COMMONWEALTH of VIRGINIA

Office of the Governor

Lyn McDermid
Secretary of Administration

Data Governance Council

Meeting Minutes

October 10th, 2023

East Reading Room- Patrick Henry Building

1111 East Broad Street

Richmond, Virginia 23219

1:00 p.m. – 3:00 p.m.

Member Attendees:

Rich Rosendahl, *Department of Medical Assistance Services, physically present*

Mitzi Fletcher, *Department of Social Services, physically present*

TJ Claiborne, *Department of Conservation and Recreation, physically present*

Anup Srikumar, *Department of Health, physically present*

Keon Turner, *Virginia State Police, physically present*

Karen Smith, *Virginia Employment Commission, physically present*

Marcus Thornton, *Office of Data Governance and Analytics, physically present*

Erin Loar, Department of Behavioral Health and Developmental Services, absent

Dave Myers, Department of Education, absent

Agenda:

Welcome and Opening Remarks

Roll Call

DRAFT

FOIA Training

Data Governance Council Order of Business

Break

Open Data Portal

ODGA Agency Updates

Business Glossary and Reference Documents

VITA Data Standards

Adjourn

Motions:

Motion 1: Approve Marcus Thornton as chair.

Presenter: Marcus Thornton, Deputy Chief Data Officer, Virginia Office of Data Governance and Analytics

Discussion: N/A

Motion Accepted: Motion moved by TJ Claiborne and seconded by Mitzi Fletcher. Motion carried by unanimous vote.

Motion 2: Approve Jessi Bailey as FOIA Officer

Presenter: Marcus Thornton, Deputy Chief Data Officer, Virginia Office of Data Governance and Analytics

Discussion: N/A

Motion Accepted: Motion moved by Karen Smith and seconded by TJ Claiborne. Motion carried by unanimous vote.

DRAFT

Motion 3: Approve Valerie Grisham as Secretary

Presenter: Marcus Thornton, Deputy Chief Data Officer, Virginia Office of Data Governance and Analytics

Discussion: N/A

Motion Accepted: Motion moved by Keon Turner and seconded by Karen Smith. Motion carried by unanimous vote.

Motion 4: Approve Group Charter

Presenter: Marcus Thornton, Deputy Chief Data Officer, Virginia Office of Data Governance and Analytics

Discussion: Anup Srikumar asked how a data asset is defined, and whether a different term might be more all-encompassing. Marcus Thornton agreed that the term data asset can be ambiguous. Chris Burroughs said defining data asset could be a topic for the next meeting. Anup went over how VDH defines data asset. Anup asked if we have defined suppression, and which suppression rule will be applied. Chris said that could be a topic for two meetings from now as it's an advanced topic and a foundation must be built before discussing such an advanced topic. Mitzi Fletcher asked if this group would go over the results from the Data Management Maturity Assessment. Chris said the Executive Data Board will look at it from strategy perspective and this group can look at them for our next meeting.

Motion Accepted: Motion moved by Anup Srikumar and seconded by Keon Turner. Motion carried by unanimous vote.

Motion 5: Approve Remote Attendance

Presenter: Marcus Thornton, Deputy Chief Data Officer, Virginia Office of Data Governance and Analytics

DRAFT

Discussion: Marcus Thornton discussed the difference between remote attendance and virtual meetings.

Motion Accepted: Motion moved by Anup Srikumar and seconded by Keon Turner. Motion carried by unanimous vote.

Motion 6: Approve Virtual Meetings

Presenter: Marcus Thornton, Deputy Chief Data Officer, Virginia Office of Data Governance and Analytics

Discussion: N/A

Motion Accepted: Motion moved by TJ Claiborne and seconded by Keon Turner. Motion carried by unanimous vote.

Agenda:

Agenda Item 1: Welcome and Opening Remarks 1:01 PM-1:04 PM

Presenter: Marcus Thornton, Deputy Chief Data Officer, Virginia Office of Data Governance and Analytics

Discussion: Marcus Thornton welcomed everyone and went over the information sent out prior to meeting. Marcus went over the goal of the meeting, which is to talk about what the council will be doing and the council's roles and responsibilities.

Decision: N/A

Agenda Item 2: Roll Call 1:04 PM-1:05 PM

Presenter: Marcus Thornton, Deputy Chief Data Officer, Virginia Office of Data Governance and Analytics

DRAFT

Discussion: Marcus Thornton called roll.

Decision: The attendee list is presented at the top. Quorum has been met.

Agenda Item 3: Freedom of Information Act (FOIA) Training 1:05 PM-1:25 PM

Presenter: Justin Bell, Assistant Attorney General, Office of the Attorney General

Discussion: Justin Bell introduced himself as being from the Attorney's General Office and that he was at the meeting to discuss FOIA. He emphasized that when in doubt, err on the side of public access. He explained the purpose of FOIA and provided guidelines for FOIA and public meeting requirements. Any writing or recording in possession of a public body is within the FOIA guidelines. A violation to responding can be a violation to the chapter which can cause bad publicity and lead to fines.

Key Points Covered:

- Two Major Pillars of FOIA
- Responding to FOIA Request and the Importance of Compliance
- Public Meeting and Electronic Meeting Guidelines
- Email and Chat Guidelines
- Voting Requirements
- Best Practices

Decision: N/A

Agenda Item 4: Data Governance Council Order of Business 1:25 PM-1:47 PM

Presenter: Marcus Thornton, Deputy Chief Data Officer, Virginia Office of Data Governance and Analytics

Discussion: Marcus Thornton went over roles and responsibilities in depth, including that the council will give data advice to the Executive Data Board and will focus on data sharing. A challenge faced is

working with different systems and environments. This group will help agencies facilitate their data strategy and bring awareness to data sharing opportunities. A Data Management Maturity Assessment was recently sent, and 64 responses from Commonwealth agencies, institutions of higher education, and other Commonwealth offices were received. ODGA is always looking for ways to improve and become more efficient.

Decision: N/A

Agenda Item 5: ODGA Agency Updates 1:47 PM- 1:54 PM

Presenter: Marcus Thornton, Deputy Chief Data Officer, Virginia Office of Data Governance and Analytics

Discussion: Marcus Thornton went over members of the Commonwealth Data Trust and how we want every agency to contribute to the Commonwealth. Agencies are sometimes hesitant to share data, but ODGA makes sure any shared data is safe and secure. The goal is to make agencies see the value in the Commonwealth Data Trust and data sharing that creates actionable intelligence. AI will gain attention and data will pay big role in that. Went over metrics, accomplishments, and upcoming items. ODGA provides training for data stewards if needed. Discussed migration of metadata from Azure to Purview and went over the Open Data Portal migration.

Decision: N/A

Break 1:54 PM-2:01 PM

Agenda Item 6: Open Data Portal 2:01 PM- 2:13 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance, Virginia Office of Data Governance and Analytics

Discussion: Chris Burroughs went over the Open Data Portal (ODP) and some “fast facts” about the portal. Went over most popular data sets and most searched for terms. The ODP is a great way to respond to FOIA requests to have people get the request themselves. Gave live demo of the portal and went over action items related to reviewing data sets in the portal.

- Anup Srikumar commented that there is a way to add documents to the portal to give context to the data.
    - Chris Burroughs added that you can add context through stories.
- Rich Rosendahl asked "how do we know what we don't know," and went on to clarify that he wants to know how to find data related to his agency.
    - Chris Burroughs said you can search by agency name or by words related to data the agency might have.
    - Anup Srikumar mentioned that there is an Excel document that has all the data sets listed.
    - Chris Burroughs said she would send that Excel document out.

