Data Governance 101

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DATA GOVERNANCE:

The overall management of the availability, usability, integrity, quality, and security of data.
Governance

People

• Both an organizational process...

Data

...and a structure

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[Diagram showing Governance as a central concept with arrows connecting to People and Data, indicating a process and structure.]
People

✓ Clear roles
✓ Responsibilities
✓ Processes
✓ Procedures

Governance for Decision Making
Governance for Decision Making

Data
✓ Defining data
✓ Matching data
✓ Storing data
✓ Updating data
✓ Reporting data
✓ Protecting data
• Data Policy Committee
• Data Management Committee
• Data Research Committee

Governing Committees
- **Establish and enforce** policies and procedures;
  - Data collection, management distribution
  - Standards and practices for governance
  - Breach response plans
  - Conflict resolution
  - Data sharing agreement compliance
- **Protect PII** from unauthorized disclosure or use;
- **Final approval** on:
  - Recommendations of the Data Management and Data Research Committee
  - Release of standard data reports intended for public use

**Data Policy Committee**
Define and recommend data elements to be included in the ECCDS;

Coordinate the submission of data to the ECCDS;

Ensure data quality and accuracy; and

Promote the use of data to make informed data policy decisions.
• Review for approval all research requests;
• Develop a process for timely review and approval of research data requests; and
• Develop standard data reports intended for public distribution.
• UDOH shall appoint up to two non-voting professional researchers who are not affiliated with UDOH or any participant and who are agreeable to the ECCDS Data Research Committee to sit on the ECCDS Data Research Committee.
• ECU data governance coordinator attends all meetings for consistency and to liaise between groups

Data Governance Coordinator
• Groups meet regularly, as needed
• Varies according phase

**Governing Committees**
• Each participant shall have **one unweighted vote**, regardless of the number of representatives appointed by the participant
• A participant with two representatives may only exercise a vote when both representatives agree
• Each participant may veto the use of their data

**Voting**
Independent researchers serve as advisers only – they have no vote
• Data access and use
• Data request
• Data releases

Access
Data use
Master source for data elements
Collection and refresh schedule
Process for adding new elements
Security control for risks

Quality Control Action Logs
Grievances

- Escalation process
- Resolution process
- Approval process
Best Practices
Best Practices

• Start early!
• Seek out the “nay-sayers”
• Broad input
• Group consensus
• Take advantage of resources
  • CEDS
  • Toolkits
  • Free TA
• Historical documentation
  • Transparency
  • Record all decisions
  • Members have access
  • Communicates decisions

Best Practices
• Governance Charter
  • Formally establishes data governance and defines the scope of the data effort
• Roles & responsibilities
• Formally signed

**Best Practices**
• Updating Governance
  • Formally establishes process for regularly reviewing and updating governance
  • Includes voting process for accepting change

Best Practices
Resource: SLDS Early Childhood Integrated Data System Guide
Resource: Free Technical Assistance
Questions