

Data Management Strategy

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Reviewers: ITS-Management Team

Approvers: Enterprise Technology Advisory Committee

Version History

Date	Version Number	Name	Reason
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1. Purpose

Information is fundamental to the business functions of Johnson County. The Data Management Strategy of Johnson County is based on the concept that data is an enterprise-wide resource, which must be managed as any other key organizational asset such as funds, personnel, or facilities. The availability, accuracy, and security of information are of vital importance. The quality and reliability of County data must meet basic standards so that appropriate decisions can be made based on accurate and verifiable information. The value of data as an institutional resource is increased through its widespread, timely, consistent, and appropriate use. Its value is diminished through misuse, misinterpretation, or unnecessary restrictions on its access.

2. Scope

The Strategy covers both the primary and secondary sources of enterprise data.

3. Strategy Statement

The County has a responsibility to improve the efficiency of processes associated with the collection, storage, maintenance, manipulation, analysis, reproduction, and presentation of data, as well as ensuring adequate data access while maintaining necessary levels of security and privacy. Appropriate data standards help to ensure the quality of information.

It is the strategy of Johnson County to maintain integrated enterprise information across departments, agencies, and offices. The County must approach data management in a comprehensive and systematic fashion, where responsibility is shared by all. Sharing of data requires that ways be found to encourage the joint stewardship of information management across departmental, system, and program boundaries. The County will delegate roles and responsibilities for the management of enterprise data. Throughout the County there is a single primary source for each item of enterprise data. The primary source is the official record of the County for that data item.

Stand-alone, non-integrated stores of data defeat the goals of this strategy by making data unnecessarily redundant and non-shareable.

The County's aim is to build a data architecture as an integrated infrastructure that has different parts and modules in such a way that the whole is greater than the sum of the parts. This architecture will be a heterogeneous one designed to interconnect and share data across the widest possible base. It is essential that this information architecture be in tune with the organizational and strategic direction of the County.

4. Definitions

Enterprise data – that data which is of significant importance to the County as a whole, to the core functioning of the county. In most cases, enterprise data is required by business processes in multiple departments. This includes but is not limited to land records (both tabular

and geographic), financial data, human resource data, taxation data, and records of County proceedings. It does not include data stores that are solely related to business processes wholly contained within one department or data stores that cannot be shared due to regulatory requirements.

Primary source data – there is a principal source for each data item, which is identified by the data steward; it's the official record.

Secondary source data – there may be circumstances where additional sources exist for an item. They may be in a separate database or be a copy of primary source data. Secondary sources may be used instead of the primary source data only in situations approved by the data steward.

5. Roles and Responsibilities

ETAC

The Enterprise Technology Advisory Committee guides and directs technology policy, strategies, and priorities for enterprise and multi-departmental technology initiatives for Johnson County Government. In that role, this committee authorizes this policy as valid for the County computing environment. ETAC also acts as an arbitrator in the event of disagreement regarding data stewardship and uses.

Data Steward

In our organization the steward of a collection of data is the director, agency head, or elected official with overall responsibility for a set of information. The data steward is the one with statutory or organizational responsibility for the data, and is often the primary user of the information. Ultimately, the constituents of an organization own the data, whether this means stockholders or taxpayers. The data must be managed in the best long-term interests of the constituents.

Responsibilities of the data steward:

- Judge the value of the information and classify it.
- Decide who can access data and at what authority level.
- Implement processes, which maintain the quality of the data.
- Determine the length of time data must be retained (life-cycle management).
- Ensure compliance with statutes regarding the data, such as HIPAA and the Kansas Open Records Act.

Decisions made by a data steward as to data classification or access can be challenged at the directorship level by requesting a review by the Enterprise Technology Advisory Committee. Decisions by the ETAC are binding on all parties.

Data User

An individual or entity that has permission from the data steward to access and use data. Management at all levels has the responsibility within their area of accountability to ensure that data users are aware of their responsibilities as listed in this policy.

Responsibilities of the data user:

- Responsible and accountable for all data access made through their user account and subsequent use and distribution of the data.

- May not use the data for their own personal gain, or for gain or profit of others.
- May not access data to satisfy their own personal curiosity.
- May not disclose data to unauthorized persons without the consent of the data steward.
- Uses data in compliance with the County Responsible Use of Information Technology policy.

Information Technology Services (ITS)

ITS has a crucial role to play in County data management. ITS manages many of the facilities through which computerized County primary data is stored and accessed.

Responsibilities of ITS:

- Promote the management of County data as a critical County resource.
- Promote data consistency across the County.
- Ensure protection of data for which it acts as physical keeper.
- Promote data sharing.
- Document, maintain, and promote data standards.
- Manage the use of common standard codes and data definitions across the County.

Other County Technology Organizations

While ETAC does not have the authority to make this strategy binding for other organizations that manage county data, it is highly recommended that these groups adopt and adhere to this strategy.