# Hawaii‘i Data eXchange Partnership
## Data Governance Policy

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Hawai‘i Data eXchange Partnership
Data Governance Policy

Purpose

The Hawai‘i Data eXchange Partnership (“DXP”) is a partnership of five state agencies: Hawai‘i State Department of Education, University of Hawai‘i, Department of Labor and Industrial Relations, Hawai‘i State Department of Health, and Department of Human Services (each individually a “Partner” and collectively the “Partners”). Under the management of Hawai‘i P-20 Partnerships for Education (Hawai‘i P-20) the Partners have developed a statewide longitudinal data system (“SLDS”), as Hawai‘i’s cross-sector, longitudinal education-to-workforce data system.

The governance structure of DXP consists of three levels: executive, management, and subject matter expert sub-committees. DXP’s Executive Committee (“EC”) recognizes that the development of a statewide, coordinated data governance policy and associated processes are critical to supporting the demand for high-quality educational and workforce data. The purpose of DXP’s data governance is to enable the sharing of data to support research, audit and evaluation that will improve the educational and workforce outcomes for the citizens of Hawai‘i.

DXP’s management committee, called the Data Governance and Access Committee (“DG&A”), has been established by the EC and functions as the overall coordinating committee to facilitate the development of data sharing and data access policies. DG&A has also delineated the roles and responsibilities for three key areas of data governance, which will be overseen by sub-committees: 1) Research and Data Request Sub-committee (“RDR”); 2) Security and Access Sub-committee (“S&A”); and 3) Data Quality Sub-committee (“DQ”). The sub-committees are activated as needed. Functions of the RDR have been continue to be maintained by DG&A.

A foundational premise of DXP is that individual privacy interests and confidentiality rights apply to all shared data. To avoid the inappropriate use of data, the Partners agree to share data in a manner that safeguards the confidentiality of data as provided under the Federal Family Educational Rights and Privacy Act (“FERPA”), Hawai‘i Revised Statutes (“HRS”), Hawai‘i Administrative Rules (“HAR”), Partner internal policies, as well as applicable labor, health and human services Federal and State statutes and regulations. The Partners agree that unit-level datasets will be de-identified or reported in aggregate format to protect individual privacy and used only for educational and workforce research and evaluation for program improvement.

Underlying Assumptions of the Hawai‘i Data eXchange Partnership

The following assumptions make up the foundation of data sharing for each Partner committed to the establishment and sustainability of DXP:

1. The SLDS is a data system that is owned by the Partnership as a whole.
2. Access, use, and reporting of data from the SLDS are subject to DXP policies, procedures, and processes.
3. Data from the SLDS are to be used for research, evaluation, or audit purposes to improve the educational and workforce outcomes that benefit the citizens of Hawai‘i.
   a. DXP only considers data requests that are made by Federal or State agencies, or external entities with a mission to improve educational or workforce outcomes.
   b. Partners may also impose additional restrictions or requirements before data is provided via DXP for non-Partner entities.
4. The SLDS is a cross-sector longitudinal data system. Requests for data and/or reports using data from the SLDS will be primarily for cross-sector data.
   a. Cross-sector data requests will be prioritized over within-sector data requests and subject to approval based on the workload demands of Hawai‘i P-20 staff known as the “Data Team” that are responsible for directly managing the SLDS, as well as DG&A approval.
   b. Within-sector data requests:
      i. Will be considered on a case-by-case basis;
      ii. Must be approved or requested by the data owner; and
      iii. Are subject to approval based on the workload of the Data Team.
5. Approved requests will result in data output from the SLDS in two formats:
   a. Aggregate reporting with appropriate masking of data for small cell sizes; or
   b. De-identified, individual-level datasets.
6. Each Partner or non-State agency participating in DXP (aka an “Affiliate”) has data to contribute to DXP, and that sector-based data has its own unique complexities in the enforcement of data use policies, access, responsibilities and procedures.
7. Data sharing with DXP shall be established with specific Memoranda of Understanding (“MOU”) or Affiliate Agreement (“AA”) stipulating the confidentiality and privacy statutes that govern the use and sharing of Partner or Affiliate data as well as delineating the roles and responsibilities for the shared data. Data sharing may be integrated or “centralized” (i.e., data is permanently linked within the SLDS) or federated (i.e., data is linked temporarily to DXP data outside of the SLDS).
8. Pursuant to HRS section 27-7(c) as enacted by Act 41, Session Laws of Hawai‘i 2010, and the Three- and Five-partner Memoranda of Understanding, DG&A and associated sub-committees will be established with Partner and/or Affiliate representation.
9. Policies, processes, and procedures will be developed by DG&A or appropriate sub-committees to provide guidance on access to and use of data from the SLDS.
10. The SLDS’ Operational Data Store (ODS) contains personally identifiable information (“PII”) which is used only for matching data from within and across sectors to the correct individual.
    a. Redaction of PII and the masking of certain data elements prior to any release of data is necessary to comply with the conditions and agreements set forth in all Partner MOUs and AAs and is the basis for the data model underlying the SLDS.
11. Data from the ODS is transferred to the Research Data Store (“RDS”) in de-identified format. All PII is removed from data in the RDS. Use and distribution of de-identified data is determined by policies created by DG&A (see “Roles & Responsibilities” section).
    a. Identified data that is provided by a Partner or Affiliate may be returned in its original format to the Partner or Affiliate if approved by the DG&A or RDR.
12. DXP conducts data-related activities in accordance with Federal, State, and local policies and regulations, particularly as they pertain to privacy and confidentiality.

