



Data Policies

July 23, 2020



7/27/2020

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Agenda

- Announcements
- Objective of data policy review
- Data institute process and ongoing support
- Data policy review
- Components of a complete policy
- Examples of a good policies
- Checklist tool
- Next steps



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Announcements

- Submitting distance resources
- Best practices during COVID-19
- ANI "light"



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Objective of data policy review

- Improve data collection, entry, and reporting
- Improve data policies
 - Division examined policies
 - Some good, some not
 - Some really improved



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Data Institute and Ongoing Support

- F2F – Data Flow activity and action plan
- Data Policy draft creation and review
- NRS Data Use module
- Review of areas for improvement
- Support documents and NRS Data Use module available online



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Data Policy Review

- Annual data policy review
- Data Flow diagram
- Data security
- Adding procedures for remote work



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Components of a Complete Policy

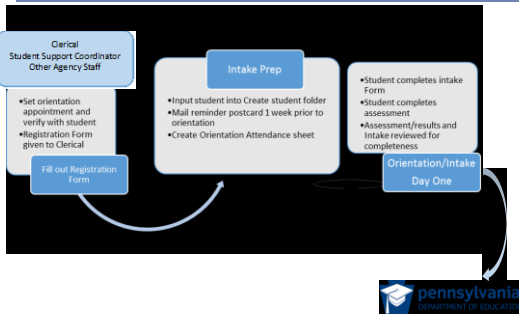
- Complete, organized, and easy to read
- Answers who, what, why, when, where, and how
- Addresses collection, entry, and reporting
- Visual presentation helps describe complex procedures
- Considers the perspective of a new employee



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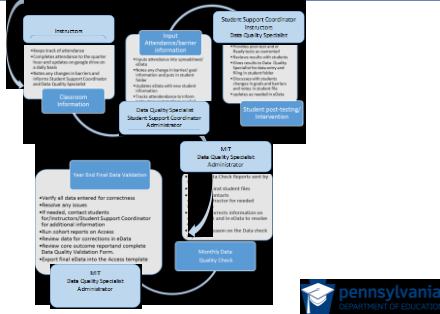
Example 1 – Data Flow Chart



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Example 1 – Data Flow Chart



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Checklist Tool

- Created from the *Elements of an Effective Data Policy* document
- Use to evaluate your own policy

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Next Steps

- Some agencies will be required to work with MIS on improving their policies
 - Email from your advisor
 - Examine policy using checklist
 - Contact MIS by August 15
- If not required, may be useful to use the tool to examine policy for improvement

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Contact/Mission

For more information on today's presentation please visit PDE's website at www.education.pa.gov

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