



South Carolina
**Early Childhood
Advisory Council**

Meeting of the Early Childhood Advisory Council

June 20, 2024, immediately following the SC First Steps Board Meeting

<https://us06web.zoom.us/j/83722694987?pwd=dDhVLzlMYkRPMHIPYktkb0NwbFgzUT09>

AGENDA

I. Call to Order and Approve Agenda

Motion: To adopt the agenda as submitted.

II. Meeting Minutes

Motion: To approve ECAC Minutes of April 18, 2024

Attachment: April 18, 2024, Minutes

III. Early Childhood Integrated Data System Policies (Chelsea Richard)

Motion: To approve the Data Governance Membership Policy

(Action requires motion and second)

Attachment: ECIDS Membership Policy

Motion: To approve the Data Governance Meeting Policy

(Action requires motion and second)

Attachment: ECIDS Meeting Policy

Motion: To approve the Data Governance Formation of Project Teams Policy

(Action requires motion and second)

Attachment: ECIDS Formation of Project Teams Policy

Motion: To approve the Data Governance Program Participation Policy

(Action requires motion and second)

Attachment: ECIDS Program Participation Policy; Appendices A and B

Motion: To approve the Data Governance Data Ownership Policy

(Action requires motion and second)

Attachment: ECIDS Data Ownership Policy

For context and details about early childhood data, <https://www.earlychildhoodsc.org/what-we-do/sc-early-childhood-integrated-data-system/>

IV. Presentation of Child Care and Development Fund Plan (Amber Gillum)

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

VI. Information

- a. Report from the Interagency Collaboration Committee (Amber Gillum)

Attachment: ICC Recap May 6, 2024

- b. ECAC Report on Activities (Georgia Mjartan)

Attachment: ECAC June 2024 Report

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



Early Childhood Advisory Council Meeting

February 15, 2024, immediately following the SCFS Board of Trustees Meeting
SC First Steps
Minutes

Council Members Present (14):

Dr. Robert Bank
Jacque Curtin
Dr. Matthew Ferguson
John Hayes
Sen. Greg Hembree
Mike Leach
David Lisk
Jack McBride
Dave Morley, Chairman

Dorothy Priester
Roger Pryor
Dr. Ed Simmer
Sue Williams
Dr. Amy Williams, Vice Chair

Council Members Absent (11)

Rep Terry Alexander
Mary Lynne Diggs

Rep. Shannon Erickson
Constance Holloway
Robert Kerr
Jesica Mackey
Sen. Gerald Malloy
Janie Neeley
Mary Anne Scott
Wes Wooten
Dr. Brenda Williams

Attendees (45)

Georgia Mjartan
Avian Jones
Alissa Durham
Amanda Bailey
Amber Gillum
Beth Moore
Betty Gardiner
Brandie Maness
Bridget Banner
Brittany Buckner
Catherine Nolan
Chelsea Richard
Cindy Ellis
Cindy Galloway
Derek Cromwell
Gina Beebe
Imagen Kinard
Jackson Wilkens
Jennifer Kelly
Jennifer Williams
Julie Greer
Joy Mazur
Kaitlyn Richards
Kate Roach
Kathy Fitzgerald
Katrina Cummings

Kenna Hoover
Kenya Johnson
Kim Trudell
Kristen Martocchio
Kristine Jenkins
LaMyra Sanders
Lexi Jones
Lis Guimaraes
Mark Barnes
Martha Strickland
Mary Laney
Rachal Hatton Moore
Sarah Crawford
Sarah Lewis
Shayla Pettigrew
Tamatha Kohler
Tiffany Outlaw
Carletta Isreal
Clarissa Jones- Edwards



The meeting was called to order at 3:06 p.m.

Sen. Hembree provided the motion to adopt the agenda, seconded by Dr. Ferguson, and the motion was unanimously approved.

Dr. Simmer provided a motion to approve the February 15, 2024 minutes, seconded by Dr. A. Williams, and the motion was unanimously approved.

Dr. Richard provided context and engaged in discussion about the proposed data governance decision-making policy. Dr. Williams provided a motion to approve the Data Governance Related Decision-Making Policy, seconded by Mr. Lisk, and the motion was unanimously approved.

Mr. Leach shared that DSS has a childcare fund development plan due to the federal government and that they are continuing their work on the PDG grant. He shared that the federal government passed a new final rule for CCDF where they have a few things to work through. He stated that with the current post-Covid spend rate of CCDF funding the agency would likely be in a deficit of those funds by 2027. DSS is in the process of conducting a market rate survey to implement a cost of care model.

