

2018 Framework Data Inventory and Assessment

Survey questions, responses, clarifying language, and logic

February 14, 2018

Overview

Below you will find the questions and responses included in the 2018 Framework Data Inventory and Assessment online survey (v1.0). The survey was designed to be completed once for each Framework data element currently identified on the [Framework Data Element list](#). The online survey does not include the option to include clarifying language (help text) for each question. Instead, the help text is contained in this guiding document. You will also find below a summary of the logic used to create dependencies among questions, however, most questions required no special logical sequencing and therefore have no information in the logic column.

As you work through the survey, to ensure parity among all of the gathered responses, please have this reference guide on hand to explain the terms used, rationale for the questions, and to ensure that questions are answered in a calibrated and coordinated way.

Invitations to complete the survey will be sent by email. Each invitation can be used to complete the survey once. Additional invitations will be emailed for additional data elements.

The Opportunity

Framework data elements are fundamental geospatial data sets, covering all parts of the state that are possible for that data set. These data are considered to be authoritative, as defined by the GIS Program Leads, and serve the purposes of a broad range of users. Framework data should be developed to agreed-upon standards, shared appropriately, discoverable, and be the best data available given the available resources. Framework data should be maintained under stewardship agreements through a voluntary, collaborative, geospatial-community-based effort.

In the past, the Framework community has made huge strides forward in the assembly and maintenance of Oregon's GIS Framework. As a result we have an extensive set of coordinated, statewide data elements. Under Chapter 166, Oregon's Framework will be taken to the next level in terms of accountability, funding, and more. The 2018 Framework Data Inventory and Assessment provides the opportunity to improve the Framework community's ability to understand and communicate the accomplishments and needs by collecting information in a standardized and quantifiable way. It will provide a new baseline to accompany the evolution of

Framework under Chapter 166 and provide guidance to the Geospatial Enterprise Office in its efforts to automate performance measurement in the near future.

The Framework Data Inventory and Assessment uses an online survey to evaluate the following:

1. Membership in Oregon's Framework
2. Individual data element theme placement
3. Individual data element activity status
4. Individual data element maturity

Evaluation Roll-Out and Data Collection

The Framework Data Inventory and Assessment survey is provided through Survey Monkey. Links to the survey will be generated in Survey Monkey using the *email invitation* collector method. This method of data collection provides each respondent a unique hyperlink to the survey and allows users to edit responses after completing and submitting the survey. Unfortunately, this method allows only one response (i.e., completed survey) per email link, so multiple email invitations will be provided to FIT leads. The result is that there will be a one-to-one match between each email invitation link and a data element, at least at the start of the effort. As respondents become more comfortable with the survey, the requirement for editing responses after completing the survey may decrease in importance. If this potential becomes reality, alternative collectors can be used that allow multiple responses and editing responses prior to completion and submission of the survey.

Next steps

While data are being collected, the Framework Coordinator will refine methods for analyzing the survey data and incorporating the data into the business requirements analysis, implementation recommendations and accompanying cost estimates. She will also work with themes requiring assistance.

A preliminary report of the survey results will be presented at the March 15, 2018 Framework Forum to be held at Umpqua Community College.

Caveats

According to the survey provider's help pages, it is not possible to upload survey responses in bulk or using a spreadsheet, however, because data are collected and exportable to Excel and CSV, there may be an opportunity to develop a process for bulk collection of data.

It is not possible to automatically and instantaneously provide respondents with a copy of their completed survey. This process requires a manual process.

Allowing individuals to fill out the survey multiple times in combination with response editing after submitting the survey is not possible in Survey Monkey. So, multiple email invitations will be provided to you to allow you complete the survey for each data element.

Please contact Theresa Burcsu if you have questions or would like to discuss any aspect of this document or the data inventory and assessment.

Theresa Burcsu
OSCIO Geospatial Enterprise Office
635 Capitol St. NE, Ste. 150
Salem, OR 97215
theresa.burcsu@oregon.gov
503-378-3157

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Framework Data Inventory and Assessment Online Survey

GENERAL QUESTIONS

These questions include administrative questions and questions that relate to all of the data lifecycle stages.

