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MAISA | MICHIGAN ASSOCIATION OF INTERMEDIATE SCHOOL ADMINISTRATORS

SUPPORTING REGIONAL EDUCATION SERVICE AGENCIES

Data Governance METL Task Force

MSBO Conference April 25-27, 2023

How well do you know the...

- availability
- usability
- integrity
- security

... of YOUR data?

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Introductions

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Chair of METL

Dave Tebo

Director of Innovation

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Data Governance Task Force

Task Force Members

- Kurt Rheaume, Wayne RESA
- Damian Koob, Van Buren ISD
- Mike Rohwer, Ottawa Area ISD
- Joyce Sackleh, Oakland Schools
- Fred Sharpsteen, Mecosta-Osceola ISD
- Kristi Martin, Macomb ISD
- Glen Finkel, Kent ISD

Initial Objectives of Task Force

- Overview of Data Governance
- Evaluating Data Governance practices
  - Organizational
  - System-specific

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What is Data Governance?

Data Governance Institute (DGI)
"the exercise of decision-making and authority for data-related matters."

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METL Data Governance Task Force

Characteristics

Data should be:

- Secure
- Usable
- Trustworthy

States

Data lifecycle:

- Creation
- Storage
- Usage
- Archival
- Destruction

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Data System Evaluation Tool 2.0

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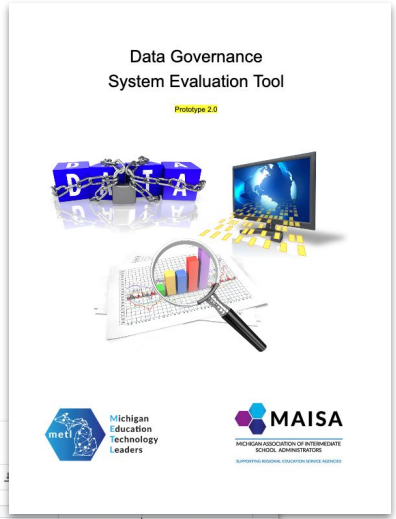
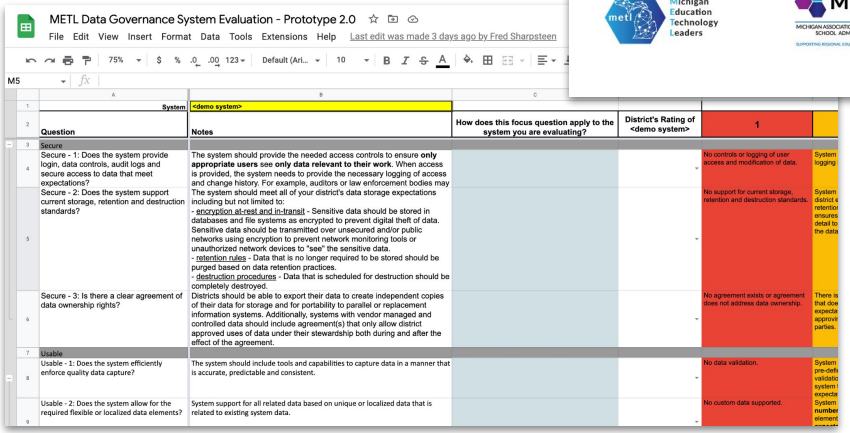
Objective of Evaluation

