Considerations Worksheet for Existing Data Governance Structure

It is essential that Part C and Part B 619 staff who are responsible for data and data systems to understand how their program’s data and data systems fit within their larger agency’s data governance structure. Staff should know their existing data governance structure and policies, understand how to work within that existing data governance structure, and know to what extent the existing data governance supports (or does not support) Part C and Part B 619. Before drafting new policies, Part C and Part B 619 staff should fully understand their agency’s existing data governance. Staff can accomplish this through conversations within their program/agency and reviews of existing documentation (e.g., applicable policies). This worksheet provides Part C and Part B 619 staff foundational questions to assist in understanding the breadth and scope of existing agency data governance. The answers to the questions on this worksheet are important to understand before starting the topical policies in the DaSy Data Governance Toolkit at <https://dasycenter.org/data-governance-toolkit/>

| Considerations Worksheet for Data Governance Structure Review | |  |
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| *Considerations* | *Answer* | |
| 1. What existing state department/agency/office data governance committee covers Part C or Part B 619? (If none, what existing stand-alone Part C or Part B 619 data governance exists?) |  | |
| 1. Name of data governance committee |  | |
| 1. Meeting schedule and location of data governance committee |  | |
| 1. Members of the data governance committee (names and roles) |  | |
| 1. Location of applicable data governance documents |  | |
| 1. Process Part C or Part B 619 uses to submit issues to the data governance committee |  | |
| 1. How does the data governance body: |  | |
| 1. Establish policy and procedures for the overall management of data and data systems? |  | |
| 1. Support decision-making authority? |  | |
| 1. Inform policy? |  | |
| 1. What designated representative(s) is charged with representing Part C or Part B 619 to the data governance committee? |  | |
| 1. How do Part C or Part B 619 program staff interact with their designated data governance representative on Part C or Part B 619 program-level data governance needs? |  | |
| 1. Do existing policies that support Part C or Part B 619 data and data systems address these topics addressed by the DaSy Data Governance Toolkit? (If no, share missing topics with data governance committee. If yes, to what extent do existing policies cover the needs of Part C or Part B 619?) |  | |
| 1. Data Breach Response |  | |
| 1. Data Quality |  | |
| 1. Data Security and Access |  | |
| 1. Data System Change |  | |
| 1. Public Reporting |  | |
| 1. Electronic Communications |  | |
| 1. Data Request |  | |