13. The exchange, matching and/or merging, and de-identification of sector-based data creates a new data resource that allows research, evaluation, and audit activities that Partners could not do as individual sectors.

14. The transformation or linking of a party's or parties' data to another party's or parties' data shall not change the ownership of that data; the party or parties who own the original data shall continue to be considered the owner or owners of the transformed or linked data.

15. Hawai‘i P-20 has been established as the Managing Partner for DXP. Senate Concurrent Resolution 146, Regular Session of 2009, requested that Hawai‘i P-20 convene appropriate agencies and develop the SLDS.
   a. Consensus or a formal vote by the Executive Committee may change the Managing Partner.

Hawai‘i DXP Partners

Definition

1. A Hawai‘i State agency established pursuant to State statute that:
   a. Is providing data considered to be essential to the education-to-workforce pipeline or longitudinal nature of the data collected by DXP;
   b. Has signed a MOU or Addendum to share data with the DXP; and
   c. Is invested in the quality of the input and/or output of data;
   or

2. A managing or administrative unit of a Partner (i.e., Managing Partner) that is responsible for the core functions of DXP, including but not limited to the:
   a. Administration of DXP;
   b. Management of DXP data governance;
   c. Technical oversight of the SLDS;
   d. Development and maintenance of cross-sector reporting; and
   e. Resource and strategic planning for the short- and long-term sustainability of DXP.

Obligations

1. Provide resources to DXP for ongoing maintenance and support.
   a. Commit funds and personnel to support the long-term sustainability of DXP.

2. Provide data on an annual basis at a minimum, or as negotiated through MOU and/or Addendum processes.

3. Abide by and enforce all DXP policies and processes.

4. Provide resources and subject matter expertise for the correct use/definition of data elements for data quality and reporting purposes.

5. Provide active representation in DXP governance committees and sub-committees.

6. Securely transfer and protect data in use and at rest to prevent inappropriate disclosure of PII.

7. Provide technical assistance as needed to ensure the protection of identified and de-identified data.
Benefits
1. Partners set the statewide critical policy and research questions (“CPQ”) agenda.
2. Partners have final approval on research priorities and research/data requests.
3. Partners establish data governance policies, processes, procedures, and determine penalties for the misuse or inadvertent disclosure of data from the SLDS or from requestors of DXP data.