Dr. Ferguson shared that the Department of Education currently has 15,000 students in public school 4K CERDEP across the state and would like to add 60 classrooms and 1,200 students for next year. There are currently 9,000 K – 3 teachers and administrations that have started their LETRS training in the science of reading and they are looking to add an additional 10,000 K – 3 teachers and administrators for the next school year.

Ms. Williams provided information regarding McVeigh formula funding for early childhood home visiting programs. Children's Trust has asked for \$250,000 from the state to receive \$750,000 in match from the federal government to further their work and explore other home visiting models that have been working. She also shared information on what Children's Trust is doing with the Community-Based Child Abuse Prevention funding that they receive.

Ms. Gillum reported on the Interagency Collaboration Committee and their progress on the SC Birth Through Five Plan measures. She stated that they are in the process of reviewing the needs assessment and data points.

Ms. Mjartan reported on the activities of the ECAC. She invited the members of the ECAC to participate in the inaugural ECAC Community Listening Discussion that is designed to foster increased engagement and efforts of community leaders to uplift family and provider voices within communities. She provided an update on Palmetto PreK and First Five SC.

Ms. Williams made a motion to adjourn the meeting, seconded by Sen. Hembree, and approved unanimously.

The meeting adjourned at 4:15 p.m.

SOUTH CAROLINA EARLY CHILDHOOD INTEGRATED DATA SYSTEM
DATA GOVERNANCE MANUAL
DRAFT

Number: Title	###: Data Governance Work Group Membership		
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), 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.

SOUTH CAROLINA EARLY CHILDHOOD INTEGRATED DATA SYSTEM
DATA GOVERNANCE MANUAL
DRAFT

- 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.

SOUTH CAROLINA EARLY CHILDHOOD INTEGRATED DATA SYSTEM

DATA GOVERNANCE MANUAL

DRAFT

- 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	

SOUTH CAROLINA EARLY CHILDHOOD INTEGRATED DATA SYSTEM
DATA GOVERNANCE MANUAL
DRAFT

Number: Title	###: Data Governance Work Group Meetings		
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), is committed to ensuring the success of the SC ECIDS through regular meetings of data governance work groups (DGWGs). These regular meetings allow for forward progress of the SC ECIDS in between ECAC meetings.

PURPOSE

The purpose of the DGWG meeting policy is to outline the meeting frequency, participation expectations, and sub-committee needs that might arise to ensure that each DGWG is working collaboratively to ensure the success of the SC ECIDS.

SCOPE

This policy covers all data governance related meetings convened for SC ECIDS' current and future initiatives.

DEFINITIONS

- **Data Governance Coordinator:** The staff person at the ECAC facilitating 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. (See "Program Participation Policy")

ROLES AND RESPONSIBILITIES

- The Data Governance Coordinator is responsible for convening and facilitating data governance work group meetings.
- Data governance work group members are expected to actively participate in scheduled meetings to operationalize the ECIDS.

PROCEDURES

Meeting Frequency

Each DGWG will meet monthly for a maximum of two hours. Monthly meetings will occur on the same day and time each month, and this schedule will be decided on at the beginning of the calendar year, taking into account holidays and other potential scheduling conflicts.

DGWG Scheduled Meeting Format

The format of DGWG scheduled meetings will be announced one month in advance. For the most part, the meetings will be virtual, but at times, agenda items or certain topics may call for other formats.

Designees

If a member of the DGWG is unable to attend a meeting, they can send a designee in their place at the approval of the Data Governance Coordinator. If a member sends a designee, it is the member's responsibility to read the meeting documentation, as well as coordinate with the designee and/or Data Governance Coordinator on any material missed.

SOUTH CAROLINA EARLY CHILDHOOD INTEGRATED DATA SYSTEM

DATA GOVERNANCE MANUAL

DRAFT

DGWG Scheduled Meeting Documentation

Monthly meetings will have an agenda that is made available to the DGWG at least 24 hours ahead of time. Meeting notes will be circulated by the facilitator within five business days of the meeting.

Decision-Making in DGWG Scheduled Meetings

Per the Decision-Making Policy, decisions will not be made in meetings. Meetings will be spent going over information and discussing necessary items. Participating programs will submit their final approvals or disapprovals of decisions via an online form outside of meetings.

One-on-One Meetings with Data Governance Coordinator

Members of the DGWG and anyone from a participating or interested program is encouraged to request an ad hoc or standing meeting with the Data Governance Coordinator.

Presenting Items to ECAC

The Data Governance Coordinator will be responsible for escalating items to the ECAC at one of their standing bimonthly meetings.

REVISION HISTORY

Responsible Party	Reason for Change	Date	Version
Chelsea Richard	Revision 1 of policy shared with DGWG	April 2, 2024	1.1
Chelsea Richard	Original version of policy shared with DGWG	March 4, 2024	1

SC ECIDS DATA GOVERNANCE MANUAL

Number: Title	####: Establishment of Project Teams
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 the formation of project teams is integral for effective governance and management of data processes.

