State Support Team

SLDS Early Childhood Integrated Data System
Self-Assessment

SELF-ASSESSMENT INTRODUCTION

Purpose

The *SLDS Early Childhood Integrated Data System Toolkit* was originally created in 2011 to support states working to create an Early Childhood Integrated Data System (ECIDS).

Since then states have used the Toolkit for purposes beyond the initial intent, including

- state planning for the ECIDS;
- education for other sectors (e.g., K12, workforce, and university partners);
- support for state conversations as a communication tool/resource; and
- identification of strengths to promote within the state and potential weaknesses requiring additional support.

The revised *SLDS Early Childhood Integrated Data System Toolkit* now includes a focus beyond the initial planning toward implementation and continuous improvement. This supplemental resource, known as the *SLDS Early Childhood Integrated Data System Self-Assessment*, was created to help states assess their needs as they integrate early childhood data into an early childhood data system and the P-20W+ (early childhood through workforce and beyond) statewide longitudinal data system (SLDS).

Format

The sections of this Self-Assessment align to the components presented in the other portions of the ECIDS Toolkit to offer practical suggestions and resources for each step in the overall process of integrating data across early childhood and connecting it to a P-20W+ SLDS.

The Toolkit was designed for use by any state regardless of where it is in the process of developing an ECIDS. The Toolkit has seven components:

A. Purpose and Vision
B. Planning and Management
C. Stakeholder Engagement
D. Data Governance
E. System Design
F. Data Use
G. Sustainability

As depicted in figure 1 (next page), these components are not linear. States often start where they have current capacity and resources. In addition, each component has content related to aligning early childhood to P-20W+ efforts in the state.

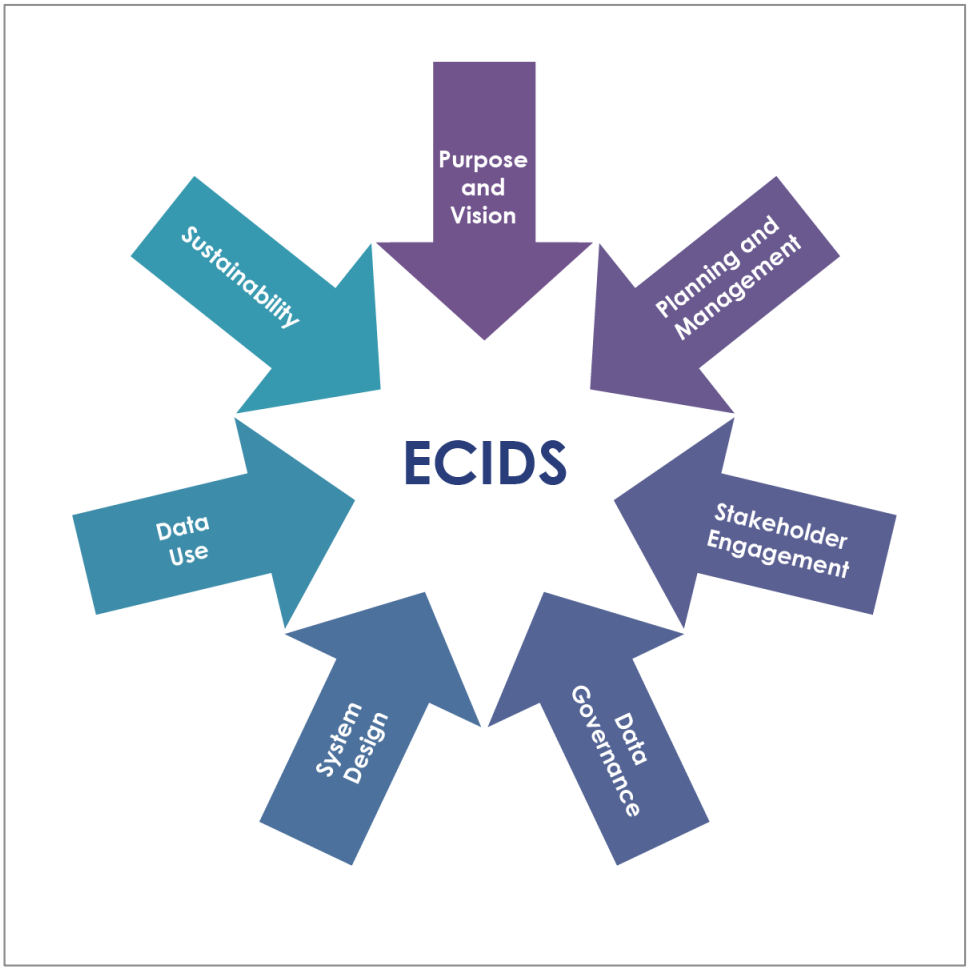

Figure 1. The Seven Components of ECIDS Development

This Self-Assessment includes a set of key indicators for each component outlined in the data system framework. The key indicators are measures that describe the essential concepts of the component and help a state to be successful within each component.

Each indicator has elements of quality describing how to accomplish the concepts outlined within it. These elements are designed to allow states to provide evidence of success. Each set of elements addresses planning, implementation, and continuous improvement of the indicator as appropriate.

Please note that the Toolkit defines "early childhood" broadly, as some ECIDS extend beyond early learning and education to include data from health and social services.

This Self-Assessment can be completed in its entirety or by individual component. Component-specific self-assessments, the ECIDS Guide, and a glossary of terms are available online at *https://slds.grads360.org/#program/ecids-toolkit*.

STATE SUPPORT TEAM

State Instructions

To conduct the self-assessment:

(1) Determine the appropriate team to respond to the self-assessment. This team usually includes the ECIDS Core team and any P-20W+ partners.
(2) Gather the identified team to respond to the self-assessment.
(3) Review indicators and elements of quality relevant for the state effort. For additional information about an indicator or element, please refer to the *SLDS Early Childhood Integrated Data System Guide*.
(4) Gather the relevant state evidence of work done for each element of quality. Space is provided after each element to summarize, include a hyperlink, or attach files to document this evidence.[1]
(5) Based on the evidence, determine the state's current progress toward each indicator. Using the worksheet at the end of the Self-Assessment, select the appropriate category for each indicator using the following scale:

Not Planned:	**N**	The state is currently not planning this capability.
Envisioned:	**E**	The state intends to include this capacity but does not have a documented plan or funding source to implement it at this time.
Planned:	**P**	The state intends to include this capability and has a documented plan and funding source to implement it, but implementation work has not begun.
In Progress:	**I**	The state is currently building or implementing this capability but it is not yet fully operational.
Operational:	**O**	This capability is fully functional and available for use by its intended stakeholders.

Note that this scale can also be used at the element level for teams that would like to self-assess in more detail.

(6) For further assistance, states can reach out to the State Support Team (SST) by emailing missy.cochenour@sst-slds.org

[1] Adobe Acrobat users can attach files in the spaces indicated in this PDF using the Attach File tool accessible under the Comment menu.