- Consumable
- Clear
- Adaptable
- Shareable
- Fast
- New or Existing





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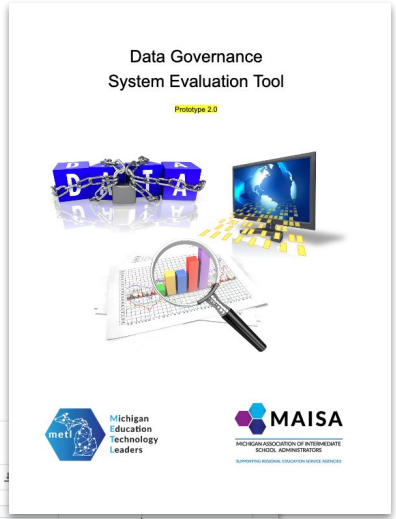
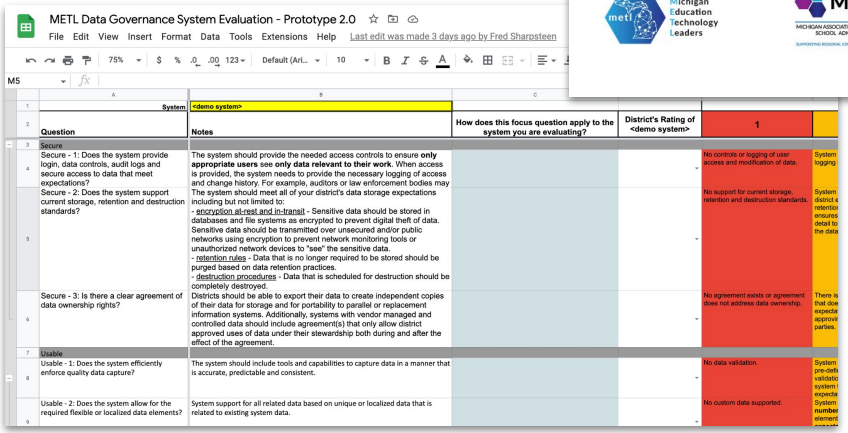
Process

- Identify the system
- Set Expectations
- Compare to Rubric





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THE Questions

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Secure

1. Does the system provide login, data controls, audit logs and secure access to data that meet expectations?
2. Does the system support current storage, retention and destruction standards?
3. Is there a clear agreement of data ownership rights?

Usable

1. Does the system efficiently enforce quality data capture?
2. Does the system allow for the required flexible or localized data elements?
3. Does the system support sharing of summary and detailed data appropriately?
4. Does the system support required data integrations and exports?
5. Is there a data object-relationship map available that supports conducting a data inventory?

Trustworthy

1. Does the system support the district's documented business rules, workflow and processes?
2. Does the system allow correcting data with auditing/documentation/proof?
3. Does the system allow for restoration of incorrectly or improperly changed data?

Evaluation Tool 2.0 - Brochure

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Data System Evaluation Tool 2.0

In Practice

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Evaluation Tool 2.0 - Multisystem

Data System Evaluation Rating Comparison Worksheet -- Multiple Systems					
Rater:	**System 1**	**System 2**	**System 3**	**System 4**	**System 5**
Secure					
Secure - 1: Does the system provide login, data controls, audit logs and secure access to data that meet expectations?					
Secure - 2: Does the system support current storage, retention and destruction standards?					
Secure - 3: Is there a clear agreement of data ownership rights?					
Usable					
Usable - 1: Does the system efficiently enforce quality data capture?					
Usable - 2: Does the system allow for the required flexible or localized data elements?					
Usable - 3: Does the system support sharing of summary and detailed data appropriately?					
Usable - 4: Does the system support required data integrations and exports?					
Usable - 5: Is there a data object-relationship map available that supports conducting a data inventory?					
Trustworthy					

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Purpose & Background - Multisystem

1. Comparing multiple systems that provide similar capability for selection
2. Looking to identify which system best supports data governance expectations