Decision: N/A

Agenda Item 7: Business Glossary and Reference Documents 2:13 PM-2:45 PM

Presenter: Chris Burroughs, Director of Data Governance and Protection, Virginia Office of Data Governance and Analytics

Discussion: Chris Burroughs went over the migration from Azure Data Catalog to Purview, which is a glossary and a catalog. Went over what a glossary is, which is a standard set of definitions for common terms, and what the benefits of having one are. Went over the two decisions that would be voted on, which were accepting NIEM Core as the standard, and approving hierarchies by secretariat. Chris Burroughs went over what NIEM Core is and asked if anyone wanted to use a different standard, which no one did. Chris Burroughs gave a live demo of Purview and went over the hierarchies.

- Mitzi Fletcher asked if there was a Purview user guide.
    - Chris Burroughs said she would set up a meeting with her to answer her questions.
- Mitzi asked if there was a way to see where the definitions came from
    - Chris Burroughs said many were imported from Azure Data Catalog, but that we are relying on this group to help us determine exactly that.
- Anup Srikumar asked what to do if an agency has a different definition than how NIEM Core defines a word.
    - Chris Burroughs responded that we will not map that term to that data column, and that the agency can create an agency specific glossary.

DRAFT

Chris Burroughs emphasized that Purview is metadata only, and if someone wants access to the data listed, they need to contact the data owner. Chris Burroughs went over best practices for building a glossary as well as action items for members which included reviewing and rating datasets in Purview.

Decision 1: Approve hierarchy by Secretariat.

Decision 1 Tabled: Keon Turner wanted to wait until she received access to Purview. TJ Claiborne said Secretary hierarchy is best, but everyone ultimately agreed to table the topic until Purview access was granted.

Decision 2: Adopt NIEM Core as standard.

Decision 2 Accepted: Motion moved by TJ Claiborne and seconded by Keon Turner. Motion carried by unanimous vote.

Agenda Item 8: Virginia Information of Technologies Agency (VITA) Data Standards 2:45 PM-3:02 PM

Presenter: George Smigelski, Enterprise Architect, Virginia Information Technologies Agency

Discussion: George Smigelski introduced himself and his background of infrastructure in data and that now he is an information architect. He is now with VITA working to create Enterprise Information Architecture (EIA), which ties into what this group is doing with data governance and data stewardship. He talked about how their goal is to ensure the backup of critical data, and that any owners of critical data should be in a group like this. He discussed metadata management and how data stewards are maintaining it. Went over key EIA elements/requirements and the tools that are needed. Some of the key elements are visualizations, quality management, and data sharing.

Decision: N/A

Agenda Item 9: Adjourn 3:03 PM

Presenter: Marcus Thornton

Discussion: Marcus Thornton asked for public and member comments, but no members of the public were present, and no members wanted to comment. Marcus adjourned the meeting at 3:03 PM

DRAFT

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Decision: N/A

DRAFT

OFFICE OF DATA GOVERNANCE AND ANALYTICS

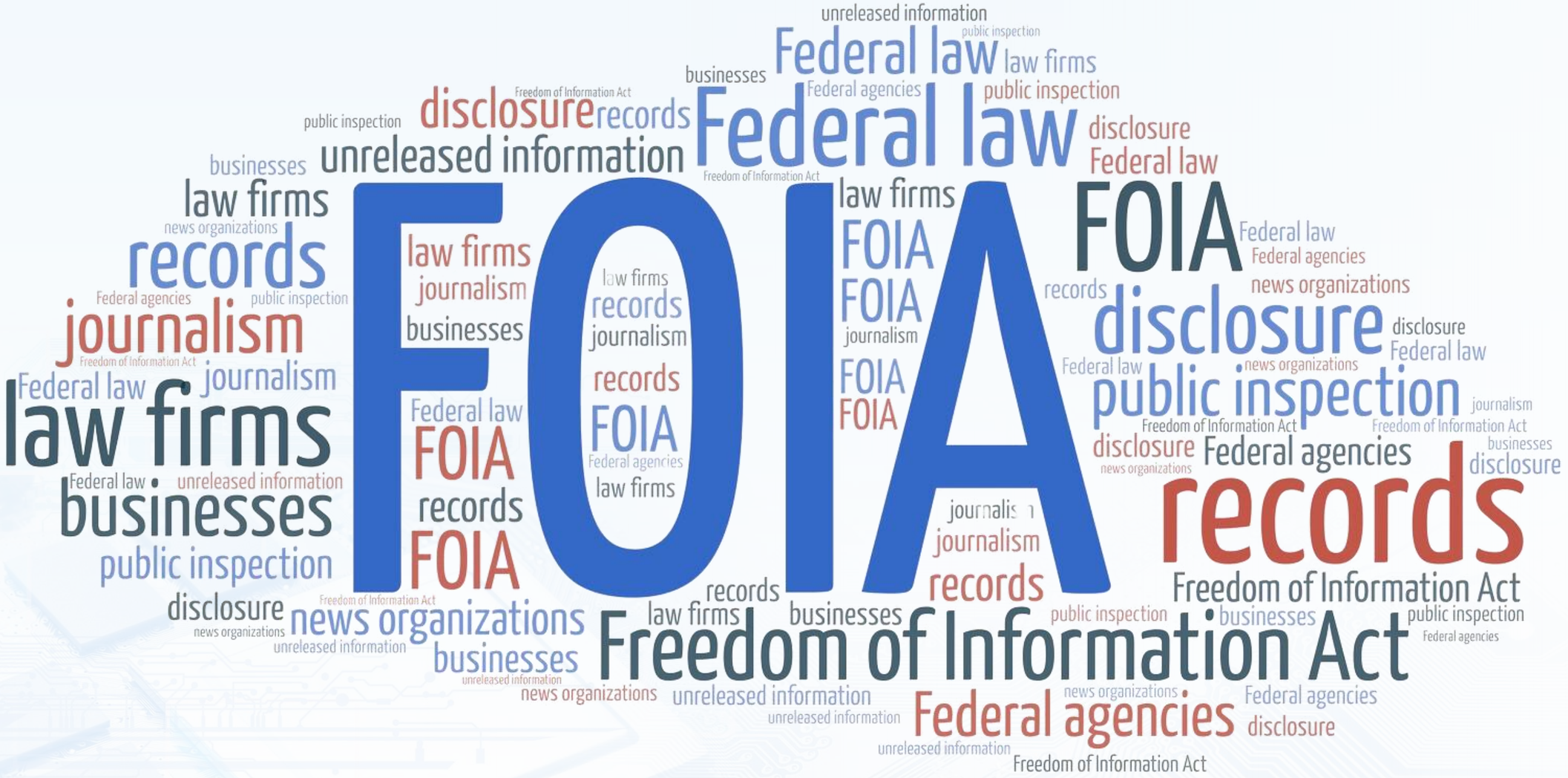
DATA GOVERNANCE COUNCIL

October 10, 2023

Agenda

- Welcome and Opening Remarks
- Roll Call
- FOIA Training
- Data Governance Council Order of Business
- Break
- ODGA Agency Updates
- Business Glossary and Reference Documents
- VITA Data Standards

FOIA Training



Understanding FOIA

or: How I Learned to Stop Worrying and Love Open Government.

If you don’t know, now you know

- **§ 2.2-3702. Notice of chapter.**
- Any person elected, reelected, appointed or reappointed to any body not excepted from this chapter shall (i) be furnished by the public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment or reappointment and (ii) read and become familiar with the provisions of this chapter.

