

Office of the Governor Lyn McDermid Secretary of Administration

Virginia Data Stewards Group

Meeting Minutes

October 10th, 2024 VITA Training Room – Boulders Building 7325 Beaufont Springs Drive, Richmond, Virginia 23225 1:00 p.m. – 3:00 p.m. Youtube video link: https://youtu.be/1b-k6OBnCG0?si=B9_At1J1Ab0bOgWT

Board Member Attendees:

Chris Burroughs, Office of Data Governance and Analytics Angela Kepus, Virginia State Police Tracey Jenkins, Virginia Department of Criminal Justice Services Rose Lawhorne, Virginia Department of Environmental Quality Robin Sheldon, Virginia Department of Motor Vehicles Ron Parrish, Virginia Department of Education Baron Blakely, Virginia Department of Criminal Justice Services Doreen Richmond, Virginia Department of Wildlife Resources Jessica Schneider, Virginia Department of Juvenile Justice Carrie Thompson, Virginia Office of Children's Services Carol Wells Bazzichi, Department of Education Warren Shearin, Virginia Department of Fire Programs – (virtual attendee due to personal matter from home office in Richmond, VA) Amy Hoffman, Virginia Department of Emergency Management, absent



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Welcome and Opening Remarks DSG Order of Business ODGA Announcements and Updates Data Literacy Preview Data Stewardship Roundtable Break Building Your Data Stewardship Program Roll Call Member and Public Comment Closing Remarks Adjourn

Motions

Motion 1: Approval of Previous Data Stewards Group Meeting Minutes (August 2023).

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Approval of meeting minutes were discussed.

Motion Accepted: Motion moved by Angela Kepus and seconded by Ron Parrish. Motion carried by unanimous vote.

Motion 2: Approval of Previous Data Stewards Group Meeting Minutes (June 2024).

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Approval of meeting minutes were discussed.

Motion Accepted: Motion moved by Rose Lawhorne and seconded by Robin Sheldon. Motion carried by unanimous vote.

Motion 3: Election of Vice Chairperson.

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Rose Lawhorne self-nominated for Vice Chairperson of the Data Stewards Group.

Motion Accepted: Motion moved by Rose Lawhorne and seconded by Jessica Schneider. Motion carried by unanimous vote.



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Agenda

Agenda Item 1: Welcome and Opening Remarks, 1:00 PM – 1:02 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Chris Burroughs welcomed all attendees and introduced herself. She reviewed the agenda and provided a brief overview of the purpose of the Data Stewards Group.

Decision: N/A

Agenda Item 2: DSG Order of Business, 1:02 PM - 1:05 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Chris Burroughs discussed meeting minutes from August 2023 and June 2024. In addition, all attendees discussed and nominated a Vice Chairperson for the Data Stewards Group.

Decision: Three motions were approved. Please refer to motions one through three.

Agenda Item 3: ODGA Announcements and Updates, 1:05 PM – 1:13 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance, and

Jessi Bailey, Director of Communications

Discussion: Jessi Bailey provided a comprehensive update on ODGA announcements and forthcoming events. The next Virginia Datathon is scheduled in April 2025 with a theme of "Leveraging Data for Smoother Transportation." Since the last meeting in June 2024, four new executive branch Commonwealth Data Trust members have been added. Additionally, ODGA recently participated in several events, including COVITS, the DBHDS Biannual Staff Meeting, and the CDAO Government event. Upcoming events include DAMA Day, the Hampton Roads Datathon, and Data Quality Awareness month. Notably, ODGA has transitioned its Data Management Maturity Assessment from an Excel sheet to a Power App. The ODGA team has also been recognized as one of three organizational nominees for the "Data Team of the Year" award, which will be announced at the CDAO event on October 16, 2024.

Chris Burroughs provided a Dataversity update, highlighting the most frequently attempted and completed courses among executive branch agencies. Currently, over 900 courses are available on the platform, with the most popular courses being:

- 1) Getting Started Governing Data The Data Governance Framework
- 2) Creating a Data Governance Operation Model
- 3) What is Data Governance?

Decision: N/A



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Agenda Item 4: Data Literacy Preview, 1:13 PM - 1:25 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: At a previous Data Governance Council meeting, data stewardship was identified as a priority training initiative for the Commonwealth. This training is currently under development in collaboration with the e-learning team at DMV. In addition to data stewardship, there has been a growing demand for data literacy training. In response, the ODGA team has drafted a data literacy and data visualization module for review. The plan is to create multiple short, topic-specific modules. A video demonstration of the "Correlation vs. Causation" module was presented.

