Data Governance Purpose and Structure Charter for NAME OF PART C or PART B 619 PROGRAM

# PURPOSE

The intent of this charter is to clearly define the purpose of the data system and the data governance structure. Additionally, it is intended to document the data governance structure and process.

# AUTHORITY

The NAME OF PART C or PART B 619 PROGRAM is located within NAME OF STATE AGENCY. The NAME OF PART C or PART B 619 PROGRAM is authorized to collect and maintain EARLY INTERVENTION or PRESCHOOL SPECIAL EDUCATION data as part of the following federal and state statute and state executive orders.

## Federal Statute

 Part C: These Part C federal regulations authorize each state to have a system for compiling and reporting timely and accurate data.

* Each statewide system must include a system for compiling and reporting timely and accurate data that meets the requirements in §§303.700 through 303.702 and 303.720 through 303.724 regarding state monitoring, enforcement, state performance plans, data collection, use of targets, and annual reporting of children served. *[34 CFR 303.124(a)]*
* The data system required must also include a description of the process that the state uses or will use to compile data on infants or toddlers with disabilities receiving early intervention services under Part C, including a description of the state’s sampling methods, if sampling is used, for reporting the data required by the U.S Secretary of Education under §§ 616 and 618 of the IDEA and §§303.700 through 303.707 and 303.720 through 303.724. *[34 CFR 303.124(b)]*
* In addition, the Part C regulations require each state to collect valid and reliable information as needed to report annually to the U.S Secretary of Education on the indicators established by the secretary for the State Performance Plans. *[34 CFR 303.701 (c)(1)]*

Part B 619: These Part B 619 federal regulations require each state to have a system for compiling and reporting timely and accurate data.

* Each state is to collect valid and reliable information as needed to report annually to the U.S Secretary of Education on the indicators established by the Secretary for the State Performance Plans. If the U.S. Secretary of Education permits sates to collect data on specific indicators through state monitoring or sampling, and if the state collects the data through state monitoring or sampling, the state must collect data on those indicators for each local educational agency (LEA) at least once during the period of the State Performance Plan. *(34 CFR 300. 601 (b))*
* In addition, each state education agency(SEA) must

(a) establish procedures to be used by LEAs and other educational institutions in counting the number of children with disabilities receiving special education and related services;

(b) set dates by which those agencies and institutions must report to the SEA to ensure that the state complies with federal child count requirements;

(c) obtain certification from each agency and institution that an unduplicated and accurate count has been made;

(d) aggregate the data from the count obtained from each agency and institution and prepare the federal report~~s~~ required; and

(e) ensure that documentation is maintained that enables the state and the secretary to audit the accuracy of the count. *(34 CFR 300.645)*

## State Statute

INSERT STATE STATUTE

## State Executive Order

INSERT STATE EXECUTIVE ORDER

The NAME OF PART C OR PART B 619 PROGRAM implemented the NAME OF DATA SYSTEM INSERT INFORMATION ON HISTORY, INCLUDING KEY DATES . *[OPTIONAL]* The NAME OF DATA SYSTEM is supported by PROGRAM FUNDING SOURCE.

### PURPOSE of DATA SYSTEM

The NAME OF DATA SYSTEM will allow for collection and maintenance of IDEA-related data, including (INSERT TYPES OF DATA). These data will be to INSERT USES OF THE SYSTEM. The NAME OF DATA SYSTEM is intended to be used by the following groups for the stated purpose:

| *User Group* | *Purpose* |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

# STRUCTURE

### PURPOSE of DATA GOVERNANCE STRUCTURE

The NAME OF STATE/PROGRAM DATA GOVERNANCE STRUCTURE is granted authority and responsibility for the formal oversight and governance of the NAME OF DATA SYSTEM. The duties of the NAME OF STATE/PROGRAM DATA GOVERNANCE STRUCTURE are to MAKE POLICY DETERMINATIONS, APPROVE DEVELOPMENT AND IMPLEMENTATION PLANS, REVIEW SYSTEM DESIGNS OR CHANGES, ESTABLISH PROCEDURES FOR DATA RELEASE, [OTHER DUTIES]. *[OPTIONAL]* The NAME OF PART C OR PART B 619 DATA GOVERNANCE STRUCTURE will report to NAME OF LEGISLATIVE GROUP OR INDIVIDUAL REQUIRING REPORTING as required.