Freedom of Information Act (FOIA)

Purpose –

By enacting FOIA, the General Assembly ensures the people of the Commonwealth ready access to public records in the custody of a public body or its officers and employees, and free entry to meetings of public bodies wherein the business of the people is being conducted. **The affairs of government are not intended to be conducted in an atmosphere of secrecy since at all times the public is to be the beneficiary of any action taken at any level of government.** Va. Code § 2.2-3700.

FOIA

How FOIA is to be viewed –

> **The provisions of FOIA shall be liberally construed to promote an increased awareness by all persons of governmental activities and afford every opportunity to citizens to witness the operations of government.** Any exemption from public access to records or meetings shall be narrowly construed and no record shall be withheld or meeting closed to the public unless specifically made exempt pursuant to this chapter or other specific provision of law.

This probably means you.

"Public body" means any legislative body, authority, board, bureau, commission, district or agency of the Commonwealth or of any political subdivision of the Commonwealth . . . **; and other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds**. It shall include any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body. It shall not exclude any such committee, subcommittee or entity because it has private sector or citizen members. [...] -- Code § 2.2-3701.

No, really. You.

§ 2.2-203.2:4(E)

The Data Governance Council shall consist of employees of the agencies represented on the Board, selected by the Board members from their respective agencies. The CDO, or his designee, shall chair the Council. The Council shall (i) liaise between state agency operations and the CDO; (ii) advise the CDO on data technology, policy, and governance structure; (iii) administer data governance policies, standards, and best practices, as set by the Board; (iv) oversee data sharing and analytics projects; (v) review open data assets prior to publication; (vi) provide to the Board any reports on the Council's recommendations and work as required by the Board; (vii) develop necessary privacy and ethical standards and policies for Commonwealth Data Trust resources; (viii) monitor the sharing of Commonwealth Data Trust member-contributed data resources; (ix) review and approve new Commonwealth Data Trust-managed data resources; and (x) conduct any other business the CDO deems necessary for Commonwealth Data Trust governance.

FOIA

The two major pillars of FOIA:

1. Public Records

2. Meetings

Public records

Except as otherwise specifically provided by law, all public records shall be open to inspection and copying by any citizens of the Commonwealth during the regular office hours of the custodian of such records.

Access to such records shall not be denied to citizens of the Commonwealth. Va. Code § 2.2-3704.

Public records

What are “public records”?

> *"Public records"* means all writings and recordings, however they are stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. Va. Code § 2.2-3701.
>
> Minutes, including draft minutes, and all other records of open meetings, including audio or audio/visual records shall be deemed public records and subject to the provisions of this chapter. Va. Code § 2.2-3707(I).
>
> The custodian of such records shall take all necessary precautions for their preservation and safekeeping. Va. Code § 2.2-3704.

FOIA

How do you respond to a FOIA request?

> Any public body that is subject to this chapter and that is the custodian of the requested records shall promptly, but in all cases within five working days of receiving a request, provide the requested records to the requester or make one of the following responses in writing. . . Va. Code § 2.2-3704(B). *See* Va. Code § 2.2-3704(B)(1-4) for permissible responses.
>
> If it is not "practically possible" to produce the requested records in five days, you may secure another seven work days under certain conditions. Va. Code § 2.2-3704(B)(4).
>
> Generally, no public body shall be required to create a new record if the record does not already exist. Va. Code § 2.2-3704 (D).
>
> Failure to respond to a request for records shall be deemed a denial of the request and shall constitute a violation of this chapter. Va. Code § 2.2-3704(E).

Mechanics of a FOIA Response

You do not need to fulfill the response yourself. **Look to staff and your FOIA Officer.**

All public bodies must designate a FOIA Officer who has the responsibility of being the point of contact for FOIA requests. - Va. Code § 2.2-3704.2(A).

The contact information for your FOIA Officer should be on your Board website along with a description of the rights of a requestor under FOIA – Va. Code § 2.2-3704.1(A).

FOIA

If FOIA is violated –

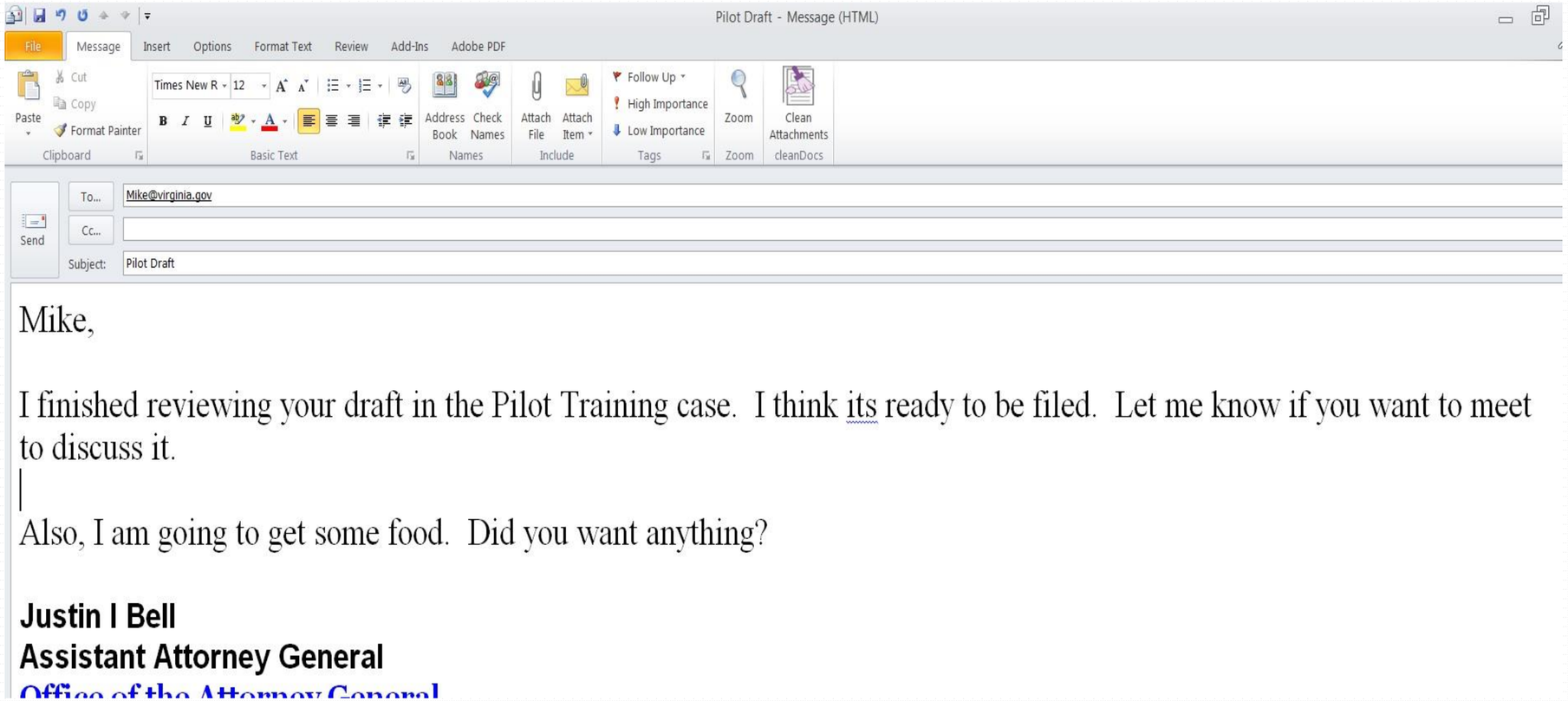
> If the court finds the denial to be in violation of FOIA, the petitioner shall be entitled to recover reasonable costs, including costs and reasonable fees for expert witnesses, and attorneys' fees from the public body if the petitioner substantially prevails on the merits of the case . . . Va. Code § 2.2-3713

FOIA

If FOIA is violated (cont'd.) – knowing violation

> In a proceeding commenced against any officer, employee, or member of a public body under FOIA, the court**, if it finds that a violation was willfully and knowingly made, shall impose upon such officer, employee, or member in his individual capacity**, whether a writ of mandamus or injunctive relief is awarded or not, a civil penalty of not less than $ 500 nor more than $ 2,000. . . For a second or subsequent violation, such civil penalty shall be not less than $ 2,000 nor more than $ 5,000. Va. Code § 2.2-3714.