STATE SUPPORT TEAM

Component A: Purpose and Vision for the ECIDS

An effective purpose statement succinctly describes the reason(s) for which the ECIDS is being built and the tangible, intended short- and mid-term results of the system; this includes the scope of the system and how it is expected to be used by key stakeholders.

The vision statement is an aspirational description of how the ECIDS will help support the mid- and long-term early childhood goals of the state. The vision statement should not focus on the data system, but on how the use of information will improve the educational and other outcomes of young children in the state.

Together, the purpose and vision statements communicate the ECIDS's reason for being, what it aims to produce, and how it contributes to the long-term early childhood policy and program goals in the state.

Purpose and vision are foundational to an ECIDS or any data system. A state's purpose and vision for its ECIDS serve as anchors that guide its direction at every phase of the work, from planning and implementation to use and continuous improvement. In addition to providing direction for development and use by key stakeholders, a well-articulated purpose and vision enables states to maintain the intended scope of work while planning for expansion and use of the ECIDS over time. States must be able to communicate what the ECIDS will be as well as what it will not be.

This section outlines the essential indicators and elements of a strong ECIDS purpose and vision.

Key Indicator 1: A defined purpose and vision for the ECIDS that describe how it contributes to the long-term early childhood policy and program goals in the state

Elements of Quality

a. **The Early Childhood Executive Leadership has created and approved a documented purpose statement that describes the reason(s) for which the ECIDS is being built.**

State evidence and discussion:

Attach documentation (optional):

b. The Early Childhood Executive Leadership has created and approved a documented vision statement that describes how the ECIDS will help support use of information to improve the educational and other outcomes of young children in the state.

State evidence and discussion:

Attach documentation (optional):

c. The Early Childhood Executive Leadership has documented whom the ECIDS will serve.

State evidence and discussion:

Attach documentation (optional):

d. The Early Childhood Executive Leadership has documented the guiding questions or critical policy questions intended to frame the functions of the ECIDS.

State evidence and discussion:

Attach documentation (optional):

e. The Early Childhood Executive Leadership has documented how it created the purpose and vision as well as how stakeholders informed the purpose and vision for the ECIDS.

State evidence and discussion:

Attach documentation (optional):

f. The ECIDS Core Team has a process to review and revise (if needed) the purpose documents and guiding questions periodically with the state Early Childhood Leadership to ensure continued relevance.

State evidence and discussion:

Attach documentation (optional):

Key Indicator 2: A well-communicated purpose and vision for the ECIDS

Elements of Quality

a. **The ECIDS Core Team has identified the key audiences who should be informed of the purpose and vision of the ECIDS.**

State evidence and discussion:

Attach documentation (optional):

b. **The ECIDS Core Team has integrated the purpose and vision throughout all appropriate resources and communication materials created for stakeholders.**

State evidence and discussion:

Attach documentation (optional):

c. **The ECIDS Core Team has a process to communicate its purpose and vision periodically so that all audiences are aware of the purpose and vision of the ECIDS.**

State evidence and discussion:

Attach documentation (optional):

Purpose and Vision: Alignment to P-20W+

Key Indicator 3: The purpose and vision guide decisions and direction for linkage to P-20W+

Elements of Quality

a. **The Early Childhood Executive Leadership has documented the purpose and vision for connecting ECIDS with P-20W+ (e.g., policy questions, use cases, etc.).**

State evidence and discussion:

Attach documentation (optional):

b. **The Early Childhood Executive Leadership has documented the intended outcomes of the ECIDS connection to P-20W+ (e.g., have an unduplicated count of children entering kindergarten, follow a student from early childhood through college to ensure they receive the support needed to be successful).**

State evidence and discussion:

Attach documentation (optional):

c. The Early Childhood Executive Leadership has documented whom from the early childhood audience P-20W+ data will serve.

State evidence and discussion:

Attach documentation (optional):

Quick Check:

1. Where has your state made progress in this component?

2. Which elements would you like to make progress on in the future?

3. What do you need to make progress towards aligning early childhood to P-20W+?

4. What TA might you request to accomplish your next steps?

STATE SUPPORT TEAM

Component B: Planning and Management

Planning is deciding in advance what is to be done, when, where, how, and by whom to achieve the purpose and vision. It includes establishing strategies, objectives, policies, and procedures. ECIDS planning outlines the tasks and activities that will support the development, implementation, use, and ongoing maintenance of the data system. This includes—but is not limited to—the project plan, communication plan, and evaluation plan.

Management is the oversight of the execution of a plan, including necessary adjustments over time to reflect changes in context, needs, and resources.

Planning and management are critical to the ECIDS because they establish a course of action to achieve the goals of the effort, including defining key roles and responsibilities for executing the work. Because most ECIDS efforts encompass multiple agencies and other organizations, establishing a clear, common plan is essential to ensure that everyone understands the overall approach, when and how the work will be done, and their role in it. Good management of the ECIDS plan is equally important to respond to multiple internal and external stakeholders and navigate the complex early childhood environment.

Key Indicator 1: Management and resources are in place to develop and implement an ECIDS Core Team to lead the ECIDS effort

Elements of Quality

a. **The Early Childhood Executive Leadership has identified and documented the process for selecting project team members to lead the development and implementation of the ECIDS, including the roles and responsibilities of the ECIDS Core Team.**

State evidence and discussion:

Attach documentation (optional):

b. The Early Childhood Executive Leadership from each participating organization has identified the necessary funding and staff resources for ongoing project management of the ECIDS.

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Core Team coordinates and communicates the ECIDS project plan with the Early Childhood Executive Leadership, other program administrators, and related IT personnel work.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS Core Team has articulated how stakeholders will be identified and used throughout the design and implementation of the ECIDS.

State evidence and discussion:

Attach documentation (optional):

e. The ECIDS Core Team has a process to revisit and continue to update the team membership as needed.

State evidence and discussion:

Attach documentation (optional):

Key Indicator 2: There is a project management plan that clearly articulates the scope of work, outcomes, timeline, and responsibilities for development and implementation of the ECIDS

Elements of Quality

a. The ECIDS Core Team has aligned the project milestones documented in the project plan to the purpose and vision of the ECIDS.

State evidence and discussion:

Attach documentation (optional):

b. The ECIDS Core Team and Early Childhood Executive Leadership developed and executed the data sharing agreement(s) in collaboration with all participating agencies and programs.

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Core Team has clearly aligned tasks and activities to the project milestones.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS Core Team has identified who is responsible for providing information and feedback for each task in the project plan.

State evidence and discussion:

Attach documentation (optional):

e. The ECIDS Core Team has outlined timelines in the project plan, including reporting deadlines for federal grants if applicable.

