Kansas State Department of Education

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Data Governance Program 

Data Governance Program Handbook

Prepared by: KSDE

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# Purpose

Data Governance is the exercise of decision making and authority for data‐related matters. Formal Data Governance is a system to proactively enable ongoing efficient service delivery while providing mechanisms to address data quality issues as they are identified. A data governance program formally outlines processes carried out to ensure organizational data is accurate, accessible, consistent and protected. The policy establishes who is responsible for information under various circumstances and specifies what procedures should be used to manage it. This program defines roles and responsibilities to enable KSDE to exercise positive control over the processes and methods used to handle data and assure appropriate access to reliable, authentic, accurate and timely data. Data Governance authority rests ultimately with the Commissioner of the Department of Education. The Data Governance Handbook is designed as a reference guide to help Kansas State Department of Education (KSDE) employees become familiar with Data Governance as implemented by KSDE and to inform them of associated responsibilities and processes.

This document outlines the structure of the Data Governance Program including critical roles and responsibilities. In addition to an overview of the KSDE Data Governance Program, this document includes handbooks for each of the major roles: Data Governance Board member; Data Policy Review Board member; and Data Steward.

Any revisions to the KSDE Data Governance Program will be approved by the Data Governance Board and KSDE Commissioner. Changes in provisions regarding third party data obtained through data sharing agreements will be shared with the third party prior to implementation. Concerns of third party data owners regarding revisions of the KSDE Data Governance Program will be addressed in accordance with pertinent data sharing agreements.

## Overview

Organizations have long had processes in place for managing financial and physical assets including equipment, money, land, personnel, etc. However, more and more organizations are recognizing the importance of managing data and information as an asset. KSDE has implemented this Data Governance Program in recognition of the critical nature that data plays in the business of education. Concepts established by applicable laws such as the Kansas Open Records Act (KORA), the Family Educational Rights and Privacy Act (FERPA), Student Data Privacy Act and the Health Insurance Portability and Accountability Act (HIPAA) are incorporated into the principles of this program.

# Relationship and Roles of Data Governance

KSDE’s Data Governance Program includes specific relationships among the components of the program, and requires that Data Governance participants follow the defined escalation process for effective communication.

# Data Governance Board

## Mission

The mission of the KSDE Data Governance Board (DGB) is to establish, monitor and enforce policies related to agency data management. This board is the decision making authority for KSDE data. Guiding principles to be considered when making decisions involving electronic data collection, management, access, and reporting include:

* ethical standards for data management and dissemination;
* security of the data, including risk management;
* compliance with KSDE policies and procedures;
* compliance with applicable Kansas and Federal laws, particularly when determining if specific records or data should be disclosed or kept confidential; and
* responsiveness and consistency with the KSDE mission.

## Scope

The scope for the Data Governance Board considerations includes all data across the agency. This includes:

* source data collections;
* KSDE Enterprise Data Warehouse;
* reporting access including Federal, State, local, and research requests;
* security and confidentiality of data;
* data verification;
* deadlines;
* provides direction to the Data Policy Review Board and Data Steward Workgroup
* communication regarding data and policy;
* establishing certification requirements;
* master data management;
* members and have the authority and commitment to make policy recommendations and decisions;
* decision making authority on KSDE data requests

## Members Responsibilities

All members\* of the Data Governance Board are responsible to:

* attend and participate in scheduled Data Governance Board meetings - if the individual is unable to attend, it is his/her responsibility to send a representative so that the program area is represented;
* report to the Data Governance Board regarding data issues, new data regulations, and new policies affecting data;
* communicate with their program area teams regarding activities and decisions of the Data Governance Board;
* support and advocate data management and governance practices to agency staff; and
* review and adopt the annual Risk Management Report.

*\*The postsecondary Data Governance Board member has these responsibilities only when postsecondary data are involved.*

## 3.4 Goals and Objectives

The goals of the Data Governance Board are to:

* achieve consistency in collecting and reporting data across various agency teams and source systems;
* achieve high quality data in our collection, analysis, and reporting;
* ensure policies and processes for adequate security and protection of data are in place,
* ensure transparency in our data processes, and
* respond in a timely manner to issues that are escalated to the Data Governance Board.