Be Mindful of What You Put in Email



Takeaways

- When is your email related to this board private?

- When should you not use email?

FOIA

Meetings –

All meetings of public bodies shall be open, except as provided by § 2.2-3711. Va. Code § 2.2-3707.

FOIA

When are you having a meeting?

> "Meeting" or "meetings" means the meetings including work sessions, when sitting physically, or through telephonic or video equipment pursuant to § 2.2-3708 or 2.2-3708.1, as a body or entity, or as an informal assemblage of (i) **as many as three members** or (ii) **a quorum, if less than three**, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body.

Definition cont…(2015)

- Neither the gathering of employees of a public body nor the gathering or attendance of two or more members of a public body at any place or function where **no part of the purpose of such gathering or attendance is the discussion or transaction of any public business**, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any business of the public body . . . shall be deemed a "meeting" subject to FOIA.

Key Requirements for Meetings

- **§ 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes.**
- A. All meetings of public bodies shall be open, except as provided in §§ 2.2-3707.01 and 2.2-3711.
  - § 2.2-3707.01 – Meetings of the General Assembly.
  - § 2.2-3707.01 – Closed meetings. But, there is a set of procedures you must take BEFORE going into closed meeting.
- B. No meeting shall be conducted through telephonic, video, electronic or other communication means where the members are not *physically assembled* to discuss or transact public business, except as provided in § 2.2-3708.3 or as may be specifically provided in Title 54.1 for the summary suspension of professional licenses.

More Requirements

- C. Every public body shall give notice of the date, time, and location of its meetings by:
- 1. Posting such notice on its official public government website, if any;
- 2. Placing such notice in a prominent public location at which notices are regularly posted; and
- 3. Placing such notice at the office of the clerk of the public body or, in the case of a public body that has no clerk, at the office of the chief administrator.
- All state public bodies subject to the provisions of this chapter shall also post notice of their meetings on a central, publicly available electronic calendar maintained by the Commonwealth. Publication of meeting notices by electronic means by other public bodies shall be encouraged.
- And there are more steps that must be taken in addition to those.

When meeting always required

- § 2.2-3710. Transaction of public business other than by votes at meetings prohibited.
- A. Unless otherwise specifically provided by law, no vote of any kind of the membership, or any part thereof, of any public body shall be taken to authorize the transaction of any public business, other than a vote taken at a meeting conducted in accordance with the provisions of this chapter.

But…

- B. Notwithstanding the foregoing, **nothing contained herein shall be construed to prohibit (i) separately contacting the membership, or any part thereof, of any public body for the purpose of ascertaining a member's position with respect to the transaction of public business,** whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting as defined in this chapter

FOIA

- Hypo: At a public meeting, the group votes to create a subcommittee of two board members to confer and create a plan to solve a data problem. Any problem?
- The two subcommittee members agree to meet over the telephone and discuss business, but they report to the board their discussions? Allowed? Why or why not?

FOIA

- Hypo: You write an email to all the other members sharing a brand new movie trailer. A fellow member responds all. Yet another member quickly responds all on the same topic.
- Meeting for FOIA purposes?
- How about opening an instant message chat online between three members?
- What if only two?
- What if the topic of discussion was screening the movie at future board meeting?

FOIA

- Answer: an improper closed meeting occurs where the feature of simultaneity inherent in the term "assemblage" arises; the e-mails involve some sort of back-and-forth exchange of the three required members; the messages generate group conversations or responses with multiple recipients.
- From Hill v. Fairfax County Sch. Bd., 284 Va. 306 (2012).

Electronic Meetings

- All-Virtual meetings will be permitted so long as proper procedure is followed.
- STAFF AND MEMBERS must review 2.2-3708.3(C) to comply with notice, access, records, and participation requirements.
- Required to adopt a policy pursuant to 2.2-3708.3(D) to permit all-virtual meetings and remote participation.

2 Ways to Go

- A member may remotely participate if:
  - There is a quorum physically assembled.
  - The public body has adopted a policy pursuant to 2.2-3708.3(D).
  - The member notifies the chair of the public body of one of the reasons listed in 2.2-3708.3(B)
    - Personal medical condition
    - Medical condition of a family member that prevents the member's physical attendance
    - Meeting is more than 60 miles from member's residence
    - Personal matter – limit on this

OR an All-Virtual Meeting

- Public bodies must announce an all-virtual meeting.
- Must comply with the notice and access requirements of § 2.2-3708.3 .
- Limit to the greater of 2 meetings or 25% of total meetings per year
- No consecutive all-virtual meetings.

FOIA

- What about making decisions by vote over email?

- What prevents this?

FOIA

- That's right. Code § 2.2-3710 prohibits the transaction of public business other than by votes at meetings.

RECAP

- 1) can't transact public business without meeting--no voting, no deciding.
- 2) can't conduct an electronic meeting discussing public business (except if you follow certain requirements like quorum present).
- 3) can "separately" contact members to ascertain position so long as communication doesn't become a meeting. Can’t have feature of simultaneity with quorum or three members.

Best practices

- Remember that what you put in writing is a public record subject to FOIA.
- Think first. If unsure, reach out and ask questions.
- Use a separate account for your public business.
- Pick up the phone.
- If in writing, send emails to staff for distribution.

FOIA

Questions about FOIA?

Please contact the “Virginia Freedom of Information Advisory Council”

Toll free: 866-448-4100

Email: foiacouncil@dls.virginia.gov

Roles and Responsibilities

- Liaise between state agency operations and the CDO
- Advise the CDO on data technology, policy, and governance structure
- Administer data governance policies, standards, and best practices, as set by the Board.
- Oversee data sharing and analytics projects.
- Review open data assets prior to publication.
- Provide to the Board any reports on the Council's recommendations and work as required by the Board.
- Develop necessary privacy and ethical standards and policies for Commonwealth Data Trust resources.
- Monitor the sharing of Commonwealth Data Trust member-contributed data resources.
- Review and approve new Commonwealth Data Trust-managed data resources.
- Conduct any other business the CDO deems necessary for Commonwealth Data Trust governance.

