Metadata Management Policy

References

- Effective Date: 10/17/2022
- Approved By: P20 WIN Data Governing Board

Policy Purpose

The purpose of this policy is to outline the P20 WIN metadata management process. This policy has been established to ensure the P20 WIN data dictionary contains complete and up-to-date inventory of each P20 WIN Participating Agency's data elements available for request.

Policy Statement

Each P20 WIN participating agency will maintain a complete and up-to-date data dictionary to provide transparency and to facilitate the data sharing process

Related Documents

Metadata Management Process

Enterprise Memorandum of Understanding (E-MOU): Under the P20 WIN E-MOU, the Data Governing Board has responsibility to 'Develop, document and monitor Data Definitions and Metadata for shared Data Elements, within the cross-agency Data Dictionary, using State guidance on Metadata standards.'

Open Data Metadata Guidelines

Revision History

Version Number	Version Date	Description of Change	Point of Contact
1	10/17/2022		

Metadata Management Process

References

- Related Data Policy: Metadata Management Policy
- Effective Date: 10/17/2022
- Approved By: P20 WIN Data Governing Board

Purpose

The purpose of this process is to document the steps for P20 WIN metadata management and maintenance.

Applicability

This process applies to the annual submission of data dictionaries by P20 WIN Participating Agencies and the maintenance of the P20 WIN data dictionary by the Operating Group.

Definitions

Data Dictionary – is a listing of the names of a set of Data Elements, their definitions, and additional metadata. A Data Dictionary does not contain any actual data; rather it serves to provide information about the data in a data set.

Data Elements – units of information as they are stored or accessed in any data system. For example, education data elements about a student's academic history could include student ID number, course code, credits attempted, cumulative grade point average, etc.

Operating Group – The Connecticut Office of Policy and Management (OPM) that facilitates the smooth and efficient operation of P20 WIN for the benefit of the Participating Agencies and the greater benefit of the State of Connecticut.

Participating Agency - P20 WIN has a membership of state agencies, institutions of higher education, and nonprofits, including, but not limited to: the Office of Early Childhood (OEC), the State Department of Education (SDE), Connecticut State Colleges and Universities (CSCU), the University of Connecticut (UCONN), the CT Conference of Independent Colleges (CCIC), the Department of Labor (DOL), the Department of Social Services (DSS), the Department of Children and Families (DCF), the Office of Higher Education (OHE), and the CT Coalition to End Homeless (CCEH).

P20 WIN Data Dictionary – The combined set of data elements available from all P20 WIN Participating Agencies. Created using the data dictionaries uploaded by agencies.

P20 WIN Data Dictionary App – The P20 WIN Data Dictionary App contains the most recent P20 WIN Data Dictionary elements. The app can be used to search and filter the P20 WIN data elements and download filtered Excel or CSV files.

P20 WIN Knowledge Hub – Private GitHub site where information, documents, and files can be shared between Participating Agencies related to P20 WIN projects, data requests, and data governance. github.com/P20-WIN

Implementation

1. Annually, the Operating Group will send out notice to participating agencies for updates to data dictionaries. Updates could include changes to data elements, the addition or removal of data elements, or the addition or removal of datasets.
2. Data stewards, or other identified staff, at each participating agency will either confirm with the Operating Group that their agencies data dictionaries have remained unchanged from the prior year or they will upload their agency's most current data dictionaries to the Data Dictionary repository on the P20 WIN Knowledge Hub.
   - The annual date of submission will be June 30th, unless agreed otherwise. The dates when data dictionaries are uploaded by each Participating Agency can be found in the attachments (**attachment forthcoming**).
   - The data dictionaries should include at minimum following fields:
     o Agency,
     o Program (ex. unemployment insurance, home visiting, TANF…),
       ▪ This field refers to the specific program within the agency that the data element belongs to. For example, the Department of Labor's data dictionary includes data elements from multiple programs such as Unemployment Insurance, Apprenticeship, and State Youth Employment Programs. Each of these programs may include elements with the same Data Element Name, such as "Wages, therefore it is necessary to have a program/source field.
     o Data Category (ex. student, financial aid, employment, finance…),
       ▪ This field refers to the category the data element belongs to. For example, within the program of State Youth Employment Programs, the Department of Labor collects Activity/Program Data and Demographics Data. Data Category provides further context to the data element and is helpful when determining which elements should be included in a data request.
     o Data Element Name,
     o Data Element Definition,
     o Data Type (ex. Varchar, bit, integer…), and
     o Years Available (i.e., 2010 – 2022).
       See Data Dictionary Template in Attachments.
3. The Operating Group will download the data dictionaries from the Data Dictionary repository on the P20 WIN Knowledge Hub on a quarterly basis.
4. The Operating Group will combine the data dictionaries from the P20 WIN Participating Agencies into the P20 WIN Data Dictionary on a quarterly basis.
5. The Operating Group will upload the current P20 WIN Data Dictionary to the P20 WIN website, the P20 WIN Data Dictionary App, and the P20 WIN Knowledge Hub.

Related Documents/Attachments

[Data Dictionary Template](#)

Metadata Management Policy

Revision History

Version Number	Version Date	Description of Change	Point of Contact
1	10/17/2020		