

Technology Resources and Data Development Workgroup Data Administration Sub Group Charter

1. Purpose

The Data Administration sub group is responsible for planning, oversight, management and execution of the intra-agency governance practices within the Delaware Department of Education. Data Administration provides control over the business practices used to collect, validate, store and disseminate data important to the DDOE mission.

2. Critical Success Factors

There are six significant factors critical to the success of the DOE Data Administration function. Each factor is measured and tracked as part of an annual information management planning process.

- Accurate and timely data is available to support decision-making and reporting throughout the DOE organization. The right data must be available to the right people, when it is needed.
- Data standards exist for critical management and reporting subject areas (core subject areas).
- Data standards are documented in a data dictionary, and are well understood by stakeholders and data users.
- Fragmentation and redundancy of data are minimized. There is a single source for core subject area data and these sources are used in all new and existing systems.
- Automated and manual processes exist to identify, track and correct data quality conditions. Data quality status is frequently communicated to system users.
- Data is only shared when both parties understand who will be using the data, how the data will be used, and how privacy will be protected.

3. Organization

The data administration organization is shown in Figure 1. The Data Administrator reports to the Director of Technology Resources and Data Development, and manages the Data Administration Sub-group. This group is responsible for day-to-day data administration activities, and is supported by a working group comprised of data stewards within TRDD.

The Education Insight Data Management Group, comprised of program managers who are the owners of the department's data assets, provides program policy and direction for the data administration function. The Director of TRDD chairs this group. There is a close working relationship between the data owners and the data steward for each core data subject area.

4. Background

Historically, data administration within the TRDD has been the job of each individual having data stewardship responsibilities. Technical staff are required to be aware of

applicable policies and procedures and to apply them correctly in their day-to-day activities, while oversight of the policies is just one of many responsibilities of the TRDD director. To meet expected future demands introduced by the development of the Insight Data Warehouse, a more formal data administration structure is needed, along with operational management of the data administration function.

The successful implementation of the warehouse will require extensive collaboration between The Technology Resources and Data Development workgroup and program managers throughout the department, as data from eSchool and twenty-three longitudinal databases are brought together into a single, integrated system.

As data is prepared for integration, each element will need to be examined for completeness, validity, and accuracy. More importantly, the database as a whole will need to be evaluated to ensure that current and future program needs for reporting and policy analysis are being addressed. Along the way, decisions will need to be made about the inclusion of specific data sets in the warehouse and everyone will need to work quickly to resolve data quality issues as they are identified.

5. Scope and Process

Data administration processes are controlled through the information management plan, which is updated annually as part of the DDOE budget process. The planning process involves an analysis of existing systems and progress against the critical success factors; identification of legislative, administrative and management priorities; identification of goals and objectives for the upcoming year; and the development of action plans to address the goals and objectives.

Operationally, the Data Administration sub group is responsible to:

- Evaluate requests for the development of new systems or changes to existing ones to ensure that data administration standards are being addressed.
- Collaborate with data owners around issues of reporting, data management and regulations that constrain data management practices.
- Review data sharing requests and the development and execution of memoranda of understanding that establish the terms and conditions of the sharing.
- Maintain an inventory of existing systems and the data owners and stewards responsible for these systems.
- Oversee and track data quality assurance processes to ensure that issues are being resolved in a timely manner.
- Champion data administration policies and practices throughout the department.