Related legislation: https://lis.virginia.gov/cgi-bin/legp604.exe?212+ful+CHAP0314

Council Formation

- 8 members plus 1 ODGA member
- Motion to approve Marcus Thornton as chair
- Motion to approve FOIA officer (Jessi Bailey) and Secretary (Valerie Grisham)
- Motion to Approve Group Charter
- Motion to approve remote attendance and virtual meetings

Updates

Executive Agency Data Trust Status

Administration	Agriculture	Commerce	Education		Finance	Health & HR	Labor	Natural Resources	Public Safety	Transportation	Veterans
CB	**DOF**	DHCD	CNU	**SCHEV**	BOA	ATLFA	**DOLI**	**DCR**	CASC	DMV	DMA
DGS	VDACS	DSBSD	**DOE**	SMV	DOA	CCCA	DPOR	DEQ	**DCJS**	**DOAV**	**DVS**
DHRM	VRC	ENERGY	EVMS	SVHEC	DPB	CH	**VEC**	DHR	**DFP**	DRPT	VSF
ELECT		TRRC	FCMV	SWHEC	TAX	CSH		**DWR**	**DFS**	MVDB	
VITA		**VEDP**	GH	UMW	TRS	CVTC		MRC	**DJJ**	OIPI	
ODGA		**VIPC**	GMU	UVA	VRA	DARS			**DOC**	VAP3	
		VTA	IALR	VCA		**DBHDS**			**VDEM**	VCSFA	
			JMU	**VCCS**		**DBVI**			VPB	VDOT	
			JYF	VCU		DHP			**VSP**	VPA	
			LVA	VIMS		**DMAS**				VPRA	
			LWU	VMFA		**DSS**					
			NCI	VMI		ESH					
			NSU	VMNH		HDMC					
			ODU	VSDB		NVMHI					
			RBC	VSU		**OCS**					
			RHEA	VT		PGH					
			RU	WM		SEVTC					
						SVMHI					
						SWVMHI					
						VBPD					
						VCBR					
						VDDHH					
						VDH					
						VFHY					
						VRCBVI					
						WSH					
						WWRC					

Other Members

Virginia 529
DCLS
HSD
JCHC
OMNI Institute
VARR
VHHA
CTO
G H International
Qlarion
Rappahannock CSB

Chesapeake PD
Chesterfield PD
Danville PD
Emporia PD
Hampton PD
Hopewell PD
Lynchburg PD
Martinsville PD
Newport News PD
Norfolk PD
Petersburg PD
Portsmouth PD
Richmond PD
Roanoke PD
Virginia Beach PD

Agencies in Bold have signed either Member or User Commonwealth Data Trust Agreements

Looking Back and Coming Soon

METRICS

- 48 Members of CDT
- 3,500 Purview Assets
- 57 Dataversity Classes completed

ACCOMPLISHMENTS

- Data Owner and Data Steward Training available
- Purview Scans
- Data Maturity Assessment

UPCOMING

- Open Data Portal Migration
- IDEA Portal Migration
- Address Verification Service
- Data Quality Scan
- Unstructured Data Scans

COV's

Open Data Portal

ODP Fast Facts

- 278 Data Sets
- 134 External Data Sets
- 196 Charts
- 194 Files/Docs
- 75 Filtered Views
- 9 Maps
- 5 Measures
- 46 Stories

2023 ODP Trends

Dataset Views

- Covid-19 Cases
- Covid-19 by Zip Code
- Food Deserts
- Covid-19 Vaccine by Health District
- Food Bank Data
- Virginia Untold - Judgements
- Virginia Untold - Public Claims
- Covid-19 by Age Group
- Virginia Untold -Freedom Suits
- ACS Survey – Race by Gender by Age

Search Terms

- Heat Related Illnesses (HRI)
- Library
- Covid-19 Cases
- Education
- Employment
- Covid-19 By Zip Code
- Covid-19 Percent Positivity
- Virginia Untold
- Firearm Injury – ER
- Crime

ODP Action Items

Open Data Portal- data.virginia.gov

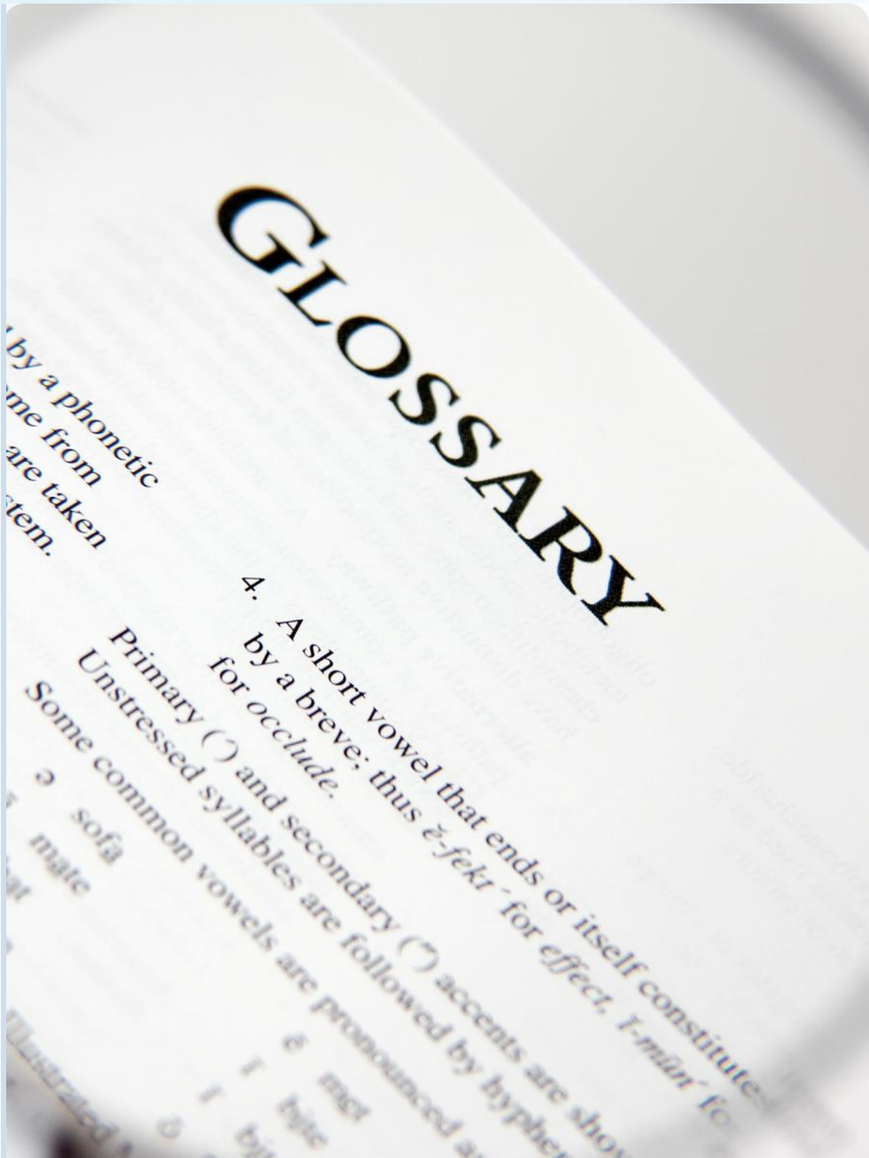
Monitor the sharing of Commonwealth Data Trust member-contributed data resources

- Review Data Sets in Open Data Portal
  - ☐ Current?
  - ☐ Tagged Properly?
  - ☐ Correct Dataset Owners?
  - ☐ Category Assigned Properly?

COV’s Business Glossary

Glossary Benefits

- Ensures consistent terminology
- Reduces ambiguity and misunderstandings
- Improves data quality and integrity
- Streamlines data governance processes
- Facilitates better communication between teams
- Enhances the effectiveness of data analytics
- Supports regulatory compliance
- Aids in onboarding and training



NIEM Core

- Agriculture
- Biometrics
- CBRN
- Cyber
- Emergency Management
- Human Services
- Immigration
- Infrastructure Protection
- Intelligence
- International Human Services
- International Trade
- Justice
- Learning and Development
- Maritime
- Military Operations
- Screening
- Surface Transportation

NIEM offers a common vocabulary that enables efficient information exchange across diverse public and private organizations. NIEM can save time and money by providing consistent, reusable data terms and definitions, and repeatable processes.