Data System Evaluation Rating Comparison Worksheet -- Multiple Systems

Rater:	MiCoolData	MiAwsesomeData	MiMagnificentData	MiIncredibleData	MiPrettyGoodData
Secure					
Secure - 1: Does the system provide login, data controls, audit logs and secure access to data that meet expectations?	No controls or logging of user access and modification of data. {1}	System provides most controls and data logging to report on user access but is not robust. {3}	System has some controls or logging but is not robust. {2}	System has some controls or logging but is not robust. {2}	System provides most controls and data logging to report on user access but is not robust. {3}
Secure - 2: Does the system support current storage, retention and destruction standards?	System fully supports district expectations for storage, retention and destruction that ensures the appropriate level of detail to verify your stewardship of the data. {4}	System has some support for district expectations for storage, retention and destruction that ensures the appropriate level of detail to verify your stewardship of the data. {2}	System mostly supports district expectations for storage, retention and destruction that ensures the appropriate level of detail to verify your stewardship of the data. {3}	System mostly supports district expectations for storage, retention and destruction that ensures the appropriate level of detail to verify your stewardship of the data. {3}	System has some support for district expectations for storage, retention and destruction that ensures the appropriate level of detail to verify your stewardship of the data. {2}
Secure - 3: Is there a clear agreement of data ownership rights?	There is a boilerplate agreement that does not meet all district expectations for obtaining copies or approving use of data by third parties. {2}	There is a boilerplate agreement that does not meet all district expectations for obtaining copies or approving use of data by third parties. {2}	No agreement exists or agreement does not address data ownership. {1}	No agreement exists or agreement does not address data ownership. {1}	There is an enforceable agreement agreed by both parties and only modifiable with mutual agreement to ensure the district gets the needed data and third parties have expressed written permission to use approved data. {4}
Usable					
Usable - 1: Does the system efficiently enforce quality data capture?	System provides minimal pre-defined rules for data quality validation when captured in the system that meets some district expectations. {2}	System provides clearly defined rules for data quality validation when captured in the system that meets most district expectations. {3}	System provides minimal pre-defined rules for data quality validation when captured in the system that meets some district expectations. {2}	System provides clearly defined rules for data quality validation when captured in the system that meets most district expectations. {3}	System enforces, audits and allows for management of data quality validation when captured in the system that meets all localized district expectations. {4}
Usable - 2: Does the system allow for the required flexible or localized data elements?	System supports pre-defined fixed number of district-defined data	Not Applicable. {5}	System supports pre-defined fixed number of district-defined data	Not Applicable. {5}	System supports pre-defined fixed number of district-defined data

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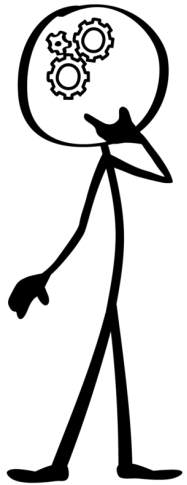
Possible Process / Dialogue - Multisystem

1. Identify which questions are most important to the organization
2. Identify ideal responses to each question (looks like…, sounds like…, feels like…)
3. Identify where you will verify answer for each question (documentation, demonstration)
4. Enter systems in top row of tool
5. Identify the order in which they will be evaluated
6. Discuss as a group a response for each of the questions
7. Review responses for all systems to elevate or eliminate systems
    a. Which responses are “deal-breakers”?
    b. Which questions will you have to “compromise” to adopt a system?



Evaluation Tool 2.0 - Multi-Rater

Data System Evaluation Rating Comparison Worksheet -- Multiple Raters

System:	Rater 1	Rater 2	Rater 3	Rater 4	Rater 5	Consensus
Secure						
Secure - 1: Does the system provide login, data controls, audit logs and secure access to data that meet expectations?						
Secure - 2: Does the system support current storage, retention and destruction standards?						
Secure - 3: Is there a clear agreement of data ownership rights?						
Usable						
Usable - 1: Does the system efficiently enforce quality data capture?						
Usable - 2: Does the system allow for the required flexible or localized data elements?						
Usable - 3: Does the system support sharing of summary and detailed data appropriately?						
Usable - 4: Does the system support required data integrations and exports?						
Usable - 5: Is there a data object-relationship map available that supports conducting a data inventory?						
Trustworthy						

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Purpose & Background - Multi-rater

1. Evaluating a single system from multiple stakeholder perspectives
   a. One system used in multiple departments in different ways such as a Payroll/HR System to collect assessment from Time Entry staff, Payroll Processing staff and HR Management
2. Looking to identify how the system supports data governance expectations and possible areas of improvement.