State evidence and discussion:

Attach documentation (optional):

f. The ECIDS Core Team has outlined the tasks and deliverables for the vendor(s) and ECIDS project team.

State evidence and discussion:

Attach documentation (optional):

g. The ECIDS Core Team updates the project plan regularly.

State evidence and discussion:

Attach documentation (optional):

h. The ECIDS Core Team has regular status update meetings with the vendor(s).

State evidence and discussion:

Attach documentation (optional):

i. The ECIDS Core Team tracks risks and issues with the vendor(s) to monitor progress.

State evidence and discussion:

Attach documentation (optional):

j. The ECIDS Core Team communicates the project plan milestones to ECIDS stakeholders.

State evidence and discussion:

Attach documentation (optional):

k. The ECIDS Core Team has aligned the work in the project plan to the budget.

State evidence and discussion:

Attach documentation (optional):

l. The ECIDS Core Team revises the project plan and budget as the project moves from planning into implementation and maintenance.

State evidence and discussion:

Attach documentation (optional):

STATE SUPPORT TEAM

Planning and Management: Alignment to P-20W+

Key Indicator 3: The ECIDS project plan and the P-20W+ project plan are aligned, and the two project teams communicate regularly

Elements of Quality

a. **The ECIDS Core Team has reviewed the intended outcomes documented in the P-20W+ project plan with the P-20W+ body.**

State evidence and discussion:

Attach documentation (optional):

b. **The ECIDS Core Team has identified which milestones of the P-20W+ project plan include early childhood.**

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Core Team has aligned any tasks related to P-20W+ in the ECIDS project plan to the P-20W+ project plan.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS Core Team has identified representatives responsible for providing feedback to the P-20W+ project team for each P-20W+ task related to early childhood.

State evidence and discussion:

Attach documentation (optional):

Quick Check:

1. Where has your state made progress in this component?

2. Which elements would you like to make progress on in the future?

3. What do you need to make progress towards aligning early childhood to P-20W+?

4. What TA might you request to accomplish your next steps?

Component C: Stakeholder Engagement

Stakeholder engagement is the process by which an organization or collection of organizations systematically involves its stakeholders in its work. ECIDS stakeholders are individuals or groups who are directly or indirectly affected by the decisions made about the data system, including its design, development, implementation, and use.

Stakeholder engagement is essential to a successful ECIDS because it is the means by which the effort makes certain its goals, approach, and execution are in line with the expectations and needs of those it intends to serve. By doing so, stakeholder engagement helps mitigate risks, increases perceived and actual value to the users, and subsequently drives long-term sustainability. Given the numerous types of early childhood programs, data contributors, and stakeholders for an ECIDS, it is especially critical to have a well-established and -communicated stakeholder engagement plan to ensure the ECIDS involves all the key players in a purposeful way.

This section outlines critical indicators and elements for identifying and engaging stakeholders.

Key Indicator 1: Key stakeholders are identified and selected for inclusion in the ECIDS to ensure prioritization of the state's needs

Elements of Quality

a. **The Early Childhood Executive Leadership has identified and documented stakeholders to be engaged from each program and/or agency or organization within the state.**

State evidence and discussion:

Attach documentation (optional):

b. The ECIDS Core Team has a transparent process that describes who invites stakeholders and how they are invited to participate.

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Core Team has documented why and how these stakeholders are selected and invited to participate in a transparent process.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS Core Team periodically reviews and documents its stakeholder representation to ensure all relevant individuals and groups are included. The documentation covers why stakeholder representatives leave or change and is revised over time.

State evidence and discussion:

Attach documentation (optional):

Key Indicator 2: The roles and expectations of the stakeholders are clearly articulated to ensure prioritization of the state's needs

Elements of Quality

a. **The ECIDS Core Team has developed a stakeholder engagement plan that includes roles and responsibilities of stakeholders, timelines for involvement, a process for documenting meetings, a process for stakeholders to inform the project, and the human and financial resources necessary to implement the plan.**

State evidence and discussion:

Attach documentation (optional):

b. **The ECIDS Core Team has articulated the stakeholder engagement plan to stakeholders, and evidence shows that the plan is being implemented.**

State evidence and discussion:

Attach documentation (optional):

c. **Early childhood stakeholders are able to articulate their roles in informing and achieving the intended outcomes of the ECIDS.**

State evidence and discussion:

Attach documentation (optional):

Key Indicator 3: Stakeholders inform the development, implementation, and use of the ECIDS

Elements of Quality

a. **The ECIDS Core Team has communicated expectations and provided the information needed for stakeholders to give input or inform the project.**

State evidence and discussion:

Attach documentation (optional):

b. **The ECIDS Core Team uses one or more methods (e.g., face-to-face meetings, conference calls, emails) that maximize opportunities for stakeholder input and are appropriate for the stakeholder group.**

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Core Team has created a transparent process for gathering, compiling, and considering the input.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS Core Team notifies stakeholders of decisions made regarding the data system(s) and that their input was taken into consideration.

State evidence and discussion:

Attach documentation (optional):

e. The ECIDS Core Team periodically reviews and revises procedures and methods for gathering, compiling, and considering input.

State evidence and discussion:

Attach documentation (optional):

Stakeholder Engagement: Alignment to P-20W+

Key Indicator 4: Early childhood data system representatives actively engage in the P-20W+ data system stakeholder group

Elements of Quality

a. **The ECIDS Core Team has shared the ECIDS Stakeholder Engagement Plan with the P-20W+ partners.**

State evidence and discussion:

Attach documentation (optional):

b. **Early childhood stakeholders have been included in P-20W+ planning and understand their roles and responsibilities, timelines for involvement, meeting process, and how they are to inform the project.**

State evidence and discussion:

Attach documentation (optional):

c. Early childhood stakeholders actively participate in the P-20W+ meetings and inform decisions.

State evidence and discussion:

Attach documentation (optional):

d. Early childhood stakeholders understand their role and are able to articulate their role in achieving the intended outcomes of the P-20W+ data system.

State evidence and discussion:

Attach documentation (optional):

e. The stakeholders that represent ECIDS in the P-20W+ stakeholder group keep the ECIDS stakeholder group informed about the activities and actions of the P-20W+ group.

State evidence and discussion:

Attach documentation (optional):

Quick Check:

1. Where has your state made progress in this component?

2. Which elements would you like to make progress on in the future?

3. What do you need to make progress towards aligning early childhood to P-20W+?

4. What TA might you request to accomplish your next steps?

Component D: Data Governance

At its core, data governance is the means by which organizations (or groups of organizations) make decisions about their collective information assets. It is both an organizational process and a structure. Data governance establishes responsibility for data, organizing program area staff to collaboratively and continuously improve data quality through the systematic creation and enforcement of policies, roles, responsibilities, and procedures.[2]

Data governance is essential to the successful planning, implementation, and use of an ECIDS because it ensures that all participating entities are represented in the decisionmaking process at both the strategic and implementation levels. When creating a new system that requires the collaboration of organizations that may not have worked together before, clear roles, responsibilities, and processes for how the work will be done are critical. In addition, integrating data from multiple sources requires ongoing decisions about how data will be defined, matched, stored, updated, reported, and protected. It is important to make these decisions consistently, from an early childhood sector-wide perspective, and with the input and buy-in from all participating entities. Data governance provides the mechanism to do this and to ensure accountability for the ECIDS information assets.