Example:

Student- A person formally engaged in learning, especially one enrolled in a school or college

Home
Browse
Business assets (preview)
Glossary

Business glossary

Manage term templates | New glossary | Refresh glossaries

Filter by name

- Agency Hierarchy
- Agriculture and Forestry Secretariat
- Central Appropriations Secretariat
- Commerce and Trade Secretariat
- Education Secretariat
- Executive Offices Secretariat
- FAACT
- Federal Agency Hierarchy
- Finance Secretariat
- Health and Human Resources Secretariat
- Human Services
- Independent Agencies Secretariat
- Judicial Secretariat
- JXDM(Justice XML Data Model)
- Legislative Secretariat
- Natural Resources Secretariat
- Need more research
- NIEM
- NIEM Core
- Public Safety and Homeland Security Secret...
- Purview Governance Portal Product Glossary
- Required Column Tags
- Security Classification
- Technology Secretariat
- Transportation Secretariat
- Veterans and Defense Affairs Secretariat
- Virginia Agencies - Abbreviated
- Virginia Localities

JXDM(Justice XML Data Model)

New term | Edit | Import terms | Export terms | Delete | Refresh terms

Overview | Terms | Contacts

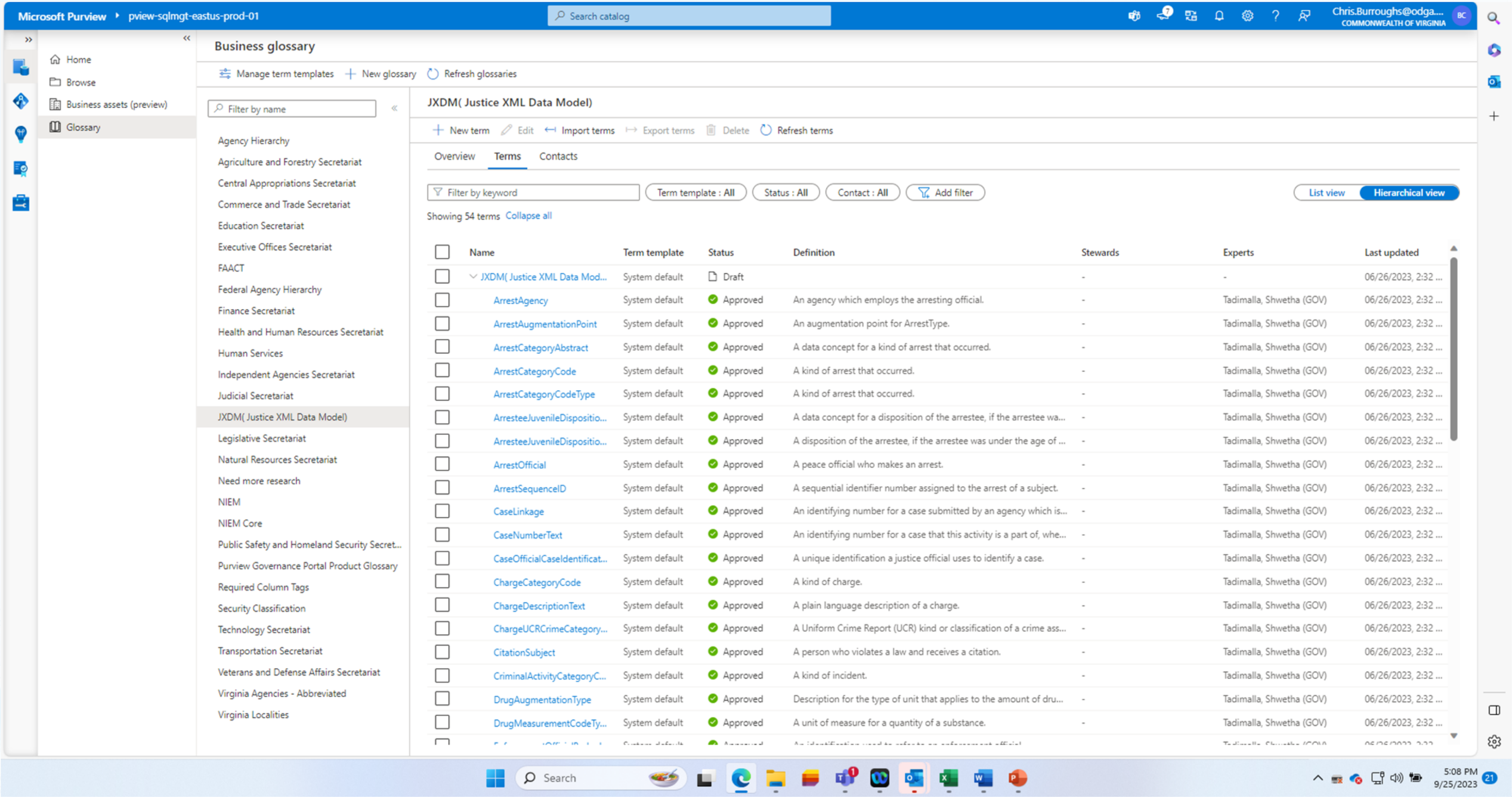
Description

The Global Justice XML Data Model (GJXDM or Global JXDM) is a data reference model for the exchange of information within the justice and public safety communities

Terms
54
View terms

Last updated
6/26/2023, 2:31 PM by **Tadimalla, Shwetha (ODGA)**

Created on
6/26/2023, 2:31 PM by **Tadimalla, Shwetha (ODGA)**


Microsoft Purview
pview-sqlmgt-eastus-prod-01
Search catalog
Chris.Burroughs@odga....
COMMONWEALTH OF VIRGINIA
Home
Browse
Business assets (preview)
Glossary
Business glossary
Manage term templates
New glossary
Refresh glossaries
Filter by name
Agency Hierarchy
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JXDM(Justice XML Data Model)
New term
Edit
Import terms
Export terms
Delete
Refresh terms
Overview
Terms
Contacts
Filter by keyword
Term template : All
Status : All
Contact : All
Add filter
List view
Hierarchical view
Showing 54 terms
Collapse all
Name
Term template
Status
Definition
Stewards
Experts
Last updated
JXDM(Justice XML Data Mod...
System default
Draft
06/26/2023, 2:32 ...
ArrestAgency
Approved
An agency which employs the arresting official.
Tadimalla, Shwetha (GOV)
ArrestAugmentationPoint
An augmentation point for ArrestType.
ArrestCategoryAbstract
A data concept for a kind of arrest that occurred.
ArrestCategoryCode
A kind of arrest that occurred.
ArrestCategoryCodeType
ArresteeJuvenileDispositio...
A data concept for a disposition of the arrestee, if the arrestee wa...
ArresteeJuvenileDispositio...
A disposition of the arrestee, if the arrestee was under the age of ...
ArrestOfficial
A peace official who makes an arrest.
ArrestSequenceID
A sequential identifier number assigned to the arrest of a subject.
CaseLinkage
An identifying number for a case submitted by an agency which is...
CaseNumberText
An identifying number for a case that this activity is a part of, whe...
CaseOfficialCaseIdentificat...
A unique identification a justice official uses to identify a case.
ChargeCategoryCode
A kind of charge.
ChargeDescriptionText
A plain language description of a charge.
ChargeUCRCrimeCategory...
A Uniform Crime Report (UCR) kind or classification of a crime ass...
CitationSubject
A person who violates a law and receives a citation.
CriminalActivityCategoryC...
A kind of incident.
DrugAugmentationType
Description for the type of unit that applies to the amount of dru...
DrugMeasurementCodeTy...
A unit of measure for a quantity of a substance.
Search
5:08 PM
9/25/2023

Health
Data stewardship
Catalog adoption
Inventory and ownership
Assets
Curation and governance
Glossary
Classifications
Sensitivity labels

Glossary insights

View key metrics about business glossary terms.

