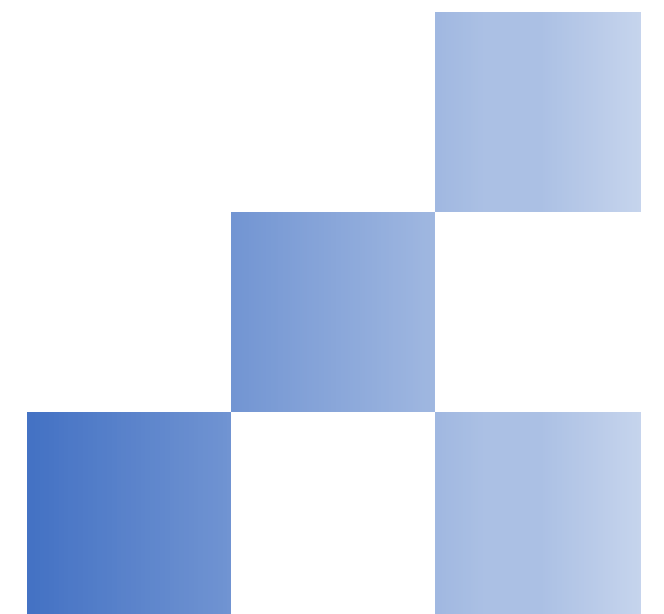




21st Century Data Governance Task Force Meeting

November 20, 2024
10 AM – 11 AM



AGENDA

- I. Call To Order
- II. Review/Approval of Meeting Minutes: 10.23.2024
- III. Current Project Status & Key Tasks Leading Up to Deadline
- IV. Review of the Report to the Legislature: Findings and Recommendations
- V. Announcements
- VI. Adjournment

21st CENTURY DATA GOVERNANCE TASK FORCE

Established under
Act 136, Session Laws of Hawai'i (SLH) 2023 and S.R. 150 S.D.1 (2024)

October 23, 2024 Meeting Minutes – DRAFT

Hawai'i Dept of Health | 1250 Punchbowl Street. Rm 250 | Honolulu, HI 96813

Members Present:

Carla Hostetter (OHA), Chantelle Matagi (NHPI-3R), Derek Vale (DOH), Kara Plamann Wagoner (UH), Lisa Watkins-Victorino (EDU), Malia Taum-Deenik (DHS), Rebecca Cai (ETS)

Other State Agency/Organization Staff and the Public Josh Quint (NHPI-3R), Dulce Belen (DOH), Lance Ching (DOH), Timothy Hosoda (DOE), Thomas Lee, Arthur Buto (OPS, Kimberly Williams (DOH)

I. Call to Order/Roll Call/Public Notice Quorum

- The meeting was called to order at 10:04 AM by Derek Vale, Chair.
- Chair welcomed the taskforce members and guests.
- To ensure accurate roll call and recording, attendees were asked to enter their names and organization in the chat.

II. Approval of Meeting Minutes of September 25, 2024

- Meeting minutes were shared in the chat for review and approval. Minutes were approved.
- Approval of Amendments to Previously Approved Minutes, August 29, 2024
Archana Pant, Katia Worley, Lance Ching, Nianest Alers Barreto, Naomee Kong, and Zowey Cachola attended the meeting independently and are not members of the 21st Century Data Governance Task Force.

III. Membership Representation (action-item)

- Attendees to indicate role for accurate recordings and to address expectations:
Member (Primary or Supporting Role under specific state agency)
- General Public

IV. Clarifying the Governing Provisions for the 21st Century Data Taskforce: Act 136 (2023) vs. Senate Resolution 150 (2024)

- Legislative Reference Bureau (LRB) was contacted to clarify which provision the Task Force should be operating on. It was confirmed Task Force should be following the Senate Resolution 150, since the ACT 136 was already dissolution in 2023

V. **Compliance with Sunshine Law (OIP Update)**

- Opinion from OIP determines the Task Force is not a board that falls under the Sunshine Law. We can conduct this as a regular interagency meeting, and nothing will change relative to the public groups.