The Data Stewards Group reviewed the demonstration and concluded that both short and long-format videos would be beneficial for agencies. It was recommended that the videos be made available as content for internal training on agency websites and accessible through the ODGA Resources page.

Decision: N/A

Action Item 5: Data Stewardship Roundtable, 1:25 PM - 2:03 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance, and

Chad Owen, Library of Virginia

Discussion: Key responsibilities of a Data Steward includes data quality management, metadata management, data access and security, data lifecycle management, stakeholder communication, and compliance and ethics. Chris Burroughs engaged the group with a series of questions related to these responsibilities to gain a deeper understanding of agencies' data strategies, policies, role-based training, data inventories, performance metrics, and other relevant areas. ODGA offer tools that can assist agencies in all these aspects.

In efforts to improve data maturity across the Commonwealth, ODGA is launching a "Data Governance Champions Contest" in May 2025. The aim is not for agencies to achieve a perfect score but to demonstrate year-over-year improvement. Agencies will earn points based on the core responsibilities of data stewardship. Chris Burroughs reviewed the contest criteria and provided an overview of the available templates and resources to support participation.

Chad Owens contributed to the discussion with a focus on records management. He clarified that, under the Code of Virginia, a public record is defined as anything that documents the transaction of public business. Retention schedules can be found in the records management homepage on the Library of Virginia website. They are written in a few different categories depending on specificity and agency level. Chad presented an example retention schedule and walked through its content with the Data Stewards Group, emphasizing that records in the Commonwealth of Virginia should be destroyed once the retention period has expired.



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Key Points covered:

- Data Stewardship Roundtable Discussion
- Data Governance Champions Contest
- Data Retention

Decision: N/A

Break: 2:03 PM - 2:09 PM

Action Item 6: Building Your Data Stewardship Program, 2:09 PM – 2:21 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Role-based training is available for Data Owners and Data Custodians through the COV-LC platform. Data Stewardship training is currently under development and will also be accessible via the COV-LC upon completion. If necessary, SCORM files will be provided by ODGA. Agencies are strongly encouraged to submit their data inventories, which will earn points toward the Data Governance Champions Contest. To date, 47% of agencies have submitted data catalogs, accounting for over 400 datasets, with approximately 50% of these agencies expressing willingness to share their datasets with others.

ODGA offers Purview, a tool for scanning structured data and curating metadata. Additionally, ODGA can scan unstructured data in formats such as Excel, Word, PDFs, and photos for sensitive information.

The Open Data Portal (ODP) continues to expand, with over 6,500 datasets contributed by the Commonwealth of Virginia, positioning the state second in dataset contributions, following Utah. The Department of Education (DOE) has contributed a substantial number of datasets to the ODP, and ODGA is collaborating with DOE to create lesson plans and a program aimed at helping educators and students utilize the ODP, fostering the development of future data professionals.

A risk log template has been developed to assist agencies in tracking data risks, data quality concerns, and metadata deficiencies. This template is available on the ODGA Resources page. Additionally, ODGA is advocating for the adoption of NIEMOpen. NIEM is for data exchange so they determine the standards, but it will be the agency's responsibility to write scripts and convert data.

ODGA provides a guidebook on its website for establishing a Data Governance Council (DGC), including content for meeting agendas, invitations, and discussion topics. Agencies without an established DGC are encouraged to use this resource. A scorecard is also available to track progress in data governance efforts. Sample SQL scripts to identify data quality issues are accessible on the ODGA Resources page, and a sandbox environment has been created by ODGA for agencies to practices SQL and apply it to their databases.

Key Points covered:



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- Role-Based Trainings
- Data Catalog
- Structured and Unstructured Data Scanning
- Open Data Portal
- Risk Logs
- NIEM Standards
- Data Governance Council

Decision: N/A

Agenda Item 7: Roll Call, 2:21 PM – 2:23 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Chris Burroughs called roll.

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

Agenda Item 8: Member and Public Comment, 2:23 PM – 2:56 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Chris Burroughs provided a brief overview of the Informatica tool recently acquired by ODGA, highlighting its capabilities as a cloud-based solution designed to enhance data quality for structured data. The tool can generate SQL queries and allows users to create custom rules. Following the overview, the floor was opened for discussion among members and the public.