## 3.5 Voting Process

Data Owners each have one vote on the Data Governance Board (see Appendix 9.4 for a list of DGB Participants). The teams with Data Owners (see Section 6.1.2) are:

* Career, Standards and Assessment Services
* Child Nutrition and Wellness
* Information Technology
* School Finance
* Early Childhood Special Education and Title Services
* Teacher Licensure and Accreditation
* Fiscal Auditing

The Kansas Board of Regents (KBOR) has a standing member of the Data Governance Board who has one vote for issues and policies which impact postsecondary data.  In addition, the KBOR vote carries full veto power on any issue or policy involving the use of postsecondary data.  For example, if the majority of KSDE Data Governance Board members vote to approve a motion but the KBOR member voted against it, the motion would fail.

Should any voting member request additional information regarding an issue that is being voted on, that additional information will be provided before the vote is finalized.

## 3.5.1 Proxy

Should any voting member of the Data Governance Board not be able to attend and/or participate in a vote, that member can appoint a proxy to vote in his/her stead as long as the Data Governance Board recorder or facilitator has been notified of the proxy designation before the vote takes place. Each voting member may designate a standing proxy by notifying the Data Governance Board recorder or facilitator by email.

# Data Policy Review Board

## Mission

The mission of the Data Policy Review Board is (DPRB) is to support the KSDE Data Governance Board by recommending policies and processes for the provision of accurate, timely data and information to our internal and external customers while protecting personally identifiable student information and other confidential information.

## Scope and Responsibility

The DPRB was established to support the Data Governance Board in ensuring the flow of data and information requests for all data which has been collected or calculated by KSDE. DPRB member responsibilities\* include:

* Initiating and continually improving standard policies and procedures for entering, prioritizing, and responding to data and information requests for consideration by the DGB
* reviewing the flow and completion of data requests
* providing content and reviewing KSDE data training materials
* providing information on data issues to the DGB
* reporting and escalating issues to the DGB as needed

*\*The postsecondary Data Policy Review Board member will be included only when postsecondary data are involved.*

## 4.3 Voting Process

The Data Policy Review Board is a subgroup of the Data Governance Board. The voting members of the Data Policy Review Board represent KSDE’s three Divisions: Office of the Commissioner, Fiscal and Administrative Services, and Learning Services.

The Commissioner will appoint one voting member, the Deputy Commissioner of Fiscal and Administrative Services will appoint two voting members, and the Deputy Commissioner of Learning Services will appoint two voting members. Therefore, a total of five voting members are on the DPRB. Other non-voting members of the DPRB may include Data Request Administrators and Data Managers and are included at the request of appointed voting members.

The Kansas Board of Regents (KBOR) is a standing member of the Data Policy Review Board who has one vote for issues which impact postsecondary data. In addition, the KBOR vote carries full veto power on any issue involving the use of postsecondary data. For example, if the majority of KSDE DPRB members vote to approve a motion but the KBOR member voted against it, the motion would fail.

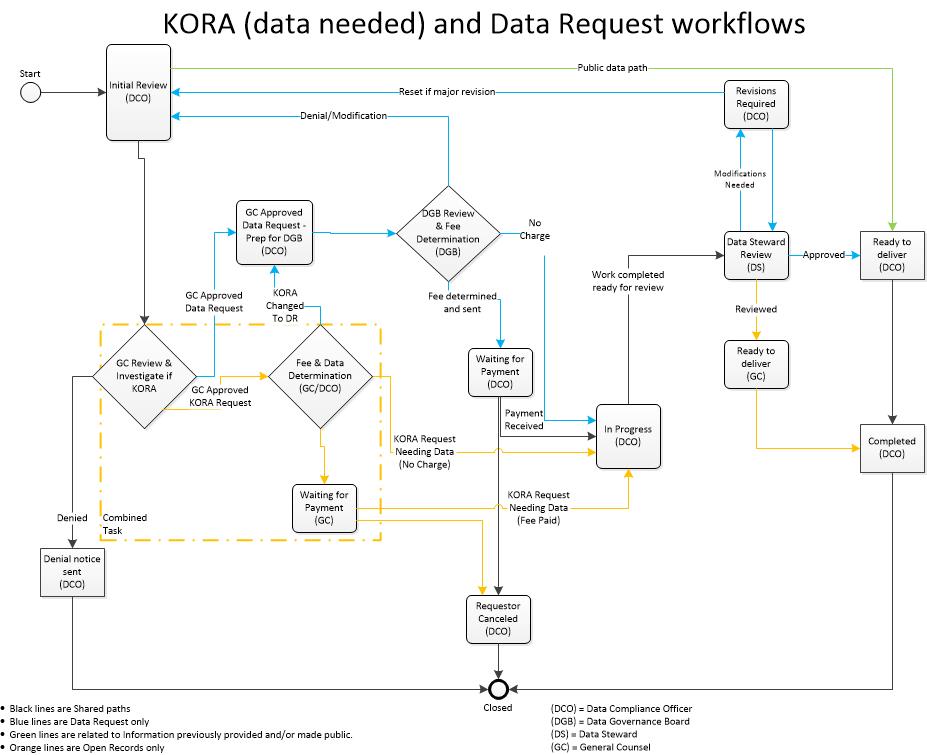
Should any voting member request additional information regarding an issue that is being voted on, that additional information will be provided before the vote is finalized.