Question & responses	Help text	Logic
What data element is being evaluated?	Framework data elements are spatial phenomena of a defined type, feature class, or set of features that are represented together under an Oregon GIS Framework theme, e.g., “road centerlines” under the Transportation theme.	
Contact information	none	
QID 112 Is it recommended that this element be removed from the list of framework data elements? Yes No	Should this element be removed from Oregon’s Framework list? If the response is “Yes”, please explain why this data element should be removed from Framework. Respondents arrive at the end of the survey after answering this question.	Required If “yes”, comment box is provided for justification. Answering Yes, leads to survey end.
QID 114 Are there corrections needed to the data element name? Yes No	Data element names or titles may have changed over time. Please indicate the correct title for this data element. Your entry will be used to update the Framework database managed by the Geospatial Enterprise Office at a minimum. Consider that the dataset title is used to identify a data element in the Oregon Spatial Data Library. Alignment between the Framework database and Oregon Spatial Data Library can	Required

Question & responses	Help text	Logic
	facilitate data element tracking.	
QID 116 Please provide a current description of the data element. (optional)	Geospatial Enterprise Office manages a database that contains a brief description of most Framework data elements. The descriptions are used in a variety of ways. A new planned use for the descriptions is to publish them, along with the data element titles, to the Geospatial Enterprise Office’s Framework web pages.	No response indicates that the existing description is up-to-date.

Question & responses	Help text	Logic
QID 006 Is this dataset considered “active” or “static”? Active Static, but is best available (requires justification) Other (requires justification)	Active data elements are being actively updated and maintained. Examples include: <ul style="list-style-type: none"> ● National Hydrography Dataset ● Oregon Urban Growth Boundaries Static data elements are unlikely to be updated again, other than normal error correction and distribution processes. Data elements that are static are likely to have reached their highest level of completion and maturity. Examples include: <ul style="list-style-type: none"> ● Bailey’s Ecoregions and Subregions of the US, Puerto Rico, and the US Virgin Islands ● Omernik’s Level II Ecoregions of the Conterminous US ● Oregon Historic Vegetation 	
QID 105 Phenomenon is statewide in geographic extent (as appropriate) Yes No	The geographic extent is the smallest bounding shape (normally a rectangle) that completely encloses all of the referenced data. For many, if not most, Framework data elements, the geographic extent is the entire state of Oregon. Exceptions include but are not limited to Coastal and Marine	

Question & responses	Help text	Logic
	<p>FIT data elements, which are by their nature confined to the coastal regions.</p> <p>Choose “yes” if the phenomenon is considered to relate to the state of Oregon as a whole or to the extent possible for the phenomenon.</p>	
<p>QID 106 Data is required by a broad range of users Yes No</p>	<p>The working definition for a broad range of users is a minimum of two organizations who seek to use the data in relation to statewide business processes.</p>	
<p>QID 107 Is identified as a foundational data element Yes No</p>	<p>Foundational Framework data elements are base geospatial data used for constructing a majority of Framework data elements[1] and are required for achieving the highest levels of integration among Framework themes. These data were identified by the Framework Implementation Team leads and teams.</p> <hr/> <p>[1] Framework data elements are spatial phenomena of a defined type, feature class, or set of features that are represented together under an Oregon GIS Framework theme such as “road centerlines” under the Transportation theme.</p>	
<p>QID 108 Is identified as a secondary foundational data element Yes No</p>	<p>Secondary Framework data elements were identified in 2016 and 2017 as important to Oregon’s Framework but at a lower priority than foundational data elements.</p>	

Question & responses	Help text	Logic

THEME ORGANIZATION

Question & responses	Help text	Logic
<p>QID 109 Data element is organized into the appropriate theme I disagree with its home theme, but there is no better theme. Data element should be moved to a different theme. [please identify theme] Data element is cross-cutting with more than one possible theme, and may be better placed in another. [please identify other pertinent themes] Data element is cross-cutting with more than one possible theme, but this theme is appropriate. Data element is placed in the appropriate theme.</p>	<p>Themes are groups of Framework elements; there are currently 15 themes and a reference category in Oregon’s Framework. Generally, data elements are categorized into a single theme to facilitate stewardship and increase the sense of ownership of the element.</p> <p>If the data element may be better placed in another theme(s) (is cross-cutting), please provide the other themes and their ranks, where rank 1 is the highest or best rank.</p>	

