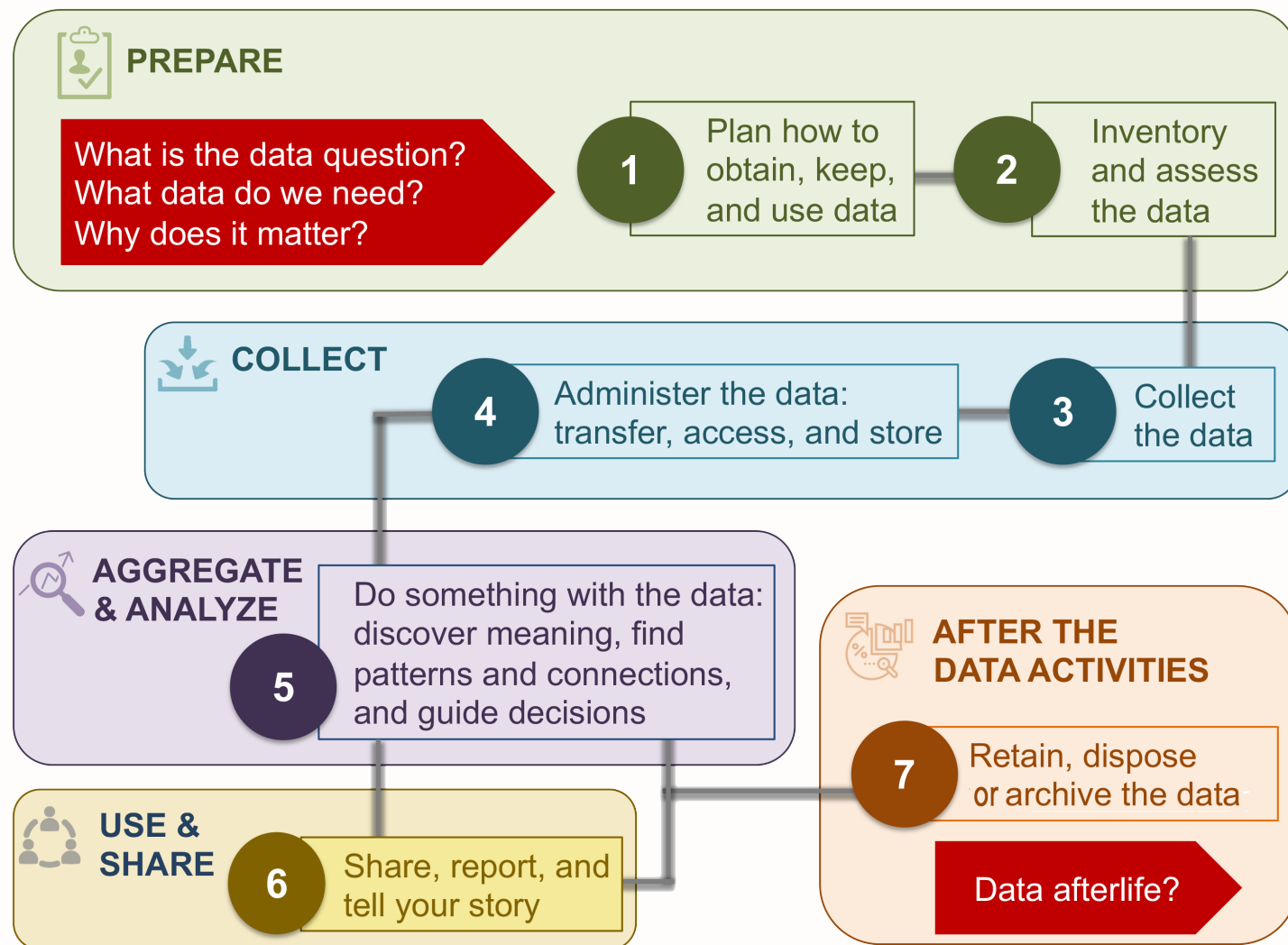


A Closer Look

Responsible Data Management

A community assessment is a data-rich undertaking. That data needs to be treated in a respectful way that upholds the rights of the people whose data is collected. This graphic provides a framework for exploring these issues and highlights overarching principles that guide responsible data management.



How might this Responsible Data Management graphic inform and reshape your program's community assessment process?



PREPARE

1. Plan How to Obtain, Keep, and Use the Data

Be clear about the purpose of collecting the data. How will the data be used, collected, and stored? How will personally identifiable information (PII) be protected?

2. Inventory and Assess the Data

A thorough inventory of the data collected is important for all stakeholders involved. What data already exists and what is needed? Who will collect the data and how will it be analyzed? When will the data be purged?



COLLECT

3. Collect the Data

Carefully train the data collectors on the protocols they will follow and the technology they will use. Assess the risk for security and confidentiality. Before the collection occurs, make sure families know what data will be collected and how it will be used and protected.

4. Administer the Data: Transfer, Access, and Store

The HSPPS require grantees to develop procedures that support the availability, usability, integrity, and security of the data. These procedures need to be systematic and operationalized.



AGGREGATE & ANALYZE

5. Do Something with the Data

To find meaning and direction in the community assessment, grantees must carefully aggregate and analyze the data they collect. Identifying patterns, connections, and trends helps grantees craft responsive options and services for the communities they serve.



USE & SHARE

6. Share, Report, and Tell Your Story

To inform stakeholders and rally consensus, the findings need to be shared through accessible and compelling reports. In addition, grantees must adhere to the detailed reporting requirements in the HSPPS.



AFTER THE DATA ACTIVITIES

7. Retain, Dispose, and Archive the Data

Data lives on long after its findings are shared. Deleting digital documents is not the same as shredding paper documents. Grantees should have a plan for how digital data will be securely archived or purged from various devices and systems.