## 4.4 Proxy

Should any voting member of the Data Policy Review Board not be able to attend and/or participate in a vote, that member can appoint a proxy to vote in his/her stead as long as the Data Policy Review Board recorder or facilitator has been notified of the proxy designation before the vote takes place. Each voting member may designate a standing proxy by notifying the Data Policy Review Board recorder or facilitator by email.

## Data Request Process

The following diagram illustrates the operational flow for processing data requests.



## Data Request Fee Structure

This procedure governs external data requests made to the Kansas State Department of Education and is effective as of September 3, 2015. This does not apply to the Kansas Open Records Act (KORA). KSDE complies with all State and Federal privacy laws.

The data request must be specific enough to determine what information is being requested, and the purpose of the request must be specified. Consultation from the Kansas State Department of Education for refining and clarifying data requests is available.

All requests must be in writing or via email. Verbal and phone requests will not be accepted.

Written requests may be sent to:

Kansas State Department of Education

Landon State Office Building

900 SW Jackson

Topeka, Kansas 66612-1212

Email requests should be sent to: DataRequest@ksde.org

All requests will be tracked internally.

All data requests are evaluated to determine the availability of the data requested and the cost to fulfill the request. Requests lacking specificity or those requiring unreasonable time and use of state resources may be denied.

**Data Request Cost**:

The following charges will apply for approved external data requests:

The time for KSDE staff to process and complete the data request will be charged to the requestor at the current hourly rate of $56.00 per hour.

A minimum of one (1) hour will be charged for all data requests. This fee may be waived by the KSDE Data Governance Board. Time increments of less than an hour will be rounded to the next quarter hour.

The Kansas State Department of Education’s policy is to bill for actual time used.

*All data request charges must be paid in advance of any information being produced. Check or money order will be accepted.*

# Data Steward Workgroup

## Mission

The mission of the Data Steward Workgroup is to support *Data Stewards* and *Data Quality Analysts* within KSDE by:

* acting as a source of knowledge and advocacy for data initiatives;
* ensuring data projects maintain focus and meet deadlines;
* escalating issues, as necessary, to the appropriate entity;
* ensuring data quality and data usefulness through collaboration with the workgroup and the agency; and
* fostering an environment of learning and sharing expertise in relation to data stewardship, as well as tools and resources.

## Scope and Responsibility

The Data Steward Workgroup is made up of staff throughout the agency that has been designated by a Data Owner as a Data Steward to carry out day-to-day responsibilities, actions, and management regarding the data within his/her area of responsibility. The Data Steward Workgroup is a collaboration of KSDE Data Stewards and Data Quality Analysts and is managed and coordinated by representatives designated by the Data Governance Board. The chair of this committee will fall to the Statewide Longitudinal Data System (SLDS) owner or designee.

*\*The postsecondary Data Steward(s) are ad hoc members of the Data Steward Workgroup and will be invited to appropriate meetings. Invitations to KBOR Data Steward(s) will also be provided to the KBOR standing member of the Data Governance Board. Responsibilities of the postsecondary Data Steward(s) are defined by the KBOR Electronic Data Governance Principles and are not included here.*

## Goals and Objectives

The Data Steward Workgroup has these main areas of focus:

* understanding and documentation of source data collection systems
* advocating for appropriate new data collections
* creating data sets for accurate research and dissemination
* ensuring data quality
* collaboration on Master Data Management
  + ensure master sources for data are used
  + avoiding data duplication
  + ensuring data changes are communicated across program areas
  + defining why data is collected and where it is used
  + providing information on collection changes
  + improve reporting capability and timeliness of reporting
* accuracy of required Federal and State reports
* providing internal and external data requests
* defining data stored in the KSDE data warehouse

# Data Access Roles

Roles and responsibilities for data access and governance are as follows. Each KSDE position description will require an approved role designation. Some positions may have multiple roles.