VI. **Review and Status Update per Project Plan (action item)**

- **Survey Submission Deadline:** Surveys are due by October 25, 2024.
- **Review of Survey Findings:** Review findings from the survey by the end of November 13th.
- **First Draft Presentation:** Complete the first draft by November 13th to present at the Task Force meeting on November 20th.
- **Report Creation:** Assemble a group to create the final report.
- **First Draft Submission:** Submit the first draft of the final report to Dr. Fink, Director of Health, by the first week of December.
- **Final Submission:** After approval from Dr. Fink, submit the final report to the Legislature by December 26th.

VII. **Update on Survey Response Rate to Date**

Current Status: Survey response rate is below expectations, impacting our ability to summarize concerns for the legislature:

Issues:

- ETS: No response due to lack of PII management.
- Bandwidth: Some agencies face bandwidth challenges.
- DOE: Completed one survey, needed help with the second, submission status unclear.
- OPSD: Relies on data from other agencies.
- UH: Handling student, HR, and campus data with assistance.
- OHA: Bandwidth issues, identifying major data sets.
- DOH: Completed the disease outbreak system.
- DHS: Lacks a data point for extraction.

Advice: Agencies should report any challenges faced.

VIII. **Template for Report to Legislature (action item)**

A draft template has been provided for review, and volunteers from key members are encouraged to contribute to the report write-up. The Department of Health (DOH) will

initiate the document and make it a shared resource. The goal is to ensure appropriate representation from the community and committee in creating these findings.

Discussion and Recommendations

- **Information Gathering:** Simplify the process to minimize public burden and ensure data is provided once across all agencies.
- **Use of Samples:** Utilize sample forms and reports to ease the burden on individuals and families.
- **Data Availability:** Check if any agency already has the needed data.
- **Data Integration:** Combine data from various agencies instead of relying on a single source.
- **Report Drafting:** Focus on serving the community effectively.
- **Data Disaggregation:** Leverage Hawaii's leadership in data disaggregation to address health disparities.
- **Common Application:** Propose a common app and connected services via an initial portal.
- **Periodic Verification:** Implement annual verification for data updates.
- **Racial Representation:** Ensure accurate representation of all races

- **Links Mentioned**
 - [Policy Statement on Inclusion of Race and Ethnicity in DHS Data Collection Activities | ASPE](#)
 - [Disaggregating Data to Measure Racial Disparities in COVID-19 Outcomes and Guide Community Response — Hawaii, March 1, 2020–February 28, 2021 | MMWR](#)

