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OF INTERMEDIATE SCHOOL
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SUPPORTING REGIONAL EDUCATION SERVICE AGENCIES



Data Governance METL Task Force

Michigan Data Hub Conference – Oct 2024

How well do you know the...

- availability
- usability
- integrity
- security

... of **YOUR** data?

Introductions

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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
- Dave Tebo, Ottawa Area ISD
- Grace Damerow, Oakland Schools
- Fred Sharpsteen, Mecosta–Osceola ISD
- Glen Finkel, Kent ISD

Initial Objectives of Task Force

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

What is Data Governance?

Data Governance Institute (DGI)

“the exercise of decision-making and authority for data-related matters.”

METL Data Governance Task Force

Characteristics

Data should be:

Secure

Usable

Trustworthy

States

Data lifecycle:

Creation

Storage

Usage

Archival

Destruction

Data System Evaluation Tool 2.0

Objective of Evaluation

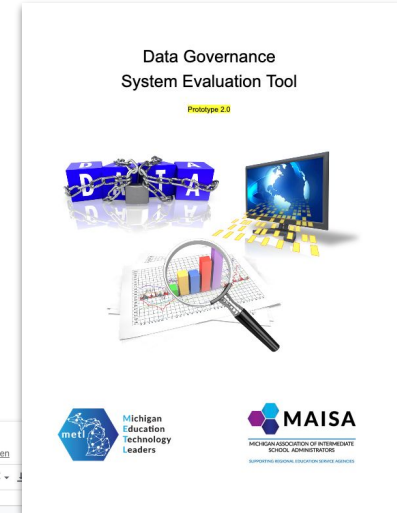
- Consumable
- Clear
- Adaptable
- Shareable
- Fast
- New or Existing



METL Data Governance System Evaluation - Prototype 2.0					
File Edit View Insert Format Data Tools Extensions Help Last edit was made 3 days ago by Fred Sharpsteen					
MS					
1	System	Notes	How does this focus question apply to the system you are evaluating?	District's Rating of <demo system>	1
2	Question	Notes			
3	Secure - 1: Does the system provide login, data controls, audit logs and secure access to data that meet expectations?	The system should provide the needed access controls to ensure only appropriate users see only data relevant to their work. When access is provided, the system needs to provide the necessary logging of access and change history. For example, auditors or law enforcement bodies may		No controls or logging of user access and modification of data.	System logging
4	Secure - 2: Does the system support current storage, retention and destruction standards?	The system should meet all of your district's data storage expectations including but not limited to: - encryption at-rest and in-transit - Sensitive data should be stored in databases and file systems as encrypted to prevent digital theft of data. Sensitive data should be transmitted over unsecured and/or public networks using encryption to prevent network monitoring tools or unauthorized network devices to "see" the sensitive data. - retention rules - Data that is no longer required to be stored should be purged based on data retention practices. - destruction procedures - Data that is scheduled for destruction should be completely destroyed.		No support for current storage, retention and destruction standards.	System district 4 stored sources data to the data
5	Secure - 3: Is there a clear agreement of data ownership rights?	Districts should be able to export their data to create independent copies of their data for storage and for portability to parallel or replacement information systems. Additionally, systems with vendor managed and controlled data should include agreements that only allow district approved uses of data under their stewardship both during and after the effect of the agreement.		No agreement exists or agreement does not address data ownership.	There is that the respective approved parties
6	Usable				
7	Usable - 1: Does the system efficiently enforce quality data capture?	The system should include tools and capabilities to capture data in a manner that is accurate, predictable and consistent.		No data validation.	System pre-defs settings system resource
8	Usable - 2: Does the system allow for the required flexible or localized data elements?	System support for all related data based on unique or localized data that is related to existing system data.		No custom data supported.	System number element element
9					

