

STATE OF IOWA

Memorandum of Agreement Early Childhood Integrated Data System

This Memorandum of Agreement (MOA) is made and entered into by and between the Iowa Departments of Education, Human Rights, Human Services, Management, Public Health, Workforce Development and the Economic Development Authority; the Early Childhood Iowa (ECI) State Board; and Iowa State University (ISU).

1. PURPOSE:

It is the mutual desire of all parties to enter into this Agreement to establish a governance structure to guide the design, development, and implementation of a statewide integrated administrative data system (IDS) to enable policy-relevant analysis and evaluation to be conducted in support of Early Childhood Iowa's (ECI) commitment to a more coordinated, comprehensive system of care to ensure the ECI vision that "*every child, beginning at birth, will be healthy and successful.*"

2. BACKGROUND:

The Early Childhood Iowa Initiative (Iowa Code Chapter 256I) was created to provide support, leadership, and empowerment for state and local authorities to use evidence-based decision-making to improve the quality of life for young children and their families. It is the purpose of ECI that the state of Iowa implement a more coordinated, comprehensive system of care to ensure that children are healthy and ready to succeed in school and later in life. Iowa Code Section 256i.4(18)(a) identifies the advancement of integrated data systems as a strategy the ECI board may use to fulfill their duties to advance the initiative. While efforts to date have strengthened local provider capacities, full actualization of the ECI vision will benefit from a system for data integration and advanced analytics to inform our policy and programming priorities, as supported by provisions in the ECI legislation.

National legislation (H.R. 1831) has resulted in federal recommendations to encourage integrated data systems as an innovative approach to using existing data for program evaluation, continuous improvement, and policy-relevant analysis. Other jurisdictions have shown success in using integrated data for systems improvement, and national networks, including the university-based *Actionable Intelligence for Social Policy (AISP)* have developed best practices to support this work. Iowa joined AISP in 2017; this MOA is a critical step in the years-long planning process to develop an Iowa-specific integrated data system for early childhood systems improvement. Driven by the need for a comprehensive understanding of the system of systems in which young children and their families are cared for in Iowa, the ECI Board commissioned initial planning efforts that involved all agencies represented on the Board which culminated into a formal IDS Taskforce in 2017. This Taskforce utilized national consultants, local expertise within Iowa State University (ISU), and feedback from Department Directors and the ECI State Board to inform the development and implementation of the IDS for social policy analysis and program improvement in Iowa. Recommendations from this Taskforce have led to the development of this MOA to outline a governance structure for the IDS and support implementation of the IDS in accord with all applicable legal and ethical standards for data sharing and use to benefit executive leadership decision-making capacities and inform program improvement toward optimal child and family outcomes.

This MOA is a critical step toward actualizing the vision of ECI.

3. BENEFITS OF IDS:

A statewide IDS for program and policy analysis related to early childhood will:

- A. Enhance our understanding of young children and their families by identifying needs and service utilization patterns that relate to relevant wellbeing outcomes across health, education, social, and economic sectors;
- B. Provide a cost-effective, and time-efficient way to monitor program outcomes and strategic intervention/coordination approaches over time;
- C. Expand the statistical data available to state and local officials for making and evaluating public policies; and
- D. Improve the efficiency and coordination of services by identifying opportunities for improving data quality and reducing service duplication across systems.

4. STRUCTURE

The undersigned agree to the establishment of a governance structure to guide the design and implementation of the statewide IDS. Given the complexity of the early childhood landscape of services and family needs, this structure will include a broadly representative Governing Board (GB) with executive leadership responsibilities, a Data Stewardship Committee (DSC) to recommend processes in which the IDS will function, and an operational IDS Resource Center (IDRC) to implement the system.

- A. **Governing Board:** Members of the Governing Board shall include Directors from the Departments of Education, Human Rights, Human Services, Management, Public Health, Workforce Development and the Economic Development Authority who also serve as Directors on the ECI State Board. Ex-officio members will also include the ECI Board Chair (or citizen designee appointed by the chair), ECI office administrator, and the IDRC Director. The ECI office administrator and IDRC Director will serve as co-facilitators of the GB meetings to guide discussion and decision-making agendas. This structure ensures that the ECI Board addresses their duties to advance the initiative as represented in 256i.4.
 - i. Governing Board Duties: The Governing Board shall review recommendations submitted by the Data Stewardship Committee and IDRC and set policy for the State relating to all aspects of the IDS, including but not limited to:
 - a) creating committees including, but not limited to, a Data Stewardship Committee;
 - b) approving processes to govern the operations of the IDS; and
 - c) establishing priority uses for the IDS.

The GB may also facilitate the establishment of individual data sharing agreements between Departments and the IDRC to implement the work of the IDS. GB members will be expected to attend meetings as set forth in the operational procedures, and in the event that attendance is not possible, assign an appropriate designee with the ability to fulfill standing member duties.

- B. **Data Stewardship Committee (DSC):** Members of the DSC will be appointed by the GB to represent Departments whose data are used in the IDS for the priorities established by this MOA and the GB. They will be responsible for drafting operational policies and procedures to govern the operations of the IDS and will review and approve IDS projects based on priorities set by the GB and with input from their departments. They will also

identify the members of project facilitation teams to ensure that analytic findings are translated into practical use.

- C. IDS Resource Center (IDRC):** ISU faculty members of the IDS taskforce will establish a charter between ISU and the GB that outlines the infrastructure and operational procedures that reflect the priorities established by the GB and this MOA. The IDRC will also maintain strict data security protocols that meet or exceed all required laws and regulations for human subjects and privacy protection (e.g., HIPAA, FERPA, Privacy Act 45 CFR46). IDRC will maintain two additional sets of legal agreements to authorize the IDS in alignment with this MOA: (1) Data Sharing Agreements and (2) Data Use Agreements. Data Sharing Agreements will be between each data-contributing agency and the IDRC to establish the business use for the data and data security protocols. These Data Sharing Agreements will be executed by the data owner to ensure the contributing agency maintains control and ownership of the data. Data Use Agreements will be time-limited agreements implemented only for those projects approved by the DSC to use restricted, de-identified data compiled from the IDS for policy-relevant purposes as outlined in this MOA. The IDRC will use raw data provided through Data Sharing Agreements to create integrated, de-identified data sets for analytic use, and only for projects approved by the DSC or the data owners.

5. MISSION, SCOPE, AND OBJECTIVES

The GB shall articulate the mission, define the scope, and establish the objectives of the IDS, which will be adopted as operational policies and procedures for the IDS. The GB shall provide the DSC with these policies and procedures in advance of the committee's first meeting.

6. EFFECTIVE DATE, MODIFICATION, AND TERMINATION

This agreement shall take effect from the date of the first two signatures and shall remain in effect until terminated or modified. Any party may terminate their participation in the agreement for any reason with thirty days prior written notice to the ECI Director. This agreement may be extended or modified by mutual written consent of the parties.

To the extent that any party to this Agreement withdraws from the Agreement, it shall not otherwise affect the terms and conditions of the Agreement between the remaining parties, except that the obligations of any party to share data with a withdrawn party shall terminate as of the date of such party's withdrawal, unless specifically permitted by state or federal law or regulation.

Please see the following page (page 4) of this agreement for authorizing signatures and effective dates.