
DATA GOVERNANCE BOARD

APRIL 13, 2020
Welcome to the 3rd Data Governance Board Meeting!
Forrester: Explanation of Work

- Develop an interview guide focused on identifying strengths & limitations of agency data infrastructure
- Using guide, conduct interviews with executives and data users, and summarize the findings in a report
- Based on agency stakeholder interview results, develop a survey for agency employees
- Review the agency’s maturity assessment model and identify whether modifications are necessary
- Use the information gathered to produce a report on the strengths & limitations of agency data
- Support the agency’s current efforts on developing a data strategy and road map
Key Activities for Establishing a Data Governance Structure

- **Data Identification** – Identify data assets and develop a data catalog and inventory with appropriate metadata.
- **Data Management Policy** – Develop short statements of management intent and fundamental rules for governing the creation, acquisition, privacy, integrity, security, quality, and use of data and information.
- **Data Issue Management** – Create a process for identifying and then addressing the obstacles that Prevent effective use of data.
- **Data Assessment** – Develop processes to measure the quality, utility, and impact of data.
- **Data Oversight** – Monitor the organization’s data assets and any actions taken to improve them.
- **Data Communications** – Create opportunities for information flow to staff and managers. Open and transparent lines of communication are crucial to improving data management processes.
Establishing a Data Governance Structure: A Hybrid Example

Constructing the right data governance requires setting the vision and defining key roles and responsibilities to drive accountability.

Data Owner: accountable for data asset. (executive-level)
Data Steward: responsible for data content, context, and associated business rules.
Data Custodian: responsible for data transport, data storage, & implementation of business rules.
Open Data Inventory & Data Governance

- SSA data inventory: [www.ssa.gov/data](http://www.ssa.gov/data)

- The FDS 2020 Action Plan: Action 6 requires the agency to update the inventory by:
  - identifying missing/incomplete listings in the inventory and updating the inventory listing, and
  - updating the comprehensive data inventory to conform to OMB standard metadata requirements

- OCOMM is the owner of Open Data, and will describe our efforts to meet this FDS requirement
Enterprise Data Inventory (EDI)

Current Status:

- Developed by SSA in 2014 and complies with OMB Open Data Policy guidance (M-13-13)
- Approximately 2000 entries (Open Data Progress Chart)
- Includes the data fields required by Data.gov for metadata information
- Compliant with Action 5 of the FDS Action Plan (High-Value Assets)
- Ready for Action 6 of the FDS Action Plan
- SSA at 100% implementation of Open Data Policy guidance (M-13-13) (Agency Dashboard)
Open Government and Open Data

- **Open Data**: The technology that will change government
- **Open Government**: The government’s willingness to use that technology

**Key Milestones**

- **2009**: M-10-06: Open Government Transparency Collaboration Participation
- **2016**: Circular A-130 (rev 2016): Managing Information as a Strategic Resource
- **2013**: M-13-13: Open Data Policy Managing Information as an Asset
- **2019**: PLAW-115-435: Foundations for Evidence-Based Policymaking Act of 2018
Enterprise Data Inventory (EDI)

- **Review and Updates Required:**
  - EDI data entry is manual, need a more automated process
  - Data inventory needs to be validated and updated
  - Must identify the Data Owner responsible for each data asset
<table>
<thead>
<tr>
<th>Unique Identifier</th>
<th>Title</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>US-GOV-SSA-1</td>
<td>Social Security Administration (SSA) Enterprise Data Inventory (EDI)</td>
<td>Provides a list of all data assets maintained by the Social Security Administration. It consists of the Enterprise Data Inventory.</td>
<td>Data Administrator</td>
</tr>
<tr>
<td>US-GOV-SSA-3</td>
<td>Access To Financial Institutions - Management Information</td>
<td>Management information about requests and responses from financial institutions for inquiries regarding Title XVI eligibility.</td>
<td>Data Administrator</td>
</tr>
<tr>
<td>US-GOV-SSA-4</td>
<td>Title XVI Field Office Appeals - Operational Data Store</td>
<td>Legacy management information system for Title XVI appeals from Reconsideration through Court adjudicative levels. Replaced by SUMS Appeals.</td>
<td>Data Administrator</td>
</tr>
<tr>
<td>US-GOV-SSA-5</td>
<td>Appointed Representative Management Information - Operational Data Store</td>
<td>Stores information about appointed representatives used for reporting purposes.</td>
<td>Data Administrator</td>
</tr>
<tr>
<td>US-GOV-SSA-7</td>
<td>Benefit Certification And Accounting System - Title XVI</td>
<td>Stores information about the certification of payments for Title XVI.</td>
<td>Data Administrator</td>
</tr>
<tr>
<td>US-GOV-SSA-8</td>
<td>Local Management Information - Operational Data Store</td>
<td>Local MI for Electronic Services application.</td>
<td>Data Administrator</td>
</tr>
<tr>
<td>US-GOV-SSA-9</td>
<td>Behavioral Electronic Services - Management Information</td>
<td>Electronic Services Behavioral MI application that will capture user behavior associated with completing Internet applications.</td>
<td>Data Administrator</td>
</tr>
<tr>
<td>US-GOV-SSA-10</td>
<td>SSA Unified Measurement System (SUMS) Continuing Disability Review - Operation Data Store</td>
<td>Stores information around continuing disability reviews.</td>
<td>Data Administrator</td>
</tr>
<tr>
<td>US-GOV-SSA-11</td>
<td>Ticket To Work Workload - Management Information</td>
<td>Captures management information about disability beneficiaries that are participating in the “the back to work program”.</td>
<td>Data Administrator</td>
</tr>
<tr>
<td>US-GOV-SSA-12</td>
<td>Comprehensive Integrity Review Process - Management Information</td>
<td>Provides management information on the comprehensive integrity review process.</td>
<td>Data Administrator</td>
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</tbody>
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Recap and Next Steps

- Data governance includes developing policies and processes to address the following questions:
  - What is the appropriate content and definitions for the data inventory and metadata?
  - What policy will govern the development and maintenance of the content?

- The data inventory should include information on the following key roles:
  - A **Data Owner**: accountable for the data asset. Executive with a business need for the data asset?
  - A **Data Steward**: responsible for data content, context, and associated business rules. Business owner team leader?
  - A **Data Custodian**: responsible for data transport, data storage, & implementation of business rules. Systems team leader?

- We would like the DGB to identify a working group to begin to address these data governance issues
  - Propose content and definitions for key data governance activities
  - Propose a process for identifying these key governance roles, possibly illustrate for one data file
  - Provide a document to DGB members that includes the definitions, policy, and processes necessary to improve governance