Access to Identified Data
1. Access to identified data shared with DXP is prohibited except for the Managing Partner’s Data Team.
2. The Data Team has role-based access to identified data for management of data in the SLDS and for the validation and/or creation of reports and ad hoc datasets (see item 12 of the “Underlying Assumptions” section, and “Roles & Responsibilities” section).
3. In cases of identified data coming to DXP under a federated model, the Data Team has role-based access to the data to perform the identity matching necessary to align individuals’ information cross-sector for the creation of reports and ad hoc datasets.

Hawai‘i DXP Affiliates

Definition
1. A non-State agency that:
   a. Is providing new data sources to existing sectors in DXP (e.g., early childhood, K-12, postsecondary, workforce) which contains new, unique individuals that are not found in public sector data or new information/data on existing individuals in the SLDS.
   b. Is providing data that meets the mission and purpose of DXP (i.e., allows the Partnership to better answer a CPQ).
   c. Is invested in the quality of the input and/or output of data.
   d. Has signed an AA to contribute data to the SLDS or to share data with DXP partners on a federated basis.
   e. Has been approved as an Affiliate by DG&A.

Obligations
1. Provide data on an annual basis at a minimum, or as negotiated through the Addendum and/or MOU processes.
2. Abide by and enforce all DXP policies and processes.
3. Provide resources and subject matter expertise for the correct use/definition of data elements for data quality and reporting purposes.
4. Provide representation in all DXP sub-committees as requested and appropriate.
5. Securely transfer and protect data in use and at rest to prevent inappropriate disclosure of PII.
6. Provide technical assistance to DXP necessary to ensure the protection of identified and de-identified data.
7. Responsible for any fees for services, such as the creation of de-identified data sets and reports, as negotiated via contract and/or MOU, or as approved by the Executive Committee (“EC”).
   a. Prior to moving to EC for approval, any proposals for fees for services must be vetted by DG&A, which Affiliates have representation in.

Access to Data
1. Access to identified data is prohibited under the terms of all individual AAs.
2. All established data governance policies, processes, and procedures regarding data quality and access to reports and/or de-identified, individual-level data must be adhered to.
3. All requests for reports and/or de-identified, individual-level data must be submitted to the RDR.
4. For an approved study or data request, Affiliates will have access to de-identified data that are linked to the population submitted by the Affiliate to DXP.

Committee Roles and Responsibilities

Executive Committee (EC)

See Attachment A.

Responsibilities
1. Meet, at a minimum, one time per calendar year, or more often as needed.
2. Serve as the final decision-making body, particularly in cases of dispute that cannot be resolved by DG&A.
3. Serve as resource allocators to sustain DXP core functions.
4. Approve all data governance policies developed by DG&A.
5. Serve as a voting member to DXP.
   a. Each Partner is responsible to have its lead Executive or a designee present for each meeting and/or vote, or the vote for that Partner is forfeited.
      i. Partners may assign a designee for voting.
   b. A vote may be presented and recorded electronically.
6. Voting membership:
   a. Hawai‘i State Department of Education: Superintendent
   b. University of Hawai‘i: President
   c. Department of Labor and Industrial Relations: Director
   d. Hawai‘i State Department of Health: Director
   e. Department of Human Services: Director (voting rights on hold until MOU(s) are executed to data are shared with DXP)
7. Follow the agreed upon decision process:
   a. EC is asked to come to a consensus on a decision.
   b. If a dissenting opinion is recorded, EC will vote.
c. A simple majority is required for a measure to pass, provided there is a quorum (e.g., at least three of five total Partners) present for all formal votes.

d. Each Partner that has contributed data to DXP is allowed one vote.

8. Assign additional representatives to attend EC meetings as needed.

Data Governance & Access (DG&A) Committee

DG&A, formerly known as the Steering Committee (see Attachment A).

DG&A Responsibilities

1. Meet quarterly, or on an agreed-upon schedule.
   a. If a DG&A member is unable to attend a meeting, he/she may appoint a designee to participate on his/her behalf.

2. Develop, implement, and enforce approved policies.

3. Assume responsibilities assigned to the sub-committees until workload warrants establishing the sub-committees, as determined by DG&A.