FUNDING

Question & responses	Help text	Logic
<p>QID 007 Is there a process to obtain funding for all lifecycle stages of this dataset? No process to obtain funding exists (Please explain) Funding is from local offices, budgeting effort is minimal, staffing is minimal Funding is planned at agency level, supporting staff is assigned, but funding is not recurring, some lifecycle stages are supported Funding support exists but is not adequate to meet known requirements,</p>	<p>‘No process’ signifies that no efforts to obtain funding have been made or occur in a purely <i>ad hoc</i> manner.</p> <p>‘Funding is from local offices...’ suggests that funding has been obtained in the past and is likely to be obtained in the future but the process used is mostly <i>ad</i></p>	

Question & responses	Help text	Logic
<p>most lifecycle stages are supported Funding is currently adequate and consistent but tied to business requirements whose appropriations are not directed to support all lifecycle stages of the data element (see note above) Funding support is part of agency budget on a recurring basis, funding is consistent and tied to business requirements, and supports all lifecycle stages.</p>	<p><i>hoc</i>, and few resources are available for obtaining funding.</p> <p>‘Funding is planned...’ refers to minimal to moderate levels of planned and assigned funding.</p> <p>‘Funding is currently adequate...’ refers to moderate and consistent funding processes.</p> <p>‘Funding is part of agency budget...’ is the highest level of completion and maturity for obtaining funding.</p>	
<p>QID 008 What is the primary funding source for the data element? Directed appropriation(s): Funding signed into law by the Oregon Legislature for a specific program that supports this data element or for the data element itself. Federal agency: General lead agency budgetary funding for a specific program that supports this data element. Federal interagency: Agreements between two or more different Federal Department(s), Agency(ies), Bureau(s), and/or Office(s) provide funding for a specific program that supports this data element or the data element itself. Tribal government: Tribal government(s) provide funding for a specific program that supports this data element or the data element itself. State agency: General agency budgetary provides funding for a specific program that supports this data element or for the data element itself. State interagency: Agreements between two or more state agencies provide funding for a specific program that supports this data element or the data element itself.</p>	<p>The information provided will increase understanding of the funding sources for Framework data.</p>	

Question & responses	Help text	Logic
<p>Local government: Local government(s) provide funding for a specific program that supports this data element or the data element itself.</p> <p>International: One or more international governments or international non-governmental organizations provide funding for a specific program that supports this data element or the data element itself.</p> <p>Academia: Educational or academic institutions provide funding for a specific program that supports this data element or the data element itself.</p> <p>Professional association: Professional association(s) provide funding for a specific program that supports this data element or the data element itself.</p> <p>Non-profit organization: Non-profit or not-for-profit organizations provide funding for a specific program that supports this data element or the data element itself.</p> <p>Consortium: Multiple governmental and/or non-governmental entities have formed a consortium to provide funding for a specific program that supports this data element or the data element itself.</p> <p>Private sector: Private sector company(ies) provide funding for a specific program that supports this data element or the data element itself.</p> <p>Other: [User defined; required comment field appears when selected]</p>		
<p>QID 009 Is there secondary funding for this data element?</p> <p>Yes</p> <p>No</p>		<p>Yes - reveals QID 009a</p>
<p>QID 009a Please select secondary funding sources.</p> <p>Directed appropriation(s): Funding signed into law by the Oregon Legislature for a specific program that supports this data element or for the data element itself.</p> <p>Federal agency: General lead agency budgetary funding for a specific</p>		

