



Data Governance Academy

Session 1

Data Governance for LEA Executives

Participant Guide

CSIS | Client Services | Field Support

This page intentionally left blank.

This page intentionally left blank.

TABLE OF CONTENTS



08

Overview

26

Policies & Procedures

46

Simple Data Governance Plan

16

Roles & Responsibilities

38

Accountability & Audits

About Your Facilitators

Matthew Clark is the Data Governance Administrator in the CSIS Client Services Division. Matt has worked in education policy for the State of California and US Senate in Washington DC. He has taught sophomore English on the Southside of Chicago, and English as a foreign language in Kosovo and the Republic of Georgia. He has an MA from the University of Chicago and a BA from UC Berkeley.

mclark@fcmat.org

Rob Canales is the Implementation Specialist in the CSIS Client Services Division. Rob has nearly 25 years of experience working in both the business and technology sides of the house at the Kern County Superintendent of Schools Office and has most recently implemented innovative data management solutions in the public and private sectors.

rcanales@fcmat.org

The Data Governance Academy

OBJECTIVES

After session one of the Data Governance Academy, Leaders will be able to...

1. **Assist with DA** – Support COEs in providing DA to their LEAs, and directly help LEAs that might become eligible for DA through the CALPADS pathway.
2. **Demystify Data Governance** – Build a shared understanding of data governance by clarifying terminology, frameworks, and myths that often confuse local efforts.
3. **Establish Foundational Structures** – Define and implement core governance components: *roles & responsibilities, policies & procedures, and audit/accountability mechanisms.*
4. **Align Data Work with Strategic Goals** – Help other leaders connect data practices to district priorities like funding, compliance, equity, and student outcomes, making data a valuable strategic asset.
5. **Build Local Capacity for Implementation** – Create or adopt practical tools, templates, and coaching strategies to help your LEAs launch or strengthen governance programs that are sustainable and locally owned.
6. **Foster a Culture of Data Stewardship** – Promote cross-functional collaboration and shared responsibility for data quality, privacy, and use across departments and leadership.

AGENDA

- Data Governance Overview
- Roles & Responsibilities
- Policies & Procedures
- Accountability & Audits
- LEA Journeys
- Q&A

What?

How?

Why?

Notes

Overview

Why Data Matters to the Cabinet

Funding & Accountability

- State Apportionments (LCFF)
- Federal Title Funds/Program Grants
- Accurate Attendance Reporting
- CA School Dashboard, Dataquest, Ed-Data, SARC, CARS

Policy & Decision-Making

- Resource Allocation
- Budget Planning
- Policy Development
- Empowering Stakeholders with Actionable Insights



Educational Data Systems



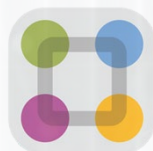
**Consolidated
Application &
Reporting
System**



Principal Apportionment Data Collection (PADC)



Child Nutrition Information & Payment System



ParentSquare



SEIS



Aeries
Student Information System



Education Data Collection System (EDCS)

