**Agenda: Wisconsin Early Childhood Longitudinal Data System (EC LDS) Data Governance Orientation Workshop**

The Madison Concourse Hotel

1 West Dayton Street

Madison, WI 53703

888-797-4862

www.concoursehotel.com

 June 27, 2013 9:00 a.m. to 2:30 p.m.

Registration and Coffee 8:30 a.m. to 9:00 a.m.

**Audience: 40 ppl.**

* Focus Audience: Interested individuals from EC LDS participating programs
* Other agency individuals interested in the Data Governance topic

**Objectives for the day:**

* Provide overview on Data Governance practices
* Kick off Data Governance for the WI EC LDS

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| **Time**  | **Topic** | **Lead** |
| 9:00 | **Welcome/Introduction****Purpose:** Generate enthusiasm for the day, Identify project purpose and rationale for attendees participation as well as purpose for the data governance meeting – showing how data/agency ownership with the work of the state. Setup of Polling Question software on mobile devices (phone or tablet) and laptops – test it.**Talking Points:** today is not necessarily about decisions on governance, but to get to the next steps to establish governance.**Technology Needs:** 2 Screens, 2 Projectors, Mic, Polling Question software**Handouts**: None | * June Fox
* Richard Jorgensen
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| 9:15 | **EC LDS Project Overview****Purpose:** Provide a high-level overview on EC LDS and how data governance helps meet the goals of the project.**Technology Needs:** Screen, Projector, Mic**Handouts**: TBD**Polling questions: Polling questions (practice questions-none content):** 1. **What is your favorite season? {options: winter, spring, summer, fall}**
2. **What are you hoping to get out of this workshop day? (check all that apply) (if tool cannot handle “check all that apply” – we’ll revamp question or eliminate it and ask a different question)**
* **General Data Governance information**
* **Specific information to begin the EC LDS data governance work**
* **A good meal and good coffee**
* **A chance to discuss data governance with colleagues**
1. **Are you involved in one of the programs mentioned in the Project overview? (K-12, YoungStar, IDEA Part B, WI Shares, WI Immunizations Registry, Vital Records, Public Health)**
* **Yes**
* **No**
1. **What other information would you like related to RTT-ELC EC - LDS and data governance? (we need a question such as this that addresses the purpose of the section possibly if we want to make the tie….)**
 | * June Fox
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| 9:30 | **Governance Overview****Purpose:** Provide an overview on data governance so that the audience has a basic understanding of data governance structure. * The state support team will share other state Data Governance examples, the pros/cons & lessons learned. Each state example will have similar characteristics to Wisconsin i.e. Early Childhood LDS, multiple agency, not driven from legislation.
* Ask three to four questions to collect audience reaction to what they have just learned.

**Technology: 2** Screens, **2** Projectors, Polling Question Software, Mic**Handouts:** SLDS Resource on Governance as an overview**Polling question: (baseline)**1. **What is your present knowledge of Data Governance? (check all that apply) (may change to familiar to unfamiliar on a scale of 1 to 5)**
* **It involves decisions about privacy and security of data**
* **It involves setting and following processes for data requests**
* **(Other one or two questions)**
1. **Are you involved in Data Governance in your current role?**
* **Yes**
* **No**
* **I don’t know**

**Polling question: (post presentation)**1. **How comfortable do you feel with the Data Governance overview just presented? (Note – may change to a scale of 1 to 5)**
* **extremely comfortable**
* **Comfortable**
* **Uncomfortable**
* **Unknown**

**(Results will cause us to discuss more/ask them to voice concerns and question before moving on.)** | * Missy Cochenour & Jeff Sellers
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| 10:00 | **WI Governance Deliverables (The Work of the Data Governance Committee(s))****Purpose:** Present draft examples of Wisconsin EC LDS Data Governance structure, EC LDS MOU, Data Governance Charter, Roles and Responsibilities, Research Agenda.  **Technology:** Screen,Projector, Mic**Handouts:** WI Examples**Polling questions: In a scale of 1 to 10 rate your confidence level to achieve the following activities:****– 1 to 3 = Confident with little to no concern****- 4 to 6 = Some concern, but we can work through concerns****- 7 to 10 = Whoa! Extreme heartburn! Not confident at all.**1. **Rate your confidence in getting the right people in each agency together to complete the deliverables presented?**
* **1 to 3**
* **4 to 6**
* **7 to 10**
1. **Rate your confidence in completing the deliverables within the timeline presented?**
* **1 to 3**
* **4 to 6**
* **7 to 10**

**(Results will cause us to discuss more/ask them to voice concerns and question before moving on.)** | * Rich Jorgensen
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| 10:15 | **Table Talk (Activity to discuss Data Governance and WI Data Governance)** **Purpose:** Provide an opportunity for participants to discuss governance overview and WI deliverables. Each table will have a list of specific questions to answer and a facilitator to move each table through each question.* Discuss initial concerns and opportunities of topic questions.
1. **How will the Data Governance structure presented this morning help make data decisions for the three Wisconsin agencies?**
2. **How do you see agency Program Area personnel interact with their Data Governance team representatives?**
3. **What critical agency items do we need to consider while creating a sustainable Wisconsin Data Governance structure?**

