**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 |
| 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 |
| 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 |
| 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 |
| 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 | |
| 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 | |
| 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 | |
| 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 | |
| 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 | |
| 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** |  | |