**Executive Summary**

*Early Childhood Longitudinal Data System*

*Cross-Departmental Project Team:*

*WI Department of Children and Families*

*WI Department of Health Services*

*WI Department of Public Instruction*

*WI Department of Workforce Development*

Data Governance Recommendations

*12/17/2012*

# Executive Summary

History:

* The Early Childhood State Support Team of the National Center for Education Statistics (NCES), Missy Cochenour and Jeff Sellers, shared a webinar power-point review of Data Governance with the EC-LDS Project Team in January of 2012, and again for the newly formed Data Governance Work Group on July 31, 2012.
* A Data Governance Work Group was formed in July of 2012, including Carol Noddings Eichinger (DPI), Milda Aksamitauskas (DHS), Hilary Shager (DCF), Richard Jorgensen (DPI), and June Fox (DPI), with additional members Thomas Maerz (DHS), Mark Mueller (DCF), Jeff Sellers (SST), Missy Cochenour (SST). The rationale for this specialized working group was the necessity to analyze options and define recommendations on data governance for the future EC LDS. Four meetings were held in July and August, 2012.
  + Participation in the PTAC workshop in Utah in August allowed a team of Project Team members from DHS, DPI and DCF to explore national guidance on creating MOU and data governance structures for sharing early childhood data across systems. An initial MOU is being crafted for the first cross-departmental sharing of data during the testing of the Entity Resolution tool (matching tool) during 2013,, which will lead to a more robust ongoing MOU process that will facilitate the ongoing sharing of data across the three departments. Appropriate legal counsel will be sought to ensure all privacy and security regulations are carefully addressed within the MOU.

The Importance of Sustainability:

Data Governance will begin in year one of the EC LDS Build Project, continue through years 2 through 4 and continue on long past the end date of this project. The **establishment** of **sustainable** Data Governance is one of the tasks of this EC LDS project. However, Data Governance is not tied to this project. Rather, it is designed to function beyond the project lifecycle.

Next Steps:

* During the formation of Data Governance structures, members will be identified and become leading champions of the intentions of data sharing across the three systems. December 2012 discussions further defined considerations of the appropriate representatives from the three departments to serve within the proposed sustainable data governance structure. (See proposed pyramid chart at end of this document.) An EC LDS Project Kick-Off meeting which is addressed to upper management will be necessary to introduce the request for appropriate personnel for Data Governance. Once this group is vetted through upper management, Richard Jorgenson (Data Governance Specialist) will begin making contact with these individuals to clarify expectations and set up an initial workshop to introduce a proposed Data Governance structure, common documents to be developed as part of the Data Governance work, as well as roles and responsibilities, It is suggested that a larger group of suggested Data Governance individuals be invited to the initial Orientation to Data Governance Workshop. An intended outcome of the Orientation would be to further refine the recommended participants for the EC LDS to a smaller, focused committee structure going forward.
* Lists of suggested membership for the sustainable Data Governance structure will be compiled by members of the EC-LDS Advisory Team from each department. Careful consideration will be given on vetting of these suggested lists to the appropriate management from each department; who are the appropriate supervisors/ managers to approve participation, what additional descriptive information may be needed to inform managers of the EC-LDS Data Governance structures and intentions, what correspondence will be around invitations/orientation to the respective proposed membership, etc.
  + The State Support Team members, Missy Cochenour and Jeff Sellers , will help facilitate a Data Governance Orientation Workshop in 2013.
  + In addition to the identified activities above, the MOU process between the three departments will further engage management personnel from program areas and at the Secretary/Superintendent level in agreeing to the EC-LDS intentions.
  + A proposed structure for the Data Governance Committees is included below and represented by the pyramid structure at the end of this document. The EC LDS data governance members are free to adapt this proposed structure to one that suits their needs. The proposed structure includes:

Data Policy Committee (DPC):

* Establish Data Governance Policy
* Establish Data Management Committee (DMC)
* Resolve issues escalated by the DMC
* Approve data policies & major data-related decisions proposed by the DMC
* Hold program/agency areas accountable for adhering to the data governance policy
* Involves:
  + Executive leaders responsible for each program/agency contributing data to the EC Data System
  + *Chief Information Officer (if applicable)*
  + Data Governance Coordinator

Data Management Committee (DMC):

* Select and prioritize the initial underlying questions the EC LDS will answer, and update annually
* Begin formulation of research agenda, with the emphasis being on cross- departmental data sharing
  + - Develop research protocol (and research protocol agreement) and ongoing research topics
    - Advise department research analysts arriving in Year 2
* Establish and document inter-agency/program standards, processes, and procedures for data collections, reporting, and release
* Identify, prioritize, and resolve critical data issuesaffecting the quality, availability, or use of data
* Decide when outside stakeholder involvement is needed
* Prioritize and vet research requests and data requests
* Involves:
  + Program area staff who are knowledgeable about:

the program’s policies and

the data required/needed about that program area

* + At least one steward per agency and/or program area

Data Governance Coordinator:

* Chair the DMC
* Serve as liaison between DPC & DMC
* Ensure data stewards are fulfilling their responsibilities
* Convene working groups of data stewards to address critical data issues spanning multiple program areas
* Involves a person who has:
  + Early Childhood state-wide perspective
  + Understanding of how data use should support and inform early childhood policies and programs
  + Understanding of IT concepts and systems, but not located within IT

Data Steward Staff:

* Determine definitions, collection frequency, and reporting requirements to meet internal and external data users’ needs
* Participate in monthly DMC meetings and relevant working groups
* Resolve critical data issues w/in program area
* Communicate DMC policies and decisions to programs
* Involves:
  + Program area staff who are knowledgeable about

the program’s policies and the data required/needed

about that program area

* + At least one steward per agency and/or program area
  + At least one researcher per agency and/or program area

Information Technology Staff:

* Responsible for infra-structure that collects, stores & reports data
* Involves:
  + Appropriate IT staff members

External Stakeholders

* Carefully selected individuals on an “as needed” basis to advise and react to specific proposals related to their areas of expertise.
* When requested, provide input and recommendations around specific topics.
* Though recommendations from this group will be considered, final decision authority rests with the Data Governance Management and Policy Committees.

First Work

* + Once the Data Governance structure is agreed to and the membership is finalized, the first work of the new Data Governance Committee(s) will be to:
  + Develop a policy guide,
  + Develop a data governance charter
  + Finalize the current Universal MOU draft

**Proposed Data Governance Structure for the EC LDS:**