4. Approve processes related to policy as determined by sub-committees.

5. Provide oversight, management support, and conflict resolution to all sub-committees.

6. Define “user” roles and levels of access to data from DXP.

7. Approve role-based user access to the RDR.

8. Guide the prioritization of CPQs.

9. Refer issues for decision to EC for cases in which DG&A consensus cannot be reached.

Managing Partner Responsibilities

1. Adhere to all established policies/processes for DXP.

2. Manage DXP governance and associated processes, the SLDS and strategic planning processes for long-term sustainability.

3. Provide technical oversight of the SLDS which includes management of data extraction, transformation, and load (“ETL”) processes into and out of the SLDS.

4. Function as the central point of contact for all DXP communications and management of resources which includes allocating staff for the administration, cross-sector matching and reporting, and providing strategic planning for resource allocation.

5. Develop, implement, and maintain cross-sector transition reporting.

6. Coordinate cross-sector data governance policies and processes.

7. Coordinate cross-sector DXP committee and sub-committee meetings.

8. Develop and maintain DXP data element dictionaries and glossaries.

9. Serve as liaison for Partners to negotiate, write, implement, and maintain new MOUs for data sharing on behalf of Partners or Affiliates.

10. Provide administrative reporting of SLDS use (e.g., usage data/statistics).

11. Maintain records of data requests, approvals, data destruction dates, and other administrative functions related to the transfer, matching, and use of data from the SLDS and/or the Partners.

12. Ensure Institutional Review Board approval is complete and up-to-date.
Managing Partner’s Access to Data

1. Responsible for the reporting and technical infrastructure of SLDS, the Data Team has access to PII for the purposes of:
   a. Validating the matching of data to the correct individual.
   b. Creating, validating, and resolving ad hoc individual-level data requests and questions on datasets.
      i. This includes tracking data user questions on “outlier” data to resolve data conflicts or anomalies for the end user (e.g., resolving what appears to be an inappropriate age for a third grade state assessment test).

2. A list will be maintained identifying Hawai‘i P-20 staff who are directly responsible for the management of the technical infrastructure, data validation, and all functions related to the development and maintenance of DXP cross-sector reporting and ad hoc individual-level data requests.
   a. Data Team members are required to sign the Hawai‘i P-20 Confidentiality & Security Agreement, as well as undergo and maintain Partner confidentiality and privacy training in order to be versed in individual Partner, Federal, State, and internal policies.

3. All RDR policies and processes will be adhered to regarding data requests for reports and/or de-identified, individual-level data that will be publicly released.

4. Approved data requests for collaborative Partner-based projects that require cross-sector data will be filled by the Data Team.
   a. Collaborative, cross-sector projects are defined as projects where at least two Partners have agreed to implement and execute a shared project such as GEAR UP Hawai‘i.

Sub-committee Roles and Responsibilities

Sub-committees will be established by DG&A as workload warrants, as determined by DG&A. All sub-committees will meet at least quarterly or on an agreed-upon schedule. Sub-committees will ensure that a quorum is present for all meetings in which a decision will be made. Decisions will be made by consensus among the members, and may be made in-person or in electronic format.

Research & Data Request Sub-committee (RDR)

See Attachment A.

Responsibilities

1. Develop and implement guidelines for the review and prioritization of cross-sector research and data requests.
2. Review and approve all data requests and requests for reports.
   a. RDR may return a request back to the requestor for clarifications or to address any issues raised by RDR.
   b. If the data request is denied, the requestor may appeal the decision to DG&A.
3. Review all modifications to approved research and data requests.
4. Prioritize all approved research and data requests.
a. RDR works with the Data Team to create the prioritization schedule and provide input as necessary.

5. Review all completed reports/studies prior to public release.
   a. Ensure compliance with the requestor’s original data request(s) and confidentiality obligations.

Security & Access Sub-committee (S&A)

See Attachment A.

Responsibilities

1. Develop and implement processes for best practices in audit and monitoring for the security of the SLDS.
2. Develop and implement the policy and processes for investigations of misuse of data from DXP.
3. Develop and implement security breach guidelines for DXP.
4. Conduct all investigation of misuse of data.
5. Develop recommendations for penalties based on the result of any investigation of misuse of data.
6. Provide recommendations to DG&A for corrective action for the protection of data provided by DXP (see “Misuse of Data from DXP”).