The NAME OF PART C OR PART B 619 DATA GOVERNANCE STRUCTURE is composed ofXX members from the roles listed in the table below. Members areINSERT HOW SELECTED OR APPOINTED.

| *Role* | *Definition*  |
| --- | --- |
| ROLE |  |
| ROLE |  |
| ROLE |  |

Part C OR Part B 619 is represented on the larger data governance structure by INSERT ROLE. The following table includes critical information about each data collection to support basic understanding about the data system and to designate who (what role) has decisionmaking authority related to certain data governance functions. Each column represents specific data collections or data systems.

|  | *Insert Name of Collection/Data #1* | *Insert Name of Collection/Data #2* |
| --- | --- | --- |
| *Primary purpose* | *(insert purpose)* | *(insert purpose)* |
| *Time and frequency* | *(insert time and frequency)* | *(insert time and frequency)* |
| *Data collected* (Child, family, program/services, workforce, finance, accountability, etc.) | *(insert type of data collected)* | *(insert type of data collected)* |
| Level of source data received by state(Individual record, aggregate) | *(insert level of collection)* | *(insert level of collection)* |
| Location of state data | *(insert location of data)* | *(insert location of data)* |
| Name of data system where located (if regular collection) | *(insert name of system where located)* | *(insert name of system where located)* |
| Who (what role) is responsible for the data at the state level (data steward or owner)? | *(insert role)* | *(insert role)* |
| Who (what role) decides what data are collected? | *(insert role)* | *(insert role)* |
| Who (what role) decides how data collected? | *(insert role)* | *(insert role)* |
| Who (what role) decides when a report is complete? | *(insert role)* | *(insert role)* |
| Who (what role) approves internal agency data requests? | *(insert role)* | *(insert role)* |
| Who (what role) approves third-party (external) data requests, including LEAs? | *(insert role)* | *(insert role)* |
| Who (what role) approves data sharing agreements? | *(insert role)* | *(insert role)* |

# PROCESS

1. *Meeting Information*

*The* NAME OF PART C OR PART B 619 DATA GOVERNANCE STRUCTURE will meet INSERT FREQUENCY STANDING DATE, LOCATION, AND TIME OF MEETING.

1. *Coordination with Assigned Part C OR Part B 619 Representative for Larger Governance Structure*

Part C OR Part B 619 interact with the NAME OF PART C OR PART B 619 DATA GOVERNANCE STRUCTURE through assigned representative by INSERT STRATEGIES, MEETINGS, PROCESS.

1. *Responsibilities and Decision Making Authority and Process Within Governance Structure*

The table above outlines the roles at each decision making level of the NAME OF PART C OR PART B 619 DATA GOVERNANCE STRUCTURE. The responsibilities of each INDIVIDUAL, GROUP, COMMITTEE, ETC., are outlined below, including expectations for reporting and approvals.

* ROLE : RESPONSIBILITIES (FUNCTIONS, DUTIES, REPORTING STRUCTURE)
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The process for decision making is INSERT DECISIONMAKING PROCESS.

4. *Responding to Issues Raised by Interested Parties*

Interested parties may submit data governance issues to the NAME OF PART C OR PART B 619 DATA GOVERNANCE STRUCTURE by INSERT METHOD. All submissions should be addressed to INDIVIDUAL, GROUP, COMMITTEE, ETC. Responses will be INSERT PROCESS.

5. *Communicating Data Governance Policy Changes*

Part C and/or Part B 619 staff, participating agency staff, and stakeholders are informed about data governance policies (current and revisions) through INSERT PROCESS OR MECHANISM.

6. *Implementation of, Training About and Compliance with Data Governance Policies*

INDIVIDUAL, GROUP, COMMITTEE, ETC., is responsible for the implementation of data governance policies created by NAME OF PART C OR PART B 619 DATA GOVERNANCE STRUCTURE.

INDIVIDUAL, GROUP, COMMITTEE, ETC., is responsible for training and technical assistance on the data governance policies created by NAME OF PART C OR PART B 619 DATA GOVERNANCE STRUCTURE.

INDIVIDUAL, GROUP, COMMITTEE, ETC., is responsible for the monitoring implementation of the data governance policies created by NAME OF PART C OR PART B 619 DATA GOVERNANCE STRUCTURE.

INDIVIDUAL, GROUP, COMMITTEE, ETC., is responsible for responding to data governance policy violations.