



South Carolina
**Early Childhood
Advisory Council**

Meeting of the Early Childhood Advisory Council

December 4, 2024, immediately following the SC First Steps Board Meeting

<https://us06web.zoom.us/j/83722694987?pwd=dDhVLzIIMYkRPMHIPYktkb0NwbFgzUT09>

AGENDA

I. Call to Order and Approve Agenda

Motion: To adopt the agenda as submitted.

II. Meeting Minutes

Motion: To approve ECAC Minutes of October 17, 2024

Attachment: October 17, 2024, Minutes

III. Early Childhood Integrated Data System Policies (Molly Tuck)

Motion: To approve the ECIDS Sustainability Policy (*Action requires motion and second*)

Attachment: ECIDS Sustainability Policy

For context and details about early childhood data,

<https://www.earlychildhoodsc.org/what-we-do/sc-early-childhood-integrated-data-system/>

IV. Agency Leaders Provide Updates on Matters Relating to the Early Childhood System

V. Information

ECAC Report on Activities (Ann Vandervliet)

Attachment: ICC November 5 Meeting Summary

Attachment: ECAC December 2024 Report

VI. Adjourn Motion: To adjourn the meeting of the Early Childhood Advisory Council



Early Childhood Advisory Council Meeting

October 17, 2024, immediately following the SCFS Board of Trustees Meeting
SC First Steps
Minutes

Council Members Present (16):

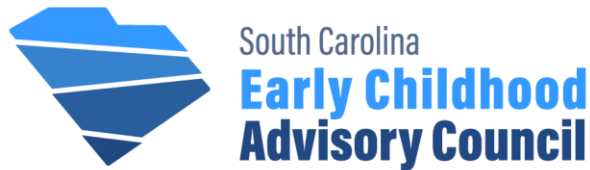
Rep. Terry Alexander	Dave Morley, Chairman
Dr. Robert Bank	Janie Neeley
Jacque Curtin	Dorothy Priester
Mary Lynne Diggs	Dr. Ed Simmer
John Hayes	Wes Wooten
Sen. Greg Hembree	Sue Williams
David Lisk	Dr. Amy Williams, Vice Chair
Jesica Mackey	
Jack McBride	

Council Members Absent (8):

Rep. Shannon Erickson
Dr. Matthew Ferguson
Constance Holloway
Robert Kerr
Mike Leach
Sen. Gerald Malloy
Roger Pryor
Mary Anne Scott

Attendees (58)

Ann Vandervliet	Jennifer Williams	Tomeiko Wright
Mark Barnes	Jenny May	Typhani Littlejohn
Avian Jones	Jessica Sharp	Vernoica Reynolds
Alissa Durham	Jon Artz	Willie Mae Graham
Amanda Bailey	Kaitlyn Richard	
Amber Gillum	Kathy Fitzgerald	
Amira Hulwe	Karen Oliver	
Betty Gardiner	Kate Roach	
Beverly Dickey Daniel	Kenna Hoover	
Brandie Maness	Kerry Cordan	
Brenda Cantey	Kristen Martocchio	
Carletta Isreal	Kristin Zease-Syder	
Chelsea Adamson	Kristine Jenkins	
Chelsea Richard	Krystal Reid	
Christine Zamboki	LaMyra Dukes-Sanders	
Cindy Galloway	Laura Baker	
Cindy Riley	Lexi Jones	
Courtney Johnson	Mary Laney	
David O'Kelly	Molly Tuck	
David Lisk	Morgan Maxwell	
Derek Cromwell	Pauletta Plowden	
Dorothy Priester	Samantha Ingram	
Emma Matzko	Sharonda Burison-Harris	
Emily Bannister	Shayla Pettigrew	
Felicia Battle	SheKiah Reese	
Felicia O'Neal	Theresa Harrison	
Janice Kilburn	Tiffany Outlaw	



The meeting was called to order at 2:44 p.m.

