

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE	5800.1	11/3/09
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FSIS DATA COORDINATION COMMITTEE

I. PURPOSE

This directive outlines the roles and responsibilities of the Data Coordination Committee (DCC) and its members with regard to program data collection, analysis, and reporting. In addition, it provides a framework for the operation of the DCC and issue resolution.

II. [RESERVED]

III. [RESERVED]

IV. REFERENCES

Federal Meat Inspection Act; Poultry Products Inspection Act, and Egg Products Inspection Act

V. BACKGROUND

A. All FSIS program areas collect, analyze, and utilize data to carry out their functions. Data can be broadly defined as a body of information that is collected from a single source or multiple sources at a single time or multiple points in time. Data analyses generally are conducted to:

1. Identify the basic descriptive features of a data set;
2. Draw warranted conclusions from a data set; and
3. Build models to derive solutions to a stated problem.

B. Because all FSIS program areas are involved with the collection, analysis, or utilization of data, it is necessary that FSIS have a process in place to ensure that Agency activities involving data are consistent, are statistically valid, do not duplicate other efforts, and are aligned with FSIS strategic goals and policy development.

VI. THE ROLE OF THE DATA COORDINATION COMMITTEE

A. The DCC is responsible for coordinating Agency activities involving the collection, analysis, and use of FSIS or other data. The DCC convenes at a minimum of once per month to review significant data issues for the Agency and the policy ramifications of those issues. DCC members identify data collection, quality, and analysis issues for discussion at DCC meetings.

B. The DCC:

1. Evaluates Agency statistical analyses to ensure that sound methods are used;
2. Ensures that data collected by FSIS meet Agency strategic goals and are of sufficient quality for analysis;
3. Identifies and addresses significant data quality issues that limit the Agency's ability to utilize data for analysis;
4. Identifies gaps in Agency data collection to better fulfill the Agency's mission;
5. Prevents duplication of effort in Agency data collection and analysis efforts;
6. Identifies relevant program leaders for analysis projects needed at FSIS;
7. Addresses conflicting data analysis project findings to prevent a lack of consistency in Agency communication with stakeholders;
8. Reviews program changes that affect data collection to identify and address impacts of data quality or analysis objectives;
9. Ensures that the FSIS Data Analysis Project Matrix and Data Stream Sheets are up to date and accurately reflect all FSIS data analysis projects and streams, respectively;
10. Provides internal peer review for Agency data analyses prior to external review;

11. Serves as a clearinghouse for data analyses before their presentation to the appropriate senior level board;
12. Reviews and discusses proposals for laboratory testing programs and resource impacts;
13. Develops data-driven policy options for Agency pathogen programs; and
14. Discusses the impact of Agency data analyses on policy development.

VII. DCC MEMBERSHIP

A. In recognition of the role that data and science play in informing policy development, the DCC is tri-lead by the Office of Data Integration and Food Protection (ODIFP), Office of Public Health Science, and Office of Policy and Program Development. The Director of the Data Analysis and Integration Group (DAIG) serves as the Executive Secretary for the DCC to assist the tri-leads in the management of the committee.

B. Each FSIS Office is to designate one voting member and one back up member for the DCC. The term for voting members lasts one year from the date of appointment. The DCC Executive Secretary serves as the voting member for the ODIFP. DCC Subgroup leads do not have a vote unless designated as their program areas' official DCC representative.

C. Subcommittees may be formed by the DCC. One representative chosen by each of the subcommittees will attend DCC meetings. That representative will not have voting rights at DCC meetings, unless they are the official DCC representative for his or her program area. Initial subcommittees will include the following: Data Quality Workgroup, Sample Coordination Committee, *Listeria* Workgroup, *Salmonella* Workgroup, and *E. coli* Workgroup.

D. Appendix A depicts the relationship of the DCC, FSIS program areas, and the appropriate senior level committee.

VIII. ROLES AND RESPONSIBILITIES OF DCC MEMBERS

A. The tri-leads of the DCC rotate leadership of DCC meetings and represent the DCC at the appropriate senior level meetings. A delegate identified and appointed by the tri-leads may chair ad hoc DCC meetings or subcommittee meetings that occur outside of the regularly scheduled DCC meeting.

B. The Executive Secretary manages the DCC process. She or he organizes the monthly DCC meetings and works with DCC representatives to determine the meeting agenda. The Executive Secretary provides meeting minutes for all

monthly meetings and serves as the communication lead for all DCC correspondence.

C. Representatives are to ensure that their senior managers and colleagues across the program area are aware of data issues discussed at DCC meetings. In addition, program representatives are responsible for identifying data collection, quality, analysis, or utilization issues in their program area that warrant discussion by the DCC. Representatives are to ensure that the DCC reviews data issues that exist in their program area. Representatives are to suggest DCC agenda items to the DCC Executive Secretary. Representatives are to bring issues to the DCC using the template provided in Appendix B.

