

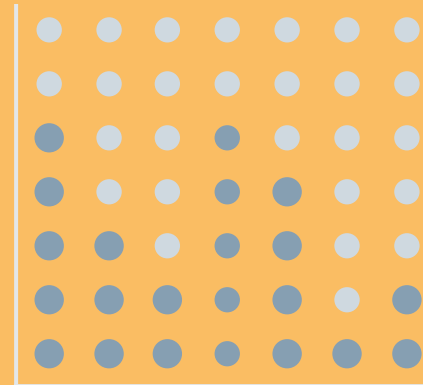
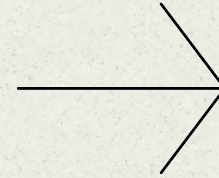
WITS Prevention Data Stewardship Meeting

Organized by

Prevention Branch

WITS Team

SPF Evaluation Support Team



AGENDA

O1 OVERVIEW → Overview of Data Stewardship

O2 DISCUSSION → Future Topics & Action Items

O3 IN-DEPTH SESSION → Technical Assistance

SECTION

01.

Overview of Data
Stewardship

WHAT IS DATA STEWARDSHIP?

A collection of functions that ensure WITS prevention data is **accessible, usable, safe, and trusted**.

It involves managing and overseeing **all aspects of the data lifecycle** from creation, collection, preparation, and usage to data storage and deletion.

The role of data stewardship is to provide data consumers with **high-quality data that can be easily accessed consistently**.

WHO ARE DATA STEWARDS?

The “go-to” person for everyone working with WITS-prevention data within each organization.

Data Stewards are responsible for:

- **Operational Oversight** – the day-to-day management of the prevention data and WITS system at their respective organizations.
- **Data Quality** – establishing data quality metrics and requirements, such as timeliness of data reporting, data duplication, missing data, unknown/refused, data accuracy,
- **Privacy, Security, and Risk Management** – establishing regulations and conventions to ensure that data privacy are protected in all processes.
- **Policies and Procedures** – establishing policies and procedures for data access, including authorization criteria based on any individual and/or the role.

Adapted from Simplilearn.com:

https://www.simplilearn.com/what-is-data-stewardship-article#what_is_data_stewardship

ROLES of DATA STEWARDS IN WITS

Role	Description
Agency Administrator	This role should be assigned to the person in charge of updating an Agency record (Agency Profile, Contacts, Governance, Announcements, Tx Team Groups, etc.). This role gives access to all sub-menus under the Agency List, as well as Group Notes and the Reports section
Record Management	Allow the transfer of an episode and all related data between clients, and the ability to delete a client.
Intake (Full Access)	Full access to all options under Client List/Activity List/Intake.
Intake Close	The role enables the 'Close Case & Save' link on the Intake screen. The role is also required for the user to see the 'Do you want to close this case?'
Case ReOpen	Allow the user to re-open a closed case on Client List/Activity List/Intake screen.
Agency Reporting	Access and run agency-wide reports under the Reports. This role also gives access to the Unfinished Client Activity and Client list by Program report.
Reports Access	This role gives the user access to the Reports section of the menu tree.

DATA STEWARDSHIP MEETINGS



WHO

Participation by one or two representatives from each organization in the WITS-prevention system.



WHEN

Meet quarterly on the last Thursday of the 2nd month, 9-11a.

- August 31, 2023
- November 30, 2023
- February 29, 2024
- May 30, 2024



WHAT

- Identify goals and objectives for the Data Stewardship meeting
- Share success, discuss challenges, and develop policies and procedures
- Provide users feedback on WITS

SECTION

O2.

Future Topics & Action
Items

TOPICS

TODAY:

Data quality: [Preventing duplicate client records](#) (for EBI only)

FUTURE:

- Data security
- Data utilization: SSRS Report

Please provide suggestions

ACTION ITEMS

POST-MEETING:

Update list of WITS Agency Administrator(s) and those who need access to SSRS - Send to WITS team, copy contract managers by 9/15/2023.

Review and remove duplicate client records by 10/31/2023. (for EBI only)

SECTION

03.

In-Depth Session

WITS access: Roles and Privileges

Data quality: [Preventing duplicate client records](#) (for EBI only)

THANKS!

DO YOU HAVE ANY QUESTIONS?

