

## SC ECIDS DATA GOVERNANCE MANUAL

Number: Title	Data Quality Policy		
Approved by	Early Childhood Advisory Council	Approved Date	10/17/2024

### 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 ensuring that data assets incorporated into SC ECIDS framework initiatives are of the highest quality available and to seeking continued improvements of data quality pertaining to young children’s early learning experiences. Such commitments to data quality afford South Carolinians confidence that decision makers using data from SC ECIDS initiatives have access to the best information with regard to young children and their families. To accomplish this, the SC ECAC acknowledges the need for the Data Governance Work Group (DGWG) to operate with unified definitions and procedures related to data quality assurance.

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### PURPOSE

The purpose of this policy is to establish the principles and processes by which the quality of SC ECIDS data is defined, assessed, and sustained over time. This policy also outlines the procedure for reporting and resolving data quality issues affecting SC ECIDS initiatives. This policy does not supersede a participating program’s quality definitions and only applies to data needed for integration in the SC ECIDS initiatives.

### SCOPE

This policy applies to all data collected, processed, and stored as a part of SC ECIDS framework initiatives, including but not limited to personally identifiable information (PII), sensitive educational records, research data, and administrative data.

### DEFINITIONS

- **Personally identifiable information (PII)** are details about individual(s) that either alone or when connected to other key details could identify a specific individual.
- **Sensitive educational records** include data or information that are collected and stored for educational purposes that individual(s) may not want to be shared with others or could contain information that may cause harm to the individual.
- **Research data** are pieces of information that are collected for the purposes of conducting research or answering a research question, which could include data that have been adjusted based on administrative data or primary data collected for the purposes of conducting research.
- **Administrative data** is information about individuals or program operations that are collected and maintained as a part of the functioning of a service or program.
- **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.
- **Participating programs** are programs that regularly contribute data to SC ECIDS. Participating programs have data stewards, who are responsible for managing and maintaining data quality within their program.

### ROLES AND RESPONSIBILITIES

- **Participating programs** are responsible for requiring relevant staff to be trained in data quality and providing accurate technical documentation.

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- The **DGWG** is responsible for establishing procedures, processes, and standards for operationalizing the SC ECIDS framework as well as establishing standard definitions.
- The **Data Governance (DG) Coordinator** is responsible for facilitating and managing decisions and recommendations of each DGWG, enabling decision-making, and aiding in issue resolution.

### PROCESS

1. The DGWG will compile and review the data quality expectations from each of the participating programs, the Revenue and Fiscal Affairs (RFA) Office, and the South Carolina Department of Education (SCDE) to ensure that the SC ECIDS data quality policies align and do not go against each individual participating program's regulations and/or common data standards.
2. The DG Coordinator will organize DGWG conversations on standard definitions of data quality principles under which SC ECIDS will operate, including commitment to accuracy, completeness, consistency, and/or timeliness. Following these conversations, the DGWG will use the approval process outlined in the "Data Governance Related Decision-Making Policy" to reach consensus on definitions of data quality principles.
3. The DG Coordinator will organize DGWG conversations on unified quality assurance procedures, including but not limited to data collection, data linking and sharing, data validation, data cleaning, metadata, and common definitions of variables. Following these conversations, the DGWG will use the approval process outlined in the "Data Governance Related Decision-Making Policy" to reach consensus on the quality assurance procedures of the SC ECIDS.
4. After consensus has been reached, any member of the DGWG can request that the DG Coordinator add a data quality definition or quality assurance procedure to the agenda for review during the annual evaluation of data governance processes and procedures (see "Data Scope and Management Policy") to discuss necessary revisions or updates. Any proposed revision or update will follow the "Data Governance Related Decision-Making Policy" procedure.
5. The DGWG's data quality and quality assurance definitions, as well as any revisions of those definitions, will be shared with the ECAC using the Board of Trustees meeting report (see "Data Scope and Management Policy").

### PROCEDURE FOR REPORTING AND RESOLVING DATA QUALITY ISSUES

1. If an external/authorized user or participating program identifies a data quality issue in the SC ECIDS data, they will immediately notify the DG Coordinator in writing.
2. The DG Coordinator will notify the Revenue and Fiscal Affairs Office (RFA) of the issue. If the issue is relevant to the Early Learning Extension (ELE) initiative, the Department of Education (SCDE) will also be notified.
3. If the data quality issue pertains to or is the result of a single data source in the Palmetto Drive to 5 (PDt5) initiative, the affected participating program will work with the DG Coordinator and RFA to address and remedy the issue in alignment with the DGWG's definitions of data quality. Issues and solutions will be communicated to the PDt5 DGWG by the DG Coordinator, as necessary.
4. If the data quality issue pertains to or is the result of a single data source in the ELE initiative, the affected participating program will work with the DG Coordinator, RFA, and SCDE to address and remedy the issue in alignment with the DGWG's definitions of data quality. Issues and solutions will be communicated to the ELE DGWG by the DG Coordinator, as necessary.

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5. If the data quality issue pertains to or is a result of the SC ECIDS framework, the DG Coordinator will request the formation of a Critical Data Issue project team (See “Establishment of Project Teams Policy”):
  - a. The Critical Data Issue Project Team will detail the current state of the issue.
  - b. The Critical Data Issue Project Team will identify the desired outcome of the solution that aligns with the standard data quality definitions and procedures.
  - c. The Critical Data Issue Project Team will develop a solution proposal.
  - d. The Critical Data Issue Project Team will share the solution proposal with the DGWG and seek feedback.
  - e. Once a consensus has been reached on the solution, the DG Coordinator will work with RFA, SCDE, and, if applicable, any affected participating programs to implement the agreed-upon solution.
  - f. The Critical Data Issue Project Team and DGWG will evaluate the effectiveness of the solution.
  - g. The Critical Data Issue Project Team will identify appropriate avenues for public notice of the critical data issues/solutions and lead the dissemination of these notices prior to disbandment.

### RELATED POLICIES

- [Data Governance Related Decision-Making Policy](#)
- Data Scope and Management Policy
- [Establishment of Project Teams Policy](#)

### REVISION HISTORY

Responsible Party	Reason for Change	Date	Version
Molly Tuck	Revision 1 of policy shared with DGWG	August 28, 2024	1.1
Molly Tuck	Initial version of policy	August 7, 2024	1.0