



0401 PARTICIPATION READINESS ASSESSMENT

Intro

Welcome Hi! Thank you for taking the time to complete this important survey. Your honest and thoughtful responses are greatly appreciated. This survey does NOT enable you to save your progress and return later. Therefore, we highly encourage you to complete the entire survey in one sitting. For questions regarding the survey, please email Ben Sommer, Senior Manager at JFFLabs. For purposes of this survey, please note the following: Note 1: The term "you" refers to your organization, not you personally. Note 2: The term "data collection" refers to all datasets collected by your organization either directly and indirectly through a state level agency, third-party source, or database system. Note 3: The term "data" primarily refers to any education, training, and skill-building data collected or used by your organization. However, we encourage you to consider other data that your organization collects related to organizational performance or the economic health of your region. ** This survey is adapted from the Center for Data Science and Public Policy (Carnegie Mellon University) Data Maturity Framework. Questions within are geared toward the knowledge and expertise of operational staff members and/or data practitioners.

Questions

1.

Text - Single Line 1 First Name

Text - Single Line 2 Last Name

Text - Single Line 3 Organization

Opt-in 4 Check box if your organization is a workforce development board

E-mail 5 Email

Number 6 Telephone

Text - Area 7 Service Region City or Counties and State

2. To what degree is the data you collect or have access to relevant and sufficient to inform your critical goals and activities?

- | | |
|---|--|
| 1 | The data we collect or have access to is completely insufficient to meet our needs. |
| 2 | Some of our data is relevant, but it's insufficient because key fields are missing. |
| 3 | Our data is helpful and relevant, but would be more valuable if additional fields were captured. |
| 4 | The data we collect is relevant and sufficient to inform our critical activities and goals. |

3. For the data set(s) that your organization collects, do you have the authority to make changes to the structure, manage content and quality, and share these data?

- | | |
|---|-----|
| 1 | Yes |
| 2 | No |

Additional Text

Some (please specify)

4. Consider the data that your organization collects. How frequently is that data collected (on average)? You may select multiple frequencies if collection periods vary for different datasets.

- 1 As needed
- 2 Realtime
- 3 Weekly
- 4 Monthly
- 5 Quarterly
- 6 Semi-annually
- 7 Annually
- 8 Not sure
- 9 Once and never again

Additional Text

Please describe any outlier data sets and how frequently they are collected

5. For data sets that you use / have access to but do not collect yourself, have you established data sharing agreements with the majority of the data owner(s)?

- 1 Yes
- 2 No

6. Though you may not have a data sharing agreement in place, do you have permission to use/repurpose the majority of the data you access from external sources?

- 1 Yes
- 2 No

7. How much historic data does your organization store and how are updates to historic data handled?

- 1 No history is kept
- 2 Historical data is stored but updates overwrite existing data
- 3 Historical data is stored and new data gets appended with timestamp, preserving old values
- 4 All history is kept and new data schema gets mapped to old schema so older data can be used
- 5 Unsure

8. How well documented are the data that your organization collects / manages?

- 1 No digital documentation or metadata
- 2 Data dictionary exists with variables and categories defined
- 3 Data dictionary plus full metadata available, including conditions under which the data were captured
- 4 Data dictionary plus full metadata available, including collection of assumptions, what's not collected, and potential biases
- 5 Unsure

9. In your opinion, what is the current quality of data collected or managed by your organization?

- 1 High - the data is complete and fit for use (accurate, complete, consistent, timely, and valid)
- 2 Medium - the data is complete and fit for use with moderate clean-up
- 3 Low - the data are incomplete and / or require extensive clean-up before they can be used

10. Does your organization have any of the following policies in place? Please check all that apply. Click here for more information about any of these terms.

- 1 Data Privacy
- 2 Data Security
- 3 Data Management
- 4 Data Governance
- 5 Data sharing within the organization
- 6 Data sharing with external partners
- 7 Data sharing agreements with data consumers
- 8 Data sharing agreements with data providers/collectors
- 9 Public access to data / open data

11. What data privacy policies do you have in place?

- 1 No PII can be used for anything
- 2 Ad-hoc approval process in place that allows selected PII data to be used for selected/approved projects
- 3 Software defined/controlled privacy protection that allows analytics to be done while preserving privacy based on predefined policies

Additional Text

Other, please describe

12. What security policies and considerations need to be in place for each of the data sources? (HIPAA, FERPA)

- 1 HIPAA
- 2 FERPA

Additional Text

Other, please describe

13. Do you have a dedicated person or team that oversee/manages the data your organization collects?

- 1 Yes
- 2 Yes, but this role is shared through partnerships with other organizations
- 3 No
- 4 Not applicable, we do not currently collect/manage any education and training data
- 5 I'm not sure

14. Does your organization have a dedicated Data Manager?

- 1 Yes
- 2 We have a data manager, but they are not employed by my organization.
- 3 No
- 4 I'm not sure

15. What are the specific responsibilities of the Data Manager? Select all that apply.

- 1 Data collection
- 2 Data management
- 3 Data integration
- 4 Data analyses
- 5 Data visualization
- 6 Reporting

Additional Text
Other (please specify)

16. How much data collected or managed by your organization is made available for public use?

- 1 None
- 2 Only aggregate data is made available for public use
- 3 Only data reported per statutory requirements is made available for public use
- 4 Aggregate and disaggregated data (excluding PII) is made available for public use
- 5 Unsure

17. Does your organization have a dedicated IT Manager?

- 1 Yes
- 2 We have an IT manager, but they are not employed by my organization.
- 3 No
- 4 Unknown

18. What are the specific responsibilities of the IT Manager? Select all that apply.

- 1 Management of IT staff
- 2 Direct IT and data strategy
- 3 Manage information security policy
- 4 Manage technology platforms

Additional Text

Other (please specify)

Outro

Thank You Thank you for taking the time to complete this survey. We understand your time is valuable. Your feedback is extremely important to the Outcomes for Opportunity Initiative, and we promise to put it to good use in the coming months!