



## **P20 WIN Data Governing Board Meeting – Minutes**

**Friday 10/29/21, 8:30am – 9:30am**

### **1. Public Comment**

No one from the public was present at the meeting.

### **2. Attendance**

Present: Ram Aberasturia (OHE), Bob Barry (DAS), Linda Casey (CCEH), Patrick Flaherty (DOL), Scott Gaul (OPM), Ajit Gopalakrishnan (SDE), Lauren Jorgensen (UConn), Jan Kiehne (CSCU), Rachel Leventhal-Weiner (OEC), Susan Smith (DSS), Jennifer Widness (CCIC), Katie Breslin (OPM)

Guests from Participating Agencies: Rob Bongiolatti (DOL), Laurie Colbourn (DOL), Maura Provencher (CCIC), Ryan Scala (OPM)

### **3. Data Governance: future policy and process development**

The updated Data Governance Manual has been drafted and goes hand-in-hand with the legal agreements. It has been shared with the Data Stewards for feedback. The DGB can help identify where we need to develop or further define policies in the manual. Are there policies that need better documentation? We have received guidance from other SLDS and the DGB has an opportunity to weigh in where we do not have policies.

Because the Governance Manual is a living document that changes over time, the DGB can help prioritize policies and identify where to proceed. A slide in the presentation lists a number of different policies and where it lives in their respective P20 WIN documents. If status is blank, we do not have documented process for the policy/process.

A DGB member asked if the State would require state agencies to adopt the policies and procedures coming out of P20 WIN more universally. It is important to communicate which, if any, policies would be helpful for agencies. For example, P20 WIN is creating an Incident Response Plan, but BITS should provide a universal Incident Response Plan for agencies.

Possible future policies and their definitions were presented from an SLDS guidance document. Of the policies listed, DGB members were asked if any were important for P20 WIN to address. Should any of the policies be prioritized? As an example, policies for “data dictionary” and the “data refresh” could be of interest to P20 WIN to help requestors navigate the system:

Data dictionary – We have a P20 WIN Data Dictionary, but we do not have a policy to update it regularly.

Data refresh – This policy would identify how and how often data are updated in each respective agency data system. We do not currently have this policy.

There was a question about how to modify policies and procedures to meet the needs of a federated system. It is important for Participating Agencies to provide documentation that could help a requestor know when data might be available: when data is updated; when data is available to be requested; how often agencies update data that would be available for a data request.



Additional opportunities for discussion and to create new policies include unpacking the matching process and how to overcome quality issues, including how to match across different timelines – quarterly or monthly.

There is not a policy for master data management. How do we determine which data source takes precedence if data conflicts across systems? Is there documentation where agencies do this?

The Data Governance Manual will be sent to DGB with notes.

#### **4. Research agenda: preparation for November update**

The Research Agenda will be part of the November Executive Board meeting. Members were asked to review the agenda and share any additions or modifications that need to be made. It is important the agenda reflect the priorities of the Participating Agencies and the State and that data is used in way that supports agencies work.

#### **5. Updates**

a. Annual Calendar

b. New data requests

We are making progress with new data requests. Two have been submitted with another 2 incoming. Let Katie know if any data requests will be coming in.

c. SLDS Best Practices Conference

d. Incident response plan

Thanks to Bob Barry for pulling together a draft Incident Response plan. It has been shared with members for feedback.

e. Data sharing agreements

The baseline DSA has been shared and received no new feedback since the last round of revisions. Agency-specific DSAs will be shared early next week for feedback and other comments or edits.

#### **6. Next Steps**

a. The Data Governance Manual will be shared with the DGB.

b. Agency-specific Data Sharing Agreements will be shared with agencies for feedback.

#### **7. Adjournment**

a. The meeting ended at 9:32am.