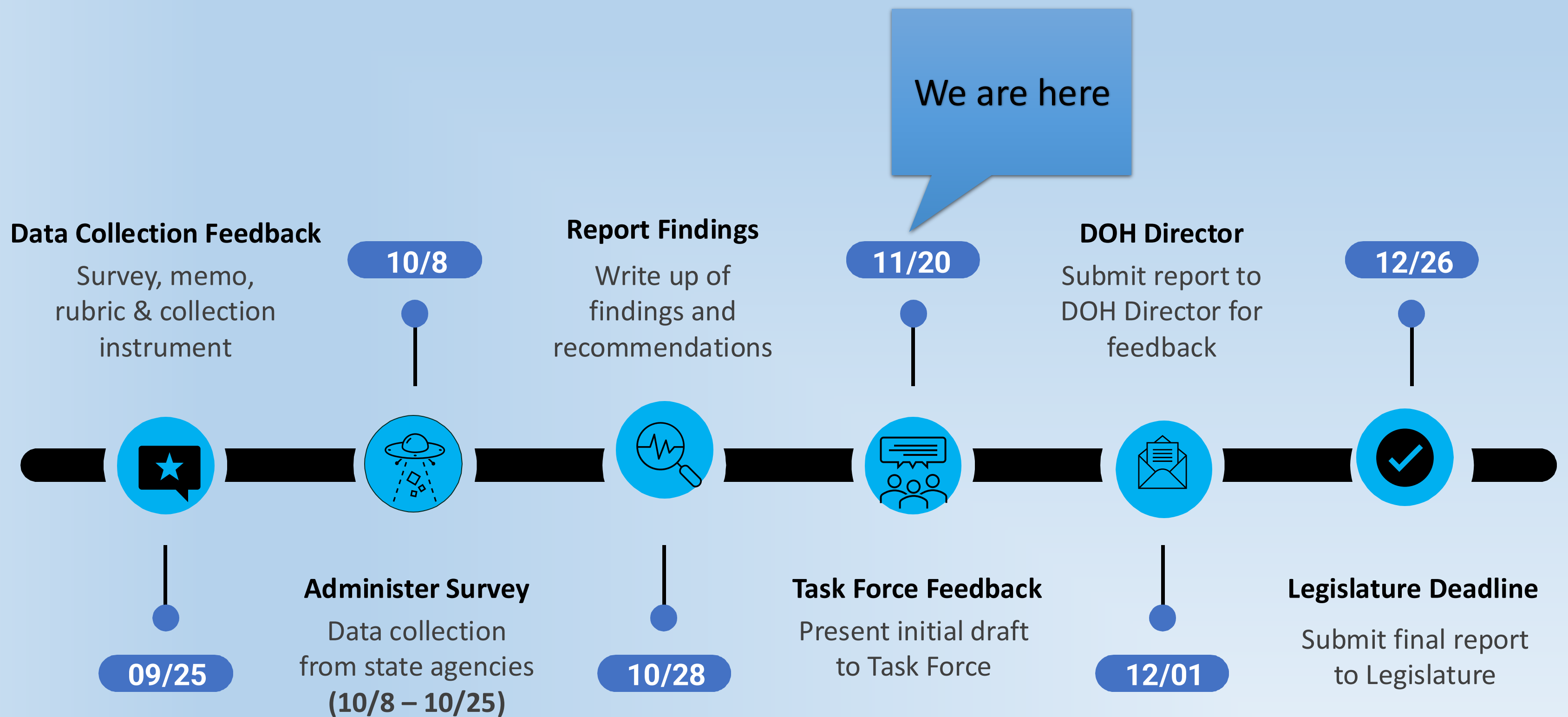
IX. Announcements

- Next Meeting is November 20, 2024

X. Adjournment

The meeting was adjourned at 10:42 am.

