



## **21<sup>st</sup> CENTURY DATA GOVERNANCE TASK FORCE**

Wednesday, May 28, 2025

11:00 AM – 12:00 PM

*This meeting will be conducted remotely using interactive conference technology. The public is welcome to participate as follows:*

### **Zoom Virtual Meeting Room Information**

Meeting ID: 811 7275 7019

Meeting Passcode: 120907

[Click here to join the meeting](#)

<https://hawaii-gov.zoom.us/j/81172757019?pwd=aUNSK1VhZDE5TFBFUnBjMjZHVGP5dz09>

**To Join by Phone:** Dial: +1 (669) 444-9171; Meeting ID: 811 7275 7019; Passcode: 120907

Current and prior meeting materials are available at: <https://data.hawaii.gov/21st-century-data-governance/>

**NOTE: THIS MEETING WILL BE RECORDED**

### **AGENDA**

- I. **Call To Order, Public Notice, Quorum**
- II. **Review and Approval of the April 16, 2025 Meeting Minutes**
- III. **Status of SB742**
  - Legislative Update on SB742
- IV. **Discussion and Recommendations**
  - State Data Working Groups
    - Transition Work Plan
      - Confirm transition timeline – June 2025
      - Confirm participation from existing agencies
      - Propose addition of other members from community
      - Lead person for future meetings and logistics
  - SPD15 Readiness Assessment Survey
    - Feedback and approval
    - Distribution plan
- V. **Announcement(s)**
  - Next meeting: TBD by ETS Data Task Force
- X. **Adjournment**

**Request for auxiliary aid/service accommodation**

If you need an auxiliary aid/service or other accommodation due to a disability, contact Kimberly Williams at 808-792-3810 or [Kimberly.williams@doh.hawaii.gov](mailto:Kimberly.williams@doh.hawaii.gov). Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.

# 21<sup>st</sup> CENTURY DATA GOVERNANCE TASK FORCE

*Established under*

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

## **April 16, 2025 Meeting Minutes – DRAFT**

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

### **Members Present:**

Derek Vale (DOH), Lisa Watkins-Victorino (EDU), Carla Hostetter (OHA), Rebecca Cai (ETS), Malia Taum-Deenik (DHS)

### **Other State Agency/Organization Staff and the Public:**

Dulce Belen (DOH), Arthur Buto (HSGP), Kimberly Williams (DOH), Claire Prieto (DOH), Lance Ching (DOH), Queen Smith (DOH)

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

- Chair Derek Vale called the meeting to order at 1:32 PM.
- Attendees were asked to enter their names and organizations in the chat for accurate roll call and recording.
- Public notice quorum was met.
- The Chair welcomed task force members and guests.

## **II. Approval of Meeting Minutes of March 24, 2025**

- The minutes from the March 24, 2025, meeting were shared via chat for review.
- **Action:** Minutes were approved without amendments.

## **III. Status of SB742**

- **Conference Committee:** Chairs have been updated.
- **Report Deadline:** Recommendation made to extend the report due date to the end of 2026; awaiting approval.
- **Support Request:** Request submitted for two additional staff to support ETS.
- **Task Force Transition:** Proposal to sunset the Task Force and transition to State Data Working Groups.

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- **SPD15 Compliance Timeline:**
    - Information to be received by September 2025.
    - Compliance deadline set for March 2029.
  - **Data Sharing Considerations:** Discussion on whether a data sharing agreement or a tool is needed to facilitate data sharing.
  - **Action Items:**
    - Agree on milestones, action items, and responsible parties.
    - **Responsible:** Task Force members.
    - **Deadline:** Next meeting (to be scheduled).

## IV. Discussion and Recommendations

### State Data Working Groups

- **Formation:** Need to identify participants from other state agencies and non-state entities to join the working groups.
- **Meeting Frequency:** Working groups will meet monthly.
- **Survey Development:**
  - Purpose: Assess existing systems and future projects for collecting ethnicity information, ensuring alignment with OMB Statistical Policy Directive 15 (SPD 15).
  - Proposed survey completion deadline: 1.5 months per group.
- **Data Standards:**
  - Highlighted the absence of state race and ethnicity data standards.
  - Consideration of broader surveillance systems to standardize data collection.
- **Goal:** Reduce reporting and collection burdens on agencies and individuals.
- **Action Items:**
  - Identify agencies and external members for working groups.
    - **Responsible:** Task Force members.
    - **Deadline:** Next meeting.
  - Develop a mechanism for secure information sharing with external members.
    - **Responsible:** Task Force, led by ETS.
    - **Deadline:** To be determined.