**Polling questions:**1. **Do you feel your agency will be comfortable with a Data Governance team making data decisions?**
* **Yes**
* **No**
1. **Which area of Data Governance do you feel will be the most difficult to the least difficult to implement?**
* **Data Governance decision making process (i.e. approvals for data requests, setting data strategy, technology solutions)**
* **Individual accountability of the roles and responsibilities between each decision making level (i.e. Executive, Data Management, Technology)**
* **Technology environment to accommodate data requests and Data Governance management.**
1. **After the Data Governance organization is implemented, do you feel Data Management team member’s time commitment will be too much?**
* **Yes**
* **No**
1. **After the Data Governance organization is implemented, do you feel Technology team member’s time commitment will be too much?**
* **Yes**
* **No**

**Technology:** 2 Screens. 2 projectors, Polling / Question Software, Mic | * Missy Cochenour, Facilitate
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| 10:30 | **Refreshment Break** *(this will give Missy, Jeff, June, and Rich some time to look at the responses and provide of response)* |  |
| 10:45 | **Activity report out** **Purpose:** Present and discuss table talk responses collected so far to the questions and presentations.**Technology**: Mic, 2 Screens. 2 projectors**Handouts**: None | * Missy Cochenour, Facilitate
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| 11:00 | **Presentation – Governance in Action!! – What does it look like once up and going** **Purpose:** Discuss what data governance looks like once it is in place. * Ask three to four questions to collect audience reaction to what they have just discussed.

**Technology:** Screens, white paper, markers, projector**Handouts:** TBD**Polling questions:**1. **Do we need to discuss the Data Governance decision making process further?**
* **Yes**
* **No**
1. **Do you want to discuss Data Governance Roles and Responsibilities further?**
* **Yes**
* **No**
1. **Are you hungry?**
* **Yes**
* **No**
 | * Jeff Sellers
* Missy Cochenour
* Rich Jorgenson
* June Fox
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| 12:00 | **Lunch**  |  |
| 1:00 | **Break-out Sessions** **Possible topics:** * General Audience: Going deeper- what does data governance mean for me and how can I interact with the data governance group
* Data Governance Group: Jumping into Action! (again we will look at examples and discuss what is important to Wisconsin)
	+ Options for the structure
	+ Options for data coordinator
	+ Options for charter models
	+ Creating MOUs
	+ Options for decision making models

**Purpose:** Small group discussions by topics of interest about data governance in data governance ( based on audience).**Technology:** screens, white poster paper, markers, projector**Handouts:** TBD**Polling questions: note: (set the stage for these – no decisions – we are just gathering your perspective)** **General Audience**1. **Data Governance means to me….**

**Prioritize the following items in the most to least important.*** 1. **Having an efficient process to retrieve inter-agency data for research requests.**
	2. **Ensure matched data between the three agencies are accurate.**
	3. **Data privacy and confidentiality laws are practiced.**
	4. **An inter-agency technical infrastructure setup to accommodate data sharing.**
	5. **A decision making structure to look out for your agency’s best interest.**
	6. **A joint research agenda.**
1. **Do you think the Data Governance Organization discussed will allow individuals within the three participating agencies to interact well?**
* **Yes**
* **No**
1. **Do you think the Data Governance Organization discussed will allow external individuals outside the three participating agencies acceptable access to interact?**
* **Yes**
* **No**

**Data Governance Group**1. **Which Data Governance Structure do you like the best?**
* **Option 1**
* **Option 2**
* **Option 3**
1. **Which MOU model do you like the best?**
* **Option 1**
* **Option 2**
* **Option 3**
1. **Which Governance Charter do you like the best?**
* **Option 1**
* **Option 2**
* **Option 3**
1. **Which Data Governance decision making model do you like the best?**
* **Option 1**
* **Option 2**
* **Option 3**
1. **How much time commitment do you think the Data Coordinator must have?**
* **<25 %**
* **25% to 50%**
* **50% to 75%**
* **>75%**
 | * Jeff Sellers
* Missy Cochenour
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| 2:00 | **Wrap-up from the breakout sessions****Purpose:** Pull the group together after the breakout sessions to bring the day together.* Review and discuss the audience responses to the targeted questions and comments.

**Handouts:** TBD | * Jeff Sellers
* Missy Cochenour
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| 2:15 | **Next Steps****Purpose:** To identify next steps for each audience, to identify opportunities for future involvement for participants, to revisit the universal picture, and identify the folks to participate and the short term goals/activities**Polling questions:**1. **Do you feel you have enough knowledge to go back to your organization and participate in creating a Data Governance organization?**
* **Yes**
* **No**
1. **Do you feel you have the right individuals involved in your agency to create your Data Governance structure?**
* **Yes**
* **No**
1. **Do you think today’s Data Governance workshop was beneficial?**
* **Yes**
* **No**
1. **?**
* **Yes**
* **No**
 | * June Fox
* Richard Jorgensen
 |
| 2:30 | **Adjourn** |  |