## 6.1.1 Executive Data Custodian

The KSDE Commissioner is the official Data Custodian for all KSDE data and has final responsibility for all data acquired, possessed, created or maintained by KSDE, including data obtained from or provided by secondary sources. The Commissioner shall sign all data sharing agreements. Furthermore, the Commissioner’s responsibilities include ensuring compliance with the terms of any data sharing agreement established between KSDE and any other entity. Operational Data Custodian responsibility falls to the Director of Information Technology.

## 6.1.2 Data Owners

Data owners are accountable for managing, protecting, and ensuring the integrity and usefulness of KSDE data. Data owners have the primary responsibility to ensure the agency is following its policies and is in compliance with Federal and State laws and regulations. Data owners, in consultation with the Data Governance Board, shall identify the criticality and sensitivity of data.  The data owner is responsible for and authorized to:

* define and approve all access to data assets under his or her responsibility;
* judge the value of the data assets and identify the data classification;
* regularly review each application’s data access and classification;
* communicate each application’s data access requirements and data classification to the custodian; and
* safeguard the confidentiality, privacy, and security of any information that has been entrusted to his/her team for business purposes.

Data owners typically are associated with program areas of the organization rather than technology functions.

## 6.1.3 Data Custodians

*Data custodians* typically have control over a data asset's disposition, whether stored (at rest), in transit, or during creation. Custodians will often have modification or distribution privileges. Data custodians carry a significant responsibility to protect data and prevent unauthorized use. Data custodians are often data providers to data users. Data owners or data stewards may also exercise custodial roles and responsibilities. The Data custodian has responsibility to:

* implement the application and data access controls specified by the owner;
* provide reasonable safeguards for information resources;
* administrate access to the information resources and make provisions for timely detection, reporting, and analysis of unauthorized attempts to gain access to information resources

Data custodians typically are associated with IT.

## 6.1.4 Data Stewards

Data stewards will often have data custodial responsibilities but are distinguished from custodians by delegated decision-making authority regarding the data. Data stewards may represent data owners in policy discussions, architectural discussions, or in decision-making forums. Data stewards actively participate in processes that establish business-context and quality definition for data elements.

Data stewards are more likely to be associated with program area or research functions than IT functions.

## 6.1.5 Data Quality Analysts

*Data quality analysts* may in the course of their job functions access KSDE SLDS enterprise level data for purposes of support, research, policy, reporting, and allocation of funding and accountability. *Data quality analysts* shall comply with the agency principles and system principles relating to data governance when using, creating, manipulating or dissemination of data.

*Data quality analysts* are generally associated with research, data analysis, help desk or quality assurance. This role designation must be approved by the KSDE Data Governance Board.

## 6.1.6 Data Users

*Data Users*access subsets of KSDE data for purposes of research, policy, reporting, allocation of funding, and accountability. Generally, these data sets are program area specific. *Data Users*shall comply with the agency principles and system principles relating to data governance when using, creating or manipulating data.

### KSDE Vendors and Contractors

Vendors and contractors shall comply with the agency principles and system principles relating to data governance when using, creating or manipulating data. Appropriate legal data sharing agreements must be completed and the KSDE Contractor Confidentiality Agreement must be signed by vendors and subcontractors under contract with KSDE. It is the responsibility of the team’s data owner to acquire the appropriate signatures from these vendors and subcontractors and provide the original of the signed agreement to the Office of General Counsel and a copy to the IT Security Manager and the Data Compliance Officer.

# Data Classification and Management

KSDE data must be managed and reported at differing levels of security and protection. This sensitivity classification provides all data roles the parameters and related examples of different data types to assist them as they establish security protocols for data management and reporting. Questions related to laws for specific data or information should be referred to KSDE’s Office of General Counsel.