- Comment from Marcus Thornton There are challenges to developing a mature data strategy within many agencies, including a lack of leadership direction, competing priorities, and limited bandwidth and expertise. ODGA is committed to working with agencies to share information and assist them in advancing their data maturity.
- Comment from Rose Lawhorne The issue of limited skillsets and bandwidth is critical. While
 some agencies may already have established roles, others may need to introduce the concept of
 a Data Governance Council and assign data stewardship responsibilities. Aligning the data
 strategy with the agency's business strategy is crucial for securing executive support and
 ensuring success.
- Comment from Jessica Schneider Is there any guidance regarding the recommended time investment and proportion of a role that should be allocated to data stewardship and custodianship responsibilities?
 - Marcus Thornton The roles of Data Custodian and Data Steward are high-level and do not necessarily require a formal employee work profile (EWP). For example, a Data



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Custodian could also serve as the SQL Server Administrator. The time commitment will vary based on the agency's systems, the volume of data, and workflow processes.

- Chris Burroughs The key is to focus on developing a data strategy that is directly linked to business outcomes.
- Comment from DBHDS member At DBHDS, the approach has been to identify all the pain points associated with data. Engaging with the data owners and stakeholders helps to build a business case for data governance. The next step is to establish a Data Governance Council and define key roles.
- Comment from DBHDS member There is often confusion and overlap between the roles of Data Steward and Data Owner. It would be helpful to have a resource that clearly defines these roles and provides standard descriptions.
 - Chris Burroughs The ODGA website provides comprehensive definitions and outlines the responsibilities associated with each role. [The website was reviewed with the attendees.] There is, at times, a gap in Data Owners' understanding of their role. While the definition of a Data Owner should remain consistent, there is an opportunity to provide further education on the specific duties and expectations of the role.

Decision: N/A

Agenda Item 9: Closing Remarks, 2:56 PM – 2:58 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Chris Burroughs thanked everyone for their attendance.

Decision: N/A

Agenda Item 10: Adjourn, 2:58 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: The Data Stewards Group adjourned at 2:58 PM.

Decision: N/A

Data Stewards Group

October 2024



Agenda

1:00 p.m.- Welcome and Opening Remarks Chris Burroughs, Director of Data Protection and Governance

1:05 p.m.- Roll Call and DSG Order of Business

- Approving previous meeting minutes
- Election of Vice Chairperson

1:10 p.m.- ODGA Announcements and Updates- Preview of Data Governance Awards

1:20 p.m.- Data Literacy Sneak Peek

1:25 p.m.- Data Stewardship Roundtable

1:40 p.m.- Break

1:45 p.m.- Building Your Data Stewardship Program

2:05 p.m.- Data Quality Deep Dive

2:45 p.m.-*Member,* Public Comment, Adjourn



Data Stewards Group

Purpose

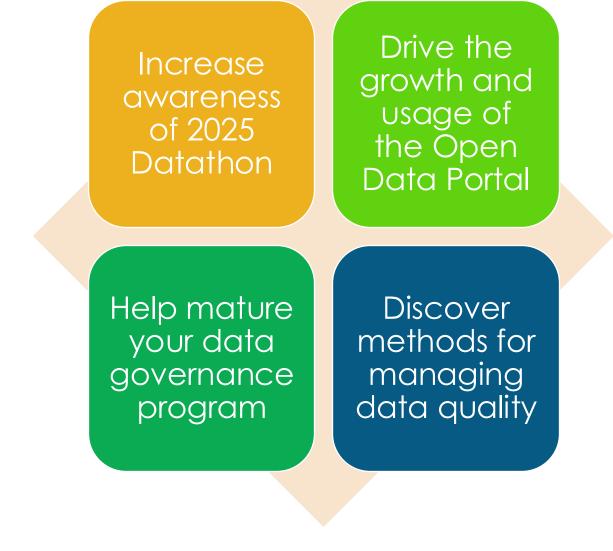
- Implement data sharing and analytics projects promoting data accessibility, sharing, and reuse, thereby reducing redundancy across the Commonwealth.
- Promote the collection and sharing of metadata by **registering data assets** in the Virginia Data Catalog
- Ensure data quality processes and standards are implemented consistently by agencies in the Commonwealth.

- Provide the Board and Council with technical subject matter expertise in support of data policies, standards, and best practices.
- Coordinate and resolve technical stewardship issues for standardized data.
- Provide communication and education to data users on the appropriate use, sharing, and protection of the Commonwealth's data assets.
- Liaise with agency project managers and information technology investment staff to ensure adherence to Commonwealth data standards and data sharing requirements.
- Support informed, data-driven decision making through compliance with Commonwealth data policies, standards, and best practices.