D. DCC members can obtain information regarding the activities of the DCC and the issue presentation template on the DCC intranet site. That site is located at:

<https://inside.fsis.usda.gov/fsis/emp/static/global/offices/tSpace/dcc/dcc.jsp>

IX. DCC WORKFLOW MANAGEMENT

The DCC strategy for managing workflow is shown in Appendix C. Program area representatives are to bring issues to the DCC Executive Secretary by using the DCC issue template provided in Appendix B. The Executive Secretary works with the DCC representative to determine whether the issue is ready for DCC discussion, or whether a subgroup of the DCC (e.g., Data Quality Workgroup, Sample Coordination Committee, pathogen workgroup) needs to discuss it. If they agree to refer the issue to a subgroup or to subgroups, the relevant DCC subgroups review the issue, and then the DCC reviews the issue. Based on the review, the DCC may decide that no further work is necessary. If further work is necessary, based upon review by the DCC, the originating program area or subgroup conducts the work and brings it back to the DCC for further review. When the project is accepted by the DCC, the tri-leads of the DCC will then work with the program area or workgroup to bring the issue to the appropriate Management Council board.

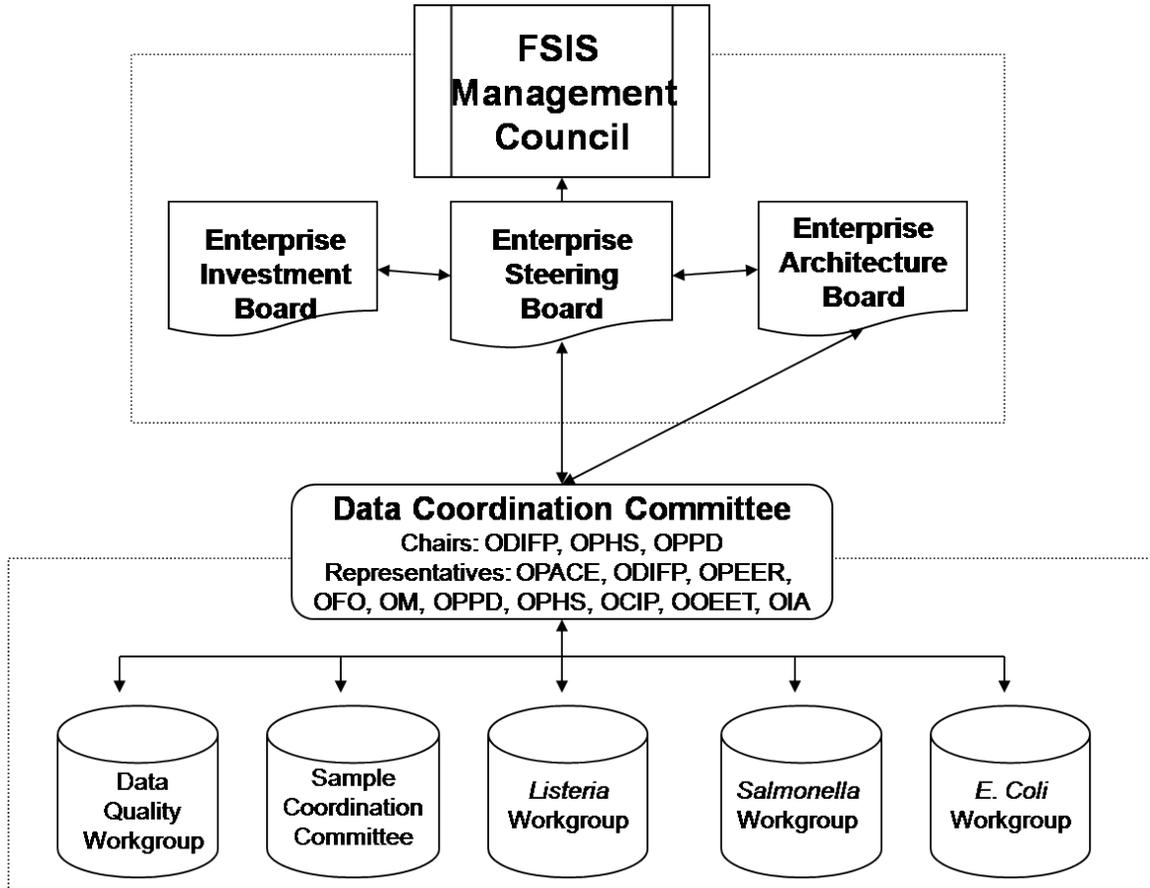
X. DCC DECISIONMAKING

The DCC attempts to reach consensus on decision points. In cases where the DCC does not reach consensus, resolution via voting will occur, as described above.



Assistant Administrator
Office of Policy and Program Development.

DCC Organization Within FSIS



DCC Issue Template

Issue:

Background:

Implications for Current FSIS Policy or Process:

Impact on Outside Stakeholders (Department, OMB, Congress, Industry, Consumers):

Resource Requirements:

Resolution Needed by DCC:

Actions Recommended by DCC:

DCC Workflow

