Foundations for Evidence-Based Policymaking Act [EBPA] & the Federal Data Strategy 2020 Action Plan

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

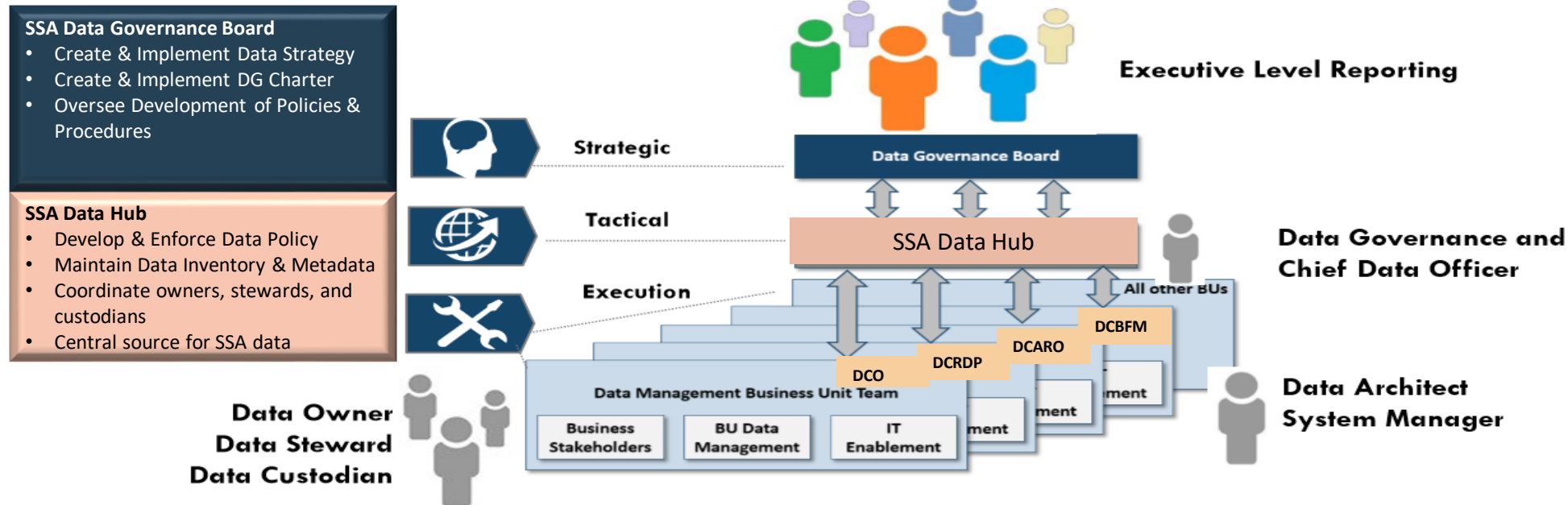# Key Activities for Establishing a Data Governance Structure

- **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.

SSA Data Governance Board
- Create & Implement Data Strategy
- Create & Implement DG Charter
- Oversee Development of Policies & Procedures

SSA Data Hub
- Develop & Enforce Data Policy
- Maintain Data Inventory & Metadata
- Coordinate owners, stewards, and custodians
- Central source for SSA data

Strategic — Data Governance Board — Executive Level Reporting

Tactical — SSA Data Hub — Data Governance and Chief Data Officer

Execution — Data Management Business Unit Team — Data Architect System Manager

All other BUs

DCBFM
DCARO
DCRDP
DCO

Data Owner
Data Steward
Data Custodian

Business Stakeholders | BU Data Management | IT Enablement

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](www.ssa.gov/data) & Data Governance

