Early Childhood
Data Use and Privacy Toolkit

Guided Questions

This toolkit is designed to be used during each interactive states session throughout the day. At the end of the day to goal is for you to walk away with an understanding of the privacy consideration for your state intended data use from your ECIDS.

Interactive State Session 1: Plan

Mission and goals

1. In a sentence or two, describe the purpose of the ECIDS your state is creating. What are the intended outcomes in support of the agency's or the state's early childhood policy or program goals?

Identification and prioritization of user roles

2. What are the top 2-3 user roles the ECIDS is intended to serve (e.g., participating agency research staff, state policy makers, and local program administrators)?

3. How will serving these user roles help you achieve the intended purpose/goals of the ECIDS effort?

Data Governance

For more information about data governance, please reference the resources on the guide and follow up with the State Support Team for technical assistance.

4. What role does data governance play in developing the ECIDS mission, goals, and identifying users? What are the related decisions the data governance group will need to make?

Privacy Considerations

5. What privacy concerns might arise when developing the mission, goals, and identifying users?

Interactive State Session 2: Use

Identification of Critical Questions

6. What are your critical questions that your state seeks to address using your ECIDS?

Identification of uses

7. For each of the top priority user roles to be served by the ECIDS, describe the types of decisions and/or actions the ECIDS is intended to inform, aligned with the critical questions.

8. **If you have time**, how will informing these decisions or actions support the intended purpose/goals of the ECIDS effort? (take it back to your discussion in interactive state session 1)

Data Governance

9. What role does data governance play in identifying critical questions and uses aligned with each question? What are the related decisions the data governance group will need to make?

Privacy Considerations

10. What privacy issues may arise as your state defines its critical questions and uses of the ECIDS?

Interactive State Session 3: Create

Products and Resources

11. What type(s) of products/resources will you create from the ECIDS to serve each of the top priority user roles identified above (e.g., dashboards, graphical reports, raw data extracts, etc.)?

12. **If you have time**, how will you determine the type(s) of resources best suited for each audience?

13. **If you have time**, what will be your process for convening, communicating with, gathering, and responding to the stakeholders' feedback on the planned and executed resources created by the ECIDS?

Delivery

14. By what means will you deliver data from the ECIDS to your top priority user roles (that is, how will these users access the ECIDS resources)?

15. **If you have time**, how will you ensure that the data get into the hands of the intended users <u>in time for them to use it</u> to inform the decisions/actions identified above?

Data Governance

16. What role does governance play in creating products and resources for each critical question and priority user role? What are the related decisions the data governance group will need to make?

Privacy Considerations

17. What are the potential privacy issues that may arise during the creation and delivery phase?

Summary

Mission or goals (*note: you should have both*):

Plan Stage			Create Stage	
Identified Users[1]	Critical Questions[2]	Types of Decisions and/or Actions Informed[2]	Type of Information/Data Resource Created[3]	Delivery of the Resources[3]

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[1] Interactive session 1
[2] Interactive session 2
[3] Interactive session 3