Data Quality Sub-committee (DQ)

See Attachment A.

Responsibilities

1. Identify and escalate data quality issue(s) to the correct sector(s) for resolution.
2. Develop policies and processes for the correction of quality issues (e.g., notification to data users of a data “caveat” or recommended business rule to handle a data anomaly).
4. Edit, approve, and monitor a DXP data element dictionary and all associated glossaries on a regular basis.
5. Provide timely resolution of data quality issues involving Partners and Affiliates they represent.

Misuse of Data from DXP

Definition

1. “Misuse of data” is defined as:
   a. Theft or loss of data (e.g., due to a lost or stolen portable device).
   b. Inappropriately accessing of data, including the inappropriate transfer or disclosure of data from DXP to individuals who have not been granted permission to access, use of data in ways other than what was approved (i.e., re-purposing a dataset), or violation of
any condition of the DXP Confidentiality & Security Agreement and data request form(s).

c. Refusal to destroy data when requested or required to so by the DG&A.

Reports of Misuse of Data

1. Reports of misuse of DXP data are forwarded to S&A for investigation and penalty recommendation(s) then to DG&A for enforcement or resolution.
   a. Any reported misuse of data from DXP will result in an internal investigation.

2. If an individual(s) or any organization or entity is determined to have misused data provided by DXP, a penalty may be enforced, such as a five-year ban on access to data from DXP.
   a. Individuals, organizations, or other entities may also be subject to Federal, State, or internal penalties as warranted.
Attachment A: Committee Memberships

Memberships will be updated as needed, as determined when new Partners or Affiliates are included in DXP, or as determined by DG&A for DG&A and its sub-committees in certain situations including but not limited to those in which positions or roles change within the organizations of Partners or Affiliates.

Executive Committee

Voting Membership:
- Hawaiʻi State Department of Education: Superintendent
- University of Hawaiʻi: President
- Department of Labor and Industrial Relations: Director
- Hawaiʻi State Department of Health: Director
- Department of Human Services: Director

Attending Membership:
- Executive Office on Early Learning: Director
- Hawaiʻi State Department of Education
  - Office of Information Technology Services: Assistant Superintendent
  - Office of Strategy, Innovation and Performance: Assistant Superintendent
  - Data Governance and Analysis Branch, Director
- University of Hawaiʻi
  - Academic Planning & Policy: Vice President
  - Information Technology Services: Vice President
  - Community Colleges: Vice President
  - Hawaiʻi P-20 Partnerships for Education: Executive Director
- Department of Labor and Industrial Relations
  - Research and Statistics: Chief
  - Unemployment Insurance Division: Administrator
  - Workforce Development Council: Executive Director

Data Governance & Access Committee

Hawaiʻi State Department of Education:
- Data Governance and Analysis Branch: Director
- Enterprise Systems Branch: Director
- School Process and Analysis Branch: Director

University of Hawaiʻi:
- Data Governance & Operations: Director
- Institutional Research and Analysis Office: Director
- Information Technology Services: Information Security Officer

Department of Labor and Industrial Relations:
- Research and Statistics: Chief
- Unemployment Insurance Division: Administrator
Workforce Development Council: Executive Director

Hawaiʻi State Department of Health:
    Health Resources Administration: Deputy Director
    Health Systems Management Office: Chief
    Early Intervention Section: Supervisor

Department of Human Services:
    Complaints Liaison and Legislative Coordinator

Private Early Childhood Programs
    TBA

UH Hawaiʻi P-20 Partnerships for Education (Managing Partner for DXP):
    Project Director
    Program Manager

**Research & Data Request Sub-committee**

Hawaiʻi State Department of Education
    Data Governance and Analysis Branch: Director

University of Hawaiʻi
    Institutional Research and Analysis Office: Director

Department of Labor and Industrial Relations
    Unemployment Insurance Division: Unemployment Insurance Programs Specialist
    Workforce Development Council: Executive Director