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



Meeting Purpose



Order of Business



Approve Meeting Minutes 2





Announcements





Virginia Datathon: Leveraging Data for Smoother Transportation

- Students, state Employees, and citizens come together to solve a challenge using Commonwealth data.
- Utilizes the Virginia Open Data Portal for actionable intelligence
- April 2025
- Team Registrations open in March!







Executive Agency Data Trust Status

Administration	Agriculture	Commerce			Finance	Health & HR	Labor	Natural Resources	Public Safety	Transportation	Veterans	Other Members OSIG Virginia 529 DCLS HSD JCHC OMNI Institute
CB DGS DHRM ELECT VITA ODGA	DOF VDACS VRC	DHCD DSBSD Energy Trrc VEDP VIPC VTA	CNU DOE EVMS FCMV GH GMU IALR JMU JYF LVA LVA LWU NCI NSU ODU RBC RHEA	SCHEV SMV SVHEC SWHEC UMW UVA VCA VCA VCA VCCS VCU VIMS VMFA VMI VMNH VSDB VSU VSU VT	BOA DOA DPB TAX TRS VRA	ATLFA CCCA CH CSH CVTC DARS DBHDS DBVI DHP DMAS DSS ESH HDMC NVMHI OCS PGH	DOLI DPOR VEC DWDA	DCR DEQ DHR DWR MRC	CASC DCJS DFP DFS DJJ DOC VDEM VPB VSP	DMV DOAV DRPT MVDB OIPI VAP3 VCSFA VDOT VPA VPRA	DMA DVS VSF	VARR VHHA CTO G H International Qlarion Rap pahannock CSB Chesapeake PD Chesterfield PD Danville PD Emporia PD Hampton PD Hopewell PD Lynchburg PD Martinsville PD Newport News
			RU	WM		SEVTC SVMHI SWVMHI VBPD VCBR VDDHH VDH VFHY VRCBVI WSH WWRC			DEQ DWDA VEDP VITA	e New Mem		PD Norfolk PD Petersburg PD Portsmouth PD Richmond PD Roanoke PD Virginia Beach PD

Calendar of Events

Recent

- COVITS- September 11th/12th
- Data Maturity Assessment
- DBHDS Biannual Staff Meeting Al presentation-October 8th (Chris Burroughs and Erin K)
- CDAO Government- September 18th (Marcus Thornton)
- Data Governance Council- September 19th
- Data Stewards Group- October ^{10th}

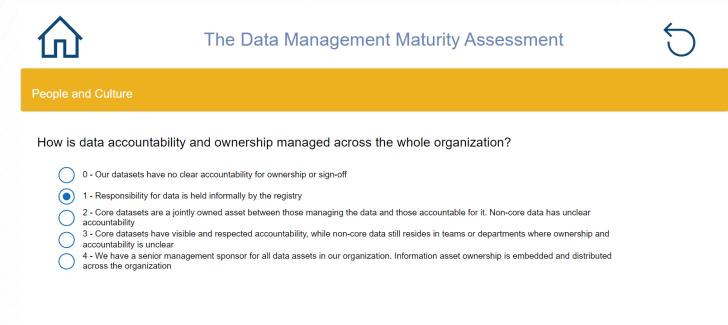
Upcoming

- CDAO Awards Ceremony- October 16th
- DAMA Day- October 16th
- LVA Librarian Webinar- October 22nd
- Hampton Roads Datathon- October 25th (Ken Pfeil)
- Publish Data Strategy
- Data Quality Awareness Month January 2025
- Virginia Datathon- April 11, 2025



Data Management Maturity Assessment

• Launched September 23rd!





Next

Question 1 of 30



2024 Mid-Year Dataversity Update

- 900+ Classes Available
- 193 classes completed
- 84 classes started
- Top 5 Learner Agencies
 - VDEM
 - VSP
 - DSS
 - SCHEV
 - VCCC

Most Popular Classes

- What is Data Management?
- DG1: Getting Started Governing Data The Data Governance Framework
- DG2: Creating a Data Governance Operating Model
- What is Data Governance?