Glossary : NIEM Core | Contact type : Steward | Contact name : All

Total terms	Approved terms without assets	Expired terms with assets
323	222	-

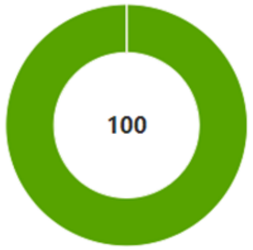
Top terms by asset count

NIEM Core_LastUpdatedDate
NIEM Core_Email
NIEM Core_LocationState
NIEM Core_EndDate
NIEM Core_DeviceUser
NIEM Core_StartDate
NIEM Core_PersonName
NIEM Core_TelephoneNumber
NIEM Core_Claims
NIEM Core_Race
NIEM Core_Provider
NIEM Core_PersonBirthDate
NIEM Core_Gender
NIEM Core_Recipient
NIEM Core_DataSources
NIEM Core_Age Group
NIEM Core_Service
NIEM Core_Zip Code
NIEM Core_Address
NIEM Core_Name
NIEM Core_DateTime
NIEM Core_LocationCityName
NIEM Core_DocumentFileName
NIEM Core_Geographic Boundaries
NIEM Core_PersonAgeMeasure

Status

Overview

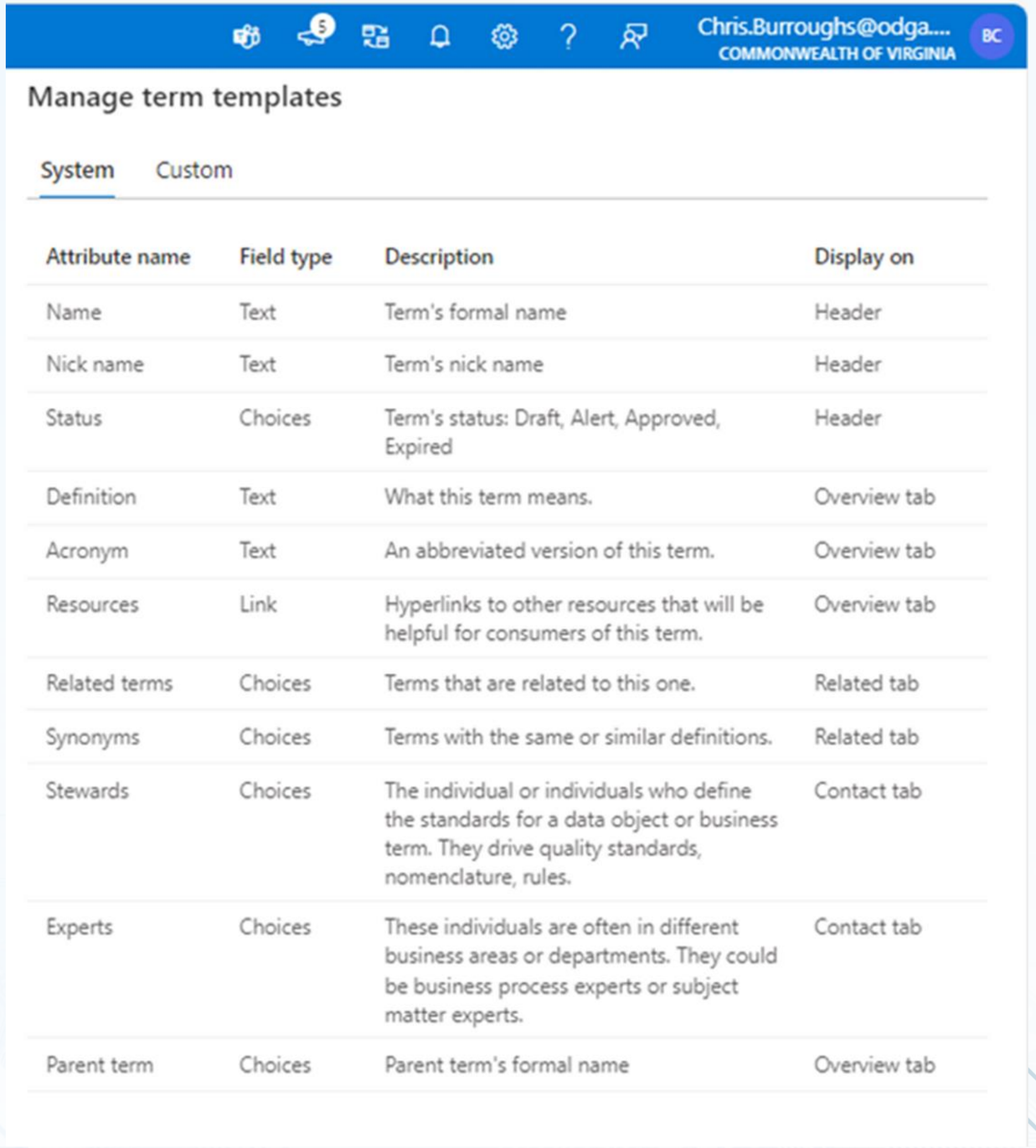
(•) Terms with assets ( ) Terms without assets



