SOUTH CAROLINA EARLY CHILDHOOD INTEGRATED DATA SYSTEM
DATA GOVERNANCE MANUAL

Number: Title	####: Program Participation		
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), 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 [ ] SC Early Learning Extension [ ] 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:

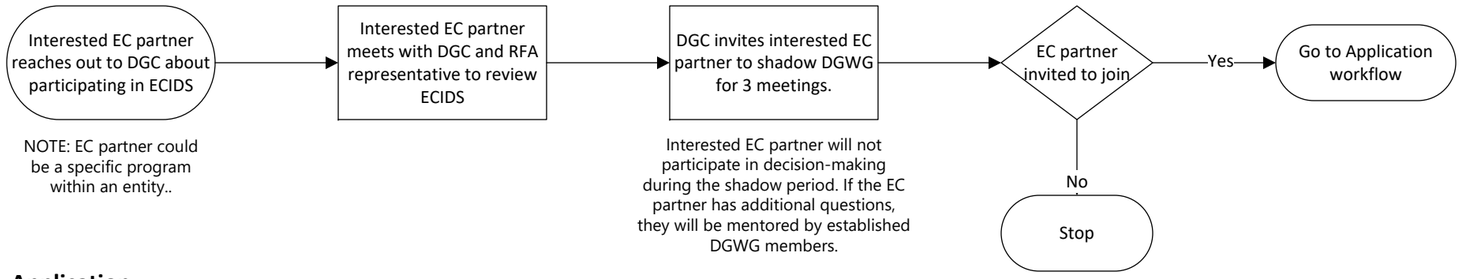
- Program data dictionary (if not available, overview of early childhood data collected at child and program level)
- Copy of informed consent form from program participants for sharing data with other entities for purposes of program evaluation
- Letter of support from organization leadership

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

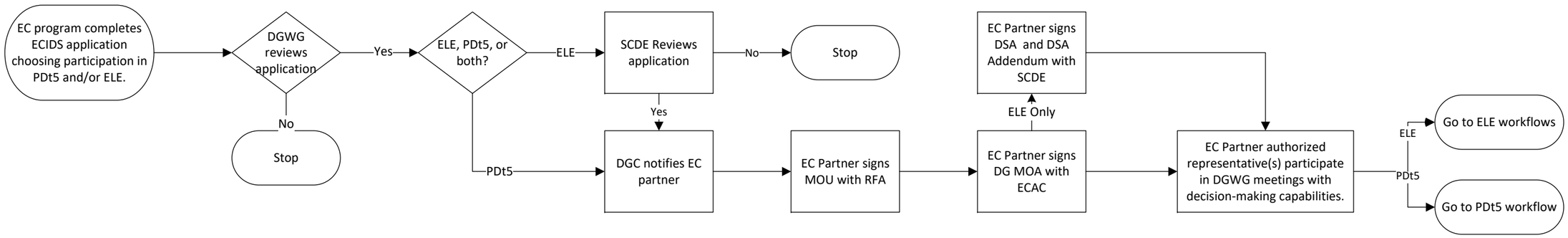
Note: Any mention of Palmetto Drive to Five (PDt5) is a placeholder for incorporating the PDG grant outcomes into the SCELE Data Governance structure after the SLDS FY19 grant has been fulfilled.

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

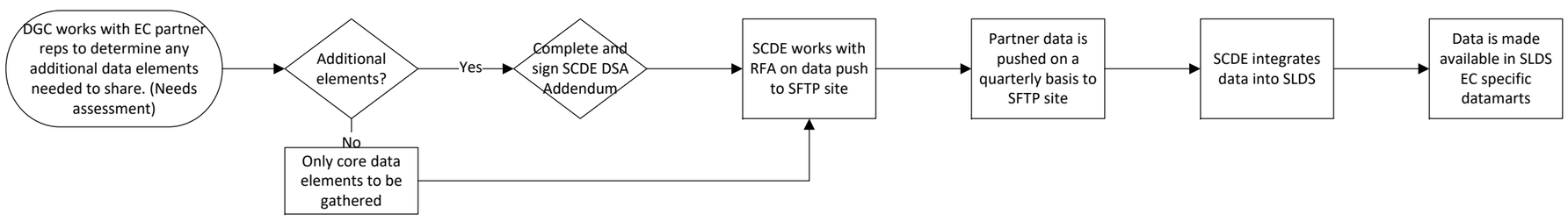
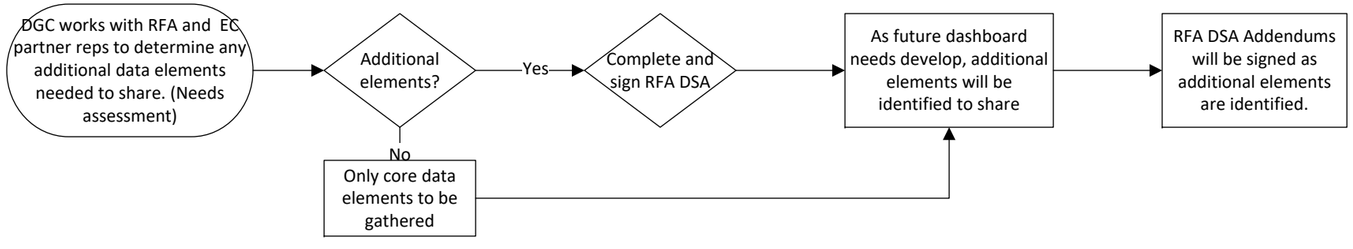
Pre-Application



Application



ELE Concurrent Workflows



PDt5 Workflow