Question & responses	Help text	Logic
<p>program that supports this data element.</p> <p>Federal interagency: Agreements between two or more different Federal Department(s), Agency(ies), Bureau(s), and/or Office(s) provide funding for a specific program that supports this data element or the data element itself.</p> <p>Tribal government: Tribal government(s) provide funding for a specific program that supports this data element or the data element itself.</p> <p>State agency: General agency budgetary provides funding for a specific program that supports this data element or for the data element itself.</p> <p>State interagency: Agreements between two or more state agencies provide funding for a specific program that supports this data element or the data element itself.</p> <p>Local government: Local government(s) provide funding for a specific program that supports this data element or the data element itself.</p> <p>International: One or more international governments or international non-governmental organizations provide funding for a specific program that supports this data element or the data element itself.</p> <p>Academia: Educational or academic institutions provide funding for a specific program that supports this data element or the data element itself.</p> <p>Professional association: Professional association(s) provide funding for a specific program that supports this data element or the data element itself.</p> <p>Non-profit organization: Non-profit or not-for-profit organizations provide funding for a specific program that supports this data element or the data element itself.</p> <p>Consortium: Multiple governmental and/or non-governmental entities have formed a consortium to provide funding for a specific program that supports this data element or the data element itself.</p> <p>Private sector: Private sector company(ies) provide funding for a specific program that supports this data element or the data element itself.</p> <p>Other: [User defined; required comment field appears when selected]</p>		

Question & responses	Help text	Logic
<p>QID 010 Are there processes and tools in place so that staff are sufficiently knowledgeable to ensure the continuity of the dataset for all stages of the lifecycle, especially during staffing transitions?</p> <p>No process is in place Under development Developed, documented, and implementation started Implementation progressing Implementation well established Fully implemented including recurring assessments</p>	<p>This question is focused on continuation of the data element in light of staff changes and similar loss of institutional knowledge.</p>	

DEFINE/PLAN

Question & responses	Help text	Logic
<p>QID 102 Is the data element authoritative? No information Not authoritative, but best available 1-25% authoritative 25-50% authoritative 50-75% authoritative 75-100% authoritative</p>	<p>Some data elements are composed of data sets from various sources. If there is variation among the sources, i.e., some are authoritative while others are not, calculate or estimate using the available information how much of the current data element is authoritative in nature. For more information about authoritative sources and data, please review the GIS Program Leads white paper on authoritative data.</p>	
<p>QID 014 Does this data element have a standard that has been endorsed by Oregon Geographic Information Council? Data standard is desired, but is not planned Planned but with no resources available to achieve the capability Planned and with resources available to achieve the capability In progress but with only partial resources available to achieve the capability In progress with full resources available to achieve the capability Fully implemented Not Applicable (please select this response if data uses a standard not endorsed by Oregon Geographic Information Council)</p>		<p>If response = “Data standard is desired, but is not planned”, then go to QID 013</p> <p>If response is not “Data standard is desired, but is not planned” and is not “Not Applicable”, then go to QID 011</p> <p>If response = “Not Applicable”, then go to QID 015.</p>

Question & responses	Help text	Logic
<p>QID 015 What type of data standard is used for this data element? FGDC-endorsed Other (please explain)</p>		<p>This question is revealed when QID 014 response = Not Applicable</p>
<p>QID 011 Is there a quality assurance process for the dataset? No process is in place Under development Developed, documented, and implementation started Implementation progressing Implementation well established Fully implemented including recurring assessments</p>		<p>This question is dependent on any response to QID 014, except “Data standard is desired, but is not planned”. It is also revealed when QID 015 “Other” is selected.</p>
<p>QID 012 What methods are used to develop and complete quality assurance assessments? Internal quality assurance assessment: A defined review process is undertaken by agency personnel through quality evaluation, testing, or other manual or automated methods. External quality assurance assessment: Third-party organizations undertake a quality review or evaluation. This can be partners, stakeholders, and/or users reviewing the dataset to assure that</p>	<p>The information provided will increase understanding of the quality assurance processes used for Framework data.</p>	<p>This question is dependent on any response to QID 011, except “Internal quality assurance assessment”.</p>

