

# Data Quality Policy

### References

- Effective Date: March 7, 2025
- Approved By: P20 WIN Data Governing Board

### Policy Purpose

This policy is to ensure that all Participating Agencies have adequate documentation and processes to promote the availability of high-quality data for data users.

Documentation of the process will improve the data request process for Participating Agencies, the Data Integration Hub, the Operating Group, and data users.

### Background

The P20 WIN state longitudinal data system facilitates the sharing and linking of data from multiple agencies to address critical policy questions. P20 WIN is used to inform sound policies and practice through the secure sharing of data across participating agencies to ensure that residents successfully navigate supportive services and educational pathways into the workforce.

Connecticut General Statutes (C.G.S.) 10a-57g codifies P20 WIN and “its purpose to establish processes and structures governing the secure sharing of critical longitudinal data across participating agencies through implementation of the standards and policies of the P20 WIN network.” This statute also creates a data governing board “to establish and implement policies related to cross-agency data management, including, but not limited to, data confidentiality and security in alignment with the vision for CP20 WIN and any applicable law. In establishing such policies, the data governing board shall consult with the Office of Policy and Management, in accordance with the provisions of section 4-67n and other applicable statutes and policies.”

State of Connecticut Executive Branch agencies are required to document data collection efforts and inventory data assets annually pursuant to C.G.S. 4-67p.

All Participating Agencies are responsible for housing the data they collect for administrative purposes, as well as for the quality of the data they maintain. The P20 WIN Data Governing

Board is responsible for developing policies and procedures that set standards for the data for approved data requests.

### **Scope of Policy**

This policy shall apply to all P20 WIN Participating Agencies and their staff, and any external entity that provides data for matching and analytic purposes for an approved data request.

#### **Data from Participating Agencies**

- A. Participating Agencies must provide documentation to the Operating Group on the quality of the data they collect and have authority to share, which could include agency-level policies to ensure data quality.
- B. P20 WIN encourages Participating Agencies to develop official data quality policies addressing data that may be made available for a data request. Documentation should include:
  - a. A description of the processes in place to ensure accurate collection and entry of data for datasets.
  - b. A description of the Participating Agency's process for checking data quality.
- C. P20 WIN encourages Participating Agencies to document any known issues or considerations that would impact data use, such as missing or incomplete data elements, changes in reporting, etc.
- D. Data Dictionary
  - a. Participating Agencies share a Data Dictionary with P20 WIN that identifies specific data elements that may be made available for an approved data request. The P20 WIN Data Dictionary is one component of data quality as it describes what data an agency collects and core data elements that can be used for a data request.

#### **Data from External Entities**

- A. In some cases, external entities will provide a dataset for matching purposes. Any external entity that provides data for a data request will provide the Operating Group with documentation of the quality of that data.

#### **Data for Approved Data Requests**

- A. For approved data requests, the "source of truth" will vary depending on the data sources and scope of the request.
- B. Data requestors will be encouraged to provide feedback on data issues they encounter.

## Role of the Operating Group

- A. The Operating Group will maintain a catalog of agency-specific policies and processes related to data quality.
- B. The Operating Group will develop a Disclosure Review policy that will establish a feedback loop with the Participating Agencies about the state of the data provided for a data request.

## Related Documents

The following document list references other data policies, resources, and the related process documents:

- [Indiana Management Performance Hub Data Quality Dimensions](#)
- [DCF Client Protections and Client Data Dignity Policy](#)
- [SDE Data Acquisition Plan](#)
- [SDE 2024-25 Summary of Timely/Accurate Due Dates & Freeze Dates](#)
- [SDE Data Collection Applications](#)
- [P20 WIN Data Security Policy](#)
- [P20 WIN Metadata Management Policy](#)
- [P20 WIN Pre-Publication Review Policy](#)

## Revision History

Version Number	Version Date	Description of Change	Point of Contact
1	3/7/2025	Adopted by DGB	Katie Breslin