❖SSA data inventory: 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)
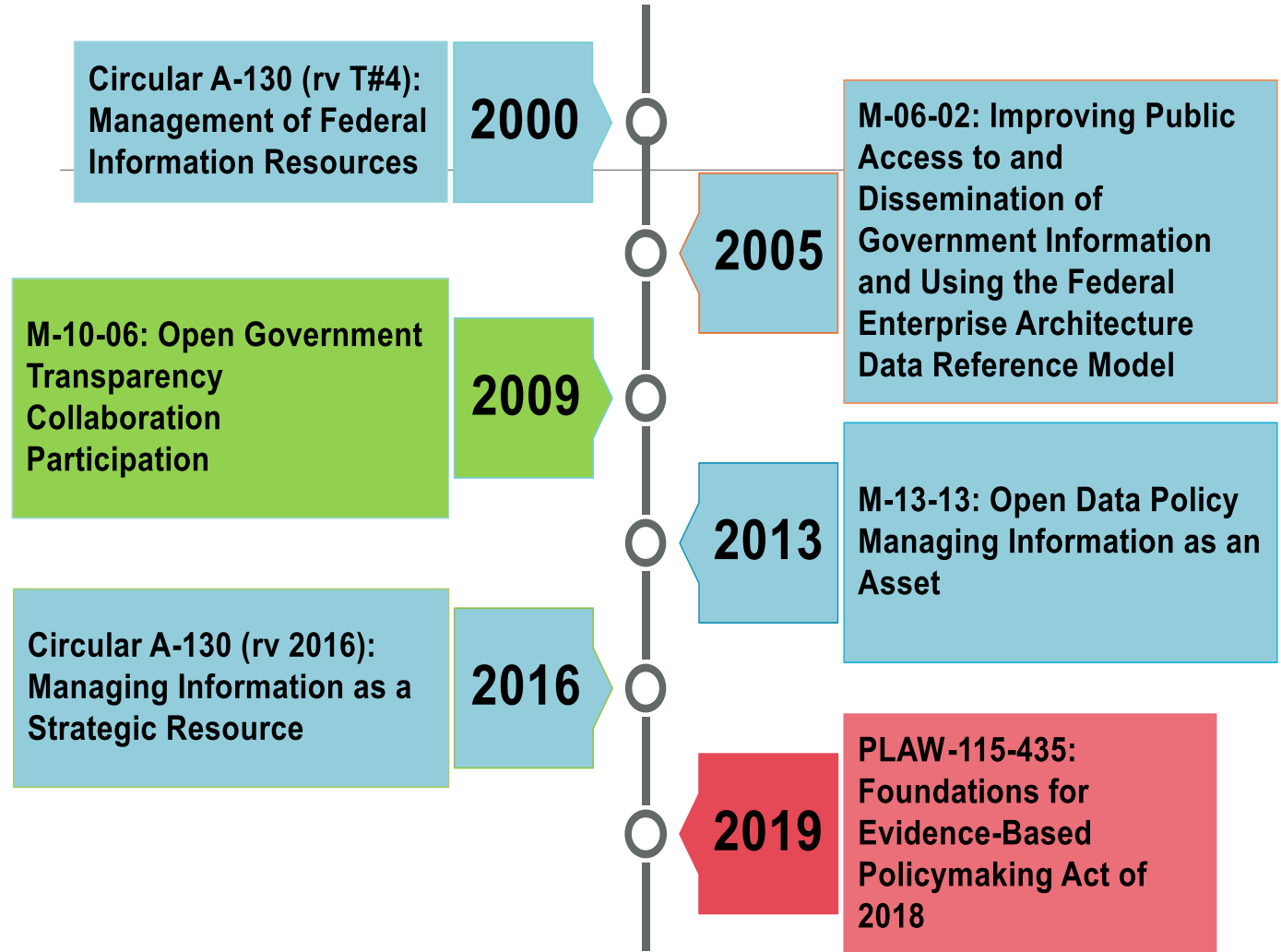
Current Status:

❖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

Circular A-130 (rv T#4): Management of Federal Information Resources

2000

M-06-02: Improving Public Access to and Dissemination of Government Information and Using the Federal Enterprise Architecture Data Reference Model

2005

M-10-06: Open Government Transparency Collaboration Participation

2009

M-13-13: Open Data Policy Managing Information as an Asset

2013

Circular A-130 (rv 2016): Managing Information as a Strategic Resource

2016

PLAW-115-435: Foundations for Evidence-Based Policymaking Act of 2018

2019

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

Show [20 ▼] entries   Search: [   ]

Unique Identifier	Title	Description	Contact	
US-GOV-SSA-1	Social Security Administration (SSA) Enterprise Data Inventory (EDI)	Provides a list of all data assets maintained by the Social Security Administration. It consist of the Enterprise Data Inventory.	Data Administrator	
US-GOV-SSA-2	Document Management Architecture	Social Security's document storage for structured and unstructured objects.	Data Administrator	N F
US-GOV-SSA-3	Access To Financial Institutions - Management Information	Management information about requests and responses from financial institutions for inquires regarding Title XVI eligibility.	Data Administrator	N F
US-GOV-SSA-4	Title XVI Field Office Appeals - Operational Data Store	Legacy management information system for Title XVI appeals from Reconsideration through Court adjudicative levels. Replaced by SUMS Appeals.	Data Administrator	N F
US-GOV-SSA-5	Appointed Representative Management Information - Operational Data Store	Stores information about appointed representatives used for reporting purposes.	Data Administrator	N F
US-GOV-SSA-7	Benefit Certification And Accounting System - Title XVI	Stores information about the certification of payments for Title XVI.	Data Administrator	N F
US-GOV-SSA-8	Local Management Information - Operational Data Store	Local MI for Electronic Services application.	Data Administrator	N F
US-GOV-SSA-9	Behavioral Electronic Services - Management Information	Electronic Services Behavioral MI application that will capture user behavior associated with completing Internet applications.	Data Administrator	N F
US-GOV-SSA-10	SSA Unified Measurement System (SUMS) Continuing Disability Review - Operation Data Store	Stores information around continuing disability reviews.	Data Administrator	N
US-GOV-SSA-11	Ticket To Work Workload - Management Information	Captures management information about disability beneficiaries that are participating in the "the back to work program".	Data Administrator	N F
US-GOV-SSA-12	Comprehensive Integrity Review Process - Management Information	Provides management information on the comprehensive integrity review process.	Data Administrator	N

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