## 7.1.1 Public (GREEN)

### Public data are data explicitly or implicitly approved for distribution to the public without restriction. It can be freely distributed without potential harm. Public data generally have a very low sensitivity since by definition there is no such thing as unauthorized disclosure. However, public data still warrants protection since the integrity of the electronic data can be important. Examples include:

1. KSDE Public websites;
2. news releases;
3. policy Manuals;
4. approved minutes and agendas; and
5. published reports.

## 7.1.2 Internal (YELLOW)

Internal data are data intended for internal KSDE business use only with access restricted to a specific KSDE unit, group of individuals, or affiliates with a legitimate need. Internal data are generally not made available to parties outside KSDE.

Unauthorized disclosure could be adversely impactful. Internal data generally have a low to moderate sensitivity. Examples include:

1. KSDE Intranet;
2. IT architecture information;
3. reports generated by KSDE staff that were not released for public dissemination; and
4. internal applications and forms.

## 7.1.3 Confidential (ORANGE)

### Confidential data are highly sensitive data intended for limited, specific use by a workgroup, department, or group of individuals with a legitimate need for access. Explicit authorization by the Data Owner or the Data Governance Board is required for access because of legal, contractual, privacy, or other constraints. Unauthorized disclosure could have a serious adverse impact on the business or research functions of KSDE or its affiliates, the personal privacy of individuals, or on compliance with Federal or State laws and regulations or KSDE contracts.

Confidential data have a very high level of sensitivity. Examples include:

1. personally identifiable information (i.e., social security number, date of birth, employment history); PII will be masked, suppressed or de-identified where possible.
2. personnel records; and
3. health information per HIPAA;

FERPA regulations define "personally identifiable information" so that it includes, but is not limited to:

1. the student's name;
2. the name of the student's parent or other family member;
3. the address of the student or student's family;
4. a personal identifier, such as the student's social security number or student number;
5. a list of personal characteristics that would make the student's identity easily traceable; or
6. other information that would make the student's identity easily traceable.

## 7.1.4 Data possessed pursuant to Data Sharing Agreements (RED)

### Classification of data provided to, or created and maintained by KSDE on behalf of a third party (such as a corporation or government agency) will vary depending on contractual agreements and/or relevant laws or regulations. The data sharing agreement and/or the third party will define the classification and security standards for proprietary data owned by the third party. Proprietary data owned by KSDE must be classified and protected according to KSDE data classification standards. Individuals managing or accessing proprietary data are responsible for complying with any additional requirements and security policies and procedures specified by the third party data owners.

### Examples include:

1. Kansas Department of Revenue
2. Kansas Board of Regents
3. Kansas Department of Children and Families
4. Kansas Bureau of Investigation
5. The College Board
6. National Student Clearinghouse
7. ACT
8. High School Feedback

## 7.1.5 Data Compliance Officer

This position exists to manage and administer data governance policies and procedures related to the privacy and security of KSDE data. This position will ensure components of the KSDE Data Governance Program are monitored and maintained. This position manages complex work across KSDE program areas to assure authority and control over the safety and integrity of KSDE data. The position serves as data request compliance manager, managing data requests throughout the approval and data distribution process for both internal and external customers. The position is responsible to chair the agency Data Governance and Review Boards and to provide agency and partner training on Data Privacy. The position serves as a KSDE Data Custodian and works closely with Kansas Board of Regents, other state agencies, and State programs to ensure the security and privacy of data from KSDE’s Enterprise Data System (EDS).

|  |  |
| --- | --- |
|  |  |
| Request Manager  (Data Compliance Officer) | * Liaison between customers and KSDE staff * Oversees the data gathering process and communicates with customer regarding timeframe for delivery of data * Conducts an initial review of data request and solicits additional information from customer as needed. Areas considered include but are not limited to:   + Is data requested available via public source?   + Is data requested considered confidential and/or sensitive? * Communicates with customer regarding data request modifications * If request is approved, assigns request to KSDE staff   + If requests require IT staff to fulfill, assigns to IT   + If request is assigned to non-IT staff, consults with KSDE Staff Supervisor before assigning * Oversees the creation and publication of the Monthly Data Request History Report * Internally manages requests throughout the process, ensures it is entered into the Footprints Data Request Workspace and continually updates Footprints\* * Gathers data request information and presents for DGB review * Facilitates DPRB and DGB meetings * Informs and invites customers to DGB meetings * If applicable, attaches copy of signed data sharing agreement to Footprints\* * Transmits requested data and closes Footprints request * Requires customer to confirm deletion of data at end of agreement term * Reviews compliance of agreements and recommends any needed action to the DGB * Responsible for communicating minutes and agendas to each data governance body |
|  |  |

\* Footprints Data Request workspace

\*\*Dataset and logic are attached to Footprints when there are no security concerns. If there is secure data involved, then dataset is stored in a designated secure location.