Dr. Simmer provided the motion to adopt the agenda, seconded by Dr. Williams, and the motion was unanimously approved.

Dr. Williams provided a motion to approve the August 15, 2024 minutes, seconded by Ms. Williams, and the motion was unanimously approved.

Ms. Tuck presented six Early Childhood Integrated Data System (ECIDS) policies to be approved.

Rep. Alexander made a motion to approve the Data Analysis and Reporting Policy. The motion was seconded by Ms. Williams and unanimously approved.

Rep. Alexander made a motion to approve the Data Destruction Policy. The motion was seconded by Mr. Lisk and unanimously approved.

Ms. Williams made a motion to approve the Privacy and Confidentiality Policy. The motion was seconded by Mr. Wooten and unanimously approved.

Rep. Alexander made a motion to approve the Data Quality Policy. The motion was seconded by Ms. Priester and unanimously approved.

Rep. Alexander made a motion to approve the Data Scope and Management Policy. The motion was seconded by Ms. Lisk and unanimously approved.

Rep. Alexander made a motion to approve the Access and Acquisition Policy. The motion was seconded by Ms. Priester and unanimously approved.

Ms. Gillum reported on the Interagency Collaboration Committee. The ICC was able to view a demonstration of ECIDS. They are verifying that data sources and other backup information in the Birth Through Five Plan is accurate. The ICC will continue to work on refining the suggested priorities on for 2025.

Ms. Diggs shared that the Aiken and Barnwell communities will have Acelero as the new Head Start grantee effective November 1st. Charleston County Early Head Start child care partnership will have the SC Association of Community Action Partnerships as the new head start grantee effective November 1st.

Ms. Barnes reported on the activities of the ECAC. He shared that the ESSER funds have ended, and he thanked the Department of Education for their assistance with making those funds available. He mentioned that the Family Voice Council is recruiting new members. He provided an update on analytics for Palmetto Pre-K and First Five SC portals. Mr. Barnes thanked the Summit sponsors and invited all trustees to attend this year's Summit of December 5th. He also shared that a First Five



stakeholder engagement report from beneficiaries and navigators is being prepared and will be shared in December.

Ms. Gillum announced that DSS was awarded the PDG renewal grant of \$8 million for three years.

Rep. Alexander made a motion to adjourn the meeting, seconded by Ms. Mackey, and approved unanimously.

The meeting adjourned at 3:12 p.m.

SC ECIDS DATA GOVERNANCE MANUAL

Number: Title	XX: SC ECIDS Sustainability Policy
Approved by	Approved Date

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

SC ECIDS DATA GOVERNANCE MANUAL

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



**Interagency Collaboration Committee
Meeting Recap
November 5, 2024**

Present: Amber Gillum, Department of Social Services; Leesa Aiken, SC State Library; Eric Bellamy, Children’s Trust; Jennifer Buster, Department of Health and Human Services; Mary Lynne Diggs, Head Start Collaboration Office; Anita Ellison-Porter, Department of Mental Health; Kristen Shealy, Department of Public Health, Ann Vandervliet, SC First Steps, Danielle Wingo, Department of Public Health

Absent: Salandra Bowman, SC Educational Television; Matthew Ferguson, Department of Education; Constance Holloway, Department of Disabilities and Special Needs; Jennifer Jacques, Department of Disabilities and Special Needs; Louise Johnson, Department of Mental Health

ECAC Staff: Laura Baker, Alissa Durham, Rachal Hatton-Moore, Emma Matzko, Karen Oliver

Welcome

ICC Chair, Amber Gillum, convened the meeting at SC Department of Disabilities and Special Needs. Ann Vandervliet, Executive Director of SC First Steps, introduced herself to the group.

Review and Discussion about B5 Plan 2024 Priorities

ICC members provided agency updates using the 2024 priorities as a launch point.