This section provides states with an overview of data governance, including the structure, key roles and responsibilities, the initial steps to establish and implement it, and the core processes established and overseen by data governance bodies.

Key Indicator 1: There is a formal, documented early childhood data governance structure for the ECIDS to support the work across partner agencies and/or programs and to meet the intended outcomes

Elements of Quality

a. **Early Childhood Executive Leadership and the ECIDS Core Team have established a data governance structure that includes a leadership/policy level group and an implementation-level group (or groups).**

State evidence and discussion:

Attach documentation (optional):

[2] National Forum on Education Statistics. (2011). *Traveling Through Time: The Forum Guide to Longitudinal Data Systems. Book Three of Four: Effectively Managing LDS Data* (NFES 2011-805). Washington, DC: National Center for Education Statistics, Institute of Education Sciences, U.S. Department of Education.

b. The Early Childhood Executive Leadership has designated a data governance coordinator who is responsible for leading the implementation-level data governance group(s) and serving as the liaison between the data governance groups.

State evidence and discussion:

Attach documentation (optional):

c. Every organization contributing data to the ECIDS has representation on all data governance groups.

State evidence and discussion:

Attach documentation (optional):

d. All data governance groups convene regularly.

State evidence and discussion:

Attach documentation (optional):

e. The state has an ECIDS data governance policy or charter that formally establishes data governance and defines the scope of the effort (i.e., what data will be governed and what agencies or organizations will be involved).

State evidence and discussion:

Attach documentation (optional):

f. The state has an ECIDS data governance policy or charter that codifies the groups and roles that comprise the data governance structure and defines the purpose of each.

State evidence and discussion:

Attach documentation (optional):

g. Executive leadership of each agency contributing data to the ECIDS has signed the data governance policy or charter.

State evidence and discussion:

Attach documentation (optional):

h. ECIDS data governance groups have documented criteria for membership in each data governance group including how members are selected and rotated (if applicable).

State evidence and discussion:

Attach documentation (optional):

i. Members of ECIDS data governance groups can articulate their role in and contributions to the group.

State evidence and discussion:

Attach documentation (optional):

j. If applicable, ECIDS data governance groups have established a clearly defined, non-voting role on the ECIDS data governance group(s) for key stakeholders (e.g., researchers or other non-data contributors).

State evidence and discussion:

Attach documentation (optional):

k. ECIDS data governance groups regularly review and disseminate the data governance policy or charter to key stakeholders when it is updated.

State evidence and discussion:

Attach documentation (optional):

l. If applicable, ECIDS data governance groups have documented and communicated the difference between and relationships among the data governance groups and the stakeholder groups.

State evidence and discussion:

Attach documentation (optional):

STATE SUPPORT TEAM

Key Indicator 2: There are formal, documented early childhood data governance processes in place to make decisions about the ECIDS data

Elements of Quality

a. The ECIDS data governance groups have included the purpose and vision of the ECIDS in the data governance policy/charter and manual.

State evidence and discussion:

Attach documentation (optional): ?

b. The data governance manual used by all data governance groups defines each group's goals and objectives in support of the ECIDS purpose and vision.

State evidence and discussion:

Attach documentation (optional): ?

c. The data governance manual used by all data governance groups defines each group's scope and the core responsibilities of members.

State evidence and discussion:

Attach documentation (optional): ?

d. The data governance manual used by all data governance groups defines each group's decisionmaking processes and contains examples of the types of decisions each group makes.

State evidence and discussion:

Attach documentation (optional):

e. The data governance manual used by all data governance groups defines the escalation and resolution/approval process for issues that span multiple levels of the data governance structure.

State evidence and discussion:

Attach documentation (optional):

f. The data governance groups establish and maintain an ongoing log of critical data issues to be addressed at each meeting.

State evidence and discussion:

Attach documentation (optional):

g. The ECIDS data governance groups have established a process for recording data governance decisions where all members can access them and communicating decisions to key stakeholders.

State evidence and discussion:

Attach documentation (optional):

h. The ECIDS data governance groups have created, approved, documented, and disseminated a data access and use policy for ECIDS data.

State evidence and discussion:

Attach documentation (optional):

i. The ECIDS data governance groups have created, approved, documented, and disseminated a data request policy/policies and process for ECIDS data.

State evidence and discussion:

Attach documentation (optional):

j. The ECIDS data governance groups have identified, approved, and documented the master source for every data element in the ECIDS.

State evidence and discussion:

Attach documentation (optional):

k. The ECIDS data governance groups have determined, approved, documented, and disseminated the collection/refresh schedule for every source of data in the ECIDS.

State evidence and discussion:

Attach documentation (optional):

l. The ECIDS data governance groups have documented the process each organization goes through to prepare and submit data to the ECIDS, including the resources required.

State evidence and discussion:

Attach documentation (optional):

m. The ECIDS data governance groups have determined, approved, and documented the processes for adding additional data sources and additional data elements from existing sources to the ECIDS.

State evidence and discussion:

Attach documentation (optional):

Data Governance: Alignment to P-20W+

Key Indicator 3: There is coordination between the P-20W+ and the ECIDS data governance efforts

Elements of Quality

a. There is at least one early childhood representative with voting rights in each P-20W+ data governance group.

State evidence and discussion:

Attach documentation (optional):

b. There is at least one P-20W+ data governance member within the ECIDS data governance group(s).

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS data governance groups have informed the selection of the early childhood representatives for the P-20W+ data governance groups.

State evidence and discussion:

Attach documentation (optional):

d. Early childhood representatives on the P-20W+ data governance groups can articulate their role in and contributions to the groups.

State evidence and discussion:

Attach documentation (optional):

e. Early childhood P-20W+ data governance representatives share the P-20W+ data governance decisions with the appropriate ECIDS data governance groups, and vice versa.

State evidence and discussion:

Attach documentation (optional):

Quick Check:

1. Where has your state made progress in this component?

2. Which elements would you like to make progress on in the future?

3. What do you need to make progress towards aligning early childhood to P-20W+?

4. What TA might you request to accomplish your next steps?

Component E: System Design

The purpose of system design is to create a technical solution that satisfies the functional requirements and aligns with the overarching purpose and vision for the system. It is the process of defining the technical architecture, components, modules, interfaces, and data for a system to fulfill specified requirements. This includes the implementation and ongoing maintenance of the system.

