To be added as a new section after Executive Director Performance Review

Approving Data Points

Scenario 1: Data provider requests to share a data point it already collects:
1. A data provider and C2C explore an additional data point that is needed for a dashboard or other purpose at C2C. Discussion will include:
    a. Clarifying data definitions and updates to data definition document
    b. Mapping the data definition to fields in the data provider's dataset
2. The Director of Data Programs collaborates with the data provider on data definitions and data transfer.
3. The data provider board member (or their authorized person) and the C2C Executive Director confirm agreed changes via email.
4. C2C presents changes at the next governing board meeting. There are two paths:
    a. *Formal additions to the P20W:* For newly shared data points that the Governing Board wishes to formalize as required data points that will be submitted to C2C on an ongoing basis as part of the P20W data set, the board formally votes to include those data points in the defined list of P20W data points moving forward.
    b. *Additional data points:* Data providers also have the option to share data points that go beyond the P20W data points. Newly shared data points will be shared as an FYI item during board meetings for transparency with the public so researchers understand what data are available through the research request process.
5. C2C circulates an updated list of P20W data points to all signatories of the C2C Participation Agreement as a courtesy. C2C posts the current list of P20W data points publicly on the C2C website.

Scenario 2: Advisory Board requests adding a data point that a data provider already collects.

The Advisory Board follows the process for vetting which requests for data points should go to the feasibility study stage. For the data points that go to the feasibility study stage:

- Advisory Board recommendations for new data points are forwarded to the Office for a feasibility study. Office staff work closely with all affected data providers to create a written report that documents the following:
  - data availability, reliability, quality, and validity
  - legal requirements
  - startup and ongoing costs to the Office and to the data providers
  - any political or other implications that would jeopardize the neutrality of the Office
- Feasibility study results are discussed at the Data and Tools Advisory Board, with members of the data providers present at the meeting to serve as expert advisors. The Data and Tools Advisory Board determines whether to advance the idea to the Governing Board as a proposal.
- The Governing Board discusses the Advisory Board recommendation. If all affected data providers agree to provide the data point, the data point is approved.
- The Director of Data Programs collaborates with the provider(s) on data definitions and data transfer.
- C2C circulates an updated list of P20W data points to all signatories of the C2C Participation Agreement as a courtesy. C2C posts the current list of P20W data points publicly on the C2C website.

Scenario 3: A data provider or Advisory Board requests sharing a data point that data providers do not already collect.

The Advisory Board follows the process for vetting which requests for data points should go to the feasibility study stage. For the data points that go to the feasibility study stage:

- Advisory Board recommendations for new data points are forwarded to the Office for a feasibility study. Office staff work closely with all affected data providers and representatives from the local providers that would need to collect the information to create a written report that documents the following:
  - data availability, reliability, quality, and validity
  - legal requirements
  - startup and ongoing costs to the Office and to the data providers
  - potential approaches for collecting the information
  - any political or other implications that would jeopardize the neutrality of the Office
- Data providers who would collect the new data point are given the opportunity to discuss efficient ways to collect and share the data, as well as the potential challenges of the new data collection.

- Feasibility study results are discussed at the Data and Tools Advisory Board, with members of the data providers and local providers present at the meeting to serve as expert advisors. The Data and Tools Advisory Board determines whether to advance the idea to the Governing Board.
- The Governing Board discusses the Advisory Board recommendation. If all affected data providers agree to provide the data point, the data point is approved.
- The Director of Data Programs collaborates with data provider(s) on data definitions and data transfer.
- C2C circulates an updated list of P20W data points to all signatories of the C2C Participation Agreement as a courtesy. C2C posts the current list of P20W data points publicly on the C2C website.