PURPOSE

The purpose of the project team policy is to document the process governing the formation and operation of project teams.

SCOPE

This policy covers current and future initiatives of the SC ECIDS.

DEFINITIONS

Project team: A specialized subgroup of Data Governance Work Group members and outside individuals, if necessary, aimed at developing, executing, or implementing a defined ECIDS project that addresses specific aspects of data governance, analysis, or implementation within the SC ECIDS framework.

PROCESS

Establishment. Project teams can form for a defined purpose after majority approval by the entire Data Governance Work Group (DGWG; see “Decision Making Policy”). The formation of a project team can be at the request of any member of the DGWG or by the Data Governance Coordinator.

Team Composition. During the approval process from the DGWG, whoever instigated formation of the project team will specify the purpose of the team, the project timeline, and any requirements regarding team composition to ensure inclusivity, representation, and/or balanced participation. The presentation to the DGWG should include potential team members and the method for selecting project team leadership (e.g., *chairpersons*).

Scope of Authority. Like the DGWG, a project team is not a formal committee of the ECAC and therefore does not take votes or spend public money. Project teams will only work within the defined project scope as defined by the requestor of the project team. Project teams will utilize the “Decision Making Policy” and any other relevant policies from the ECIDS Data Governance Manual to bring any final recommendations to the DGWG for consideration.

Meetings. Project teams can determine their own meeting schedule within the project timeline.

Progress Reports. Project teams will be required to report on progress at standing Data Governance Work Group meetings.

Disbandment. Upon project completion, the project team is disbanded, unless the project team uncovers a need for a permanent project team to exist.

REVISION HISTORY

SC ECIDS DATA GOVERNANCE MANUAL

Responsible Party	Reason for Change	Date	Version
Chelsea Richard	Revision 1 presented to DGWG	May 1, 2024	1.1
Chelsea Richard	Initial version of project team policy	March 29, 2024	1.0

Number: Title	####: Program Participation		
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), aims to ensure that programs serving children birth through kindergarten entry in South Carolina interested in participating in SC ECIDS existing initiatives have the opportunity, given they qualify, to do so. Pre-requisites for participation include having the necessary data that is of sufficient quality; identifying appropriate staff to serve on the data governance work group; and completing an application and needs assessment and feasibility study processes.

PURPOSE

The purpose of the program participation policy is to outline the expectations and process for participation in any initiative of the SC ECIDS.

SCOPE

This policy covers current initiatives of the SC ECIDS: Early Learning Extension (ELE) of the K-12 Statewide Longitudinal Data System (SLDS) and the Palmetto Drive to Five dashboard (PDt5).

DEFINITIONS

Participating program: Program that has committed to participate in any SC ECIDS initiative and to provide their data into the SC ECIDS via the appropriate parties on a regularly scheduled basis. A program is considered participating once they have completed the process described below in “Participating Program Selection and Onboarding Process”.

ROLES AND RESPONSIBILITIES

- Interested Program: Early childhood programs that are interested in committing to participation in an ECIDS initiative and providing their data to be integrated into the SC ECIDS via the appropriate parties on a regularly scheduled basis. This process is further described below in “Participating Program Selection and Onboarding Process”.
- Data Governance Coordinator: “to facilitate and manage decisions and recommendations of each DGWG, to enable discussion, and aid in issue resolution” (from Data Governance Charter)

PARTICIPATING PROGRAM APPLICATION AND ONBOARDING PROCESS

Processes described below is also illustrated in the attached “Partner Onboarding Workflows” flowchart.

1. Prior to Application
 - a. Interested programs reach out to the Data Governance Coordinator to express interest in SC ECIDS participation.
 - b. Interested programs meet with the Data Governance coordinator and a representative of the State Integrated Data System from the Revenue and Fiscal Affairs Office (RFA) to review ECIDS. In this meeting, interested programs will learn of foundational documents and policies.
 - c. Data Governance Coordinator invites interested programs to shadow the DGWG for three months or three meetings, whichever comes first. The interested program cannot participate in decision-making process, but can listen, learn, and contribute (similar to the role of an Advisory Member). Interested program staff should attend at least two meetings before submitting an application.
 - d. If the interested program decides they would like to join, then they move on to the

application process. Otherwise, their process ends here.

