SC Early Childhood Integrated Data System (SC ECIDS)

Decision-Making Process

Originator: Justina Siuba, Data Governance Coordinator

Effective Date: July 8, 2021

Approved By: Data Governance Work Group

Purpose

The Data Governance Work Group will adhere to the outline decision-making process for the SC Early Childhood Integrated Data System.

Process Statement

Prior to Meeting:

The Data Governance Coordinator will notify the Data Governance Work Group that a decision or recommendation will be discussed at the next work group, two weeks prior to the meeting. The Data Governance Coordinator will share relevant information prior to the work group meeting for members to be able to make an informed decision. Time will be provided for group members to read think, process, and gather additional information on their own time (including connecting with other internal team members or stakeholders for feedback). Each participating program will have one unified voice in the decision-making process. Work group members will send their ideas to Data Governance Coordinator prior to the meeting if they unable to attend or plan to send someone to the meeting on their behalf.

At the Meeting:

Space will be created for discussion. It is the responsibility of members to:

- Share their opinions and needs.
- Explore the decision/recommendation.
- Gather collective intelligence.
- Discuss concerns.
- Brainstorm ideas.

The Data Governance Coordinator will share ideas sent prior to meeting from those unable to attend. The Work Group will bring together ideas and concerns explored in discussion into a composed decision/recommendation. The Work Group will check for agreement.

If there is strong disagreement and consensus cannot be reached at the meeting, the members will be allowed additional time to review and come prepared to review at the following meeting.

If consensus is reached, the Work Group will prepare the recommendation for the Early Childhood Advisory Council's consideration or implement the decision that is related to work group processes and operations.

Related Documents

Decision-Making PDF

Revision History

Version Number	Version Date	Description of Change	Point of Contact
2.0	May 5, 2022	Updated to include language in Charter revisions. *Each participating program will have one unified voice in the decision-making process.*	Justina Siuba, jsiuba@scfirststeps.org

Decision-Making Process for Data Governance Work Group Of The South Carolina Early Childhood Integrated Data System

TWO WEEKS PRIOR TO DATA GOVERNANCE WORK GROUP MEETING

1. **NOTIFY** – Data Governance Coordinator will notify the group that a decision or Recommendation will be discussed at the next work group meeting.
2. **PREPARE** – Data Governance Coordinator will share relevant information prior to the work group meeting for members to be able to make an informed decision.
3. **REVIEW** – Provide time for group members to read think, process, and gather additional information on their own time (including connecting with other internal team members or stakeholders for feedback). Each participating program will have one unified voice in the decision-making process.
4. **SHARE** - Work group members will send their ideas to Data Governance Coordinator prior to the meeting if they unable to attend or plan to send someone to the meeting on their behalf.

AT DATA GOVERNANCE WORK GROUP MEETING

1. **DISCUSS** – Create space for discussion. It is the responsibility of members to share their opinions and needs. Explore the decision/recommendation. Gather collective intelligence. Discuss concerns. Brainstorm ideas. Data Governance Coordinator will share ideas sent prior to meeting from those unable to attend.
2. **CONSOLIDATE DISCUSSION** – Bring together ideas and concerns explored in discussion into a composed decision/recommendation.
3. **DISCUSS PROPOSED DECISION/RECOMMENDATION** – Does it work? Does it include collective intelligence from discussion?
4. **CHECK FOR AGREEMENT** – Strong disagreement » return to **CONSOLIDATE**. If consensus cannot be reached in current meeting, return to **REVIEW** to allow additional time. Consensus reached » proceed.

AFTER DATA GOVERNANCE WORK GROUP MEETING

PREPARE
Prepare recommendation for the Early Childhood Advisory Council's consideration.

IMPLEMENT
Implement decision related to work group process and operations.

DECISION-MAKING PROCESS FOR DATA GOVERNANCE WORK GROUP OF THE SOUTH CAROLINA EARLY CHILDHOOD INTEGRATED DATA SYSTEM

EARLY CHILDHOOD ADVISORY COUNCIL (ECAC)

As the connector and convener of all early childhood serving agencies, South Carolina First Steps coordinates the activities of the Early Childhood Advisory Council (ECAC), a collaborative body representing the state's early childhood system. Established in state statute, the ECAC includes the directors of state agencies, elected officials, state-level early childhood leaders, members of the business and medical communities, parents, and early childhood educators.

SC First Steps is responsible for coordinating the activities of the Council.

SC Code § 63-11-1725 (2016) with the Improving Head Start for School Readiness Act of 2007, 42 U.S.C. Section 9837b

GOALS:
(1) South Carolina's children arrive at school ready to reach their highest potential.
(2) South Carolina's youngest children are healthy and safe.
(3) South Carolina's youngest children are actively supported by their families and communities.
(4) South Carolina's Early Childhood System is aligned, coordinated, and family centered.

MEMBERS:
Department of Health and Human Services
Department of Social Services
Department of Education
Department of Health and Environmental Control
Department of Developmental Disabilities and Special Needs
Children's Trust of South Carolina
South Carolina's Head Start Collaboration Office

OTHER INFORMATION

STRONG DISAGREEMENT – Space will be created in Data Governance Work Group meeting for all participants to share their opinion and justification for why they may not agree. If full group consensus cannot be reached, the Work Group will be provided two additional weeks to review information with internal agency team members and other critical stakeholders.

DECISION – Related to the operations of the Data Governance Work Group (how the work gets done at implementation level).

RECOMMENDATION – The proposed recommendation, related to the big picture of early childhood integrated data, will be brought to the Early Childhood Advisory Council (ECAC) for consideration.

INTERAGENCY COLLABORATION COMMITTEE (ICC) – The ICC is a working committee of the ECAC, which includes leadership from all member agencies and other additional partners. The ICC does not vote or spend public money. The ICC is consulted and informed as the Data Governance Work Group prepares recommendations for the ECAC.