NCLDS Steering Committee Recommendations re: NCLDS Board Committees and Workgroups

Data Governance Committee

1. Recommended Role

   Recommend policies and processes for NCLDS management of and Requestor access to data

2. Recommended Areas of Focus/Topics for Committee Consideration

   - Data access policies and guidelines; *e.g.*:
     o *Data request approval criteria (**Note**: TS has drafted an Approval checklist)*
     o *Whether and, if so, how to vet external data requestors (e.g., through a pre-application process)*
     o *Whether and, if so, how to prioritize requests when the system receives multiple requests (e.g., by requestor type [Agency, Gov's Office, NCGA, external researcher, etc.]? by first-come, first-served? etc.)*
   - Data approval process (i.e., actual mechanical process of a data request review— workflow stages, progress-tracking for each request moving through the decision- making process, etc.); *e.g.*:
     o *Data request review process (steps, participants, etc.)*
     o *Specific process for appeal of a denied request (per 4.d, Contributor Memorandum of Understanding)*
     o *Oversight of fulfilment of approved requests*
     o *Resolution of whether NCLDS will require only a single, cross-Contributor DUA or separate DUAs with each Data Contributor*
     o *Whether there are any circumstances in which NCLDS should consider a fee for service*
   - Policies re: review and dissemination of results of approved projects
   - Data availability; *e.g.*:
     o *User-specific limitations for certain elements (e.g., Agency has access to full birthdate, but external researcher receives month/year only, etc.)*
     o *Growth of/changes to NCLDS Contributor data available to the system*
   - Data standards; *e.g.*:
     o *Data privacy standards*
     o *Data security standards (e.g., recommendations for GDAC's approach to security of NCLDS data processes)*
     o *Standards for ethical use of data*
     o *Required training for requestors on any or all of these standards*

3. Recommended Representation

   - DHHS: Hayley Young
   - NCDPI: Diane Dulaney
   - NCCCS: Elizabeth Stoddard
   - UNC: Mark Umbricht (alt: Diane Marian)
   - NCICU: Vicky Humphreys
   - Commerce: Meihui Bodane

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Data Quality Committee

1. Recommended Role

   Recommend NCLDS data quality policies and processes

2. Recommended Areas of Focus/Topics for Committee Consideration

   - Development of a Data Quality lexicon and definitions for NCLDS purposes (*e.g., definitions of data quality, accuracy, consistency, etc.*)
     - *Development of Data Quality branding scale* (**Note**: *TS has drafted a Quality branding scale*)
   - Verification of NCLDS data accuracy, completeness, timeliness, validity, & consistency
     - *Identifying and defining (internally and via data dictionary) known data element limitations*
   - Policies/procedures for elevation & resolution of NCLDS data quality issues
     - *Prioritization of cross-sector data elements most in need of attention*
   - Whether to include (and, if so, how) standardized versions of elements common across Contributors (*e.g., use of* [CEDS](#)*, development of data dictionary, development of cross-sector common elements [in addition to, not instead of, existing within-sector element definitions], etc.*)
   - Data-matching procedures/pathways
     - UID
     - Enterprise Entity Resolution / NC e-Link
     - Matching non-NCLDS datasets to NCLDS data

3. Recommended Representation

   - DHHS: Tanya Morgan
   - NCDPI: Amy Powell Moman
   - NCCCS: Kristopher Roark
   - UNC: Giana Malak (alt: Laura Bageant)
   - NCICU: Carrie Mata
   - Commerce: Oleksandr Movchan

Other Committee/Workgroup Recs; e.g.:

1. Steering Workgroup:

   - Continue as a non-public Workgroup, with regular (monthly or bi-monthly) meetings
   - Maintain flexibility to invite non-members as needed, but continue to honor individual members' requests for member-only meetings, too
     - To that end, clarify current membership
   - Maintain flexibility of ED's ability to shape each meeting as needed
   - Take on responsibilities detailed below ("Other Possible Workgroups") until assigned to a formal Committee or Workgroup

2. Data Privacy Committee:

   - For now, per above, keep as part of the Governance Committee
   - Consider: Form a separate Committee down the road based on recommendations of Governance, once that Committee has had time to better understand their role and time commitment

3. Other Possible Workgroups

   - Keep all of these as down-the-road possibilities for now; could also be *ad hoc*
   - Also, these groups do not have to be separate entities; it might make sense in some cases to form a new Committee or Workgroup that tackles two or more of these categories of tasks
     - Strategic (Implementation) Planning Workgroup—Potential tasks: Refinement/operationalization of LDS Purpose, Goals, measurable short- and longer-term Outcome, Outputs, etc. Also, reflect on the future directions, products, and components of NCLDS (could be separate committee/workgroup)
     - Research Agenda & Project Alignment Workgroup—Potential tasks: NCLDS Areas of Focus and specific Research Agenda items; research plan, approval process details not outlined in EO/MOU or addressed by Governance Committee
     - Products, Reporting, & Visualization Workgroup—Potential tasks: Help design and vet standard reports and dashboards
     - Communications & Outreach Workgroup—Potential tasks: TBD
     - Technical Architecture Workgroup – Most likely internal to GDAC/SAS, with recommendations presented to Steering/Committees