2. Application

- a. Interested program completes an ECIDS application (see Appendix A), which must be completed in full.
- b. DGWG voting members review ECIDS application in a standing meeting of the initiative to which the program is applying.
 - i. Eligibility criteria include:
 1. Data that align with the SC ECIDS goals and key questions, such as ages served, locations, duration or program, intensity of program, eligibility criteria, program descriptors, screening tools used, curriculum used, assessment tools used, etc.
 2. Willingness and availability to participate in the DGWG meetings and activities.
 3. Identified potential DGWG members are appropriate and relevant.
 4. Program data dictionary or overview of early childhood data collected at the child and program level.
 5. Copy of informed consent form and schedule for collecting form
 6. Letter of support from organization leadership
 - ii. ELE only specific eligibility criteria: capacity to participate in Student Unique Numbering System (SUNS ID) process
 - iii. DGWG uses decision-making process (see “Decision-Making Policy”) to confirm or deny interested program’s participation.
- c. After DGWG review and approval, if application is for
 - i. ELE only: Department of Education (SCDE) staff must review application and provide approval before moving to next step
 - ii. PDt5: proceed to next step
- d. The Data Governance Coordinator notifies the program of their approval status to participate in either or both ECIDS initiatives and moves on to the onboarding and induction process.

3. Onboarding and Induction

- a. Agreements
 - i. Participating program receives Memorandum of Understanding (MOU) with RFA to contribute data to the State Integrated Data System if one is not currently in place.
 - ii. Once the MOU is fully executed, participating program receives Memorandum of Agreement (MOA) with the ECAC to establish their participation in ECIDS, including conforming with data governance policies and identifying their DGWG members.
 - iii. If participating in the ELE, the program receives a Data Sharing Agreement (DSA) and Data Sharing Addendum (DSAd) from the SCDE to outline the data to be shared from the program.
 - iv. If participating in the PDt5, the program receives a DSAd from RFA to outline the data to be shared from the program.
 - v. Upon completion of steps (i), (ii), and (iii), the program is considered to be participating in the ELE.
 - vi. Upon completion of steps (i), (ii), and (iv), the program is considered to be participating in the PDt5.
- b. ELE: SCDE begins process with program for SUNS ID assignment.
 - i. SCDE meets with program to complete SUNS feasibility study.
 - ii. SCDE drafts feasibility study results and reviews with program.
 - iii. Once feasibility study finalized, SCDE works with program to assign agency, facility, and source codes.
 - iv. Program receives Memorandum of Understanding (MOU) for participating in

- the SUNS System from SCDE.
- v. Once the MOU is fully executed, SCDE trains program staff in using the SUNS system.
- vi. Program staff complete FERPA training.
- vii. Once both SUNS and FERPA training are complete, program is given access to SCDE Member Center and SUNS Production Server.
- viii. Program begins assigning SUNS IDs to children based on their internal processes and timelines.
- c. ELE: Program completes needs assessment process with Data Governance Coordinator.
 - i. Data Governance Coordinator and program work together through a needs assessment process that identifies what the program aims to obtain from the ELE, as well as any additional data elements the program wants to share – at this step, the program is also re-oriented to ECIDS data governance infrastructure.
 - ii. If additional elements (outside of the core 36) are identified, the program will complete a Data Sharing Addendum (DSAd) with SCDE.
- d. ELE: SCDE and RFA set up secure file transfer protocol (SFTP) for program's data
 - i. Program provides agreed upon data (in 3bii) to RFA on a quarterly basis via SFTP.
 - ii. RFA validates program data and provides to SCDE.
 - iii. SCDE integrates program's data in the Statewide Longitudinal Data System.
 - iv. Program data are made available in specific early childhood data marts that are determined by the data governance work group (see "Data Analysis and Reporting Policy").
- e. PDt5: RFA sets up SFTP for program data.
 - i. Program shares data as outlined in Data Sharing Addendum via RFA's SFTP.
 - ii. If additional elements are identified for future indicators, then another Data Sharing Addendum is completed.

ATTACHMENTS

- Appendix A: Program Application for South Carolina Early Childhood Integrated Data System (SC ECIDS)
- Appendix B: Partner Onboarding Workflows flowchart

REVISION HISTORY

Responsible Party	Reason for Change	Date	Version
Chelsea Richard	Revision presented to DGWG	May 1, 2024	1.1
Chelsea Richard	Initial version of program participation policy	March 29, 2024	1.0

Appendix A. Program Application for South Carolina [Early Childhood Integrated Data System \(SC ECIDS\)](#)

Before completing, please review full SC ECIDS Charter, which outlines the framework for the SC ECIDS data governance found [here](#). Once complete, submit to Data Governance Coordinator at the South Carolina Early Childhood Advisory Council.

