SOUTH CAROLINA EARLY CHILDHOOD INTEGRATED DATA SYSTEM
DATA GOVERNANCE MANUAL

Number: Title	###: Data Governance Work Group Membership		
Approved by	Early Childhood Advisory Council	Approved Date	June 20, 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), is committed to the coordination and collaboration of members that participate in the SC ECIDS data governance work groups (DGWGs). Members may have varying levels of roles and responsibilities to ensure the successful governance of data in current and future ECIDS initiatives.

PURPOSE
The purpose of the membership policy is to define membership in the SC ECIDS DGWGs and provide clarity around the roles and responsibilities of members. The policy offers transparent understanding of who is involved, who has which type of authority, and how members coordinate with one another.

SCOPE
This policy covers the members of data governance work groups convened for SC ECIDS' current and future initiatives.

DEFINITIONS
- **Data Governance Coordinator**: The staff person at the ECAC responsible for the oversight of data governance for SC ECIDS
- **Participating programs**: Programs that have signed all necessary agreements to participate in SC ECIDS initiatives, such as the Early Learning Extension (ELE) or Palmetto Drive to Five (PDt5) efforts.

ROLES AND RESPONSIBILITIES
The following membership roles are defined and expected responsibilities are outlined as follows:

Data Governance Coordinator: Individual responsible for overseeing, facilitating, and administering SC ECIDS data governance efforts housed at the ECAC.
- Oversee the day-to-day operations of SC ECIDS data governance and provide support to the DGWGs, including agenda development, dissemination of meeting minutes, facilitation and management of data governance documents, and policy and procedure development
- Serve as a liaison between the ECAC and DGWGs to escalate policy issues and decisions to the ECAC and execute the policies and activities as directed by the ECAC

Program Expert: Individual(s) from the participating program that have a rich understanding of the program and agency they are a part of, as well as the landscape of the program in South Carolina and nationally. May include research staff within or contracted partners of participating programs. Typical job titles include: program manager, director, or coordinator. Program experts:
- Are committed to full participation in their corresponding DGWGs (see "Meeting Policy")
- Participate in any necessary needs assessment and feasibility studies
- Provide insight and knowledge of their program's administration and functioning and how data governance policies and procedures may be implemented within or affect their program.

- Review policies and procedures developed by the DGWG to ensure that it meets the needs of their program.
- Provide the necessary information about their program to the DGWG to ensure successful governance of SC ECIDS data.

Data Steward: Individual(s) from the participating program that develop and protect the information resources and ensure the integrity of the data. Typical job titles include: data analyst or research and planning administrator. Data stewards:
- Are committed to full participation in their corresponding DGWGs (see "Meeting Policy")
- Participate in any necessary needs assessment and feasibility studies
- Provide insight and knowledge of their program's data collection or use, including issues related to data quality, security, privacy, and confidentiality
- Review policies and procedures developed by the DGWG related to how data are collected, use, interpreted, or reported that align with the intended use of the program's data

Technical Steward: Individual(s) with expertise with the technical aspects of systems and models and who ensure data security and governance and that data governance decisions are feasible from a technical perspective. Technical stewards:
- Are committed to full participation in their corresponding DGWGs (see "Meeting Policy")
- Offers technical insight and knowledge for how a program's data can be used and linked with other data in the SC ECIDS
- Reviews policies and procedures developed by the DGWG to ensure that it aligns with the data capabilities of the program's data system

Advisory Members: Individual(s) who serve(s) in an advisory capacity and do not participate in data governance decision-making (see "Decision-making Policy"). Advisory Members:
- Participate in DGWG as called upon by the Data Governance Coordinator
- Share insight and knowledge with the participating programs for the purpose of the decision-making process.
- Share suggestions with participating programs for the purpose of the decision-making process. They are not a part of the data governance decision-making process.

The following roles have the corresponding decision-making authority within each DGWG.

Member Role	Responsible for decision-making	Accountable to ensure decisions are made and escalated to ECAC when necessary	Consulted about specific topics	Informed about decisions made
Data Governance Coordinator	X	X		
Program Expert	X		X	X
Data Steward	X		X	X
Technical Steward	X		X	X
Advisory Member			X	X

PROCESSES FOR MEMBER SELECTION

- Per the "Program Participation Policy," individuals are identified through the application process to serve on the DGWG. An individual from a participating program can serve as one or more of the following roles: program expert; data steward; technical steward.
- Advisory Members are invited to join by the Data Governance Coordinator after affirmation by the Data Governance Work Group (via procedures outlined in the "Decision-Making Policy"). They could be included in the DGWG in perpetuity or included only for a special project (see "Formation of Project Team Policy").

REVISION HISTORY

Responsible Party	Reason for Change	Date	Version
Chelsea Richard	Original version of policy	March 4, 2024	