Implementing Data Governance as a Foundation for Data Use

MONTANA DATA USE CULTURE CONFERENCE
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HELENA, MT

Kathy Gosa, SLDS State Support Team
Objectives

• Understand the foundation of, and best practices for data governance

• Explore the relationship of data governance to data quality and accessibility, and how this can impact your work

• Identify tools, strategies, and resources available to strengthen the data governance program
Agenda

• Welcome and overview
• What is data governance?
  • Structure, processes, and landscape
• Why is data governance important to you?
  o How does it affect data quality and data use?
• What resources are available to support and strengthen data governance?
  o Data Governance toolkit
  o CEDS
• Questions
• Wrap up
Who is in the room?
What sector do you work with?

- K12
- Post Secondary
- Early Childhood
- Workforce
- Other

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What is data governance?
Data governance is both an *organizational process* and a *structure*

Data governance establishes responsibility for data, organizing program area / organization staff to collaboratively and continuously improve data quality and use through the systematic creation and enforcement of policies, roles, responsibilities, and procedures.
Goals & Benefits of Data Governance

**Accuracy**
- Consistent policies/processes
- Cross-program / cross-organization collaboration
- Agency-wide access controls
- Transparency of data management and processes
- Focus on data use
- Data-informed decisions

**Access**
- Clear data responsibilities with quality focus
- Streamlined data collections

**Awareness**
- Single source of the truth
Data Governance Landscape

Education organizations’ understanding and need for data governance continues to evolve

- new partners
- leadership and staff turnover
- changing priorities
- formalize data governance

Because education organizations have been working on data governance for several years, there are numerous resources that can be leveraged to establish, or revamp, the data governance program.
Why is data governance important to you?
Which role most closely aligns to your work?

- Data Supplier
- Data User
- Data Manager
- None of the above
- Data Suppliers

- Accurate representation of your data
- Protected and secure
- Used for intended purpose

- Security
- Validations & business rules
- Collection & reporting procedures
- Change management & issue resolution processes

- Data Managers

- High quality
- Timely
- Transparent
- Described & defined
- Accessible

- Data Users
Policies & Processes Overseen by Data Governance

• **Scope** – What data are and will be included?

• **Integration** – How are data be brought together and normalized, and how is source system of record determined?

• **Data collection**: How will necessary changes to data collections be identified, defined, approved, communicated, and executed?

• **Data validation**: What edit checks will be established and how will data be validated at each point in the lifecycle and corrected at the source (if need be)?

• **Refresh** – How often and how are data updated?

• **Metadata** – How is the data dictionary and other descriptive information maintained, and by whom?
Policies & Processes Overseen by Data Governance, cont.

- Privacy and Security – How are data kept secure and how is data privacy maintained?
- Data access: Which roles will have what access to which systems and which data at what granularity?
- Data requests: How will data be requested from within and outside the agency? How will those requests be reviewed, approved/denied, and fulfilled?
- Data release & reporting: How will data be frozen, compiled, checked, formatted, approved, and communicated for external release?
- Transparency & training: How will districts (and others that provide data) be communicated with, trained and supported to ensure they understand the data collections and submit high quality, timely data? What will be shared with other stakeholders?
What resources are available to support and strengthen the data governance program?
Visit the **DATA GOVERNANCE TOOLKIT** to learn about

What data governance is

Data governance structures and documentation

Additional resources from the **SLDS GRANT PROGRAM**

[https://slds.grads360.org/#program/data-governance](https://slds.grads360.org/#program/data-governance)
Data Governance Policy

• Codifies leadership’s
  o **Acknowledgement** that data are a critical resource, and
  o **Commitment** that the data will be managed and used as such in support of the SLDS’s mission

• Provides strategic direction by creating a framework for decision making about, and accountability for, how data will be managed across the program areas and/or agencies

• Assigns stewardship responsibilities for all participating program areas and/or agencies/organizations

• Empowers the Data Governance Committee to establish more detailed policies and processes for how data will be managed

Data Governance Policy Template and Guidance
How Can a Policy Be Used to Support the Work?

• Ensures all parties agree to the purpose, structure, and roles

• Provides a clear framework for the groups as they move into more detailed planning

• Orients new leadership

• Manages expectations across various groups and members involved in the work

• Explains the intent of the groups to those external to the work
Data Governance Manual

Documents *how* the data governance policy is implemented.

- It addresses data governance purpose, structure, policies and processes
- It documents operational considerations for each data governance group (DPC, DMC, DS).
- It is important for onboarding new members and for ensuring common understanding and expectations of data governance for all participants.

Data Governance Rubric

https://slds.grads360.org/#communities/pdc/documents/3085
Common Education Data Standards (CEDS)

An education data management initiative to streamline understanding of data within and across P-20W institutions & sectors.

- Common vocabulary
- Data models that reflect that vocabulary
- Metadata from other education data initiatives
- Tools to help education stakeholders understand and use education data

CEDS Website: [https://ceds.ed.gov/](https://ceds.ed.gov/)
Common Education Data Standards (CEDS)

CEDS provides resources to help with certain data governance functions:

- Create a data inventory
- Establish standards for data elements and option sets
- Track data steward names and contacts and document why collected
- Catalog uses of data
- Analyze data availability

CEDS Resources for Data Governance

Getting Started

How can CEDS help establish and maintain an inventory of data sources and data elements?
The CEDS tool, Align, allows you to build or upload a data dictionary (see the Mapping Toolkit) and supports data management efforts, such as identifying data sources and data elements. Align stores information about the elements including:

- Location in the Data Source (System, Database, Table, etc.)
- Element Name and Identifier
- Definition
- Option Set and Option Set Definitions
- Element Length
- Data Type

Versioning of the data elements is also supported by copying an Align map, including the alignment to CEDS, and updating or adding elements for the new version. The versions can then be compared using map-based reports.

How can CEDS help establish standards for naming and defining data elements and option sets?
Establishing standards for naming and defining data makes it easier to locate data, and increases the quality of the data by facilitating a clearer understanding of what a particular data element represents. CEDS has a vast education vocabulary containing elements and option sets from Early Childhood, K12, Postsecondary, Adult Education, and Workforce that can help you move towards standardization. The elements, option sets and definitions are derived from widely recognized standards that have been in place for many years and are made available for you to adopt.
Common Education Data Standards (CEDS)

- Connect - helps with Critical Questions
- Identify data elements, processes, and examples to answer critical questions or help identify data for research.
- CEDS tool – Connect
  - **Answer** program and policy questions
  - **Calculate** metrics and indicators
  - **Address** reporting requirements
Questions?
Contacts and Additional Resources

Contact Information:

- Kathy Gosa, (785) 220-9353, kathy.gosa@sst-slds.org
- SLDS GRADS360° website to learn more about SST and the SLDS program: http://slds.grads360.org

Resources:

- SLDS Data Governance Toolkit https://slds.grads360.org/#program/data-governance
- CEDS Website and tools https://ceds.ed.gov/
- CEDS Data Governance page: https://ceds.ed.gov/dataGovernance.aspx

THANK YOU!!