Application for <input type="checkbox"/> SC Early Learning Extension <input type="checkbox"/> Palmetto Drive to Five Data Dashboard

Main Point of Contact for Application
Name:
Title:
Email:

Participating Program Name

Agency/Organization

Brief Description of Value Program Hopes to Get Out of SC ECIDS Participation

Program Overview	
Description	
Eligibility criteria	
Ages served	
Location(s)	
Frequency and duration (if applicable)	
Curriculum used (if applicable)	
Screening tools (if applicable)	
Assessment tools (if applicable)	

Overview of Agency/Organization Internal Data Request Process (i.e. research requests)

Program funding (grant, state, federal, etc.)

Potential Data Governance Work Group (DGWG) Members (Roles Described in Data Governance Charter)			
Name	Name	Name	Name
Title	Title	Title	Title
Contact information	Contact information	Contact information	Contact information
DGWG role: [] Program expert [] Data steward [] Technical expert	DGWG role: [] Program expert [] Data steward [] Technical expert	DGWG role: [] Program expert [] Data steward [] Technical expert	DGWG role: [] Program expert [] Data steward [] Technical expert

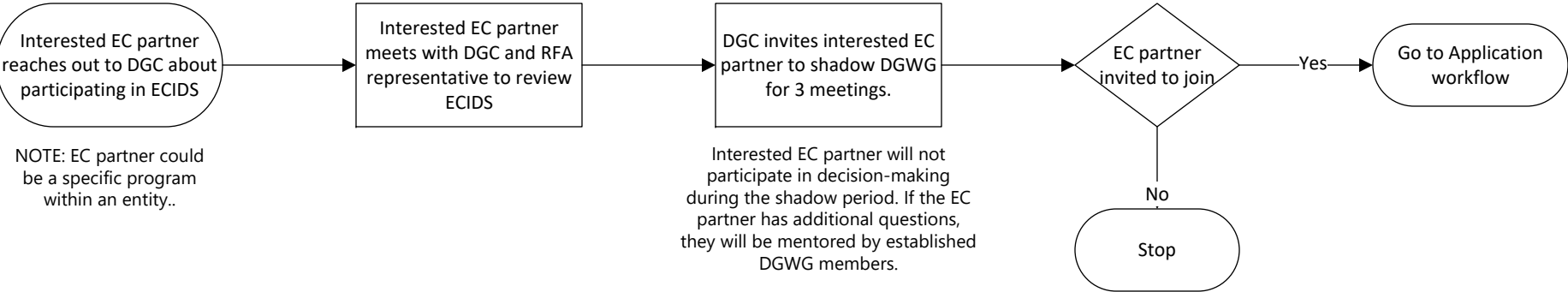
Please attach:

- Program data dictionary (if not available, overview of early childhood data collected at child and program level)
- Copy of informed consent form from program participants for sharing data with other entities for purposes of program evaluation
- Letter of support from organization leadership

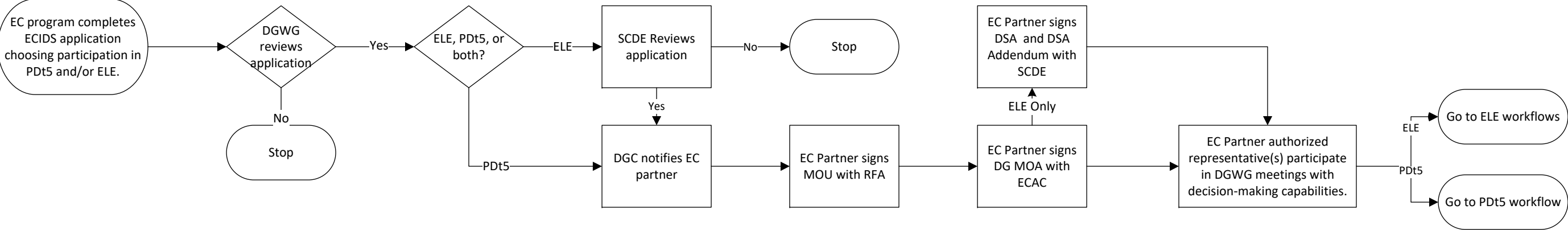
South Carolina Early Learning Extension (SCELE) Partner On-Boarding Workflows (rev 03/29/2024)

Note: Any mention of Palmetto Drive to Five (PDt5) is a placeholder for incorporating the PDG grant outcomes into the SCELE Data Governance structure after the SLDS FY19 grant has been fulfilled.