System design is essential to an ECIDS because it is the means by which the operational needs of the data contributors and data users are translated into a technical infrastructure that will meet those needs. Given the complexity and changing nature of the early childhood sector, the ECIDS system design must be flexible enough to cross and expand into additional domains, but fixed enough to achieve stakeholder requirements.

This section addresses the most critical and common elements involved in designing an ECIDS: design requirements, data models (e.g., federated or centralized), documentation, unique identifiers, privacy and access controls, and procurement process.

Key Indicator 1: The established ECIDS design meets the requirements aligned with the state's long-term purpose and vision

Elements of Quality

a. **The ECIDS Core Team and ECIDS Technical Team have a well-defined plan outlining the methods by which business requirements are established to ensure that the state's purpose and vision are being met.**

State evidence and discussion:

Attach documentation (optional):

b. The ECIDS Lead ensures ECIDS committees and governing bodies have included representation from both the technical group and program staff to ensure maintenance of communication and information throughout the lifecycle of the ECIDS.

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Core Team has published and shared communications about the system design in accessible language with everyone who needs to be aware of plans, decisions, or changes throughout the lifecycle of the project.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS Technical Team has created business requirements.

State evidence and discussion:

Attach documentation (optional):

e. **The ECIDS Core Team has prioritized the requirements, including phased development.**

State evidence and discussion:

Attach documentation (optional):

f. **The ECIDS Core Team has documented clear evidence of a strategy for periodic review of both process and system design to ensure that the state's long-term purpose and vision are being met continuously.**

State evidence and discussion:

Attach documentation (optional):

Key Indicator 2: The system design reflects the current and continued needs for the ECIDS

Elements of Quality

a. **The ECIDS Technical Team selected a system design that can best address the system requirements as identified by the purpose and vision for the ECIDS.**

State evidence and discussion:

Attach documentation (optional):

b. The ECIDS Technical Team has reviewed specific programs data retention policies and considers possible solutions for accessing data that may be required for any longitudinal systems.

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Core Team has conducted an inventory of relevant data elements from each contributing system to ensure accurate data mapping and common language.

State evidence and discussion:

Attach documentation (optional):

Key Indicator 3: The ECIDS design is articulated in a way that stakeholders, researchers, or any other nontechnical (i.e., program) team members can clearly understand the system design and its implications

Elements of Quality

a. **The ECIDS Core Team has created a system design diagram for general presentation and an elevator speech enabling team members to articulate the ECIDS design to any audience.**

State evidence and discussion:

Attach documentation (optional):

b. **The ECIDS Technical Team has created a conceptual design diagram that is shared with stakeholders. The diagram shows where the data are coming from, who owns the data, and the original source systems.**

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Technical Team has defined any systems and subsystems architecture and provided a detailed list of system hardware, including diagrams.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS Technical Team has documentation that includes a description of any file and database design related to the ECIDS data dictionary, database management systems, data stores, or other system tools.

State evidence and discussion:

Attach documentation (optional):

e. The ECIDS Technical Team and ECIDS Core Team have documented all output layout, including what users can expect in the form of reports, dashboards, query results, and other features.

State evidence and discussion:

Attach documentation (optional):

f. The ECIDS Technical Team has created a process to review and revise documentation as the system is further enhanced and to communicate changes to stakeholders.

State evidence and discussion:

Attach documentation (optional):

Key Indicator 4: There is a unique identifier(s) (UID) or established matching process to ensure an accurate, unduplicated count of children, staff, and programs across the state

Elements of Quality

a. The ECIDS Technical Team has reviewed and documented any current programs using identifier(s) or a matching process that will be part of the ECIDS.

State evidence and discussion:

Attach documentation (optional):

b. The ECIDS Technical Team and ECIDS data governance groups have agreed on a process to create unique identifiers for child, staff, center or site, and programs.

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS data governance groups and ECIDS Technical Team have identified a process for managing the multiple unique identifiers as they are integrated or created.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS Technical Team and ECIDS Core Team have worked together to identify a vendor or in-house department to implement and support the UID solution.

State evidence and discussion:

Attach documentation (optional):

e. The ECIDS Technical Team and ECIDS Core Team have considered long-term goals and future needs for UIDs across multiple systems.

State evidence and discussion:

Attach documentation (optional):

f. The ECIDS Technical Team and ECIDS Core Team establish a systems change management process addressing how to integrate future program UIDs into the system.

State evidence and discussion:

Attach documentation (optional):

Key Indicator 5: There are appropriate access and privacy business rules in place to ensure that all federal and state laws are followed

Elements of Quality

a. The ECIDS Technical Team developed the ECIDS business rules within the terms of the executed data sharing agreement.

State evidence and discussion:

Attach documentation (optional):

b. The ECIDS Core Team and ECIDS data governance groups have worked with the ECIDS Technical Team to provide the appropriate levels of access for users to utilize the ECIDS.

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Technical Team has established an ECIDS test plan and/or change management process outlining the key security features that need to be tested and maintained in the plan.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS Technical Team and ECIDS Core Team have developed a communication and/or training plan to ensure administrators and operators understand and comply with federal and state confidentiality laws and program policies.

State evidence and discussion:

Attach documentation (optional):

e. The ECIDS Technical Team implements the exchange of data among the participating agencies and programs according to executed data sharing agreement(s).

State evidence and discussion:

Attach documentation (optional):

f. The ECIDS Core Team reviews and ensures compliance with program policies and all applicable laws.

State evidence and discussion:

Attach documentation (optional):

Key Indicator 6: There is an established procurement process that has been reviewed and used to develop the ECIDS project plan

Elements of Quality

a. The ECIDS Technical Team has evaluated all systems licensing agreements.

State evidence and discussion:

Attach documentation (optional):

b. The ECIDS Technical Team has secured a vendor or decided to develop the ECIDS internally.

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Core Team ensures that any necessary human resource (e.g., stakeholder, business process owners, etc.) from the program side—either internal or external (e.g., end user)—is available to answer business requirement questions.

State evidence and discussion:

Attach documentation (optional):

System Design: Alignment to P-20W+

Key Indicator 7: The system design reflects the longitudinal (i.e., linkage to P-20W+) needs identified by the state

Elements of Quality

a. **The ECIDS Technical Team has shared its data elements with P-20W+ partners to determine commonalities.**

State evidence and discussion:

Attach documentation (optional):

b. **The ECIDS Technical Team worked with P-20W+ partners design a process to ensure that early childhood data can be linked to other sectors such as K12, postsecondary, and workforce.**

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Technical Team has considered how its technology platform will be compatible with the P-20W+ data system.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS Technical Team and the ECIDS Core Team understand the process and their role in addressing non-technical challenges (e.g., data sharing agreements delays, etc.) of the P-20W+ system.