Data Literacy Preview

• Video Link

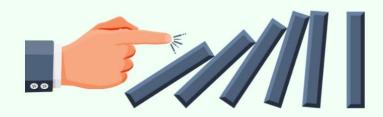
Correlation

Indicates a relationship between two events



Causation

Signifies that one event directly influences the other





J/22/2024

Data Stewardship

Roundtable





Key Responsibilities

Data Quality Management

Metadata Management

Data Access and Security

Data Lifecycle Management

Stakeholder Communication

Compliance and Ethics

Roundtable

- Do you have a Data Strategy and if so, can you share it with the Group?
- Have you established Data Governance policies for data retention, metadata management, data quality, data security, data stewardship, data privacy?
- How do you handle data owner, data custodian and data steward training? Do you provide data literacy training to your employees?
- Do you have an inventory of your data and do you share the list with employees of your agency?
- Are you curating your metadata? If so, what tool do you use?
- Do you have a way to manage data quality and have you established performance metrics?
- Do you track your data risks and what mechanism do you use to do that?
- Have you built a business glossary for sharing agency-specific terms and acronyms? What tool do you use?
- Have you established a data governance council within your agency?



Building your Data Stewardship Program





Data Governance Champions Contest

Data Governance Awards Checklist

		Possible
	Criteria	Points
Data Strategy	Y/N	3
Key policies	Per policy	5
Data Owner Training	Per # trained	5
Data Custodian Training	Per # trained	5
Data Steward Training	Per # trained	5
Submitted Data Catalog	Y/N	5
Purview scanned	Per database	10
Unstructured data scan	Per datasource type	3
Data quality baseline	% of databases scanned	10
Data in ODP	Y/N	3
# datasets with metadata	% of datasets with metadata	10
Data quality metrics	Y/N	5
Participate in Data Stewards group	Y/N	3
Up-to-date risk log	Y/N	3
Business glossary	Y/N	3
NIEM usage	% of datasets with NIEM defn	20
Data governance council - agency	Y/N	2
TOTAL POSSIBLE POINTS		100



3 Easy Points

odga

10/22/2024

Agency Data Strategy 2024-2026



Vision Statement

State where the organization wants to go, what you want to accomplish.

Statement of Strategy

Develop a concise statement to summarize the essence of the plan, the target state and required initiatives.

Current State	Plan	Future State
4 to 7 key metrics describing your current state	4 to 7 initiatives required to achieve the target end state	4 to 7 key metrics describing your target state
	4 to 7 assumptions that must be true for the plan to succeed	
odaa		

Up to 5 points

Key Policies

- Policy Templates Available for:
 - Data Governance
 - Data Stewardship
 - Metadata Management
 - Data Quality
 - Data Privacy
 - Data Security
 - Data Retention

Classification	Description	Security	
Public	Data that can be freely shared without any restrictions.	No encryption	
Internal/General	Data intended for internal use within the organization. Can be shared with business guests and external partners as needed.	No encryption	
Confidential	Data that requires protection due to privacy, legal, or regulatory reasons. Used on sensitive business data which could cause hard is over-shared.	Protected using Rights Management, masking and encryption	
	Additional Labeling (optional) Confidential – [Agency] Extended (FTEs, contractors, trusted partners) Confidential – [Agency] Internal Only (FTE's	Roles and	Responsibilities
	only)	Role	Responsibility
	Confidential – [Agency]/[Project Only] (Agency/project specific label) Confidential – Recipients Only (only selected recipients)	Data Steward	 Ensure data accuracy, completeness, and consistency. Monitor data usage and compliance with policies and regulations. Maintain metadata and data documentation.
Restricted/Highly Confidential	Highly sensitive data that requires stringent access controls and security measures. Additional Labeling (optional)		 Facilitate data quality assessments and improvements. Manage and update the business glossary to ensure it reflects current terminology and definitions.
	Highly Confidential – [Agency] Extended (FTEs, contractors, trusted partners) Highly Confidential – [Agency] Internal Only (FTE's only) Highly Confidential – [Agency]/[Project	Data Owner	 Define data governance policies and procedures. Approve access to data and determine data classification levels. Ensure compliance with legal, regulatory, and organizational requirements.
	Only] (Agency/project specific label) Highly Confidential – Recipients Only (only selected recipients)	Data User	 Use data responsibly and ethically. Protect sensitive data and report any breaches or suspicious activities. Assess and monitor data quality. Act as advocates for Data Governance within their organization. Classify and prioritize data based on the sensitivity and criticality. Adhere to data usage guidelines and security policies.
		Data Custodians	 Implement and maintain technical safeguards to protect data. Ensure data backup, recovery, and disaster recovery procedures are in place. Manage access controls and monitor data system security

Data Retention

LVA – Chad Owens





Role-Based Training

✓ Data Owner

✓ Data Custodian

➢Data Steward − in progress

- Governance Overview
- Roles and Responsibilities
 - Data Quality Management
 - Metadata management
 - Data Access and Security
 - Data Lifecycle Management
 - Stakeholder Communications
 - Compliance and Ethics
- Data Lifecycle and Your Role
- NIEMOpen Standards

Up to 5 points

Up to 5 points

Up to 5 points

Data Governance for Data Owners

This training is designed to ensure Data Owners and senior agency leaders understand their roles and responsibilities regarding data governance.

