)
 - System design

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- The new initiative's proposal must also state that the program will follow the previously approved policies under the SC ECIDS framework.
- Once the proposal is completed, the DG Coordinator will present at the next ECAC board meeting.
- If the proposal is approved by an ECAC vote, the DG Coordinator will facilitate an implementation team meeting to design and implement the program.
- If the proposal is initiated by the ECAC:
 - If one or more members of the ECAC identify a need to answer one of the key questions not being addressed by the current ECIDS initiatives, they may choose to address this at a board meeting or another form of communication, to gather additional members' feedback and discuss the potential of adding a new initiative to the ECIDS framework.
 - Based on feedback and discussion, if the ECAC decides to pursue the new initiative, the DG Coordinator will begin outreaching and securing the technical lead(s) and prospective participating programs, based on input from ECAC members.
 - The DG Coordinator will draft a proposal using input from the ECAC that outlines the following aspects of the proposed initiative:
 - The key questions addressed by the proposed initiative
 - Communication plans
 - Business and technical requirements
 - The implementation team
 - Draft MOAs and DSAs
 - System design
 - The new initiative's proposal must also state that the program will follow the previously approved policies under the SC ECIDS framework.
 - The ECAC member(s) who originally suggested the new initiative will review the proposal draft to identify any necessary edits and to approve the final version of the proposal.
 - The ECAC member(s) who originally suggested the new initiative will present the proposal at the next ECAC board meeting unless they wish for the DG Coordinator to present it on their behalf.
 - If the proposal is approved by an ECAC vote, the DG Coordinator will facilitate an implementation team meeting to design and implement the program.

PROCESS FOR DEVELOPING AND IMPLEMENTING SC ECIDS INITIATIVES

- Implementation team meetings will consist of at least the DG Coordinator and the technical lead(s) on the project. Other optional participants include, but are not limited to, representatives from the initial participating programs, members of the ECAC, and ECAC staff.
- Implementation meeting participants will determine the implementation meeting schedule leading up to the implementation of the new initiative.
- Implementation meeting participants will perform an inventory of current data systems available from the technical lead(s) and an inventory of the data available from confirmed participating programs as well as prospective participating programs.
- Implementation meeting participants, in alignment with the approved initiative proposal, will decide on the following design aspects of the program:
 - A unique identifier and/or data matching process
 - Desired features of the data system
 - System diagrams

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- Timelines for implementation
- Timelines for signing MOAs and DSAs
- The responsibilities and logistics of the DGWG
- Project deliverables and associated deadlines
- If applicable, the implementation team will engage with vendors, issue requests for proposals, and outreach to additional participating programs.
- The DG Coordinator will facilitate the scheduling of the DGWG meetings, which will begin once the appropriate MOAs and DSAs have been signed.
- Updates on the design and implementation of the new initiative will be documented and shared with the ECAC through the Board of Trustees Director's report, as outlined in the Data Scope and Management Policy.

PROCESS FOR SUSTAINING SC ECIDS INITIATIVES

- Stakeholder engagement and enthusiasm is critical to sustaining the SC ECIDS initiatives. As champions of the SC ECIDS framework, leaders of participating programs will promote involvement at their agency/organization to sustain the work.
 - Promoting involvement at the leadership level includes but is not limited to the timely review of MOAs, DSAs, and research requests as well as ensuring the DG Coordinator is notified of personnel changes that impact DGWG membership through MOA amendment requests.
- SC ECIDS initiatives rely on technical lead(s) to provide data. Technical leads assist in sustaining these initiatives by working with participating programs to sign the necessary DSAs and keep an active MOA with the ECAC during the length of the initiative. The technical lead(s) should also ensure that the technical requirements of the project are met and that the unique identifier and/or the data matching process is appropriate for integrating data from participating programs.
- The ECIDS Data Hub is designed to be a centralized portal for stakeholders to view dashboards and reports as well as request the data they want to analyze from specific data sources. The DG Coordinator and ECAC staff will facilitate the maintenance of this website. Maintenance includes but is not limited to:
 - Regularly updating public-facing documents, such as the data governance policies and research reports
 - Evaluating Data Hub dashboard and research request metrics to develop new data-driven products that meet the needs of external/authorized users and stakeholders
 - Ensuring loading times are appropriate and that web pages function as intended
 - Updating internal workflows to maximize request efficiency
- SC ECIDS initiatives rely on the expertise of the DGWG members to keep the work sustainable across participating programs. The DGWG members of each initiative will annually revisit data governance processes and procedures to ensure the guidelines meet the needs of the programs they are representing, (see Data Scope and Management Policy). The DGWG will also periodically review the key questions to evaluate the effectiveness of the SC ECIDS framework.

RELATED POLICIES AND DOCUMENTS

- Program Participation Policy
- Data Scope and Management Policy
- SC ECIDS Data Governance Charter

REVISION HISTORY

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Responsible Party	Reason for Change	Date	Version
Molly Tuck	Initial version of the policy	November 6, 2024	1.0