State evidence and discussion:

Attach documentation (optional):

Quick Check:

1. Where has your state made progress in this component?

2. Which elements would you like to make progress on in the future?

3. What do you need to make progress towards aligning early childhood to P-20W+?

4. What TA might you request to accomplish your next steps?

Component F: Data Use

Data use is the process by which people examine and make sense of data to inform decisions and actions. In short, it is the means of moving from *knowing more* to *doing something* with that knowledge.

As with any data system, data use is the ultimate litmus test of success for an ECIDS because it is the means to achieve the purpose and vision. Stakeholders' use of information to improve their individual work, the effectiveness of the program of which they are a part, or the policies that govern early childhood in the state is crucial to the success of an ECIDS because it is how the system makes an impact on the broader early childhood field. In addition, clarifying the data use priorities of the ECIDS can help guard against unproductive scope creep by establishing clear, realistic expectations for what the system will be able to do in support of instructional, programmatic, or policy goals.

This section is intended to help states begin creating a data use strategy to help ensure that the ECIDS is responsive to users' data needs and that there is effective, widespread use of the ECIDS in support of the purpose and vision established in Component A.

Key Indicator 1: The intended users and uses of the ECIDS have been identified and prioritized in support of the purpose and vision

Elements of Quality

a. **The Early Childhood Executive Leadership has identified and documented the top priority user roles that the ECIDS is designed to inform. These users are aligned with the overarching vision and critical questions detailed in Component A.**

State evidence and discussion:

Attach documentation (optional):

b. The Early Childhood Executive Leadership has identified and documented the types of decisions or actions that the ECIDS is designed to inform for each top priority user role. These decisions and actions are aligned with the overarching vision and critical questions detailed in Component A.

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Core Team and Early Childhood Executive Leadership can clearly articulate how serving the prioritized users and uses will help achieve the ECIDS vision.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS Core Team and Early Childhood Executive Leadership can clearly articulate the differences between the ECIDS and the early childhood components of the P-20W+ data system and how they relate to one another regarding purpose, users, and uses (if applicable).

State evidence and discussion:

Attach documentation (optional):

e. **The ECIDS data governance groups have identified and documented the type(s) of information products (e.g., data extracts, interactive reports with drilldown capability, dashboards, static reports, etc.) the ECIDS will produce for each user role and the level of data access each role will have, aligned with the intended uses.**

State evidence and discussion:

Attach documentation (optional):

Key Indicator 2: Stakeholders inform the identification and development of data products (e.g., reports, dashboards, etc.) from the ECIDS that align with the intended users and uses

Elements of Quality

a. **The ECIDS data governance groups have identified or established representative stakeholder group(s) of intended users.**

State evidence and discussion:

Attach documentation (optional):

b. The ECIDS data governance groups and the ECIDS Core Team have a documented, established process for convening and garnering feedback from users to determine their critical questions, the types of relevant data they would like to access, and in what form.

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS data governance groups have established a process for vetting draft data products from ECIDS with users and revising those products based on their feedback.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS data governance groups ensure that all data products released from the ECIDS are in alignment with the terms with the data sharing agreements.

State evidence and discussion:

Attach documentation (optional):

e. The ECIDS data governance groups have established a rollout/release process that ensures data products produced by the ECIDS are delivered to users in time to influence the decisions they are intended to inform.

State evidence and discussion:

Attach documentation (optional):

f. The ECIDS data governance groups have established a communications process to ensure that intended users are aware of when new or enhanced resources or products will be available and how to access them.

State evidence and discussion:

Attach documentation (optional):

Key Indicator 3: Supports—tailored to priority roles and by skill level—are provided to users to ensure that they know how to use the information from the ECIDS effectively

Elements of Quality

a. **The ECIDS data governance groups and the ECIDS Core Team have coordinated the creation of a training and professional development plan that includes how to use the system (if applicable), how to understand the information produced by the system (i.e., data literacy), and how to use the information from the system to inform decisions and behaviors.**

State evidence and discussion:

Attach documentation (optional):

b. **The ECIDS Core Team develops and disseminates training resources for users on how to ensure the privacy and security of ECIDS data.**

State evidence and discussion:

Attach documentation (optional):

c. **The ECIDS Core Team coordinates the development and dissemination of training resources on how to access and use the ECIDS (e.g., documentation, training videos, in-person training, help desk, etc.).**

State evidence and discussion:

Attach documentation (optional):

d. **The ECIDS Core Team coordinates the development of training resources on how to understand the information from the ECIDS (e.g., resource guides, training videos, in-person training, etc.).**

State evidence and discussion:

Attach documentation (optional):

e. **The ECIDS Core Team, along with relevant professional support groups, coordinates the creation and dissemination of professional development on how to appropriately use the information from the ECIDS to inform decisions and improve services for young children.**

State evidence and discussion:

Attach documentation (optional):

Key Indicator 4: Processes are in place to ensure that the ECIDS meets users' needs over time

Elements of Quality

a. **The ECIDS data governance groups have an established process for garnering ongoing feedback from users regarding their upcoming early childhood data use needs.**

State evidence and discussion:

Attach documentation (optional):

b. **The ECIDS data governance groups have an established process, including criteria, for prioritizing requested changes and additions to information products produced by the ECIDS and have communicated the process to stakeholders.**

State evidence and discussion:

Attach documentation (optional):

c. **The ECIDS data governance groups and the ECIDS Core Team have an established process for capturing and communicating who is using the ECIDS to inform which decisions or actions (e.g., usage metrics, use cases, etc.).**

State evidence and discussion:

Attach documentation (optional):

Data Use: Alignment to P-20W+

Key Indicator 5: There is coordination between the ECIDS and early childhood components of the P-20W+ strategies and processes to support effective data use

Elements of Quality

a. **The Early Childhood Executive Leadership has identified and communicated to the P-20W+ data governance group the top priority early childhood user roles of the P-20W+ system and the types of decisions or actions the P-20W+ should inform for each role.**

State evidence and discussion:

Attach documentation (optional):

b. The early childhood representative on the P-20W+ data governance group informs the type of data products the P-20W+ system will produce to serve early childhood users.

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS data governance groups have established criteria and a process for determining whether a prioritized data use need/request will be fulfilled by the ECIDS, the P-20W+ system, or not at all.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS data governance groups have informed the P-20W+ data access and acceptable use policies regarding early childhood data.

State evidence and discussion:

Attach documentation (optional):

e. The ECIDS data governance groups have an established process for vetting draft data products related to early childhood from P-20W+ system with early childhood users and revising the products based on their feedback.

State evidence and discussion:

Attach documentation (optional):

f. The ECIDS data governance groups have an established process for prioritizing requested changes and additions to early childhood data products produced by the P-20W+ system and providing them to the P-20W+ data governance group.

State evidence and discussion:

Attach documentation (optional):

g. The ECIDS Core Team and the P-20W+ groups establish a coordinated approach to support early childhood users of both systems.