This eLearning has been developed by the Governor's Office of Data Governance and Analytics in partnership with the Virginia Department of Motor Vehicles Workforce Development Division.



COV Data Catalog

5 points

- 47% of agencies submitted
- 426 datasets
- 230 datasets can be shared with other agencies
- Top 5 contributors:
 - DOE
 - DOC
 - VSP
 - VDACS
 - DOA



Purview for Data Governance

Database scan Up to 10 points

• Metadata

Up to 3 points

Micro	soft Purview > pview-sqlmgt-eastus-prod-01	♀ Search catalog			ൺ 🔑 琵 ロ 🐵 ? 戸 Chris.Burroughs@odga 🚳
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?	🖉 Edit 🕕 Select for bulk edit 🖵 Request access 🖒 Refresh 🧻 Delete 🛛 🎫 Edit columns				Open in Power Bi Desktop
	Overview Properties Schema Lineage Contacts Related Privacy				Updated on March 26, 2024 at 9:44 AM by Kucharlapati, Bhavana (ODGA)
4	♥ Filter by name				
0	Showing 15 of 15 items				
	Column name Classifications	Sensitivity label	Glossary terms	Data type	Column description
	Days Open			varchar	Days of the week during which the market is open
	Location			varchar	Name of the City where this market is located
	WIC Farmers Market Nutrition Program?			varchar	If WOMEN, INFANTS, AND CHILDREN Farmers Market Nutrition Program is available at that market
	Market Manager			varchar	Name of the Market Manager
	Senior Farmers Market Nutrition Program?			varchar	If the Senior Farmers Market Nutrition Program is at that Market
	SNAP Match			varchar	If this market is a part of Supplemental Nutrition Assistance Program
	Landmarks			varchar	Notable landmark near the market
	Notes for updates			varchar	Provides updates if any as part of the website
	Website			varchar	The Market website
	Market Phone VU.S. Phone Number			varchar	Telephone number of the Market
	Hours Open			varchar	Timings during the day when the Market is open
	Address 🖉 All Physical Addresses			varchar	Physical address of the market.
	Market Season			varchar	Specifies which season and dates during which the market is open.
	Market Name			varchar	Name of the market which offers Virginia Fresh Match incentives
	Market Email 🗲 Email Address			varchar	Email Address of that Market



10/22/2024

Purview for Data Governance

Business Glossary

3 points

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owse	😅 Manage term templates 🕂 New glossary	/ 🕐 Refresh glossaries				
isiness assets (preview)		FAACT				
ossary	Agency Hierarchy	+ New term 🖉 Edit ↔ Import terms 🗁 Export terms 📋 Delete 💍 Refr	sh terms			
	Agriculture and Forestry Secretariat	Overview Terms Contacts				
	Central Appropriations Secretariat					
	Commerce and Trade Secretariat	Term template : All Status	All Contact : All 🔀 Add filter	List	Hierarchical view	v
	Education Secretariat	Showing 19 terms				
	Executive Offices Secretariat	# 1 A B C D E F G H I J K L M N O P	Q R S T U V W X Y Z		Select all	
	FAACT				Updated 10 months ago	
	Federal Agency Hierarchy	0				
	Finance Secretariat	0				
	Health and Human Resources Secretariat Human Services	Opioids				
	Independent Agencies Secretariat	System default Opioids are a class of drugs that include the illegal drug heroin, synthetic opioids such a	: fentanul and nain relievers available lenally by prescription, such as over	wcodone (OwContin®), hydrocodone (Viu	rodin®) codeine	
	Judicial Secretariat	morphine, and many others.	renany, and pair relevers available regain by prescription, such as as	lycodone (oxycontin -), nydrocodone (ne	Approved	
	JXDM(Justice XML Data Model)				Updated a year ago	
	Legislative Secretariat					
	Natural Resources Secretariat	Overdose				
	Need more research	System default				I.
	NIEM	An overdose is when you take more than the recommended amount of something, ofte	a medicine or drug		Approved	ł
	NIEM Core				Updated a year ago	1
	Public Safety and Homeland Security Sec Purview Governance Portal Product Glos					
	Purview Governance Portal Product Glos Required Column Tags	Opioids Oxycodone				
	Security Classification	Dystem default				
	Technology Secretariat	Oxycodone is a semi-synthetic narcotic analgesic and historically has been a popular dr	g of abuse among the narcotic abusing population.		Approved	
	Transportation Secretariat				Updated 10 months ago	
	Veterans and Defense Affairs Secretariat					
	Virginia Agencies - Abbreviated	Opioids				٩