Data System Evaluation Rating Comparison Worksheet -- Multiple Raters

System:	Connie Cool	Andy Awsesome	Molly Magnificent	Isaac Incredible	Polly PrettyGood
Secure					
Secure - 1: Does the system provide login, data controls, audit logs and secure access to data that meet expectations?	No controls or logging of user access and modification of data. {1}	System provides most controls and data logging to report on user access but is not robust. {3}	System has some controls or logging but is not robust. {2}	System has some controls or logging but is not robust. {2}	System provides most controls and data logging to report on user access but is not robust. {3}
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Usable					
Usable - 1: Does the system efficiently enforce quality data capture?	System provides minimal pre-defined rules for data quality validation when captured in the system that meets some district expectations. {2}	System provides clearly defined rules for data quality validation when captured in the system that meets most district expectations. {3}	System provides minimal pre-defined rules for data quality validation when captured in the system that meets some district expectations. {2}	System provides clearly defined rules for data quality validation when captured in the system that meets most district expectations. {3}	System enforces, audits and allows for management of data quality validation when captured in the system that meets all localized district expectations. {4}
Usable - 2: Does the system allow for the required flexible or localized data elements?	System supports pre-defined fixed number of district-defined data	Not Applicable. {5}	System supports pre-defined fixed number of district-defined data	Not Applicable. {5}	System supports pre-defined fixed number of district-defined data

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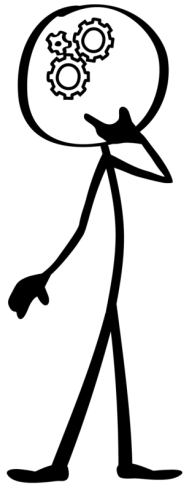
Possible Process / Dialogue - Multi-rater

1. Identify which questions are most important to the organization
2. Enter rater/group in top row of tool
3. Identify ideal responses to each question (looks like..., sounds like..., feels like...) for each stakeholder group either together or separately depending on how you plan use it in this process
4. Identify where you will verify the answer for each question (documentation, demonstration, SME)
5. Identify how & when each rater will capture evaluation
6. Discuss as a group a response for each of the questions. Consider ideal responses developed above.
7. Identify opportunities for improvement in the system being evaluated



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Evaluation Tool 2.0 - Multi-Term

Data System Evaluation Rating Comparison Worksheet -- Multiple Terms					
System:	**Term 1**	**Term 2**	**Term 3**	**Term 4**	**Term 5**
Secure					
Secure - 1: Does the system provide login, data controls, audit logs and secure access to data that meet expectations?					
Secure - 2: Does the system support current storage, retention and destruction standards?					
Secure - 3: Is there a clear agreement of data ownership rights?					
Usable					
Usable - 1: Does the system efficiently enforce quality data capture?					
Usable - 2: Does the system allow for the required flexible or localized data elements?					
Usable - 3: Does the system support sharing of summary and detailed data appropriately?					
Usable - 4: Does the system support required data integrations and exports?					
Usable - 5: Is there a data object-relationship map available that supports conducting a data inventory?					
Trustworthy					
Trustworthy - 1: Does the system support					

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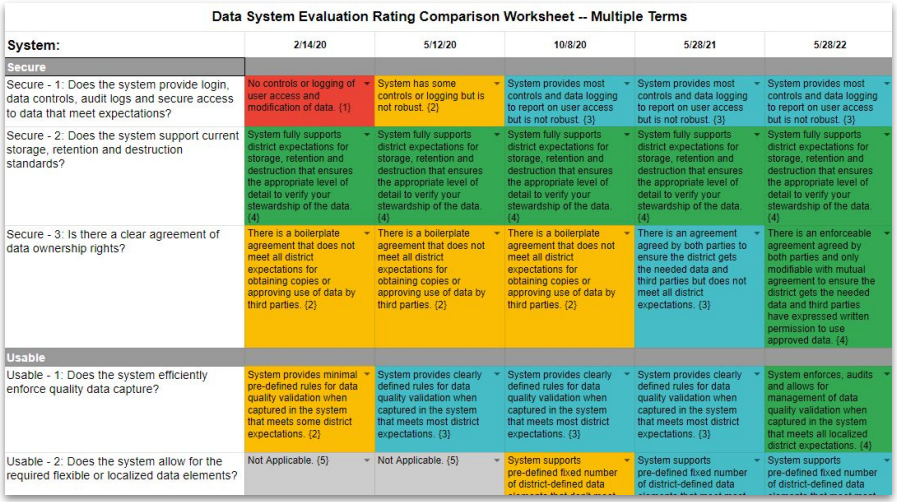
Purpose & Background - Multi-term