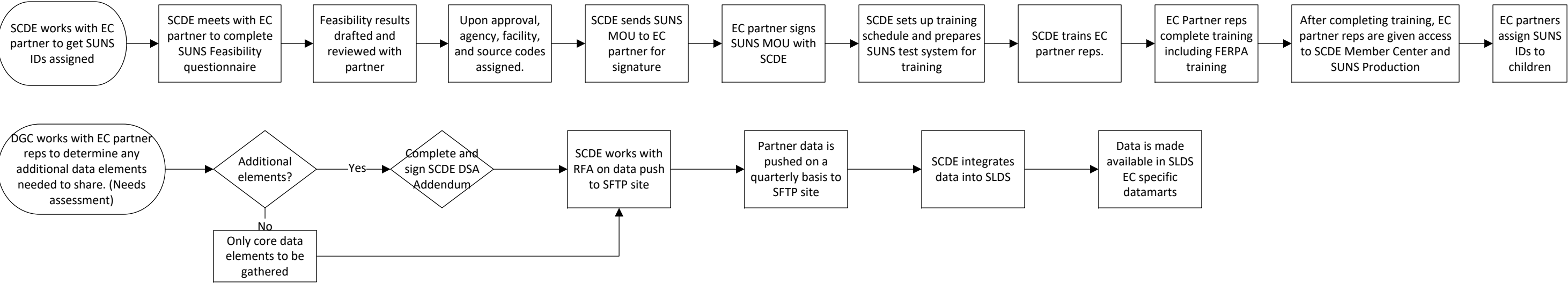
Pre-Application



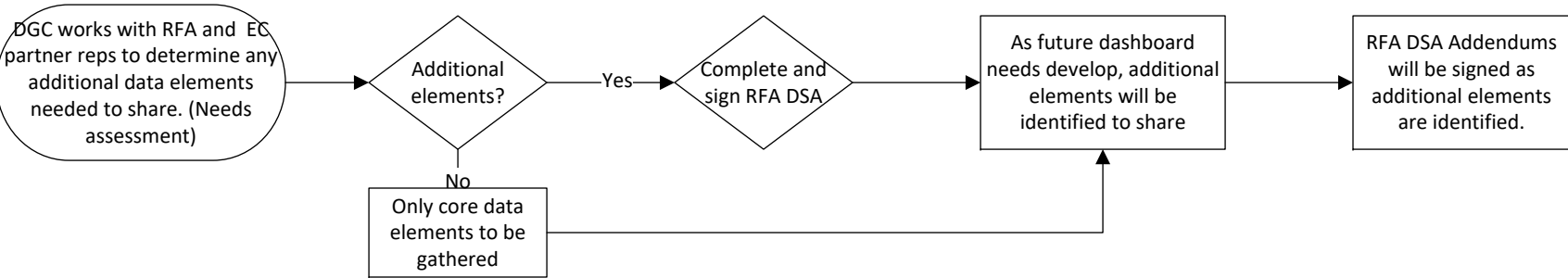
Application



ELE Concurrent Workflows



PDt5 Workflow



- Acronyms**
- DGC – Data Governance Coordinator
 - DGWG – Data Governance Workgroup
 - DSA – Data Sharing Agreement
 - EC – Early Childhood
 - ECIDS – Early Childhood Integrated Data System
 - ELE = Early Learning Extension
 - MOA – Memorandum of Agreement
 - MOU – Memorandum of Understanding
 - PDt5 – Palmetto Drive to Five
 - RFA – Revenue & Fiscal Affairs Office
 - SCDE – South Carolina Department of Education
 - SLDS – State Longitudinal Data System
 - SUNS – Student Unique Numbering System

Number: Title	####: Data Ownership
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), acknowledges that programs retain ownership of their data that is shared for any ECIDS initiative and always decide the rules for the use of and access to their data.

PURPOSE

The purpose of the policy is to document which entities maintain ownership of which SC ECIDS data at any given time. This policy does not outline who approves of SC ECIDS data use (see “Data Use Policy”).

SCOPE

This policy covers current and future initiatives of the SC ECIDS.

ROLES AND RESPONSIBILITIES

- **Participating programs** (programs defined as participating, as described in the “Program Participating Policy”): Per the Data Governance Charter, participating programs are responsible for:
 - Ensuring the accuracy, integrity, and security of their data.
 - Establishing and enforcing access controls to protect sensitive and confidential information from unauthorized or unintentional access, use, or disclosure.
 - Adhering to all relevant regulations governing the collection, storage, use, retention, and destruction of data (e.g., FERPA, the HIPAA Privacy Rule, the IDEA Parts B and C confidentiality regulations, and the Head Start confidentiality regulations).
 - Assessing the quality of data elements and identify which data elements are appropriate for sharing with the SC ECIDS.
 - Maintaining the appropriate agreements for program participation, which are initiative(s) dependent.
 - Collaborating with SC ECIDS to resolve or inform on data issues.
 - Abiding the privacy requests of individuals whose data is collected by the program.
- **Data Governance Work Group (DGWG):** Per the Data Governance Charter, the “DGWG will operationalize the ECIDS and develop recommendations to the ECAC for their consideration to support South Carolina’s early childhood system in being aligned, coordinated, and family centered. Each DGWG promotes data quality, availability, data usage, privacy, and security.” Specific to data ownership, the DGWG is responsible for:
 - Establishing procedures, processes, and standards for operationalizing the ECIDS, including but not limited to, effective data usage, sharing, access, security, storage, retention, and destruction; future data integration; changes to standard reports; changes to data collection.
 - Selecting data elements to be included in the ECIDS.
 - Establishing standard definitions and reports.
 - Defining metadata and data quality standards.
 - Supporting data literacy and maximizing appropriate data use, including supporting data and research request processes.
- **External user:** Data users are not affiliated with a participating program and do not have access to the ECIDS, including but not limited to external researchers or evaluation staff. Before