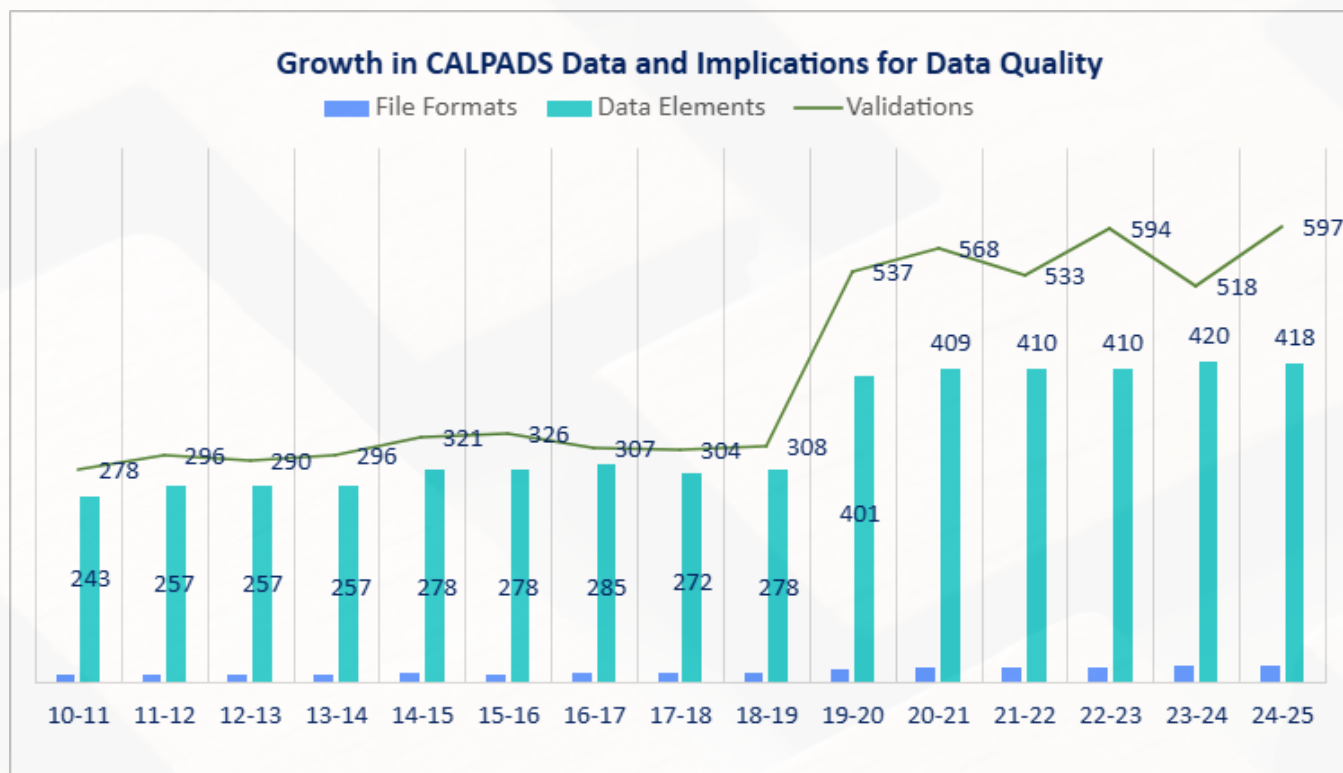


Connecting
Data and Insight
to Advance
Equitable Future



Notes

Overview Cont.



CALPADS In the News

- “At this point, the state’s enrollment data for ethnic and racial groups is incomplete because Los Angeles Unified failed to record the data for 70,000 students — about 1 in 7 students in the district. That’s a **big enough number to affect statewide percentages.**” – [EdSource](#), April 4, 2023
- “California Department of Education sent letters to nearly 250 schools last month — including more than half of the schools in San Francisco Unified — asking them to re-check their attendance records after they submitted data to the state **showing every one of their students had perfect attendance** during the 2016-17 school year.” – [EdSource](#), April 1, 2018
- “Incorrect enrollment data distorts Dublin High School’s cohort graduation rates for 2009-10 and 2010-11 ... **making the currently published analysis unreliable.**” – [OneDublin](#), October 15, 2012

“Whether we like it or not, we need to become more versed in the systems that feed into the SIS for CALPADS reporting purposes. The lack of horizontal integration has always been an issue and continues to be. We don’t know much about HR systems, for example. Maybe this is something we can look into in DA, as data quality will increase with the integration and governance of all these systems locally.”

-Paula Mishima, CALPADS Operations Office, CDE

Notes

Overview Cont.

The Solution Data Governance

But what is Data Governance, exactly?



Data Governance Chatter...

Data Management Body of Knowledge (DMBoK) V.2

1. Introduction

Data Governance (DG) is defined as the exercise of authority and control (planning, monitoring, and enforcement) over the management of data assets. All organizations make decisions about data, regardless of whether they have a formal Data Governance function. Those that establish a formal Data Governance program exercise authority and control with greater intentionality (Seiner, 2014). Such organizations are better able to increase the value they get from their data assets.



**RIVERSIDE COUNTY
OFFICE OF EDUCATION**
EDWIN GOMEZ, Ed.D. | County Superintendent of Schools

INTRODUCTION

The Riverside County Office of Education is at the nexus of educational practice, both in attending to the needs of the most vulnerable student populations as well as providing leadership and training for educational professionals.

One key to the success of the organization is the way in which data is governed to meet the Mission which is to ensure the success of all students through extraordinary service, support, and partnerships. Data governance formalizes institutional behavior around the definition, production, and use of data and is important from these perspectives:

- To protect student and educator privacy.
- Decrease risk to the Riverside County Office of Education
- To ensure that all data is of the highest quality so that it can be leveraged to produce positive change in the programs and services it provides.
- To continue supporting positive relationships with the Districts and Schools we serve.
- To ensure sensitive data are not leaked through technology use.

CDE Data Strategy 2024

Goal 2. Enhance the CDE Data Governance Program

Data governance is the cornerstone of effective information management within organizations and is paramount to a successful statewide longitudinal data system (SLDS) program. It is the process through which collective decisions are made regarding the management and utilization of an organization's information assets. For the CDE, our data governance program is not just a concept; it is a pivotal component of our data strategy, firmly embedded in the overarching goal of reinstating agency-wide data governance to support priorities and goals. To achieve this, CDE will work towards three specific objectives. The first objective focuses on evaluating and enhancing the existing data governance charter to ensure its alignment with evolving priorities. The second is dedicated to implementing a structured data governance framework with clearly defined roles, responsibilities, policies, and procedures. The third empowers data stewards to resolve and escalate issues as needed, recognizing their central role. Together, these objectives are instrumental in strengthening data governance within the CDE, fostering a culture of data-driven decision-making, and ensuring the organization's transparency and success in pursuing its priorities and goals. Through data governance practices, the CDE will increase our ability to make informed decisions throughout the data lifecycle and improve efficiency in our data practices.



**Santa Clara County
Office of Education**

What is Data Governance?

Data Governance is the formal and comprehensive set of policies and practices designed to ensure the ethical management of data throughout its entire life cycle.

Purpose of the program is to create a system of management and a culture of responsibility that ensures data is collected, used, and shared responsibly, securely, and ethically with internal and external stakeholders.

Notes

Overview Cont.