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## Data Collection Forum Walk-Through

- **Presented by:** Dulce Belen (DOH).
- **Purpose:** Review the proposed form for collecting ethnicity data across systems.
- **Feedback:**
  - Task Force provided questions and suggested changes to the forum structure.
  - Need to define standards for the form (e.g., data categories, multiple race selection).
  - Confirm systems allow multiple race selections and report them accurately.
- **Action Items:**
  - Update the form based on feedback and share with the Task Force for review.
    - **Deadline:** To be determined.
  - Develop a list of data standards for the form (e.g., race categories, breakdown methods).
    - **Responsible:** Task Force members.
    - **Deadline:** Next meeting.
  - Identify systems unable to collect required data and report findings.
    - **Responsible:** All members.
    - **Deadline:** Next meeting

## V. Adjournment

The meeting was adjourned at 2:25 pm

# Hawaii SPD 15 Readiness Assessment Survey - **DRAFT**

## Introduction

This survey supports Hawaii's efforts to prepare for compliance with the revised Office of Management and Budget (OMB) Statistical Policy Directive No. 15 (SPD 15), effective March 28, 2024. Hawaii is assessing the tools, systems, and processes state agencies currently use to collect and report race and ethnicity data to inform potential alignment with SPD 15 requirements. Additionally, we need State agencies' preliminary input on the feasibility of a statewide data standard to support future alignment and compliance. Your responses will help identify current practices, system capabilities, challenges, and perspectives, shaping Hawaii's planning process.

## Section 1: Department and System Information

### 1. What is the name of your department?

- Please specify: \_\_\_\_\_

### 2. Does your department maintain one or more data systems that include resident information? (If selecting "Other," provide a brief description of the system or reason (e.g., "Third-party vendor system for employee data only").

- Yes (proceed to Question 3)
- No (skip to Section 2) –
- Other (e.g., external database, non-standard system; please describe): \_\_\_\_\_
  - If Other, does this system include Hawaii resident information?
    - Yes (proceed to Question 3)
    - No (skip to Section 2)

### 3. What are the names of the data system(s) your department uses to store Hawaii resident information:

Data System Name	Purpose (i.e. health records, education tracking)	Resident Volume	Collects race and ethnicity data	Collects multiple-race data	Reporting/Aggregation Method
1.	1.	<ul style="list-style-type: none"><li>• 0–500</li><li>• 501–2,500</li><li>• 2,501–10,000</li><li>• 10,001–25,000</li><li>• 25,001–100,000</li><li>• Over 100,000</li></ul>	<ul style="list-style-type: none"><li>• Yes</li><li>• No</li><li>• Not Applicable</li><li>• Other_____</li></ul>	<ul style="list-style-type: none"><li>• Yes</li><li>• No</li><li>• Not Applicable</li><li>• Other_____</li></ul>	<ul style="list-style-type: none"><li>• Native Hawaiian prioritized,</li><li>• Two or More Races</li><li>• Separate Categories</li><li>• Other_____</li></ul>

Data System Name	Purpose (i.e. health records, education tracking)	Resident Volume	Collects race and ethnicity data	Collects multiple-race data	Reporting/Aggregation Method
		<ul style="list-style-type: none"> <li>Data not available (please explain): _____</li> <li>Don't know</li> </ul>			
"+ Click to add another data system" (Repeats for each data system entry)					

## Section 2: Subgroup Data Collection (per SPD 15 Requirements)

For the following questions, indicate whether your department breaks down race or ethnicity categories into subgroups, as encouraged by SPD 15. If yes, provide examples (e.g., "Samoan" for Other Pacific Islander).

### 7a. Do you break down American Indian or Alaska Native into subgroups?

- Yes, select all that apply:
  - Aztec
  - Maya
  - Navajo Nation
  - Blackfeet Tribe of the Blackfeet Indian Reservation of Montana
  - Other (please specify): \_\_\_\_\_
- No
- Not applicable

### 7b. Do you break down Asian into subgroups?

- Yes, select all that apply:
  - Chinese
  - Indian
  - Filipino
  - Vietnamese
  - Korean
  - Japanese

- ☐ Other (please specify): \_\_\_\_\_
- No
- Not applicable

**7c. Do you break down Black or African American into subgroups?**

- Yes, select all that apply:
  - ☐ African American
  - ☐ Nigerian
  - ☐ Ethiopian
  - ☐ Somali
  - ☐ Jamaican
  - ☐ Haitian
  - ☐ Other (please specify): \_\_\_\_\_
- No
- Not applicable

**7d. Do you break down Hispanic or Latino into subgroups?**

- Yes, select all that apply:
  - ☐ Mexican
  - ☐ Puerto Rican
  - ☐ Cuban
  - ☐ Dominican
  - ☐ Colombian
  - ☐ Salvadoran
  - ☐ Other (please specify): \_\_\_\_\_
- No
- Not applicable