# Reporting of Adverse Events

KSDE shall designate the Director of Information Technology as Security Officer for purposes of reporting adverse events. Reference KSDE Incident Response Policy.

# Appendix

## Revision History\*

| **Name** | **Date** | **Reason For Changes** | **Version** |
| --- | --- | --- | --- |
| Charlotte Bogner | 1/28/2008 | Initial draft version 2.0 (Version 1.0 only consisted of data steward group info. Version 2.0 expands on the first document to include data governance and data requests.) | 2.0 pending |
| Charlotte Bogner | 2/23/2008 | Changes made based on feedback from Kathy Gosa. |  |
| Kathy Gosa | 3/5/2008 | Updates based on review. |  |
| Kathy Gosa | 4/8/2008 | Updates to Data Governance Handbook section based on input from DGB. | 2.0 |
| Charlotte Bogner | 3/18/2009 | Updated KSDE Data Governance Participants page including adding a column for the participants, indicating voting members, and updating to version 2.1. | 2.1 |
| Kathy Gosa | 3/29/2009 | Updated to include governance of postsecondary data. | 2.2 |
| Kathy Gosa | 4/25/2011 | Reformatted and clarified information related to KBOR | 3.0 |
| Charlotte Zeller | 4/5/2012 | Annual Review and Updates | 4.0 |
| Kathy Gosa | 2/21-27/2014 | Annual Review and Updates | 5.0 |
| Kathy Gosa | 3/5/2014 | Annual Review and Updates finalized | 5.0 |
| Lane Wiley | 1/1/2015 | Data Governance Program Policy Update to include role based and data access classifications. | 6.0.1 |
| Sarah Vanderpool | 8/5/2015 | Update scope and responsibilities of DGB and DRRB, renaming DRRB to DPRB. | 6.0.2 |
| Sarah Vanderpool | 9/25/2015 | Establish Data Request Fee Schedule | 6.0.3 |

\*Updates to the Appendices are not reflected in this revision history.

## Related Documentation

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Document Title** | **Comments** |
| KSDE Information Technology team |  | [Security Policies V6.0](https://employee.ksde.org/Portals/0/Security_Policies/IT%20Security%20Policies%20Version%206%200.docx) | Latest Version as of Jan 1, 2015 |
| ED |  | [FERPA Regulations](http://www2.ed.gov/policy/gen/guid/fpco/index.html)  [KS Student Data Privacy Act](http://www.kslegislature.org/li/b2013_14/measures/documents/summary_sb_367_2014.pdf) | Latest Version December, 2014 |

