

**P20 WIN
DATA GOVERNING BOARD**

April 9, 2021 Meeting

AGENDA

1. Public Comment
2. Attendance
3. Annual Calendar
 1. Workforce Data Quality Initiative
4. Legal Agreements
 1. Timeline
5. Onboarding Policy
6. Next steps

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2021 DATA REQUEST CALENDAR

Month	Multi-year/Annual Matching	Anticipated Data Requests/ Data Matches
January	#15 CSCU/CCIC/SDE Datasets due to DOL	
February		Yale/NHPS pre-K outcomes
March	Post-secondary outcomes (5 year)	ReadyCT/ WestEd Manufacturing for CT (summer 2021 report)
April		
May		
June		
July		
August	IDEA reporting (Feb 2022 report)	
September		
October		
November		
December		CSCU CRF (2022 report)

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P20-WIN Draft Legal Agreements

Participating Agencies

Enterprise MOU

Signed by leadership from all Participating Agencies of P20 WIN

- Facilitates operation of system
- Describes the governance structure and request management process for P20 WIN
- Establishes the:
 - Executive Board
 - Data Governing Board
 - Resident Advisory Board
- Includes
 - Responsibilities of Participating Agencies
 - Data request management process
 - Security and privacy standards

Participating Agencies (by project) / Data Integration Hub (DOL) / Data Recipient

Data Sharing Agreement

Formal document signed by Participating Agencies, the Data Integration Hub (DOL) and the Data Recipient for approved data requests

- Participating Agency(ies) agrees to:
 - Provide data dictionary relevant to specific request,
 - Determine permitted use of data that complies with state and federal law,
 - Securely transmit approved data to Data Integration Hub,
 - Designates Data Destruction end date for data recipient,
- Data Integration Hub agrees to:
 - Limit access of data to authorized personnel as determined by Participating Agency,
 - Store all data securely,
 - Use data solely for the purpose approved by Participating Agency
 - Destroy data as prescribed by Participating Agency
- Data Requestor/Recipient agrees to:
 - Use project data as approved by the Participating Agency(ies),
 - Identify individuals accessing and analyzing data as authorized users,
 - Cell suppression and data security policies,
 - Follow project reporting requirements,
 - Destroy all project data as determined by Participating Agency(ies),
 - Fulfill any financial obligations

Summary of Changes

Enterprise MOU

1. Reflects DOL role as Data Integration Hub
 1. But Data Sharing Request Document allows exceptions
2. Moves Data Stewards to working group (coordination and meetings continue)
3. 'Data Ownership' replaced by 'Data Sovereignty' (individual owns their data)
4. Removed specifications for data matching and sharing services
5. Removed redundant section on data destruction (in Appendix 2), added term, added joinder for adding new agencies to E-MOU

Data Sharing Agreement

1. Merged Data Use License and Data Sharing Agreement – participating agencies, DOL (for data integration) and data requestor sign single document
2. Data Sharing Request Document (based on existing Data Request Form) attached to each DSA
3. Modified exhibits:
 - A. Data Sharing Request Form: Based on existing Data Request Form, for participating agency DGB reps + counsel, data requestor, DOL
 - B. User Acknowledgment Form (new): Agencies can use their own form or can develop template, for staff of participating agencies
 - C. Confidentiality Agreement: Based on existing 'Confidentiality and Non-Disclosure' form, for data requestors
 - D. IRB Approval (new): Provided by data requestor
 - E. Data Destruction Certificate: Based on existing Certificate, for data requestor

TIMELINE

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9 DGB	10
11	12	13	14	15	16	17
18	19	20	21 Data Stewards	22	23 Learning Session	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6 Technical Upgrade	7 DGB	8
9	10	11	12	13	14	15
16	17	18 Executive Board	19	20	21	22
23	24	25	26	27	28	29

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ONBOARDING A NEW AGENCY

<u>Current protocol</u>	Proposed new approach
<ol style="list-style-type: none">1. Applicant requests of P20 WIN Program Manager2. DGB reviews and communicates preliminary decision to Applicant, invites to DGB to discuss joining and cost-sharing3. Review focuses on authority to access and share data, support for P20 WIN vision, funding for system support (2 years),4. DGB shares cost-sharing agreement with AG's office, makes recommendation to EB for decision5. If approved Applicant and other agencies sign P20 WIN documents	<ol style="list-style-type: none">1. Applicant requests of Executive Board (EB), EB routes to DGB2. DGB reviews within [10] days3. Review focuses on authority to access and share data, security, confidentiality, conflict of interest4. If questions, OPM reviews with applicant5. If no questions, DGB recommends to EB for decision6. EB reviews at next meeting7. If approved, Applicant signs Attachment A (joinder) to E-MOU <p>Adds procedures for suspension (voluntary and involuntary) and reinstatement</p>

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