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## Data Cleanse Working Group (DCWG) Terms of Reference (Level 4)

The DCWG Terms of Reference (“ToR”) sets out the role, membership and mode of operation.

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### 1.1 DCWG Role

The DCWG is established as a working group under the auspices of the MHHS Testing and Migration Advisory Group (TMAG).

The DCWG’s role is to:

- Support the delivery of the data improvement activities set out within the Data Cleanse Plan (MHHS-DEL1181),
- Answer any questions that Programme Participants have relating to the activities set out within the Data Cleanse Plan,
- Monitoring the progress being made by Programme Participants against the activities set out within the Data Cleanse Plan,
- Support Programme Participants to ‘troubleshoot’ any issues highlighted while carrying out activities set out within the Data Cleanse Plan and
- Escalate any concerns that are highlighted by Programme Participants while carrying out the Data Cleanse Plan activities to TMAG.

Note that it is not the role of the DCWG to:

- Carry out the activities that are set out within the Data Cleanse Plan or,
- Resolve historic data quality issues that have no impact on the success of the MHHS migration period.

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### 1.2 Purpose and Duties

On Wednesday 19 July 2023, the TMAG approved the Data Cleanse Plan (MHHS-DEL1181) which sets out the data improvement activities that are required to be undertaken by Programme Participants and/or the MHHS Programme to ensure data is of the required quality and completeness prior to the cutover to the new arrangements at M10 and the start of migration at M11.

The purpose of the DCWG is to support the delivery of these data improvement activities, which includes, monitoring the progress of these activities, reporting on the progress of these activities, coordinating the activities that need to be carried out on particular dates and ‘troubleshooting’ issues that are highlighted as we progress through the Data Cleanse Plan.

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### 1.3 Decision-Making

The DCWG will report their output to the TMAG for approval. This will occur on an ongoing basis and may require engagement with other programme participants. Where the DCWG is unable to reach a consensus on a decision delegated to them by TMAG the matter will be escalated to the TMAG.

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### 1.4 Membership

MHHS Migration Lead (Chair).

MHHS Migration Business Analysts.

MHHS Programme Management Office (PMO).

The DCWG meeting is open to all and DCWG attendees should be a data or industry subject matter expert.

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### 1.5 Scope, Deliverables, Roles and Responsibilities

DCWG will be responsible for monitoring the progress being made against the MHHS Data Cleanse Plan and supporting Programme Participants to progress these activities as needed. Where issues are highlighted that cannot be resolved by the DCWG, these will be escalated to the TMAG.

The DCWG will regularly review the success of the Data Cleanse Plan, which may, where appropriate, lead to proposed updates and revisions to the plan. These updates will be discussed in the DCWG and brought to the TMAG for approval before they are added to the plan.

The MHHS Migration Lead will chair the meetings.

The MHHS PMO Secretariat will provide all meeting management services and deliver all regular and ad hoc meetings.

DCWG attendees will review relevant papers and actions prior to meetings and will attend meetings with relevant updates or discussion points. In addition, they will provide the required reporting that is outlined during DCWGs.

DCWG members will be expected to actively contribute to the development and review of collateral required to carry out the activities outlined in the data cleanse plan and this is likely to include completing tasks and actions outside of the DCWG.

Matters pertaining to the Data Cleanse Plan are within scope of discussions at DCWG. The DCWG will liaise with other relevant governance groups regarding any issues arising from these discussions where necessary.