Hawaiʻi State Department of Health
    Early Intervention Section: Supervisor

Department of Human Services (on hold until data are shared with DXP)

Private Early Childhood Programs (on hold until data are shared with DXP)

UH Hawaiʻi P-20 Partnerships for Education (Managing Partner for DXP)
**Security & Access Sub-committee**
Hawaiʻi State Department of Education  
Enterprise Architecture Branch: Director  
Enterprise Systems Branch: Director

University of Hawaiʻi  
Data Governance & Operations: Director  
Information Technology Services: Information Security Officer

Department of Labor and Industrial Relations  
Electronic Data Processing Systems Office: Chief

Hawaiʻi State Department of Health  
Health Systems Management Office: Chief

Department of Human Services  
TBD

UH Hawaiʻi P-20 Partnerships for Education (Managing Partner for DXP)  
Program Manager

**Data Quality Sub-committee**
Hawaiʻi State Department of Education  
Data Governance and Analysis Branch: Institutional Analyst III (Data Quality)

University of Hawaiʻi  
Institutional Research and Analysis Office: Analyst

Department of Labor and Industrial Relations  
Research and Statistics: Research Statistician V

Hawaiʻi State Department of Health  
Early Intervention Section

Department of Human Services  
TBD

UH Hawaiʻi P-20 Partnerships for Education (Managing Partner for DXP)  
Analyst
Attachment B: Authorized List of Personnel with Access to Identified Data

In accordance with Hawai‘i Data eXchange Partnership’s Data Governance Policy (“Policy”), the Managing Partner will maintain a list of personnel who have been authorized to have direct access to identified individual-level data for the sole purpose of performing their duties in connection with the uses authorized by the Policy.

This Authorized List of Personnel will be updated on an annual basis at a minimum, and will be reported to the Data Governance and Access Committee of the Hawai‘i Data eXchange Partnership.

Last Updated: July 2, 2019

Name, Position/Title, and Organization

Janine Bocciardi, Database Administrator, Hawai‘i P-20 Partnerships for Education

Meera Garud, Institutional Analyst, Hawai‘i P-20 Partnerships for Education

Tracy Hongo, Data Governance Coordinator, Hawai‘i P-20 Partnerships for Education

Anita Huang, Institutional Analyst, Hawai‘i P-20 Partnerships for Education

Todd Ikenaga, IT Systems Architech, Hawai‘i P-20 Partnerships for Education

Jean Osumi, Project Director, Hawai‘i P-20 Partnerships for Education

Mary Kay Patton, Systems Documentation Specialist, Hawai‘i P-20 Partnerships for Education

Renee Sakamoto, Business Intelligence Analyst, Hawai‘i P-20 Partnerships for Education

Sela Unga, CTE Data Analyst, Hawai‘i P-20 Partnerships for Education
Attachment C: Definitions

For the purposes of this document:

1. Consensus: an opinion or vote that is shared by all representatives of a committee or sub-committee.

2. Cross-sector: data or research that involves at least two sectors of data (e.g., HIDOE and UH).

3. De-identified: the masking of personally identifiable information that prevents the identification of an individual.

4. Federated data sharing: where data from participating entities are temporarily linked on an “as needed” basis and not permanently retained within the statewide longitudinal data system.

5. Formal vote: refers to a single vote by an authorized representative by Partners.

6. Individual-level: refers to a dataset in which all the data elements in a particular row are aligned to one unique individual.

7. Integrated or centralized data sharing: refers to data from across different sectors or entities which are collected and retained within the statewide longitudinal data system.

8. Memorandum or Memoranda of Understanding: refers to a data sharing document, vetted by deputy attorney generals, general counsel, or legal counsel, endorsed and acknowledged by Executive Committee representatives.

9. Personally Identifiable Information (PII): data element, or combination of data elements, that allows the identification of an individual.

10. Quorum: simple majority of eligible Partners or their respective representatives.

11. Statewide longitudinal data system: A data system which incorporates multiple years of data by individuals.

12. Within-sector: data or research that involves only one sector of data (e.g., HIDOE only).