**7e. Do you break down Middle Eastern or North African into subgroups?**

- Yes, select all that apply:
  - ☐ Iranian
  - ☐ Egyptian



- Lebanese
- Moroccan
- Syrian
- Algerian
- Other (please specify): \_\_\_\_\_
- No
- Not applicable

**7f. Do you distinguish between Native Hawaiian and Other Pacific Islander groups?**

- Yes, select all that apply:
  - Native Hawaiian
  - Samoan
  - Tongan
  - Guamanian or Chamorro
  - Fijian
  - Marshallese
  - Chuukese
  - Other (please specify): \_\_\_\_\_
- No
- Not applicable

**7g. Do you break down White into subgroups?**

- Yes, select all that apply:
  - German
  - Irish
  - Italian
  - Polish
  - English
  - French
  - Other (please specify and include applicable system(s)): \_\_\_\_\_
- No

- Not applicable

**7h. Do you collect data on any other race or ethnicity groups not listed above? If yes, please specify:** \_\_\_\_\_

#### **Section 4: Readiness and Challenges for SPD 15 Requirements**

**8. How prepared is your department to update its processes to include the new Middle Eastern or North African (MENA) category required by SPD 15?**

- Fully prepared, systems are compatible
- Partially prepared, assessing updates needed
- Not prepared, significant changes required
- Other (please specify): \_\_\_\_\_

**9. What challenges does your department foresee in collecting and reporting SPD 15 race and ethnicity data, including subgroup details?**

- Lack of tools or systems to capture subgroup data
- Insufficient staff training on SPD 15 requirements
- Low response rates or respondent reluctance to provide subgroup details
- Other (please specify): \_\_\_\_\_

**10. What resources would your department need to align its data collection with SPD 15 requirements?**

- Upgraded data systems or software
- Staff training on SPD 15 standards
- Funding for system updates or personnel
- Other (please specify): \_\_\_\_\_

**11. Does your department have plans to train staff on SPD 15 race and ethnicity data collection requirements?**

- Yes, developing new SPD 15-focused training
- Yes, updating existing training materials
- No plans yet
- Other (please specify): \_\_\_\_\_

#### **Section 5: Perspectives on Potential Statewide Data Standard**

**12. Would a uniform statewide data standard for race and ethnicity data collection and reporting help your department align with SPD 15 requirements?**

- Yes, it would improve efficiency and consistency
- No, agencies need flexibility in their methods
- Unsure, more information needed on implementation
- Other (please specify): \_\_\_\_\_

**13. Should the Hawaii state legislature consider mandating adoption of the SPD 15 standard for all state agencies as part of future compliance efforts?**

- Yes, a mandate would ensure timely compliance
- No, a mandate may be too restrictive
- Unsure, further analysis needed
- Other (please specify): \_\_\_\_\_

**14. What approach should Hawaii consider developing a potential statewide data standard for SPD 15 compliance? (Select all that apply)**

- Form a task force of department representatives
- Adopt a national or industry framework tailored to Hawaii
- Hire a third-party consultant to develop the standard
- Other (please specify): \_\_\_\_\_

**15. What are the most critical factors to prioritize if Hawaii develops a statewide data standard for SPD 15?**

- Interoperability with existing department systems
- Ease of use and minimal disruption to workflows
- Cost-effectiveness and resource availability
- Other (please specify): \_\_\_\_\_

**16. What challenges might your department face in adopting a potential statewide data standard for SPD 15? (Select all that apply)**

- Resistance to change from established processes
- Lack of funding or resources for system upgrades
- Inconsistencies in data quality or formats across agencies
- Other (please specify): \_\_\_\_\_

**17. How could Hawaii support agencies in transitioning to a potential statewide data standard for SPD 15? (Select all that apply)**

- Provide training and resources for implementation
- Implement a phased adoption schedule with milestones
- Establish a monitoring system to track compliance
- Other (please specify): \_\_\_\_\_

**18. Who should be involved in planning a potential statewide data standard for SPD 15 in Hawaii? (Select all that apply)**

- Representatives from all state agencies
- Technical experts from government and beyond
- Community organizations (e.g., Office of Hawaiian Affairs) or federal partners
- Other (please specify): \_\_\_\_\_

**19. If a statewide data standard is adopted, how should Hawaii maintain and update it post- to ensure ongoing SPD 15 compliance? (Select all that apply)**

- Establish a permanent oversight committee
- Conduct regular department feedback surveys
- Align with evolving national or industry standards
- Other (please specify): \_\_\_\_\_

**Section 4: Future Planning Considerations**

**20. What additional information or support does your department need to prepare for SPD 15 requirements? (Select all that apply)**

- Guidance on SPD 15 technical requirements
- Examples of best practices from other states or agencies
- Access to federal or state resources for implementation
- Other (please specify): \_\_\_\_\_