- The Department of Public Health continues work to establish a state registry for developmental screens. The implementation for a statewide registry for Sickle cell disease has offered a number of lessons learned that can be applied to the development and implementation of the screening registry.
- BabyNet referrals have increased to 24,000 (from 12,000- 14,000 annually in previous years). Approximately 45% of referrals are found eligible for service annually. BabyNet is reviewing a number of companies to provide service coordination for families in need of service.
- ICC members discussed fiscal mapping as a tool to understand where and how resources are deployed.
- Other information of interest includes utilization rates and waiting lists. ICC members listed a range of data sets (like WIC, SNAP, TANF, MIECH-V) that could be useful.
- Amber Gillum directed ECAC staff to circulate a template to ICC members for sharing information that will be included in the Birth through Five Plan Annual update.

The next ICC meeting will be Monday, January 6 at 1:30 PM at Department of Disabilities and Special Needs.

The meeting adjourned at 11:00 AM



Report on Early Childhood Advisory Council Activities December 2024

Research, Strategy, and Data Governance

Many data governance policies have been presented to the ECAC for approval through the year. These policies provide the foundation for on-going work and shared effort to answer the following questions:

1. What early childhood programs, statewide, are available for eligible young children?
2. How many young children are there?
3. How many young children are eligible for early childhood programs?
4. How many young children are enrolled in early childhood programs?
5. Are those enrolled in early childhood programs on track to succeed?
6. What is the return on investment for early childhood programs?

Family-Centered Practice

The SC Family Voice Council will release the 2024 Year of Family Voice Report in December. The report showcases family stories, describes a select inventory of family voice groups in the state and offers opportunities to expand SC's network of family voice.

The Alliance for Early Success, ZERO TO THREE (ZTT) is launching a community of practice (CoP) to support Alliance state grantees to elevate family voice and leadership in policymaking processes. The CoP will launch in January. South Carolina applied and was selected to participate. The CoP will meet in person one time, then virtually another four times.

Streamlined Access to Services

[Palmetto Pre-K \(www.PalmettoPrek.org\)](http://www.PalmettoPrek.org)

Palmetto PreK website:

July 1- October 31, 2024

Unique website visitors: 10,530

Total Leads: 1,116

- Head Start eligible: 392
- Public School eligible: 280
- First Steps 4K eligible: 266
- SC DSS Working Families Child Care Scholarship eligible: 168

[First Five SC \(www.first5sc.org\)](http://www.first5sc.org)

First Five SC Website:

July 1, 2024 – October 31, 2024

- Unique website visitors: 22,429
- Families that completed screener: 1,717
- Families eligible for at least one program: 1,366
- All program leads: 2,307

First Five SC Applications:

July 1, 2024 – October 31, 2024

Total Applications Received: 338

By program:

- First Steps Local Partnerships: 154
- SC Child Care Scholarships: 138
- WIC: 22
- First Steps 4K: 24

A First Five Stakeholder Engagement Report is slated for release in late December. This report will outline the themes identified from a series of listening sessions and will inform future enhancements that better serve families using the First Five SC portal.

Three groups or cohorts will have integrated their publicly funded programs into the First Five common application by year's end. These groups represent school districts, Early Head Start and Head Start, and Maternal Infant Early Childhood Home Visiting (MIECH-V) parenting programs. The team intends to support four groups in 2025.

Field Building and Professional Development

The SC Summit on Early Childhood, "Where We Begin," is scheduled for Thursday, December 5. All ECAC partner agencies pledged sponsorships. This year the Summit also has a presenting sponsor, Institute for Child Success (ICS). Sponsor support provides parents, advocates and early childhood professionals access to affordable continuing education and professional content. This year's keynote speakers are John Simpkins and Dr. Dana Suskind.

Ann Vandervliet will participate on a state team convened by the Prenatal-to-3 Policy Impact Center in December. The Center is convening state teams comprised of early childhood policy leaders, to discuss the theme, *Great Progress, Great Opportunities*. Ann will take part in a breakout session on administrative burden, which will highlight the development of the First Five SC Portal.