Question & responses	Help text	Logic
<p>requirements are being met. Other: <i>[User defined; required comment field appears when selected]</i></p>		
<p>QID 013 Has an assessment been done to evaluate the sensitivity, privacy, and confidentiality of this dataset? No assessment has been done (Please explain) Under development (Please explain) Developed, documented, and implementation started Implementation progressing Implementation well established Fully implemented including recurring assessments</p>	<p>Supporting examples may include identifying:</p> <ul style="list-style-type: none"> ● sensitive data ● Personally identifiable data ● Privacy ● Publication level (restricted, internal, publicly available, etc.) ● For official use only (FOUO) 	
<p>QID 101 Is there a business case, business requirements, or similar document for this data element? Documentation is desired, but is not planned Planned but with no resources available to achieve the capability Planned and with resources available to achieve the capability In progress but with only partial resources available to achieve the capability In progress with full resources available to achieve the capability Fully implemented</p>	<p>The business case is developed to communicate about the data element. Information typically provided in a business case and similar documents includes:</p> <ul style="list-style-type: none"> ● Why the data element is needed ● What the requirements for the data are ● Who will be using the data ● How it will be used <p>Ideally the business case is simple but contains sufficient detail to help make a case for the data element and define its requirements. Examples of supporting information include:</p>	

Question & responses	Help text	Logic
	<ul style="list-style-type: none">● Agency requirements● Internal and external needs● Data resolution or scale needed● Geographic extent● Data quality requirements● Sensitivity requirements <p>Oregon Framework does not have guidelines or requirements for business cases at this point, but the topic is being explored.</p>	

INVENTORY/EVALUATE

Question & responses	Help text	Logic
<p>QID 016 Has an assessment been done to determine if data meeting data element requirements already exists from other sources (either within or outside Oregon’s GIS Framework) before collecting or acquiring new data?</p> <p>No assessment has been done (Please explain) Under development (Please explain) Developed, documented, and implementation started Implementation progressing Implementation well established Fully implemented including recurring assessments</p>		<p>If response is “No assessment”, then go to QID 018 (OBTAIN section)</p> <p>If response is not “No assessment”, then go to QID 017</p>
<p>QID 017 What actions are/were performed to determine if data already exists from other sources?</p> <p>Internal research and evaluation: The lead federal agency conducts research to identify whether other potential sources and datasets exist, including GeoPlatform.gov Marketplace research.</p> <p>External research and evaluation: External stakeholders and partners conduct research to identify whether other potential sources and datasets exist.</p> <p>Suitability review of datasets: Datasets identified that may meet mission requirements undergo suitability review or testing.</p> <p>Data accuracy review: Datasets identified that may meet mission requirements undergo more extensive accuracy review or testing.</p>		<p>Dependent on QID 016 any response except “No assessment”</p>

Question & responses	Help text	Logic
<p>Use limitations/ restrictions review: Datasets identified that may meet mission requirements undergo use limitations or restrictions review.</p> <p>Financial cost/impacts evaluation: Datasets identified that may meet mission requirements undergo review for potential financial costs or savings.</p> <p>Other: [User defined; required comment field appears when selected]</p>		

OBTAIN

Question & responses	Help text	Logic
<p>QID 018 Is there a process for obtaining data for this dataset? No process is in place Under development Developed, documented, and implementation started Implementation progressing Implementation well established Fully implemented including recurring assessments</p>	<p>‘No process’ signifies that there have been no efforts to obtain these data or data have been obtained in a purely <i>ad hoc</i> manner.</p> <p>‘Under development’ suggests that a process is being planned or designed and efforts are underway to develop the process.</p> <p>‘Developed, documented, and...’ refers to minimal to moderate levels process development.</p> <p>‘Implementation is well established’ refers to a moderately to fully developed process.</p> <p>‘Fully implemented...’ is the highest level of completion and maturity for obtaining data.</p>	<p>If response = “No process”, then go to QID 020</p> <p>Else, go to QID 019</p>
<p>QID 019 What actions are or were performed to obtain data? Obtain data by purchasing Obtain data by modifying, converting, or transforming data Obtain data by sharing, exchanging, or aggregating existing data Obtain data by creating and/or collecting the data Other [User defined; required comment field appears when selected]</p>	<p>Optional. The information provided will increase understanding of the funding sources for Framework data.</p>	<p>Revealed for any response except “No process”.</p>