Scan Excel, Word, PDF's, Photos for Sensitive Data



Clear text passwords & keys







Driver's license



Social Security numbers



Bank account numbers



Passport numbers



10/22/2024

Up to 3 points

3 points

Data.Virginia.Gov

Virginia Office of

Leverage the Open Data Portal

- Centralized Access
- Standardization
- Searchability and Discovery
- Community Engagement
- Promotion of Data Use
- Enhanced Features

Data Governance and Analytics - Virginia Open Data Por e Commonwealth of Virginia Here's how you know ~	tal	🕀 Find a Commonwealth Resource
Virginia Data P	Open ortal	
DATASETS ORGANIZA	TIONS GROUPS ABOUT STORIES VA OPEN DATA PORTALS USER CUIDE Log in Contact	
🎓 / Datasets		
ORGANIZATIONS ^	Search datasets Q	
Department of Transportation (1060)	3,745 datasets found Order by: Relevance	
Datathon 2024 (265)		
City of Norfolk (211)	CRMP_Impacts	
Other (185)	CKMP_Impacts The purpose of this document is to provide a technical overview of the impact assessment approach and methods used to identify	
Loudoun County (184)	and evaluate strategies for coastal resilience in 2 total views	
Science Museum of Virginia (140)	X COURT FEITH	
Fairfax County (137)	Virginia Coastal Resilience Master Plan, Phase 1 - December 2021	
Prince William County (136)	The Virginia Coastal Resilience Master Plan builds on the 2020 Virginia Coastal Resilience Master Planning Framework, which outlined the goals and principles of the	
U.S. Environmental Protection Agency (134)	3605 total views	
Dumfries (115)	VIRGINIA COASTAL RESILIENCE MASTER PLAN: Appendix-M-Public-Stakeholder-Surve	
GROUPS ^	The Public Stakeholder Survey (also known as the Decentralized Stakeholder Survey) was designed to capture input from residents and business owners to inform the Commonwealth's	
Government (109)	PDF	
Family & Health (105)		
Economy (35)	VIRGINIA COASTAL RESILIENCE MASTER PLAN: Appendix-L-Centralized-Stakeholder The Centralized Stakeholder Survey was designed to capture input to inform the Commonwealth's efforts and ensure the plan	
Geographic Information	addresses the needs of coastal stakeholders. Questions	



Risk Log

3 points

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	leid neading for instruction	3															
# Date Opened	Risk Name	Description	Probability	Impact	Priority	Impact Description	Assigned to	Submitted By	Remediation Strategy	Planned Actions				Stat	tus Updat	te	
					0												_
					0												
					0												
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Getting Started with **WIEMOPEN** Up to 20 points

- Check out ODGA's NIEM overview and NIEM's Youtube channel
 <u>NIEM Intro Video</u>
- Start reviewing NIEM standards and map them to your data

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2	Formal name	Grid view Table view) Term hierarchy
8	NIEM Core_Student		III NIEM Core
	Definition		NIEM Core
9	A student is a person enrolled in a school o or higher; those in primary or elementary s	or other educational institution. In the United Kingdom and most commonwealth countries, a "student" attends a secondary school chools are "pupils".	Student
	Acronym ^①	Catalog assets	Last updated
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			6/26/2023, 11:25 AM by Tadimalla, Shwetha (ODGA)
			Resources ^①
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Agency Data Governance Council

2 points

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DATA GOVERNANCE COUNCIL GUIDEBOOK

The first meeting of a data governance council is crucial for setting the foundation and direction of the data governance program within the agency. The agenda for this meeting should focus on establishing the council's purpose, defining its scope of responsibilities, and outlining the initial steps for implementing the data governance framework. Here's a typical agenda for the first meeting of a data governance council:

. WELCOME AND INTRODUCTIONS

- Welcome all council members and introduce the purpose and objectives of the data governance council.
- Provide an overview of the importance of data governance and its role in supporting the agency's goals and objectives.
- Allow each member to introduce themselves, their role within the agency, and their expectations for the data governance council.

2. ESTABLISH COUNCIL CHARTER

- Discuss and finalize the charter or terms of reference for the data governance council¹.
- Define the council's mission, objectives, scope of responsibilities, authority, and decision-making processes.
- Clarify the roles and responsibilities of council members, including the chairperson, vice-chairperson, secretary, and other roles as needed.

