IDC Data Processes Toolkit—Preparing to Start the Work

Before beginning work to complete the Data Process Protocols and Calendar, states should think through the following questions.

Do you see this toolkit as having potential value in your state? How could it best be used?

Does your state have any procedural documentation? Who uses it? How could this toolkit be integrated with existing documentation?

Who would be needed to complete/update a comprehensive procedural manual? [Consider: State Director, Data Manager, SPP/APR Coordinator, SSIP Coordinator, ED*Facts* Coordinator, Program staff, Legal Counsel, Fiscal Manager, Data Governance team members]

How will you go about organizing the work? [Consider: priority of collection documentation, maintaining and updating document in future]

How would you deal with the following issues: communication with larger division, identification of urgent data quality issues, communication with LEAs?