Common Themes Emerge

- Frameworks
- Access and Control
- Organizational and Group Structures
 - Glossaries and Catalogues
 - Readiness and Maturity
 - Results in High Quality Data
- Results in Better Decision Making

Data Governance: The Fundamentals



Roles and Responsibilities

- Coordinators, Experts, Leaders
- Owners, Stewards, Custodians



Policies and Procedures

- Creating Data Governance and Data Management Policies
- Codifying Data Procedures in Desk Manuals



Audits and Accountability

- Data Governance Metrics and Data Management Metrics
- Data Audits
- Universal Supports

Notes

Roles & Responsibilities

From the CALPADS World



Data Coordinator

- Responsible for submission and maintenance
- Skilled in working with data systems
- Works with department experts and leaders



Department Experts

- Responsible for data review and verification
- Knowledgeable about department data
- Works with data coordinator



Leadership

- Responsible for planning and strategy
- Skilled in data governance
- Enterprise-wide scope

From the Data Governance World



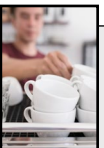
Data Owner

- Accountable for the state of data in systems
- Skilled in oversight, strategy, and planning
- Works with data stewards, custodians, and leadership



Data Stewards

- Responsible for entry and quality maintenance
- Skilled in data processes and business rules
- Works with data custodians and owners



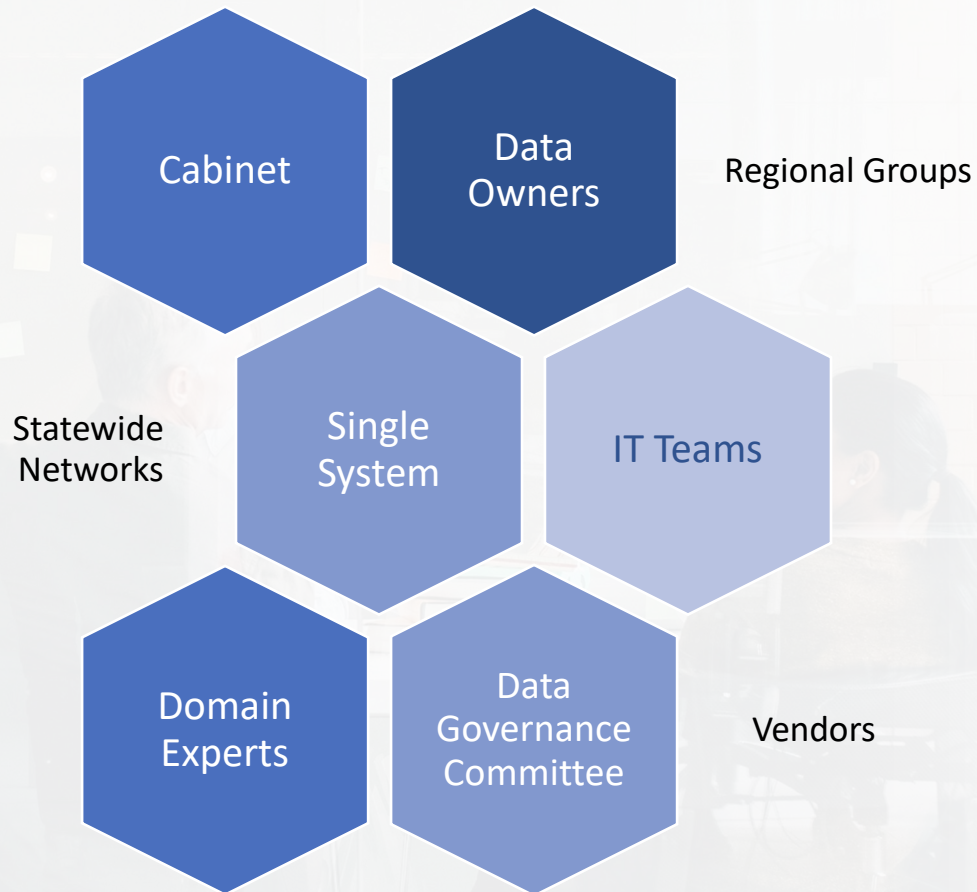
Data Custodians

- Responsible for IT Systems and Infrastructure
- Skilled in IT systems, security, and data lifecycles
- Works with data stewards and owners

Notes

Roles & Responsibilities Cont.

Working Groups



Internal

- Cabinet
- Data Owners
- Data Custodians
- Cross-dept. Data Groups
- Domain Experts
- Ad Hoc Groups - As Needed

External

- Regional Groups
- Statewide Networks
- Data Custodians
- Cross-dept. Data Groups
- System Vendors

Notes

Activity – Table Groups

Role Mapping Simulation

Each table group has been assigned the role of a working group: cabinet, data owners, CALPADS/SIS, IT teams, domain experts, cross-departmental stewards, or regional network.