3. REVIEW CURRENT STATE OF DATA GOVERNANCE

- Present an overview of the current state of data governance within the agency, including existing policies, processes, and practices related to data management.
- Share findings from any assessments or audits conducted to evaluate data quality, data security, compliance with regulations, and other relevant aspects of data governance.

4. DEFINE STRATEGIC OBJECTIVES AND GOALS

- Discuss and define the strategic objectives and goals of the data governance program.
- · Align the objectives with the agency's overall strategic priorities and business goals.
- Prioritize key initiatives and focus areas for the data governance program based on the agency's needs and priorities.

IDENTIFY KEY CHALLENGES AND OPPORTUNITIES

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Track your Progress

Data Governance Balanced Scorecard

bjective	Measure	Owner T	arget	Actual	Trend	On Target	Notes
a Quality							
Accuracy	% of error-free records		100%	100%	→		
Completeness	% of elements complete vs null		100%	100%	-		
Consistency	% of uniformity in values and formats		100%	100%	$\mathbf{+}$		
Timeliness	Avg time to update and make data available		1 hour	1 hour	↓		
a Security							
Access Controls	# of unauthorized access attempts or breach	es	0	0	→		
Encryption	% of sensitive data encrypted at rest and in t	ransit	100%	100%	1		
Masking Effectiveness	# of successful attempts to access masked or	redacted data	0	0	$\mathbf{+}$		
Incident Response Time	Avg time to detect/respond to data security	incidents	1 hour	1 hour	1		
a Privacy							
Compliance	% of assets in compliance with regulations		100%	100%	$\mathbf{+}$		
Training	% of staff who completed data privacy traini	ng	100%	100%	↓		
a Catalog							
Inventory Completeness	% of assets in data catalog		100%	100%	$\mathbf{+}$		
Catalog Usage	# of searches, views and downloads from da	ta catalog	500	500	$\mathbf{+}$		
Updates	Frequency and timeliness of data catalog up	dates	Daily	Daily	↓		
a Stewardship							
Steward Assignments	% of assets with assigned data stewards		100%	100%	$\mathbf{+}$		
Activities	# of data quality assessments, audits and po	licy enforcements	5	5	\mathbf{A}		
Training	% of stewards who completed relevant train		100%	100%	↓		



10/22/2024

Data Quality





Using SQL to Identify Issues

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Essential SQL Techniques for Data Quality Management

Data quality is the cornerstone of effective decision-making and SQL, as a powerful language for data manipulation, is instrumental in assessing and improving data quality. This series of SQL statement templates provides a foundation for identifying and addressing common data quality issues.

These templates can be adapted to fit specific database structures and business requirements, serving as a starting point for comprehensive data quality analysis and remediation efforts.

Note: Substitute your table name for Customers and your columns/fields for Email, FirstName, LastName, etc.)

Sample SQL Statements

Checking for NULLs in a Specific Column

- SELECT * FROM Customers WHERE Email IS NULL;
- This query is used to identify rows in the Customers table where the Email column has no value (NULL). In SQL, NULL represents missing or unknown data. The SELECT * statement retrieves all columns from the Customers table. The WHERE clause filters the results to only those rows where the Email column is NULL. This can help you find incomplete records that may need further attention or correction.

Counting NULLs in a Specific Column

- SELECT COUNT(*) AS NullCount FROM Customers WHERE Email IS NULL;
- This query is similar to the first but focuses on counting how many rows have NULL values in the Email column. The COUNT(*) function counts the total number of rows that meet the WHERE condition. The result is returned as a single value, labeled as NullCount. This is useful for assessing the extent of missing data in a particular column.

Finding Rows with NULLs in Any Column



Using a tool to make it easier!

• Informatica Intelligent Data Management Cloud contract signed!

Re	sults Definition	Rules Schedule	Insights								
iew	Columns and Rules	with: All Statistics	-	11	P Fi	nd	0		Details	Rules	
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~	Columns								Trend		~
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	Student_Name	C	0%	0	79.37%	100	20.63%	1	type	Trens	a countye
	Student_Phone 😝		0%	0	79.37%	100	20.63%		Null	••	0%
	Student_Address		0%	0	61.11%	77	38.89%		Distinct		0%
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Next Steps

Increase awareness of 2025 Datathon Drive the growth and usage of the Open Data Portal

Help mature your data governance program

Discover methods for managing data quality



Questions?