State evidence and discussion:

Attach documentation (optional):

Quick Check:

1. Where has your state made progress in this component?

2. Which elements would you like to make progress on in the future?

3. What do you need to make progress towards aligning early childhood to P-20W+?

4. What TA might you request to accomplish your next steps?

Component G: Sustainability

Sustainability is the capacity to support a system or program over time with sufficient financial and human resources to meet current and future needs. ECIDS sustainability is comprised of four foundational aspects: (1) broad and deep stakeholder support; (2) widespread data use; (3) long-term commitments of fiscal and human resources; and (4) demonstrated return on investment.

Sustainability is crucial to an ECIDS because the grant funds that are often the financial source for initially creating it are non-recurring and the system must exist for a period of several years to realize its purpose and vision. Producing an enduring, efficient, effective, and sustainable ECIDS is not a start-and-finish endeavor; there will always be more work to do to ensure that it remains current and relevant. Sustainability can take many forms, the most important of which may often be showing the value of the data in informing decisions.

This section helps states assess their ability to sustain their ECIDS and covers each step in the overall process of creating and maintaining a sustainable ECIDS.

Key Indicator 1: The ECIDS quantifies the analytic use by intended users to demonstrate the ongoing need for the system

Elements of Quality

a. **The ECIDS Core Team and the ECIDS Technical Team include all partner agencies/organizations in identifying ongoing system needs. Appropriate solutions are determined by the partner agencies as a group, not just by the lead agency.**

State evidence and discussion:

Attach documentation (optional):

b. The ECIDS Core Team and ECIDS data governance groups track and analyze the demand for and usage of the ECIDS.

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Core Team and ECIDS data governance groups provide and track ongoing training opportunities for end users so they are properly prepared to use the ECIDS.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS Core Team has developed a marketing plan that will help educate external audiences about the purpose of the ECIDS and the value it brings to the state.

State evidence and discussion:

Attach documentation (optional):

e. The ECIDS Core team identifies and documents the appropriate ongoing access to the ECIDS, and the ECIDS Technical Team provides access to the intended audience via appropriate means (e.g., computers, tablets, and Internet).

State evidence and discussion:

Attach documentation (optional):

f. The ECIDS Core Team, ECIDS data governance groups, and ECIDS Technical Team are responsive to the changing needs of the users (e.g., by providing modified levels of appropriate access, updated equipment, system enhancements, levels of training, and the addition or modification of data elements).

State evidence and discussion:

Attach documentation (optional):

Key Indicator 2: The ECIDS demonstrates success in meeting its purpose and vision

Elements of Quality

a. **The ECIDS Core Team has identified how to measure the value (e.g., efficiencies, benefits, return on investment, etc.) that the ECIDS shows in working toward the indicators of success aligned to its purpose and vision.**

State evidence and discussion:

Attach documentation (optional):

b. **The ECIDS Core Team, Early Childhood Executive Leadership, and ECIDS stakeholders are able to articulate and document the value (e.g., efficiencies, benefits, return on investment, etc.) of the ECIDS.**

State evidence and discussion:

Attach documentation (optional):

c. **The ECIDS Core Team, Early Childhood Executive Leadership, and ECIDS stakeholders articulate and document how the ECIDS helps support the broader policy efforts of early childhood.**

State evidence and discussion:

Attach documentation (optional):

Key Indicator 3: The costs of maintaining and enhancing the ECIDS (e.g., hardware, software, and staff) are identified and documented

Elements of Quality

a. **The Early Childhood Executive Leadership—with support from the ECIDS Core Team, data governance groups, and ECIDS Technical Team—has defined the scope of the ECIDS, including the current system and the capacity for future enhancements such as capacity for increased numbers of users and the potential for additional data contributors.**

State evidence and discussion:

Attach documentation (optional):

b. The ECIDS Core Team and the ECIDS Technical Team have created an inventory of all the components needed to support the ECIDS.

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Core Team and the ECIDS Technical Team have established a three- to five-year cost plan for the current system and future enhancements. This plan includes funding sources and consideration for new financial partners.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS Core Team and the ECIDS Technical Team review the costs of the ECIDS annually and update the documentation accordingly.

State evidence and discussion:

Attach documentation (optional):

Key Indicator 4: Sufficient financial support for ongoing maintenance and ECIDS enhancements has been secured through the legislature, state education or other agency budgets, or additional sources

Elements of Quality

a. The ECIDS stakeholders communicate early and often about the benefits and efficiencies of the ECIDS.

State evidence and discussion:

Attach documentation (optional):

b. The Early Childhood Executive Leadership and ECIDS Core Team used the three- to five-year cost plan to identify potential funding sources, including sources other than federal grants.

State evidence and discussion:

Attach documentation (optional):

c. The Early Childhood Executive Leadership and ECIDS Core Team have prepared a plan to solicit the needed funding, and this plan is tied to the communication plan and the system design plan.

State evidence and discussion:

Attach documentation (optional):

d. The Early Childhood Executive Leadership and ECIDS Core Team have secured the needed funding and resources from appropriate sources, such as the agency budget office or state legislature.

State evidence and discussion:

Attach documentation (optional):

e. The Early Childhood Executive Leadership cultivates support for the ECIDS from state agencies, the budget office, and the state legislature.

State evidence and discussion:

Attach documentation (optional):

Key Indicator 5: There is adequate staffing to support, maintain, and enhance the ECIDS

Elements of Quality

a. The ECIDS Core Team has analyzed the needs for staffing and support for the ECIDS.

State evidence and discussion:

Attach documentation (optional):

b. The Early Childhood Executive Leadership and ECIDS Core Team have acquired any additional qualified staff needed for the support of the ECIDS.

State evidence and discussion:

Attach documentation (optional):

c. The ECIDS Core Team has trained all staff to adequately support the ECIDS.

State evidence and discussion:

Attach documentation (optional):

d. The ECIDS Core Team has sufficient documentation on the processes and procedures for supporting the ECIDS.

State evidence and discussion:

Attach documentation (optional):

e. The ECIDS Core Team and the ECIDS Technical Team have cross-trained staff sufficiently to ensure that, where possible, roles and tasks are not dependent on a single individual.

State evidence and discussion:

Attach documentation (optional):

Sustainability: Alignment to P-20W+

Key Indicator 6: The integration between the ECIDS and the P-20W+ data system supports ongoing state initiatives across sectors

Elements of Quality

a. **The Early Childhood Executive Leadership and ECIDS Core Team have identified demand for the ECIDS data in the P-20W+ data system.**

State evidence and discussion:

Attach documentation (optional):

b. **The Early Childhood Executive Leadership and ECIDS Core Team have defined the scope of the ECIDS data to be integrated into the P-20W+ data system.**

State evidence and discussion:

Attach documentation (optional):

c. The Early Childhood Executive Leadership has tracked the usage of the early childhood data in the P-20W+ data system.