## Important Terms

| **Term** | **Definition** |
| --- | --- |
| **Business Rule** | A statement expressing a policy or condition that governs business actions and establishes data integrity guidelines.  Example: Grade level  Business Rule – To be considered eligible for kindergarten the student must be five years old by a specific date that is determined by the State. |
| **Data Definition** | The description or meaning for a data field.  Example: Grade level  Definition – A level of academic development to which a particular student is assigned. |
| **Data Element Name** | Name of a distinct piece of data.  Example: Grade level data Element name = GradeLevel. |
| **Data Management** | Data management comprises all the disciplines related to managing data as a valuable resource. |
| **Data Request** | A request from an internal or external customer for data to be supplied in a specified format for a specific reason such as a report, analysis, comparison, research, etc. |
| **ESEA** | Elementary and Secondary Education Act |
| **EDEN** | Education Data Exchange Network. The online portal used to submit data files for the ED*Facts* initiative. |
| **EDFacts** | EDFacts is a U.S. Department of Education initiative to put performance data at the center of policy, management and budget decisions for all K-12 educational programs. EDFacts centralizes performance data supplied by K-12 state education agencies (SEAs) with other data assets, such as financial grant information, within the department to enable better analysis and use in policy development, planning and management. |
| **Enterprise Data System** | System for effective capture, cleansing, transformation, storage, definition, and use of data. |
| **Higher Ed** | Education beyond the secondary level. This includes community colleges, technical schools, colleges and universities. |
| **KBOR** | KBOR is the Kansas Board of Regents that governs KBOR postsecondary institutions in Kansas. |
| **KHEDS** | The Kansas Higher Education Database System that the Kansas Board of Regents uses to collect data from Higher Education institutions in Kansas. |
| **KSDE** | Kansas State Department of Education |
| **Master Data Management** | Master data management comprises a set of processes and tools that consistently defines and manages the master data (i.e. non-transactional data entities) of an organization (which may include reference data). MDM has the objective of providing processes for collecting, aggregating, matching, consolidating, quality-assuring, persisting and distributing such data throughout an organization to ensure consistency and control in the ongoing maintenance and application use of this information. |
| **Metadata** | A term used for data that describes a specific element or set of data. The term refers to all of the characteristics that need to be known about data in order to build databases and applications, and to effectively use data for policy and decision making. |
| **MOU/MOA** | A memorandum of understanding is an agreement between two parties in written form that outlines each party’s responsibility when sharing data. |
| **Permitted Value** | Specific values that may be contained in a field.  Example: Grade Level  Permitted Values - K, 01, 02, 04, 05, 06, 07, 08, 09, 10, 11, 12. |
| **Postsecondary** | A term used to describe or that relates to education in Kansas taking place after leaving high school enrollment and entering a program that is overseen by the Kansas Board of Regents (KBOR). |
| **Subject Matter Expert** | A business person who has significant experience, responsibility, and knowledge of a given business subject or function. |
| **Transformation** | The process for changing data values from one form on the source system to another form in the target systems.  Example:  KIDS Permitted Value for Kindergarten grade level = K  EDEN Permitted Value for Kindergarten grade level = 00  Transformation – K  00 |
| **ED** | United States Department of Education |

## KSDE Data Governance Participants

| **KSDE**  **Team** | **Data Owners (Directors)** | **Data Governance Board** | **Data Policy Review Board** | **Data Steward** | **Data Steward Backup** |
| --- | --- | --- | --- | --- | --- |
| Information Technology | Lane Wiley | Lane Wiley \*  Linda Smith  Charlotte Zeller\*\*\*\* | Lane Wiley  Linda Smith\*  Charlotte Zeller\*\*\*\* | Julie Cook (KIDS) | Kim Wright (KIDS) |
| Early Childhood Special Education and Title Services\*\*\* | Colleen Riley | Colleen Riley\*  Mason Vosburgh |  | Mason Vosburgh (IDEA)  Gayle Stuber  (4-year Old At-Risk)  Janet Newton (Parents as Teachers)  Vacant  (Title Services) | Colleen Riley |
| Career Standards & Assessment and Research & Evaluation | Scott Smith | Scott Smith\*  Jeannette Nobo  Jay Scott | Zachary Conrad\* | Angie Feyh (Career & Tech Ed)  Jonathan Loppnow (Course Codes)  Kelly Spurgeon (Assessment Data)  Tony Moss, Xuewen Sheng,  Zach Conrad (R&E Workgroup)  Beth Fultz (EDEN Assessment Files) |  |
| Teacher Licensure & Accreditation | Scott Myers | Scott Myers\* | Scott Myers\* | Lori Adams | Kelly Slaton (KESA)  Jessica Noble (Dropout/Grad, Charter/Virtual) |
| School Finance | Craig Neuenswander | Craig Neuenswander\* -Sara Barnes | Craig Neuenswander\* | Rosemary Ireland (CCD & ORG) | Sara Barnes  (CCD & ORG) |
| Child Nutrition and Wellness | Cheryl Johnson | Cheryl Johnson\* |  | Tammy McFadden | Pam Rosebaugh |
| Office of General Counsel |  | Scott Gordon | Scott Gordon |  |  |
| Fiscal Auditing |  | Veryl Peter\* |  |  |  |
| Postsecondary  (KBOR) | Cindy Farrier | Cindy Farrier\*\* | Cindy Farrier\*\* | Marti Lesinger\*\* | Cindy Farrier |