1. Evaluating a single system over time
   a. One system rating - perhaps based on consensus of multi-rater results
2. Looking to identify how the improvements identified were acted upon to improve overall alignment with data governance expectations and possible new areas of improvement.
3. Recognizes the need to continuously review and mature implementation of data governance based on changes in the environment and system.



Data System Evaluation Rating Comparison Worksheet -- Multiple Terms

System:	2/14/20	5/12/20	10/8/20	5/28/21	5/28/22
Secure					
Secure - 1: Does the system provide login, data controls, audit logs and secure access to data that meet expectations?	No controls or logging of user access and modification of data. {1}	System has some controls or logging but is not robust. {2}	System provides most controls and data logging to report on user access but is not robust. {3}	System provides most controls and data logging to report on user access but is not robust. {3}	System provides most controls and data logging to report on user access but is not robust. {3}
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Usable					
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Usable - 2: Does the system allow for the required flexible or localized data elements?	Not Applicable. {5}	Not Applicable. {5}	System supports pre-defined fixed number of district-defined data	System supports pre-defined fixed number of district-defined data	System supports pre-defined fixed number of district-defined data

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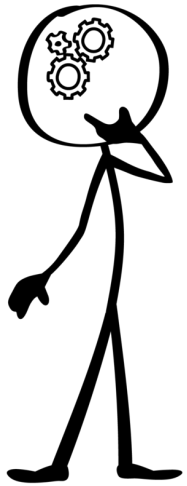
Possible Process / Dialogue - Multi-term

1. Review which questions are most important to the organization – focus or general?
2. Enter terms in top row of tool
3. Review ideal responses to each question (looks like..., sounds like..., feels like...) for organization and system
4. Review where you will verify the answer for each question (documentation, demonstration, SME)
5. Discuss as a group a response for each of the questions. Consider ideal responses developed above.
6. Identify opportunities for improvement in the system being evaluated
7. Discuss and commit to timeframe/date for next review



Applying to AI

Then > Now > AI

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General ?’s you might have	Ideas this generates for you.
Language for clarification	Questions requiring a follow up answer

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Secure

1. Does the system provide login, data controls, audit logs and secure access to data that meet expectations?
2. Does the system support current storage, retention and destruction standards?
3. Is there a clear agreement of data ownership rights?

1. Does the system provide security for student data (and other protected data) and an easy way to securely sign in?
2. Does the system meet the requirements of storage, retention and destruction?
3. Is it clear who owns the data and who can use it?

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Usable

1. Does the system efficiently enforce quality data capture?
2. Does the system allow for the required flexible or localized data elements?
3. Does the system support sharing of summary and detailed data appropriately?
4. Does the system support required data integrations and exports?
5. Is there a data object-relationship map available that supports conducting a data inventory?

1. Does the system efficiently enforce quality data capture?
2. Can the system change or use different information based on what's needed in different places?
3. Can the system share both simple and detailed information the right way?
4. Can the system work with other systems and send out information when needed?
5. Is there a map that shows how information is connected, which helps us keep track of all the data?

Trustworthy

1. Does the system support the district's documented business rules, workflow and processes?
2. Does the system allow correcting data with auditing / documentation / proof?
3. Does the system allow for restoration of incorrectly or improperly changed data?

1. Does the system support the district's documented business rules, workflow and processes?
2. Can the system fix mistakes in the information and show proof that it was done right?
3. Can the system fix information that was changed wrong or by mistake?

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