State evidence and discussion:

Attach documentation (optional):

d. The Early Childhood Executive Leadership and ECIDS Core Team are responsive to the changing needs of users by providing appropriate early childhood data to the P-20W+ system to ensure it is relevant for all users.

State evidence and discussion:

Attach documentation (optional):

e. The ECIDS Core Team measures benefits and efficiencies that the ECIDS data bring to the P-20W+ data system in working toward the intended outcome(s).

State evidence and discussion:

Attach documentation (optional):

f. The Early Childhood Executive Leadership and ECIDS Core Team articulate the added value the ECIDS data bring to the P-20W+ state agenda.

State evidence and discussion:

Attach documentation (optional):

g. The ECIDS Core Team has established a three- to five-year cost plan, which includes current needs and future enhancements, for the integration of the ECIDS data into the P-20W+ data system.

State evidence and discussion:

Attach documentation (optional):

h. The Early Childhood Executive Leadership and ECIDS Core Team assist in identifying potential funding sources, articulating the need to continue to include early childhood data in the P-20W+ system, and providing additional information needed to secure funding for early childhood data integration from sources such as agency budget offices and the state legislature.

State evidence and discussion:

Attach documentation (optional):

Quick Check:

1. Where has your state made progress in this component?

2. Which elements would you like to make progress on in the future?

3. What do you need to make progress towards aligning early childhood to P-20W+?

4. What TA might you request to accomplish your next steps?

STATE SUPPORT TEAM

COMPLETE SELF-ASSESSMENT WORKSHEET*

		Not Planned	Envisioned	Planned	In Progress	Operational
		The state is currently not planning this capability.	The state intends to include this capacity but does not have a documented plan or funding source to implement it at this time.	The state intends to include this capability and has a documented plan and funding source to implement it, but implementation work has not begun.	The state is currently building or implementing this capability but it is not yet fully operational.	This capability is fully functional and available for use by its intended stakeholders.
Component	**Key Indicator**	**N**	**E**	**P**	**I**	**O**
A. Purpose and Vision for the ECIDS	1. A defined purpose and vision for the ECIDS that describe how it contributes to the long-term early childhood policy and program goals in the state	☐	☐	☐	☐	☐
	2. A well-communicated purpose and vision for the ECIDS	☐	☐	☐	☐	☐
	3. The purpose and vision guide decisions and direction for linkage to P-20W+	☐	☐	☐	☐	☐
B. Planning and Management	1. Management and resources are in place to develop and implement an ECIDS Core Team to lead the ECIDS effort	☐	☐	☐	☐	☐
	2. There is a project management plan that clearly articulates the scope of work, outcomes, timeline, and responsibilities for development and implementation of the ECIDS	☐	☐	☐	☐	☐
	3. The ECIDS project plan and the P-20W+ project plan are aligned, and the two project teams communicate regularly	☐	☐	☐	☐	☐

* This scale can also be used at the element level. Please contact Missy Cochenour at missy.cochenour@sst-slds.org for self-assessment resources with element-level worksheets.

STATE SUPPORT TEAM

Component	Key Indicator	Not Planned	Envisioned	Planned	In Progress	Operational
C. Stakeholder Engagement	1. Key stakeholders are identified and selected for inclusion in the ECIDS to ensure prioritization of the state's needs	☐	☐	☐	☐	☐
	2. The roles and expectations of the stakeholders are clearly articulated to ensure prioritization of the state's needs	☐	☐	☐	☐	☐
	3. Stakeholders inform the development, implementation, and use of the ECIDS	☐	☐	☐	☐	☐
	4. Early childhood data system representatives actively engage in the P-20W+ data system stakeholder group	☐	☐	☐	☐	☐
D. Data Governance	1. There is a formal, documented early childhood data governance structure for the ECIDS to support the work across partner agencies and/or programs and to meet the intended outcomes	☐	☐	☐	☐	☐
	2. There are formal, documented early childhood data governance processes in place to make decisions about the ECIDS data	☐	☐	☐	☐	☐
	3. There is coordination between the P-20W+ and the ECIDS data governance efforts	☐	☐	☐	☐	☐
E. System Design	1. The established ECIDS design meets the requirements aligned with the state's long-term purpose and vision	☐	☐	☐	☐	☐
	2. The system design reflects the current and continued needs for the ECIDS	☐	☐	☐	☐	☐
	3. The ECIDS design is articulated in a way that stakeholders, researchers, or any other nontechnical (i.e., program) team members can clearly understand the system design and its implications	☐	☐	☐	☐	☐

Component	Key Indicator	Not Planned	Envisioned	Planned	In Progress	Operational
E. System Design *(continued)*	4. There is a unique identifier(s) (UID) or established matching process to ensure an accurate, unduplicated count of children, staff, and programs across the state	☐	☐	☐	☐	☐
	5. There are appropriate access and privacy business rules in place to ensure that all federal and state laws are followed	☐	☐	☐	☐	☐
	6. There is an established procurement process that has been reviewed and used to develop the ECIDS project plan	☐	☐	☐	☐	☐
	7. The system design reflects the longitudinal (i.e., linkage to P-20W+) needs identified by the state	☐	☐	☐	☐	☐
F. Data Use	1. The intended users and uses of the ECIDS have been identified and prioritized in support of the purpose and vision	☐	☐	☐	☐	☐
	2. Stakeholders inform the identification and development of data products (e.g., reports, dashboards, etc.) from the ECIDS that align with the intended users and uses	☐	☐	☐	☐	☐
	3. Supports—tailored to priority roles and by skill level—are provided to users to ensure that they know how to use the information from the ECIDS effectively	☐	☐	☐	☐	☐
	4. Processes are in place to ensure the ECIDS meets users' needs over time	☐	☐	☐	☐	☐
	5. There is coordination between the ECIDS and early childhood components of the P-20W+ strategies and processes to support effective data use	☐	☐	☐	☐	☐

STATE SUPPORT TEAM

Component	Key Indicator	Not Planned	Envisioned	Planned	In Progress	Operational
G. Sustainability	1. The ECIDS quantifies the analytic use by intended users to demonstrate the ongoing need for the system	☐	☐	☐	☐	☐
	2. The ECIDS demonstrates success in meeting its purpose and vision	☐	☐	☐	☐	☐
	3. The costs of maintaining and enhancing the ECIDS (e.g., hardware, software, and staff) are identified and documented	☐	☐	☐	☐	☐
	4. Sufficient financial support for ongoing maintenance and ECIDS enhancements has been secured through the legislature, state education or other agency budgets, or additional sources	☐	☐	☐	☐	☐
	5. There is adequate staffing to support, maintain, and enhance the ECIDS	☐	☐	☐	☐	☐
	6. The integration between the ECIDS and the P20W+ data system supports ongoing state initiatives across sectors	☐	☐	☐	☐	☐