SC ECIDS DATA GOVERNANCE MANUAL

Number: Title	XXX: Data Governance Related Decision-Making		
Approved by	Early Childhood Advisory Council	Approved Date	April 18, 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), promotes sound decision-making within the SC ECIDS data governance work groups (DGWGs) for data governance related decisions. Data governance related decisions will be introduced at a standing DGWG meeting by the Data Governance Coordinator. Each program participating in the SC ECIDS will be given the opportunity to provide feedback and are expected to consult with appropriate staff internally. Upon final decision making, each participating program will provide one unified approval or disapproval of the action to the Data Governance Coordinator with a deadline of at least two weeks. A decision is effective or, if necessary and appropriate, escalated to the ECAC for consideration when the majority (50% + 1) of responses received are affirmative. If a participating program does not provide a response by the deadline, they will not be counted when calculating the majority.

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SCOPE

This policy covers all data governance related decisions made by the DGWG for SC ECIDS' current and future initiatives. This policy does not cover decisions related to data use and access.

ROLES AND RESPONSIBILITIES

As established by the SC ECIDS Data Governance Charter:
- It is the responsibility of the Data Governance Coordinator to "facilitate and manage decisions and recommendations of each DGWG"
- DGWG members are responsible for "ensuring that their agency leaders and organization are informed and brought into decision-making processes when appropriate"

PROCESS

1. Decision to be considered will be introduced verbally at a standing DGWG meeting, including the purpose and/or rationale, by the Data Governance Coordinator
2. Immediately following the introduction, the Data Governance Coordinator will provide the decision to be considered in writing to all DGWG members
3. DGWG members will have at least two weeks to provide written or verbal feedback to the Data Governance Coordinator
4. During those two weeks, DGWG members will seek the input of agency leaders internally, if necessary
5. Data Governance Coordinator will incorporate all feedback and send a revised decision to be considered via email to all DGWG members
    a. If the decision is close to being finalized, then the email will contain a mechanism for each participating program to provide one unified approval or disapproval, like an online poll, with a deadline of at least two weeks
        i. A decision is effective or, if necessary and appropriate, escalated to the ECAC for consideration when the majority (50% + 1) of responses received are affirmative.

    ii. If a participating program does not provide a response by the deadline, they will not be counted in the denominator when calculating the majority.

    iii. If majority disapproval (50% + 1 of responses received), then go back to step 1

  b. If the decision is not close to being finalized, then go back to step 1

REVISION HISTORY

Responsible Party	Rationale for Change	Date	Version
Chelsea Richard	Updated to conform to new policy template; revised to introduce items at a work group meeting instead of via email; implements a way to receive final OK from each participating program outside of a standing meeting	March 6, 2024	3.0
Justina Siuba	Updated to include language in charter revisions	May 5, 2022	2.0
Justina Siuba	Initial version	July 8, 2021	1.0