Process

- Identify the system
- Set Expectations
- Compare to Rubric



METL Data Governance System Evaluation - Prototype 2.0				
System	Notes	How does this focus question apply to the system you are evaluating?	District's Rating of <demo system>	
1	Secure - 1: Does the system provide login, data controls, audit logs and secure access to data that meet expectations?	The system should provide the needed access controls to ensure only appropriate users see only data relevant to their work. When access is provided, the system needs to provide the necessary logging of access and change history. For example, auditors or law enforcement bodies may	No controls or logging of user access and modification of data.	System logging
2	Secure - 2: Does the system support current storage, retention and destruction standards?	The system should meet all of your district's data storage expectations including but not limited to: - encryption at rest and in-transit - Sensitive data should be stored in databases and file systems as encrypted to prevent digital theft of data. Sensitive data should be transmitted over unsecured and/or public networks using encryption to prevent network monitoring tools or unauthorized network devices to "see" the sensitive data. - retention rules - Data that is no longer required to be stored should be purged based on data retention practices. - destruction procedures - Data that is scheduled for destruction should be completely destroyed.	No support for current storage, retention and destruction standards.	System district 4 entered incorrect answer to the data
3	Secure - 3: Is there a clear agreement of data ownership rights?	Districts should be able to export their data to create independent copies of their data for storage and for portability to parallel or replacement information systems. Additionally, systems with vendor managed and controlled data should include agreements that only allow district approved uses of data under their stewardship both during and after the effect of the agreement.	No agreement exists or agreement does not address data ownership.	There is that the respective approved parties.
4	Usable - 1: Does the system efficiently enforce quality data capture?	The system should include tools and capabilities to capture data in a manner that is accurate, predictable and consistent.	No data validation.	System pre-defs validation system resource
5	Usable - 2: Does the system allow for the required flexible or localized data elements?	System support for all related data based on unique or localized data that is related to existing system data.	No custom data supported.	System number element element

THE Questions

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?

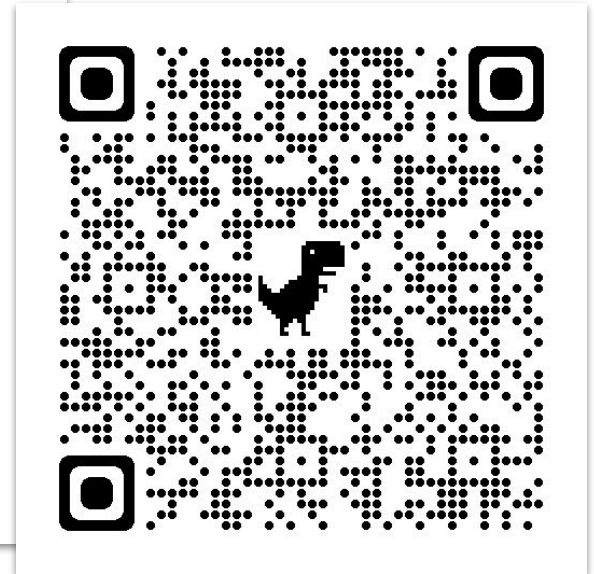
Usable

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

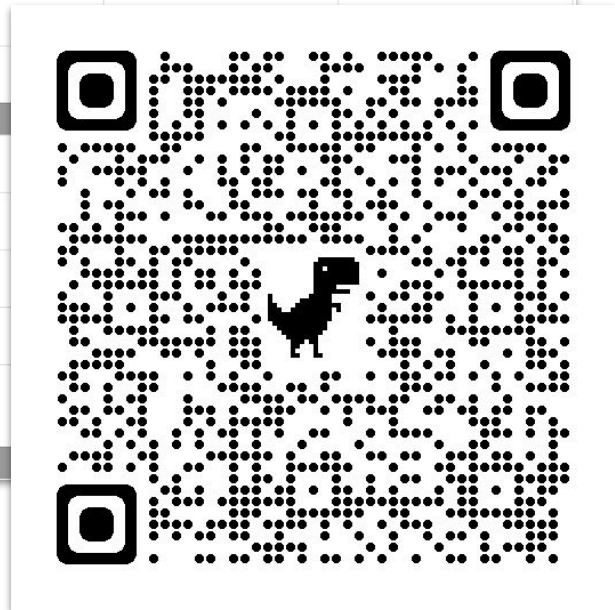


Data System Evaluation Tool 2.0

In Practice

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					



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	MiAwesomeData	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