1. What does your working group do in relation to data?

2. What analysis and decisions is your group responsible for?

3. What other roles or groups will you need to work with most?

4. What resources would help your group to be successful?

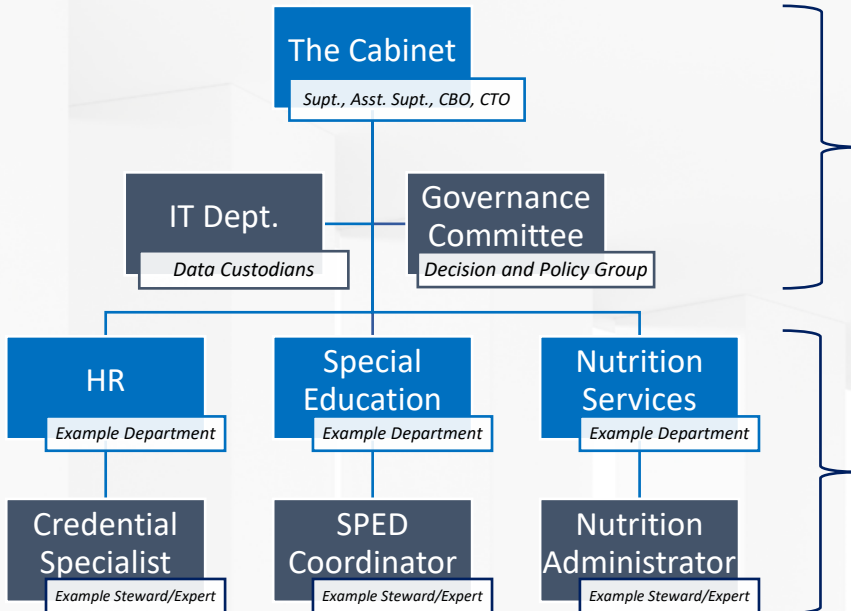
5. What would happen if your group didn't participate in data governance?

Notes

Roles & Responsibilities Cont.

Organizational Structure

Departments & Experts



Scope

Enterprise-Wide Data



Domain-Specific Data

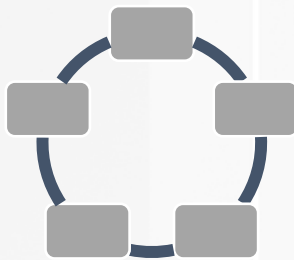


LEGEND

Departments

Data Workers

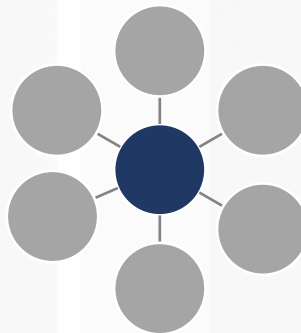
Data Governance Structures



Decentralized

- Typical current state
- Decisions made by unit locally
- Data and processes defined and executed independently by operating units
- **Risks:** Inconsistency, conflicting insights, and redundancy

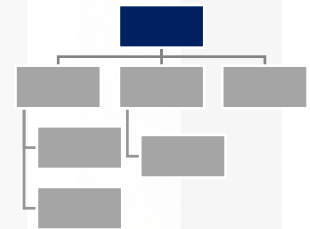
Not Recommended



Centralized

- Decisions made by one authority for entire enterprise
- Data elements and processes defined by central authority, implemented by operating units
- **Risks:** Limits influence and autonomy of operating units

Best for Small-Med. LEAs



Federated

- Decisions made locally with executive guidance
- Central definition of roles, policies, and audits
- Local execution of responsibilities, procedures, and evaluation metrics
- **Risks:** Complexity could lead to difficulty in implementation

Best for Large LEAs

Notes

Activity – Governance Roles

Scenario-Based Discussion

A new state reporting requirement mandates disaggregated student performance data by program participation. The timeline is tight, and the data is spread across CALPADS, the Student Information System (SIS), and a business office system.

Table Groups

- Which local business units need to be involved? What is the role of the Data Governance Committee?

- What initial actions should each role take to accommodate the change? What will we need from leadership and from each business unit?

- What challenges or roadblocks may arise?

- How would communication and decision-making flow across working groups and roles?

Large Group

1. What business units were identified across tables? What were common themes on the role of the Data Governance Committee in this change scenario?
2. Were there shared strategies for initiating first steps and cross-system collaboration? What did we all need from leadership and business units?
3. Did a table surface challenges or roadblocks you didn't anticipate?
4. How were data governance practices similar across LEAs and table groups with this scenario? How were they different?

Notes

Policies & Procedures

Strategic Plans

A typical mission statement:

To provide every student with an excellent, equitable, and culturally responsive education that nurtures their intellect, motivation, and leadership — preparing them to thrive as lifelong learners, ready for college, career, and meaningful participation in a global society.

A typical vision statement:

Fictitious Unified will ensure that every student graduates empowered with the knowledge, skills, and character to thrive in college, career, and life — ready to lead, contribute to society, and pursue their fullest potential before and after graduation.

Typical strategic goals:

Ensure equitable access to high-quality instruction.

Support college, career, and life readiness.

Foster collaborative partnership with families and communities.

Build organizational capacity and fiscal sustainability.

Current State

Triggers for Data Policy

Adverse Data Events:

Incidents involving data that negatively impact decision-making, compliance, funding, or operational integrity.

Unreliable Data:

Information that lacks accuracy, completeness, consistency, or timeliness required to support decision-making, policy development, or operational execution.

Growth in LEA Data:

Rapid expansion based on reporting requirements, system integration, and strategic use to support funding, compliance, and student outcomes.

