**Data Partnership Management Plan Considerations Worksheet**

This worksheet is provided to facilitate conversation between data partners. Notes can be recorded in the columns provided. Once applicable considerations are addressed, teams may transfer their answers to the Data Management Plan Template to facilitate completion of their data partnership management plan.

| **Data Partnership Management Plan Considerations Worksheet** |
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| **Considerations** | **Notes (Partner 1)** | **Notes (Partner 2)** |
| **Purpose of the Data Partnership** |
| 1. What is the purpose of the partnership that necessitates the data partnership management plan?
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| 1. Who is involved in developing the plan?
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| 1. What are the goals of the partnership?
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| 1. What are the short-, medium-, and long-term outcomes supported by the partnership?
 |  |  |
| 1. What are the questions (as outlined by use cases) that need to be answered by this partnership (short, medium, and long term)? (E.g., DaSy Critical Questions)
 |  |  |
| 1. Who are the primary and secondary stakeholders impacted by the work of the data partnership?
 |  |  |
| 1. What other early childhood data efforts relate to this partnership? Specifically:
 |  |  |
| 1. What, if any, data sharing work have the partners already completed?
 |  |  |
| 1. What other internal or external early childhood data matching, linking, and/or integration work relates to this partnership?
 |  |  |
| **Matching, Linking, and/or Integrating Data** |
| 1. What types of data are included in the data partnership? (E.g., early childhood outcomes, transition data, enrollment data.)
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| 1. How will the data be processed, matched, linked, or integrated? Who (what role) will be responsible for this process?
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| 1. If a unique identifier(s) will NOT be used to match records, what alternative matching processes will be used?
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| 1. Where will the shared data be located and maintained?
 |  |  |
| **Data Partnership Implementation** |
| 1. Consider the management and oversight needed to maintain the partnership:
 |  |  |
| 1. How will maintenance and sustainability of processes and data output be supported by the partnership?
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| 1. How often will this data partnership be reviewed?
 |  |  |
| 1. Who (what roles) serve on the data partnership team?
 |  |  |
| 1. Who (what role) is responsible for what tasks (e.g., lead work, develop agendas, facilitating meetings, oversee matching, writing documentation, communicating progress)?
 |  |  |
| 1. How are the members identified?
 |  |  |
| 1. What is the frequency of the data partnership team meetings?
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| 1. What decisions can the partnership team make (e.g., data quality)? (Conversely, what decisions require additional input, review, and approvals within the respective agencies, programs, and/or internal data governance bodies?)
 |  |  |
| **Data Governance Policy Analysis and Approach** |
| 1. What data governance policies are applicable for the data partnership from each of the following data governance areas:
 |  |  |
| 1. Purpose, Structure, and Process
 |  |  |
| 1. Data Breach
 |  |  |
| 1. Data Quality
 |  |  |
| 1. Data Security and Access
 |  |  |
| 1. Data System Changes
 |  |  |
| 1. Public Reporting
 |  |  |
| 1. Data Requests
 |  |  |
| 1. Electronic Communications
 |  |  |
| 1. Data Retention and Destruction
 |  |  |
| 1. For those applicable policies, what is the status of each partner’s data governance?
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| 1. What additional or revised data governance policies are needed within each partner’s agency or program for this data partnership?
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