SC ECIDS DATA GOVERNANCE MANUAL

receiving access to the data, each external user must apply for access to data and, if granted, sign a user agreement to abide by policies and regulations covering the use, security, confidentiality, and destruction of data. See “Data Access and Acquisition Policy”.

PROCESS

During data collection

- Participating programs are responsible for adhering to all relevant regulations governing the collection, storage, use, retention, and destruction of data (e.g., FERPA, the HIPAA Privacy Rule, the IDEA Parts B and C confidentiality regulations, and the Head Start confidentiality regulations).
- Participating programs are responsible for recognizing and respecting the privacy rights and interests of individuals whose data is collected and stored with the program. This includes protecting individuals’ rights to not have their data collected.
- Participating programs are responsible for obtaining program participant consent for data sharing with state agencies for program evaluation purposes.

Prior to sharing data with ECIDS. See “Program Participation Policy”.

After sharing data with ECIDS

- Participating programs retain ownership of their data and will ultimately decide the rules for the use of and access to their data.
- Participating programs collaborate with the Data Governance Coordinator and relevant parties, i.e., staff at the South Carolina Department of Education and the Revenue and Fiscal Affairs Office, to address data issues (see “Data Quality Policy”).
- As part of their participation on the Data Governance Work Group, participating programs participate in standard, routine report (static and dynamic) development, and their explicit approval is required before data are published publicly (see “Data Analysis and Reporting Policy”). Participating programs should utilize their own internal approval processes as they see fit to inform their approval.
- External users will apply using a formal application process to gain access to SC ECIDS data, and participating programs will have to give explicit permission in response to each application for their data to be shared (see “Data Access and Acquisition Policy”). Participating programs should utilize their own internal approval processes as they see fit to inform their approval.
- Participating programs review the agreements with the South Carolina Department of Education and the Revenue and Fiscal Affairs Office annually to identify any changes in regulations and/or data to be shared with the ECIDS. Only data elements listed in these agreements may be shared; additional sharing will require an agreement addendum before sharing.

REVISION HISTORY

Responsible Party	Reason for Change	Date	Version
Chelsea Richard	Revision 1 of policy shared with DGWG	May 1, 2024	1.1
Chelsea Richard	Initial version of data ownership policy	March 29, 2024	1.0



**Interagency Collaboration Committee
Meeting Recap
May 6, 2024**

Present: Amber Gillum, Department of Social Services; Solandra Bowman, SC Educational Television; Jennifer Buster, Department of Health and Human Services; Anita Ellison-Porter, Department of Mental Health; Jennifer Jaques, Department of Disabilities and Special Needs; Berry Kelly, Department of Health and Environmental Control; Georgia Mjartan, SC First Steps/ECAC

Absent: Leesa Aiken, SC State Library; Eric Bellamy, Children's Trust; Mary Lynne Diggs, Head Start Collaboration Office; Matthew Ferguson, Department of Education; Constance Holloway, Department of Disabilities and Special Needs; Louise Johnson, Department of Mental Health

ECAC Staff: Laura Baker, Rachal Hatton-Moore, Karen Oliver, Kaitlyn Richards

WELCOME

ICC Chair, Amber Gillum, convened the meeting at SC Department of Disabilities and Special Needs.

Listen4Good Update

Jennifer Buster shared that a number of ICC members participated in a call with Listen4Good to learn more about how feedback loops could inform individual programs or a collaborative project. Participants on the call raised the opportunity of learning more from service providers and the workforce.

During the ICC meeting, members noted:

- Feedback from program users are solicited in a range of ways, so this might not be the best path to take
- Feedback from internal staff can lead to expectations agencies cannot meet
- The purpose of a Listen4Good feedback loop is not to gauge staff morale. It is to solicit feedback that can be acted on
- Feedback from contracted and external providers could be helpful in learning about how to recruit or retain providers

The members are interested in continuing the conversation and exploring how feedback loops can be beneficial in individual or collaborative projects. However, the timing is such that ICC determined it will pause a project for now and discuss it again at the September meeting.