Data Policy

Addresses Current State of Data Management through Strategic Objectives:

- Tied to strategic goals – Illustrates the connection between mission, vision, and data management work.
- Implementable – Staff can comply with the policy by following a clear process.
- Specific guardrails – What are the controls that the policy is putting in place?

Notes

Data Policies

Examples

Senate Bill 114

Establishing CALPADS Differentiated Assistance

Chapter 48, Section 48: This bill would require local educational agencies, in order to accomplish those specified goals and to comply with the requirement to retain individual pupil records for each test taker, to submit data according to the processes and timelines established by the department, as provided. By imposing new duties on local educational agencies, the bill would impose a state-mandated local program.

EC 52071

Establishing CALPADS Differentiated Assistance

(a) If the governing board of a school district requests technical assistance, the county superintendent of schools shall provide technical assistance consistent with paragraph (1) or (2) of subdivision (c). If a school district has not been identified for technical assistance pursuant to subdivision (c) or for state intervention pursuant to subdivisions (b) and (c) of Section 52072, and if the service requested creates an unreasonable or untenable cost burden for the county superintendent of schools, the county superintendent of schools may assess the school district a fee not to exceed the cost of the service.

Structure and Form

Addresses current state of data management through strategic objectives.

- Tied to strategic goals – Illustrates the connection between mission, vision, and data management work.
- Implementable – Staff can comply with the policy by following a clear process.
- Specific guardrails – What are the controls that the policy is putting in place?

Notes

Policies Activity

LEA mission statement:

LEA vision statement:

Sample of relevant strategic goals:

(1)

(2)

(3)

Current state (describe a highly impactful local data issue):

Data Policies – Create 1-3 data policies that align with your mission, vision, and strategic goals, and address the current state.

Data policies take the form:

[Party] will ensure **[new requirement]** in order to **[strategic justification]**.

Policy 1:

Policy 2:

Policy 3:

Notes

Standards

Performance Standards

- Specify policy implementation
- Used to create and update standard operating procedures (SOPs)
- Used to create and update Key Performance Indicators (KPIs)

Structure and Form

[Business Unit] will ensure **[control mechanism]** when implementing **[processes]** in **[location]** system(s).

Examples

The CALPADS Data Coordinator will ensure reports are distributed to specialized experts through internal SharePoint folders with appropriately configured access permissions for all CALPADS report review processes.

The Human Resources Department will ensure employee records are retained for a minimum of 7 years and securely deleted thereafter when implementing personnel data management in the Frontline ERP and PowerSchool systems.

The Data Governance Office will ensure data stewards are assigned and trained for each department when implementing data quality and compliance monitoring in the agency's enterprise data systems.

The IT Department will ensure access to encrypted SharePoint folder with appropriate permissions configured for the transmission of all data reports when implementing data review processes in all systems at the LEA.

Notes

Standards & Implementation

Interoperability Standards

Example Standards

- DOB = YYYY/MM/DD
- Academic Year = Y₁Y₁Y₁Y₁ - Y₂Y₂Y₂Y₂
- Student ID = NNNNNNNNNN
(10-digit, numeric)
- Language = ISO 638 Codes
 - Spanish (spa), French (fra),
Japanese (jpn), Mandarin (cmn)



Implementation: Connecting Policies, Standards, and Procedures

Policy

Department Directors will ensure that data reports in Aeries, SEIS, and CALPADS are audited for quality and accuracy quarterly, including a wet ink or digital signature process from expert staff, in order to strengthen reliability, ensure accountability across systems, and support regulatory compliance.

Standard

The CALPADS Data Coordinator will ensure reports are distributed to specialized experts through internal SharePoint folders with appropriately configured access permissions for all CALPADS report review processes.

Procedure

Report Generation > Folder Preparation > Access Configuration > Report Upload > Communication/Notification > Report Review/Data Audit > Signature > Documentation and Archiving > Escalation and oversight

Notes

Codifying Data Procedures

Standard Operating Procedures

Key Elements

1. Revision date
2. Table of contents
3. Instructions for use
4. List of primary contacts
5. Instructions for access
6. Task grid
7. Key processes
8. Flow charts & screenshots
9. Reference material



Clear Instructions

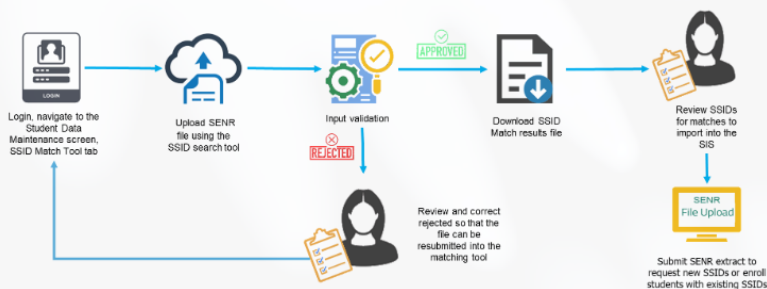
Example – Unclear

1. Add the student in CALPADS to obtain an SSID.

Example – Clear

1. Navigate to the 'Student' tab and select 'Enroll New Student'.
2. Enter the student's legal name, birth date, gender, and enrollment start date exactly as recorded in the SIS.
3. Click 'submit' to generate SSID request.