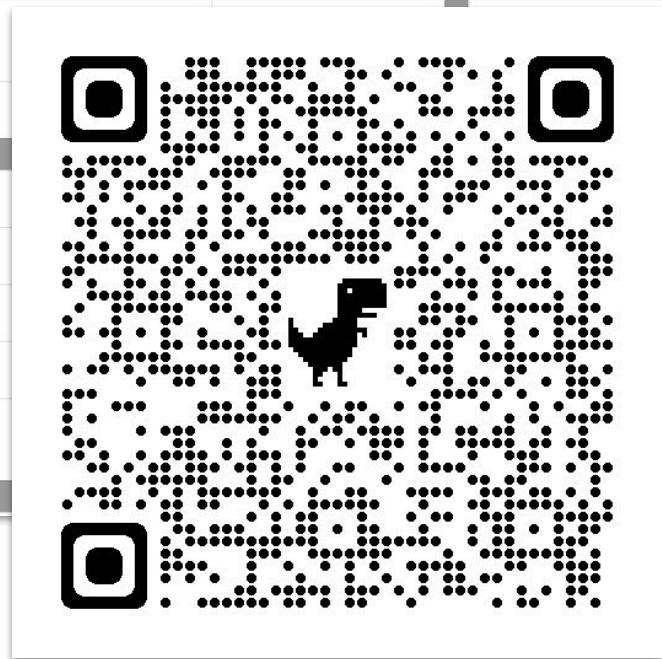
Possible Process / Dialogue - Multisystem

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						



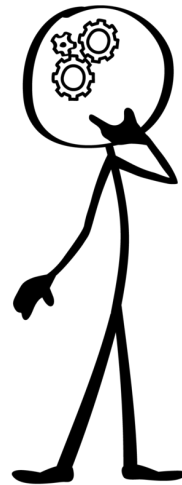
Purpose & Background - Multi-rater

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 Awesome	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)
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

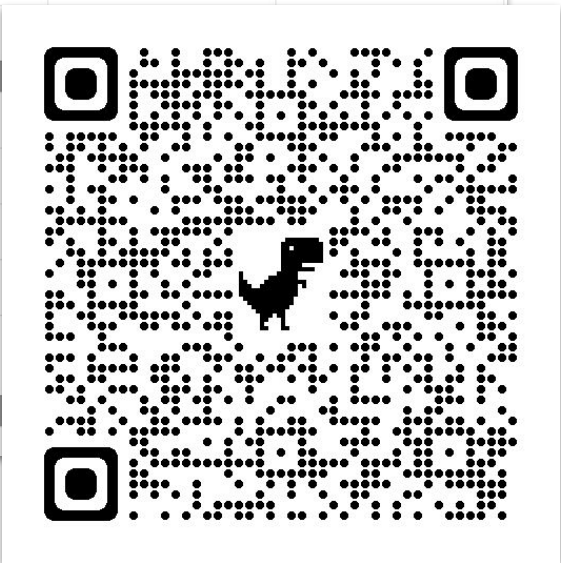
Possible Process / Dialogue - Multi-rater

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



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	▼	▼	▼	▼	▼



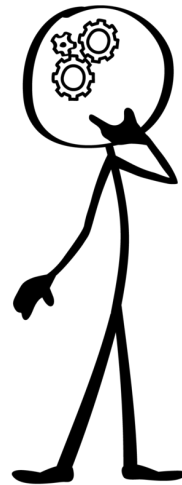
Purpose & Background - Multi-term

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)
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 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 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 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 fully supports district expectations for storage, retention and destruction that ensures the appropriate level of detail to verify your stewardship of the data (4).
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)	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 an agreement agreed by both parties to ensure the district gets the needed data and third parties but does not meet all district expectations. (3)	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 clearly defined rules for data quality validation when captured in the system that meets most district expectations (3)	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?	Not Applicable. (5)	Not Applicable. (5)	System supports pre-defined fixed number of district-defined data elements that meet most	System supports pre-defined fixed number of district-defined data elements that meet most	System supports pre-defined fixed number of district-defined data elements that meet most

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

General **Questions** you might have



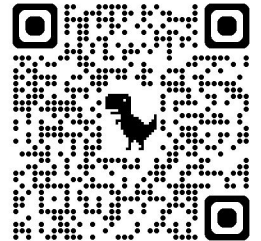
Ideas this generates for you.



Language for **clarification**



Questions requiring a **follow up** answer



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 it **keep out** those who aren't supposed to be there, and does it keep **track** of everything that happens?
 2. Does it keep what we **need** and get rid of **old data** needed?
 3. Is it clear who **owns the data**?



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 it **collect quality** data?
2. Can it **adapt** to capture your available data?
3. Can it **help share** summary and detailed information?
4. Can it **communicate** with other systems?
5. Is there a **map** that shows how data is connected?



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 it support your **processes**?
2. Can you **fix mistakes** in the information with proof it was done right?
3. Can you **undo** changed or lost data?



Introductions

Kurt Rheume

Sr. Executive Director of IT
Solutions

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Data Governance Task Force