Review of information for the Birth through Five Plan

Karen Oliver reminded meeting participants that a survey had been circulated to confirm, collectively, that the SC For Our Future Birth Through Five Plan information includes data points that reflect child, family, system needs.

The following criteria were generally agreed upon for inclusion of quantitative data published in the Birth through Five Plan

- Data are publicly available
- Data are updated at least every other year

- Data are available at least at the state level - bonus points if available for every county
- Data can be disaggregated by key demographics (i.e., age, race, ethnicity, poverty level)
- Agency or agencies who are in the domain agree that it is a trusted source
- Data have some benchmark available (national prevalence or national goal)

ICC members were asked to share the data with key staff and complete the survey by May 20.

ICC members also discussed opportunities to share information through papers or podcasts. Shared papers could describe complexity of issues and solutions impacting young children and their families. ICC could work on projects (papers, infographics, podcasts) that represent each of the Birth through Five Plan goals that directly impact families: South Carolina's youngest children are healthy and safe; South Carolina's youngest children are actively supported by their families and communities; South Carolina's children arrive at school ready to reach their highest potential.

ICC UPDATES AND OPPORTUNITIES

Members were asked to review the First Five SC flyer regularly to keep programs listed up to date.

ICC members shared information relating to bills and changes under consideration in the State Legislature as well as opportunities and news relating to their respective agencies.

The meeting adjourned at 10:40 AM.



Report on Early Childhood Advisory Council Activities June 2024

Research, Strategy, and Data Governance

Family and Community Leadership: A Facilitated Discussion

ECAC members are invited to learn more about Family Voice Council work and share their perspectives about the early childhood system as community leaders. Rachal Hatton-Moore, Two-Generation Systems Manager, will facilitate this learning and listening session on June 20.

Family-Centered Practice

Centering Family and Provider Voice

- In the last five years, more than 10,000 people, including over 7,600 parents have shared their needs and perspectives about services and programs relating to early childhood.

Two-generation Approach

- A video is being produced about SC ECAC's 2Generation Approach to family services.

Family Voice Council (FVC)

1. FVC alum, Tre' Tailor, presented with ECAC staff at the Administration for Children and Families/ Research and Evaluation Conference on Self-sufficiency (ACF/RECS) Conference May 30, 2024. She shared her experience as a grandparent raising grandchildren and her participation in development of First Five SC.

Streamlined Access to Services

Palmetto Pre-K (www.PalmettoPrek.org)

Palmetto PreK website: February 1, 2020 – May 31, 2024

- Unique website visitors: 240,104
- Total leads: 31,062
- Eligible for at least one program: 25,314
 - Head Start eligible: 12,477
 - Public School eligible: 10,878
 - First Steps 4K eligible: 8,498
 - SC DSS Working Families Child Care Scholarship eligible: 4,536

First Five SC (www.first5sc.org)

- Four school districts onboarded to common application: Allendale; Beaufort; Williamsburg; York
- Second cohort of local partners begin onboarding this month, with an anticipated launch on common application at end of August.
- First Five SC Website: February 1, 2022 – May 31, 2024
 - Unique website visitors: 279,414
 - Total leads: 37,900
 - Families that completed screener: 26,735

- First Five SC Applications: May 1, 2023 – May 31, 2024
Total Applications Received: 2690

By program:

- First Steps Local Partnerships: 1163
- SC Child Care Scholarships: 897
- WIC: 517
- First Steps 4K: 113

First Five for All (www.first5forall.org)

- Philanthropic support from Pritzker Children’s Initiative (Pritzker) and David and Lucille Packard Foundation (Packard) allows the team to promote development of coordinated eligibility and application portals to states and large municipalities. Funding also supports the build-out of First Five SC and improves its role as an innovation lab and learning hub.
 - First Five SC Coordinator, a position funded through grants, begins June 17, 2024
- Recent presentations and citations:
 - Presentation at Administration for Children and Families/ Research and Evaluation Conference on Self-sufficiency (ACF/RECS), May 30
 - First Five referenced in SRI Coordinated Eligibility and Enrollment (CEE) Video Series
 - First Five referenced in Organisation for Economic Co-operation and Development (OECD) publication, “Modernising Access to Social Protection Strategies, Technologies and Data Advances in OECD Countries,” May 2024 (https://read.oecd-ilibrary.org/social-issues-migration-health/modernising-access-to-social-protection_af31746d-en#page4)

Field Building and Professional Development

- ECAC interviewing Volunteers in Service to America (VISTA) candidates for Early Childhood System Building placement.
- SC Summit on Early Childhood: Where We Begin, scheduled for Thursday, December 5. Planning is underway. All ECAC partners have pledged their support for Summit.