Flow Charts



Screenshots

Download	Actions	ID	Submitted Date/Time	CSID/Date	Client File Name	Submitted	File Status	Total Records	Errors
Result File		25	8/2/2022 2:30:43 PM	000002	Senr File No SSID using batch template.csv	kipap@ipeds@calnet.org	Validated	14	0
Result File		26	8/2/2022 2:29:33 PM	000002	Senr File No SSID using batch template.csv	kipap@ipeds@calnet.org	Validated	14	0
View		34	8/2/2022 1:20:29 PM	000002	Senr File No SSID CSV Format.csv	kipap@ipeds@calnet.org	Rejected		
View		35	8/2/2022 1:23:14 PM	000002	Senr File No SSID.csv	kipap@ipeds@calnet.org	Rejected		
View		36	8/2/2022 10:40:53 AM	000002	Senr File No SSID CSV Format.csv	kipap@ipeds@calnet.org	Failed		1
View		20	8/2/2022 8:23:18 AM	000002	Senr File No SSID.csv	kipap@ipeds@calnet.org	Rejected		
View		23	8/1/2022 12:27:14 PM	000002	Senr File No SSID CSV Format.csv	kipap@ipeds@calnet.org	Rejected		
View		24	8/1/2022 11:05:45 AM	000002	Senr File No SSID.csv	kipap@ipeds@calnet.org	Rejected		
Result File		22	8/1/2022 11:02:23 AM	000002	Senr File No SSID.csv	kipap@ipeds@calnet.org	Validated	14	0

Notes

Accountability & Audits

Standards, Procedures and Metrics

Standard

The CALPADS Data Coordinator will ensure reports are distributed to specialized experts through internal SharePoint folders with appropriately configured access permissions for all CALPADS report review processes.

Procedure

Report Generation > Folder Preparation > Access Configuration > Report Upload > Communication/Notification > Report Review/Data Audit > Signature > Documentation and Archiving > Escalation and oversight

Metrics

- Percentage of folders with correctly configured permissions (Target $\geq 95\%$)
- Percentage of reports with complete and documented review and signature (Target = 100%)
- Number of data quality issues identified per report (Target ≤ 1 issue per report)
- Average time from report upload to audit completion and signature (Target ≤ 3 days)
- Number of reports requiring escalation due to access, review, or quality issues (Target $\leq 10\%$ of total)

Data Management Metrics

Measuring the performance and quality of operations related to data – how data is collected, stored, accessed, shared, and used.

- Data Completeness Rate – Percentage of null or missing values for critical data elements.
- Timeliness Compliance Rate – Percentage of records entered within a defined acceptable window.
- Decision-Ready Timeliness – Analysis of aggregate Y/N responses on whether data is available, accurate, and complete at the moment needed for informed decision-making.
- Initial Submission Error Rate – Frequency of validation errors on first file upload.
- Accuracy Verification Rate – Percentage of reports reviewed, verified for accuracy, and signed.
- Redundancy Index – Number of duplicate records across all systems.
- Access Request Frequency – Number of requests for access modifications.
- Data Request Fulfillment Time – Average time to fulfill internal or external data requests.
- Interoperability Success Rate – Percentage of successful data exchanges between systems.

Notes

Accountability & Audits Cont.

Data Governance Metrics

Measuring the effectiveness of role structures; policies, standards, procedures and audit processes.

- Number or percentage of users trained in reports review
- Issues raised vs. issues resolved
- Data elements are defined consistently across systems
- Critical data elements are identified, defined, and have a system of truth
- Presence of data inventory or catalogue
- Time requested vs. time delivered (turnaround times)
- Rule of thumb metric: data quality levels
- Data visuals, including charts and graphs, are used for decision making by department directors and executive leadership
- Number of privacy and security incidents
- Number of repeated or duplicated access requests
- Decision Impact Rate – number of decisions made using dashboards and reports

Metrics Mapped

Category (Examples)	Governance Metric	Management Metric
Data Quality	Percentage of users trained in reports review	Percentage of reports reviewed, verified for accuracy, and signed
Timeliness	Time requested vs. delivered (turnaround time)	Percentage of records entered within a defined acceptable window
Privacy	Number of privacy and security incidents	Number of requests for access modifications
Interoperability	Data elements defined consistently across systems	Percentage of successful data exchanges between systems
Decision-Impact	Number or percentage of decisions made using dashboards and reports	Y/N Percentage: data is available when needed for decision-making