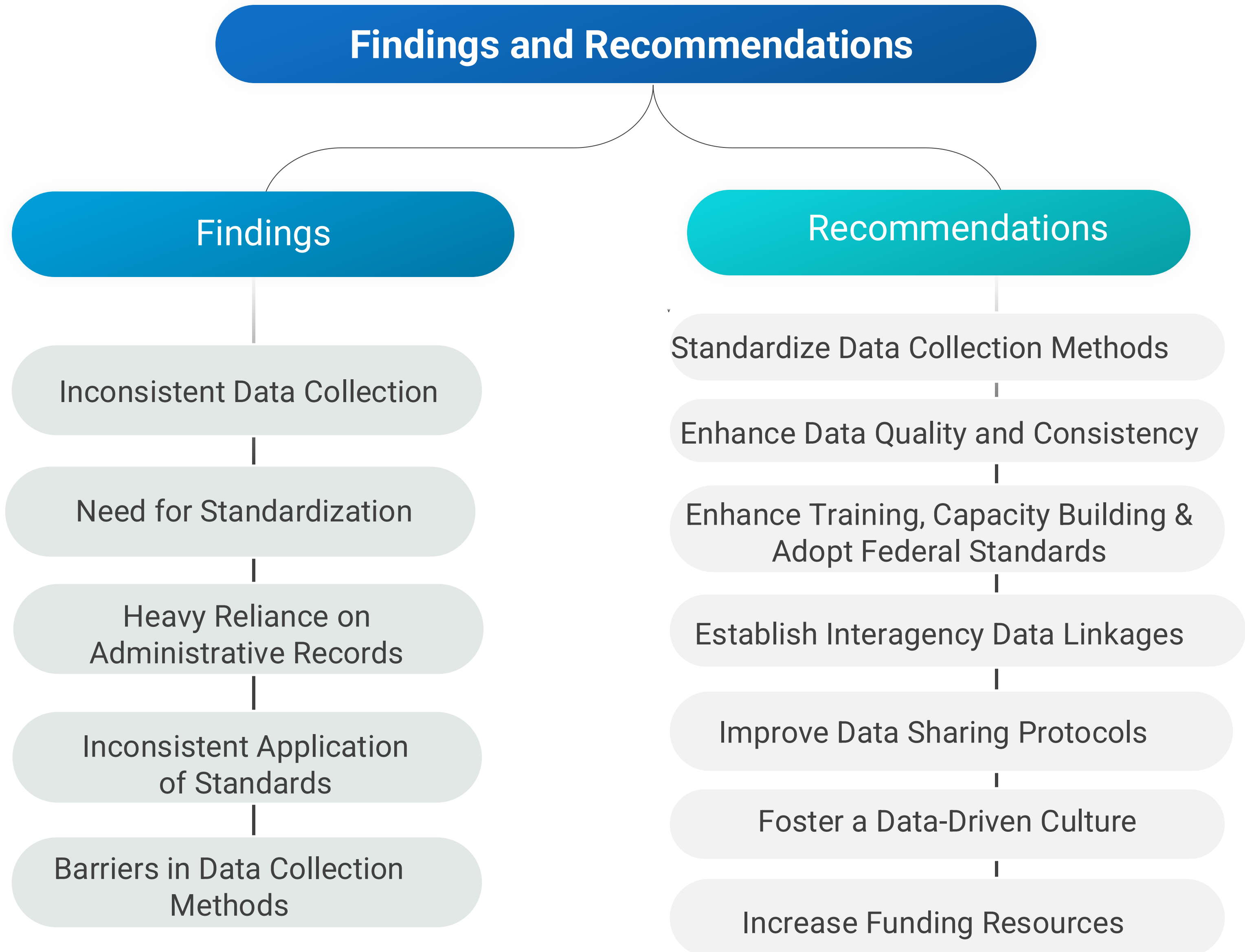
SDOH Demographic Data Report Timeline



Key Tasks Leading Up to the Deadline

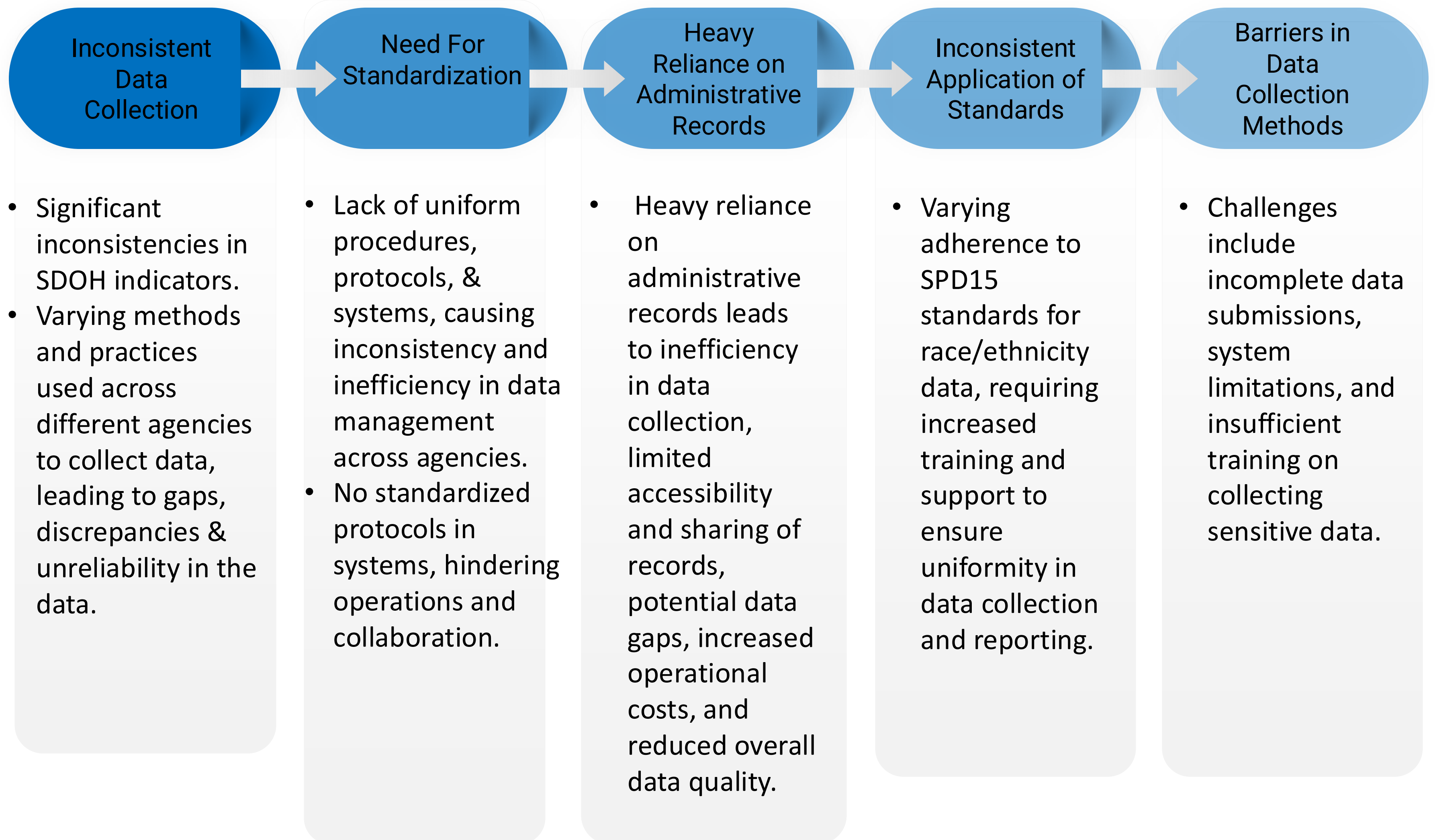


Report Summary



Key Findings

Assessment highlights in data practices



Recommendations

01

Standardize Data Collection

- **Uniform Practices:** Establish consistent data collection methods across all state agencies.
- **Electronic Data Collection:** Adopt standard electronic methods to enhance efficiency and accuracy.
- **Training:** Provide regular training for staff on standardized data collection techniques and methods

02

Enhance Data Quality and Consistency

- **Data Dictionary:** Develop comprehensive data dictionaries for uniform data definitions.
- **Standard Protocols:** Implement standardized protocols and guidelines for data collection.
- **Regular Audits:** Conduct regular audits to ensure compliance and data quality.

03

Enhance Training & Adopt Federal Standards

- **Training Programs:** Develop comprehensive training programs for staff. Ensure alignment with federal standards such as SPD15.
- **Data Literacy:** Improve data literacy and analytical skills among employees. Provide ongoing support for skill development
- **Best Practices:** Implement and share best practices across state agencies.

04

Establish Interagency Data Linkages

- **Data Sharing:** Develop robust capabilities for seamless data sharing across agencies.
