



What Is Data Governance?

- * Overall administration of the availability, usability, integrity, quality, and security of data.
- * Both an organizational process and a structure.
- * Establishes responsibility for data.
- * Organizes program/agency staff to collaboratively and continuously improve data quality and use through the systematic creation and implementation of policies, roles, responsibilities, and procedures.

Why Do I Care?

- * You don't want decisions being made informally and inconsistently.
- * Formal data governance structures provide a foundation for decision-making.

What would you do??

Read these real life scenarios addressed by data governance:

Scenario 1: Mr. Smith contacts the Part C program and requests that his child's initial evaluation information be deleted from the data system. The Smith family declined Part C services and sought services privately.

Scenario 2: Your agency was notified that training materials posted on an unsecure web page, included personally identifiable information about children.

Scenario 3: A local program director calls the state Data Manager requesting that a data element be added to the state data system (or data warehouse).

Formal data governance protects your program from accidental disclosures of personally identifiable information.

Formalizing Your Data Governance

The DaSy Data Governance Toolkit offers information, guidance, and templates to assist Part C and Part B 619 program staff with creating or enhancing their data governance policies and procedures. For each data governance topic, an overview, consideration questions, and a fillable Microsoft Word template are provided.

Toolkit Online Layout



Coming Soon!



Who Can Use the Toolkit?

- * Part C/Part B 619 Coordinators
- * Part C/Part B 619 Data Managers
- * Information Technology staff
- * Data staff
- * Data consultants
- * Evaluators
- * Anyone interested in managing and securing data!

What if I Already Have Data Governance in Place?

The toolkit is meant to support programs:

- * with little or no formal, written data governance
- * that want/need to enhance or create any new data governance policies
- * that are a part of a larger data governance body but want to review those policies for inclusion of IDEA and FERPA language.

Each Section Contains...

OVERVIEW: A short description of the data governance and management topic covered in the section and how it applies to Part C and Part B 619 programs.

Overview

Data breaches are not the concern of just information technology staff; they are the concern of everyone who has access to and handles Part C/Part B 619 data. A data breach may take numerous forms, from inadvertent disclosure of personally identifiable information (PII) to intentional hacking. Even the physical loss of a laptop computer with PII through negligence or theft can constitute a breach. Regardless of the type or magnitude, the ultimate effect of a breach is the same: greater risk of malicious data use and reduced institutional confidence. Those whose PII is released risk having their information accessed and used for any number of nonauthorized and potentially negative purposes including but not limited to identify theft, undesired solicitations, or residence location found by those with adverse intentions. Not only can a breach

CONSIDERATIONS: Questions that will help programs draft policies and procedures for that data governance and management topic.

Considerations

Use the questions below to discuss, consider, and develop a comprehensive data quality policy. Where appropriate, procedures and operational manuals that detail specific actions supporting implementation of this policy should be created.

1. Data Quality Policy: General Provisions

- Which federal laws/regulations (IDEA/FERPA) related to data quality apply to your Part C or Part B 619 program?
- Are there additional state agency policies related to data quality that apply to the Part C or Part B 619 program? If yes, what are they?
- What specific Part C or Part B 619 data quality policies or procedures, if any, exist and apply?
- Which role, within what agency/program should be contacted with questions about this policy?

FILLABLE TEMPLATE: A downloadable template (in Microsoft® Word) for creating policies and procedures related to that topic.

Data Governance Purpose and Structure Charter for NAME OF PART C or PART B 619 PROGRAM.

PURPOSE
The intent of this charter is to clearly define the purpose of the data system and the data governance structure. Additionally, it is intended to document the data governance structure and process.

AUTHORITY
The NAME OF PART C or PART B 619 PROGRAM is located within NAME OF STATE AGENCY. The NAME OF PART C or PART B 619 PROGRAM is authorized to collect and maintain EARLY INTERVENTION or PRESCHOOL SPECIAL EDUCATION data as part of the following federal and state statute and state executive orders.

STATE EXAMPLES: (coming soon)



Need help with your data governance policies?

- * Contact us:
 - Gary Harmon (Gary.Harmon@unc.edu)
 - Sharon Walsh (walshtaylo@aol.com)
- * Find data governance resources online:
 - <http://dasycenter.org/data-governance-and-management-toolkit/>
 - <http://dasycenter.org/tag/data-governance/>