Incomplete terms

No data to show

Get Started

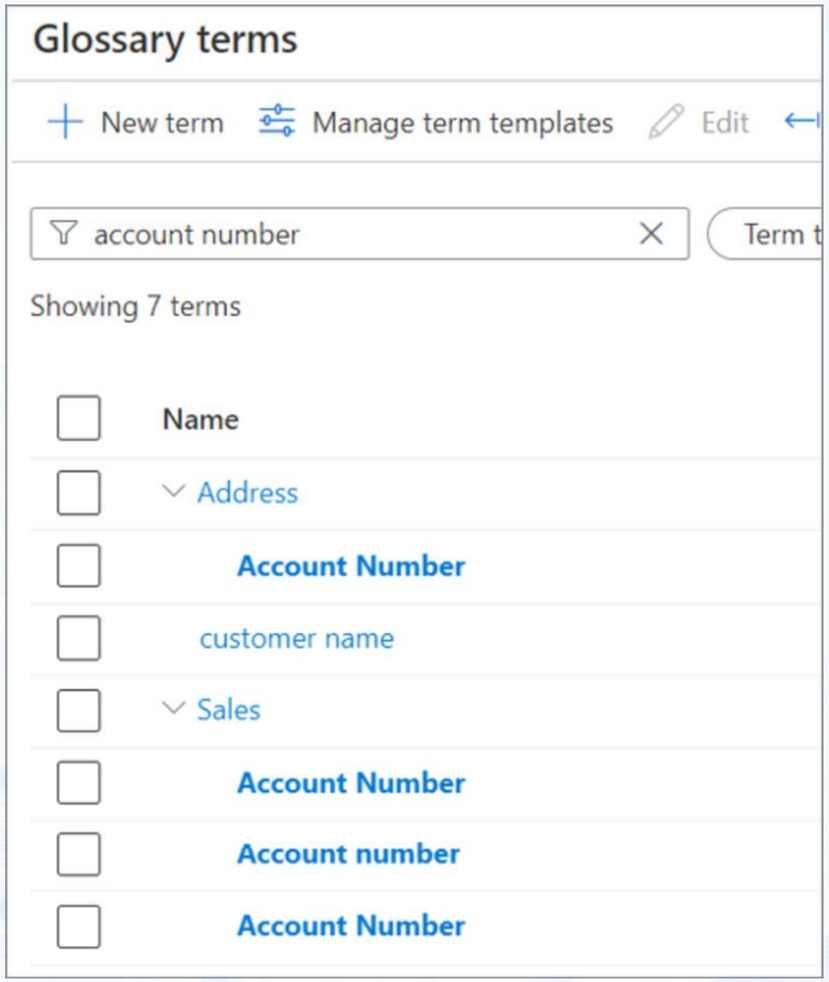


Attribute name	Field type	Description	Display on
Name	Text	Term's formal name	Header
Nick name	Text	Term's nick name	Header
Status	Choices	Term's status: Draft, Alert, Approved, Expired	Header
Definition	Text	What this term means.	Overview tab
Acronym	Text	An abbreviated version of this term.	Overview tab
Resources	Link	Hyperlinks to other resources that will be helpful for consumers of this term.	Overview tab
Related terms	Choices	Terms that are related to this one.	Related tab
Synonyms	Choices	Terms with the same or similar definitions.	Related tab
Stewards	Choices	The individual or individuals who define the standards for a data object or business term. They drive quality standards, nomenclature, rules.	Contact tab
Experts	Choices	These individuals are often in different business areas or departments. They could be business process experts or subject matter experts.	Contact tab
Parent term	Choices	Parent term's formal name	Overview tab

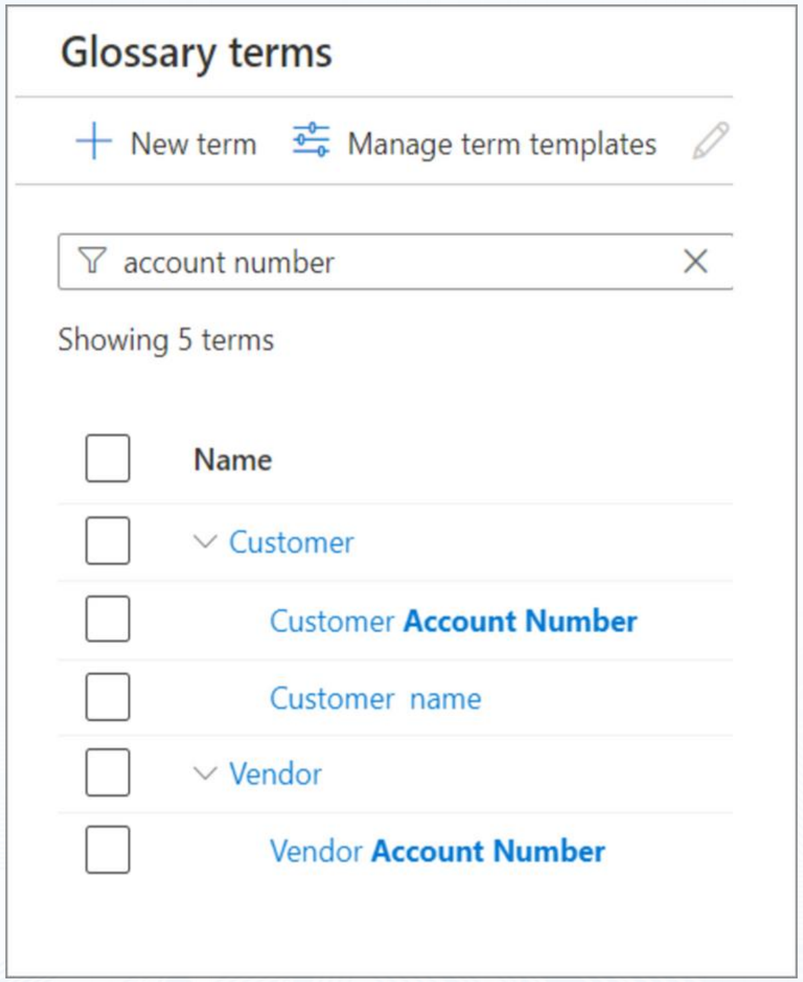
Best Practices

[Click here for Microsoft Glossary Best Practices]

Not Recommended



Recommended



Building a Glossary

- Identify Stakeholders
- Define Scope
- Collect and Compile Terms
- Define the Terms
- Establish a Governance Process
- Choose a Platform - Purview
- Populate the Glossary
- Communicate and Train
- Maintain and Update

Decisions

- Approve hierarchy by Secretariat
- Adopt NIEM Core as the standard

Next Steps

Glossary

- Provide ODGA with Glossary Owner and Expert contacts
- Determine who should approve glossary terms and send to ODGA.
- Import any existing business glossaries or acronym references for your agency
- Send ODGA names or groups that need access to the business glossary
- Develop a governance process

Action Items

Open Data Portal- data.virginia.gov

Monitor the sharing of Commonwealth Data Trust member-contributed data resources

Review Data Sets in Open Data Portal

- ☐ Current?
- ☐ Tagged Properly?
- ☐ Correct Dataset Owners?
- ☐ Category Assigned Properly?

Review Purview Datasets and Assign Rating

★★★★★ Approved

★★★ Curation Changes Required

★ Do Not Publish

Data Standards

VIRGINIA
IT AGENCY

VIRGINIA
IT AGENCY

Enterprise Information Architecture (EIA) Standard

Data Stewards Meeting

George Smigelski
Commonwealth Enterprise Architect

October 10, 2023

Establishing and Reinforcing Foundations:

Data Governance, Data Stewardship, Metadata Management

- Reinforces the core components of Data Governance, Data Stewardship, and Metadata Management.
- Establish guidelines for responsibility to ensure data accuracy through ownership.
- Result: New data insights from discovery with enhanced decision-making for all COV agencies.

Data Governance

- Provides the "council" structure for developing and managing collected metadata.
- Establishes accountability, roles, and responsibilities, ensuring that data is treated as a valuable asset.
- Foster a culture of data integrity, security, and compliance.
- It enables agencies to maintain consistency, accuracy, and reliability, thereby enhancing data quality and facilitating data sharing within and across agencies

Data Stewardship

- Data Stewardship plays a crucial role in operationalizing Data Governance principles and practices.
- It assigns ownership and responsibility for data assets, ensuring that they are properly managed and maintained throughout their lifecycle.
- Data Stewards act as custodians of data, ensuring its accuracy, completeness, and timeliness.

Metadata Management

- Metadata, or data about data, plays a vital role in data sharing and quality assurance.
- Metadata Management encompasses the collection, organization, and accessibility of metadata, providing essential context and understanding of data assets.
- Metadata Management facilitates data integration, interoperability, and reusability, enabling agencies to make informed decisions based on accurate and reliable information.

Key EIA Elements/Requirements

Data Visualization: Tools to provide analytics and insights on data quality, data lineage, and data classification, for improved decision-making and enhanced user experience.

Data Quality Management: Establishing clear data quality standards and benchmarks, ensuring data integrity, maintaining accurate and up-to-date metadata, enabling self-assessment of agency owned data assets.

Data Sharing: With visualization and quality data sharing becomes seamless and enabling transparent collaboration and informed decision-making across COV agencies.

odga

For Inquires, Please Reach Out

To: odga@odga.virginia.gov