- **Integration:** Integrate data systems to facilitate comprehensive data analysis.
- **Collaboration:** Promote interagency collaboration to enhance data utility and improve effectiveness.

Recommendations (cont.)

05

● Improve Data Sharing Protocols

- **Streamlined Processes:** Establish efficient and secure data-sharing protocols.
- **Formal Agreements:** Develop a structure of formal agreements for data sharing between agencies.
- **Consistent Practices:** Ensure consistent and secure data-sharing practices.

06

● Foster a Data-Driven Culture

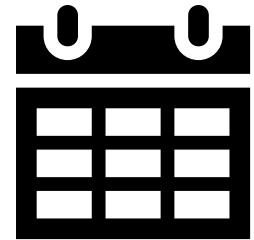
- **Promotion:** Encourage data-driven decision-making within agencies to enhance effectiveness and efficiency.
- **Collaboration:** Foster communication and collaboration among departments.
- **Recognition:** Recognize and reward data-driven initiatives and successes.

07

● Increase Funding Resources

- **Investment:** Allocate additional funding for data governance initiatives, to improve program effectiveness.
- **Infrastructure:** Invest in data management systems and analytics tools, to reduce barriers to data use
- **Support:** Provide resources to support data governance activities

ANNOUNCEMENTS



Next Meeting: December 18, 2024



Next Steps: Identify immediate actions post submission of Report to Legislature

ADJOURNMENT