Notes

Data Management Audits

Single System Audits – Reports Review

Verify at the Source

Report Mapping Guides

Demographic Information

- Enrollment Forms

English Language Acquisition Status

- Home Language Surveys
- Initial ELPAC Results
- Summative ELPAC Results

Free/Reduced-Price Meals

- Meal Applications
- Alternative Income Forms
- Direct Certification Results

CalPALS

California Department of Education

1.17 LCFF Unduplicated Pupil Count

Academic Year:2022-2023

View:DRUPSHOT

Revision ID:7713764

LEA:CSIS Training Berkeley Unified

School Type:ALL

School:ALL

User ID:test@fornus.org

Revision Date:10/19/2022 1:30:42 PM

Print Date:10/19/2022 4:27:58 PM

Report Logic

Non-Charter School(s)											
Free/Reduced Meal Eligibility Counts Based On:											
School Code	School Name	Total Enrollment	Free & Reduced Meal Program: 181/182	Foster	Tribal Foster Youth: 193	Homeless (1)	Migrant Program: 135	Direct Certification	Unduplicated Eligible Free/Reduced Meal Counts	EL Funding Eligible (2)	Total Unduplicated FRPM/EL Eligible Count (3)
1	2	3	4	5	6	7	8	9	10	11	12
9998156	CSIS Training Berkeley High	0	0	0	0	0	0	0	0	0	0
9998158	CSIS Training Berkeley Special Education Preschool	0	0	0	0	0	0	0	0	0	0
9998154	CSIS Training Berkeley Technology Academy	0	0	0	0	0	0	0	0	0	0
9998179	CSIS Training Emerson Elementary	6	0	0	0	0	0	0	0	0	0
9998157	CSIS Training Longshore Arts and Technology Middle	12	2	0	0	1	1	0	4	0	4
9998155	CSIS Training Rose Parks Environmental Science	0	0	0	0	0	0	0	0	0	0
TOTAL - Selected Schools		18	2	0	0	1	1	0	4	0	4

Column Rules

1

School code is derived from user ID permission and Expected Schools table

2

School Name is determined by #1 and the Expected Schools Table School Name column leads to [Report: 1.18 LCFF Unduplicated Pupil Student List](#)

3

Total Enrollment - SENR 1.23 – Enrollment Start Date is less than or equal to Census Day and SENR 1.24 – Enrollment Status is 10 (Primary) or 30 (Short Term) and SENR 1.26 – Enrollment Exit Date is on or after Census Day or blank.

4

SPRG 3.13 – Education Program Code = 181 (NSLP Free) or 182 (NSLP Reduced) and SPRG 3.15 – Education Program Membership Start Date = 7/1 through 10/31 with no Exit before Census Day of the Reporting LEA. However, if it is closed before Census Day, and there is a subsequent 181/182 program record with Membership Start Date through 10/31 for the same Reporting LEA, this should be counted. Note: A student should be counted FRPM at the school where they are enrolled on Census Day.

5

California Department of Social Services (CDSS) provides a weekly data file to CDE that identifies all Foster Youth.

Include foster placement and family maintenance data for students that have a record in the DSS Foster Youth Match Result file where the Foster Placement indicator equals Y and the Case Start Date is less than or equal to Census Day and the Case End Date is NULL or greater than or equal to Census Day for the associated school of qualifying enrollment.

Intra-System Audits

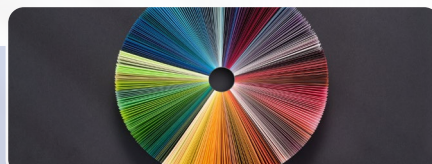
Goal: Ensure consistency across all data systems

Goal: Establish a single system of truth for each data set



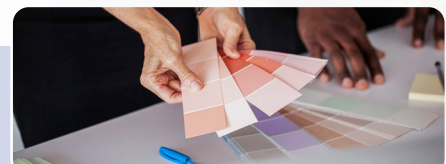
Data Catalogue

Identify critical data sets at the LEA
Document systems with access to each data set
Designate authoritative system for each data set



Data Standards

Define consistent formats, codes, and validation rules across systems
Align data definitions with state and federal reporting requirements



Data Sampling

Periodically sample records across systems to verify consistency
Ensure no conflicting values for the same data elements in different systems
Flag any discrepancies for resolution and audit trail

Notes

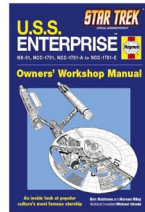
Data Governance & Accountability

Data Governance Audits



Roles & Responsibilities

- Review roles and job descriptions
- Review structures for soundness, implementation and effectiveness
- Review capacity and development for critical roles



Policies & Procedures

- Conduct a policy inventory
- Review alignment of policies to strategic requirements
- Review procedures for clarity, useability, and effectiveness



Audits & Accountability

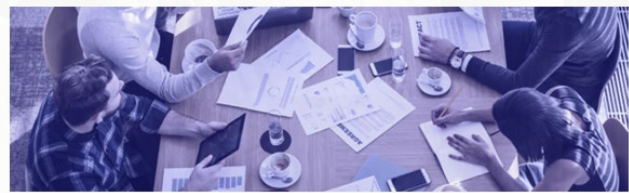
- Determine alignment of metrics to standards, policies and strategy
- Track adherence and enforce standards
- Review audit trails and logs

CSIS Universal Supports



View the Data Performance Landscape

The CSIS Data Management Maturity Model (CDM3) can be used in combination with the CSIS Data Management Maturity Assessment (CDMA) to evaluate and set growth targets for data management processes. The CDM3 can also be used as a standalone tool for a perspective on performance levels of data management programs at education agencies across California.



Perform a Root Cause Analysis

A facilitation guide for root cause analysis to address reasons for any district or COE that becomes eligible for CALPADS DA, or has determined a need for data management improvement. The root cause analysis guidebook is most appropriate for small school districts, and contains a more limited scope than the CSIS Data Management Maturity Assessment (CDMA) that is more appropriate for medium to large districts and county offices.



Determine Your Baseline

The CSIS Data Management Maturity Assessment Tool can be used by any LEA to determine their baseline data management performance and practices, and set targets for growth.