*\* Indicates voting member*

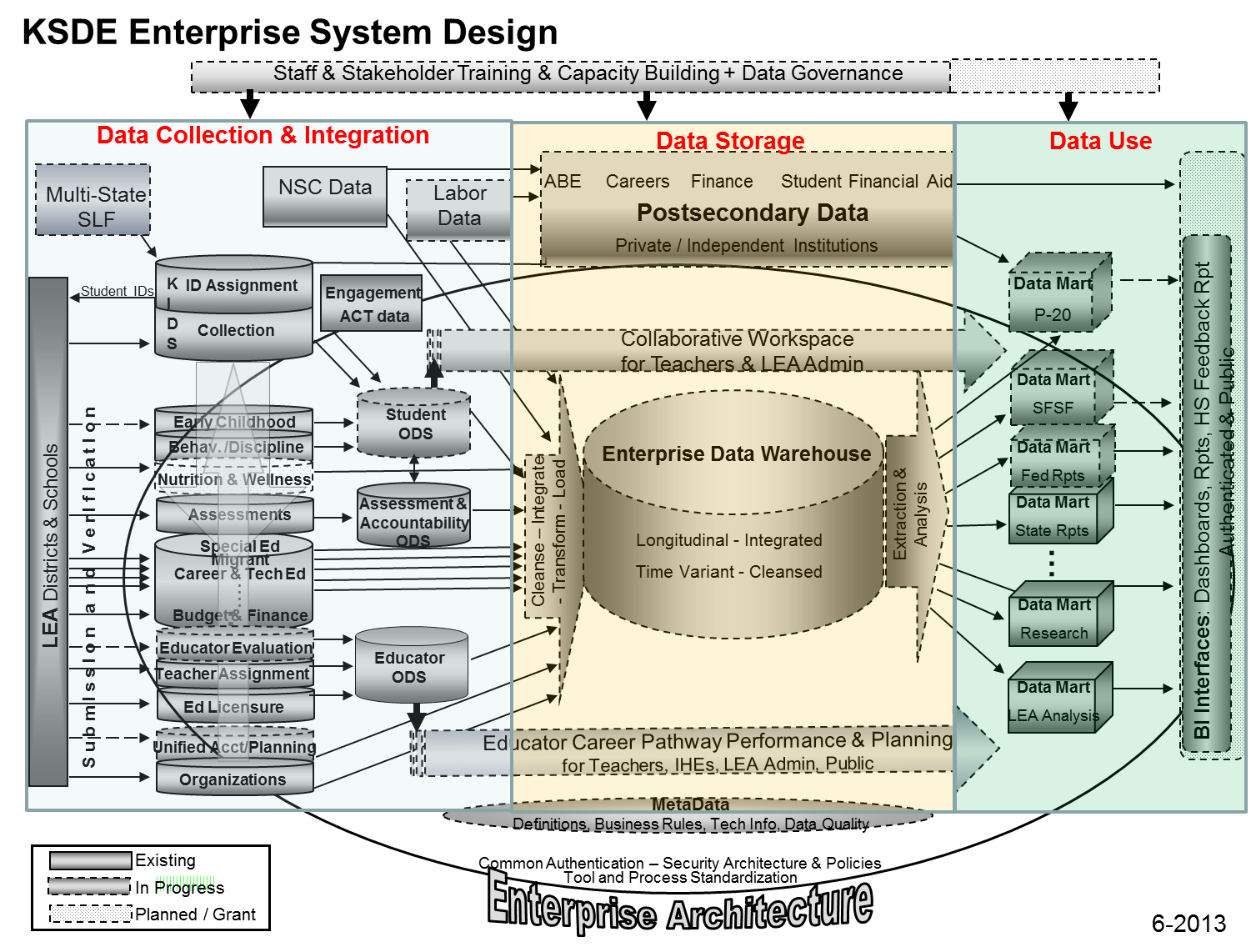
*\*\*Ad hoc member with participation, voting rights, and veto power when postsecondary data are involved.*

*\*\*\*Title Programs & Services Data Steward Back-ups*

## KSDE Enterprise Data System (EDS)

KSDE has implemented a system for data collection and management which includes data collection in source systems, integration and loading into the Enterprise Data Warehouse for historical archiving, and extraction into data marts for use by various stakeholders. Master Data Management for source data and centralized metadata management are also key components of the KSDE EDS.

The following diagram illustrates key components and processes of KSDE’s EDS:



## References

Source for some of the term definitions: *Improving Data Warehouse and Business Information Quality – Larry P. English* (modified for KSDE use)

Source for some of the concepts used in this document from: *How to Build and Implement Data Governance & Data Stewardship Programs – Public 2-day course by Robert S. Seiner of KIK Consulting & Educational Services, Pittsburgh, Pennsylvania.*