CSIS Consultation Services

CSIS provides consultation services designed to improve local data management practices. In consultation sessions, we can help you to get the most out of the CSIS Data Management Maturity Model (CDM3), CSIS Data Management Assessment (CDMA), and the Root Cause Analysis Guidebook. Contact us for tailored support and guidance, and let's work together to enhance your data management practices and drive organizational growth.

Notes

Simple Data Governance Plan

Data Governance Strategy

Strategic Goals:

- (1) _____
- (2) _____
- (3) _____

Data Policies ([Party] will ensure [new requirement] in order to [strategic justification].)

Policy Name: _____

Text: _____

Policy Name: _____

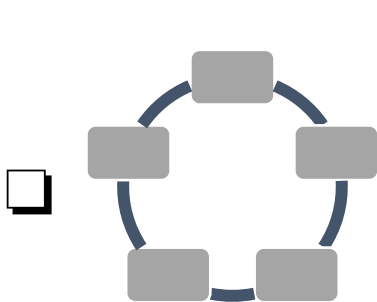
Text: _____

Policy Name: _____

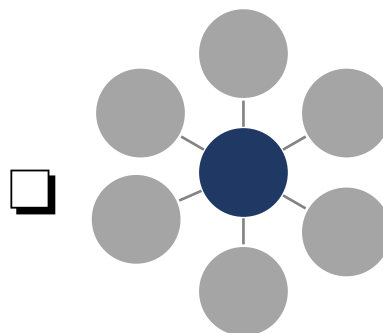
Text: _____

Our LEAs enrollment is... ☐ Small ($\leq 1K$) ☐ Med. (1K – 5k) ☐ Large (>5k)

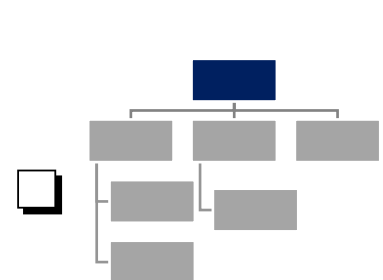
When we consider all LEA data systems, our current operating model is:



Decentralized



Centralized



Federated

Simple Data Governance Plan Cont.

Data Coordinator Roles

Executive Sponsor

Name: _____

Title: _____

Dept: _____

Email: _____

Phone: _____

CALPADS Coordinator

Name: _____

Title: _____

Dept: _____

Email: _____

Phone: _____

SIS Coordinator

Name: _____

Title: _____

Dept: _____

Email: _____

Phone: _____

SEDS Coordinator

Name: _____

Title: _____

Dept: _____

Email: _____

Phone: _____

Critical Data Roles

Data Set	Data Owner	Primary Steward
Student Enrollment		
Student Behavioral Incidents and Discipline		
FRPM/NSLP Eligibility and Participation		
Staff Credentials and Assignments		
English Language Acquisition Status (ELAS)		
Cohort, Grads & Dropouts		

Working Groups

Group Name	Scope: System(s), Domain(s), or Enterprise Wide	Authority: Decision or Recommendation

Simple Data Governance Plan Cont.

Standard Operating Procedures

Standard Operating Procedures exist and are stored in a secure document repository for the following critical data processes/procedures at the LEA

- ☐ CALPADS – Data Entry
- ☐ Program Evaluation – Data Reviews
- ☐ CALPADS Data – SIS Audit
- ☐ SIS – Data Entry
- ☐ Business and Finance – Data Audits
- ☐ CALPADS Data – TOMS Audit
- ☐ CALPADS Reports Review – Enrollment Data
- ☐ Transportation – Data Audits
- ☐ HR/Credentials – Verification
- ☐ CALPADS Reports Review – Discipline Data
- ☐ Nutrition Services – Data Audits
- ☐ Citing Data – For Policy
- ☐ CALPADS Reports Review – SPED Data
- ☐ Data Analytics and Visualizations
- ☐ Citing Data – For Decision-making

Metrics

Category (Examples)	Governance Metric	Management Metric
Data Quality		
Timeliness		
Privacy & Security		
Interoperability		
Decision-Impact		

Simple Data Governance Plan Cont.

Current State – Findings

Based on the CSIS Data Management Maturity Model and Assessment, what is the current state of data management performance at the LEA?

Maturity Level (CDMA): _____	Datasets with inadequate policies, procedures, or practices (<i>RCA Guidebook</i>): _____	Top 3 Ranked Causes (1) _____ (2) _____ (3) _____
Areas of Opportunity: _____ _____ _____ _____	_____ _____ _____ _____	

Future State – Goals

Based on the Activities and Criteria for Progression in the CDM3, as well as the Action Planning section of the RCA Guidebook, provide 3-5 realistic goals for the data management work at your LEA. These goals can be used in DA remediation and LCAP initiatives towards accountable improvement.

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

Notes

This page intentionally left blank.

Thank you for attending!



Data Governance Academy

Matthew Clark

Certified Data Management Professional (CDMP)

CSIS Data Governance Administrator

mclark@fcmat.org

(916) 325-9213

Rob Canales

Certified Data Management Professional (CDMP)

CSIS Implementation Specialist

rcanales@fcmat.org

(916) 325-9218