Question & responses	Help text	Logic
<p>QID 020 Is the metadata in an OGIC-endorsed metadata standard? No metadata or is not in an OGIC-endorsed standard OGIC-endorsed metadata is under development OGIC-endorsed metadata is developed, associated with the data as an XML or similar file format, and available via the Oregon Spatial Data Library</p>		
<p>QID 021 What is the estimated completeness of the geographic extent of the data element? Geographic extent is 0% complete and/or business requirements have not been defined Geographic extent is between 1-25% complete based on business requirements Geographic extent is more than 25% but less than 50% complete based on business requirements Geographic extent is more than 50% but less than 75% complete based on business requirements Geographic extent is more than 75% but less than 100% complete based on business requirements Geographic extent is fully complete (100%) based on business requirements</p>	<p>The geographic extent refers to the smallest bounding shape (typically a rectangle) which completely encloses all of the referenced data that is required to meet the statewide extent criteria for Framework data elements. Consider the extent to which the data extend to the desired or target geographic extent when selecting a response.</p>	

Question & responses	Help text	Logic
<p>QID 022 What is the geographic extent of the data element? Global extent US 50 States Oregon (all) – the entire state surface Oregon (specific geographic extents) – specific areas within Oregon’s boundary Ocean and coastal areas – near- and offshore areas Oregon waterbodies – excludes ocean Other (please describe)</p>	<p>Optional.</p>	
<p>QID 023 What is the estimated completeness of the resolution of the data element? Data element’s resolution is 0% complete and/or business requirements have not been defined Data element’s resolution is between 1-25% complete based on business requirements Data element’s resolution is more than 25% but less than 50% complete based on business requirements Data element’s resolution is more than 50% but less than 75% complete based on business requirements Data element’s resolution is more than 75% but less than 100% complete based on business requirements Data element’s resolution is fully complete (100%) based on business requirements</p>	<p>The target or desired resolution of the data element may require resources or technologies that are not fully available at any one time or dedicated work effort related to the data element, resulting in variation in its resolution.</p> <p>Resolution may refer to common types including temporal, radiometric, spatial, and spectral.</p> <p>Consider the extent to which the data meet the desired or target resolution(s) when selecting a response.</p>	

ACCESS

Question & responses	Help text	Logic
<p>QID 004 Is the data element publicly sharable? Data cannot be shared publicly at this time. Data can be shared publicly. Data are secured or similar (please explain)</p>	<p>“Data cannot be shared at this time” can be used to indicate a wide variety of obstacles to public data sharing, not including if data are secured or restricted. “Data are secured...” should be selected if the data are restricted from public use, not to be shared publicly.</p>	<p>If response = “Data cannot be shared publicly”, then go to QID 025.1. If response = “Data can be shared publicly”, then go to QID 025 Else, go to QID 025.1.</p>
<p>QID 025 Do users have access to the data element via Oregon Spatial Data Library? Access is desired, but is not planned Planned but with no resources available to achieve the capability Planned and with resources available to achieve the capability In progress but with only partial resources available to achieve the capability In progress with full resources available to achieve the capability Fully implemented Not applicable (please explain)</p>	<p>This question seeks to identify if a data element is available or has potential to be available through the Oregon Spatial Data Library. “User access” refers to having a publicly-available record for the data element in the Oregon Spatial Data Library. An affirmative response (any response except “Not applicable”) refers to a record that provides, at minimum, a link to another portal, a link to a downloadable data set, or a link to a web service within or outside of OSDL or GEO. Select “Not applicable “ to indicate that the data are not accessible via OSDL. A “Not applicable” response will reveal a follow up question about availability via other portals or locations.</p>	<p>Dependent on preceding question choice of “Data can be shared publicly.” All responses lead to QID 025.2</p>
<p>QID 025.2 Is the OSDL record for this data element fully correct? Please explain the condition of the OSDL record</p>	<p>“Fully correct” refers to correct identification of the data steward, publication date, metadata record, available formats, and other information</p>	<p>Dependent on preceding question, any response.</p>

Question & responses	Help text	Logic
for this data element.	exposed in this data element’s Oregon Spatial Data Library record.	Go to QID 026
<p>QID 025.1 What is the process for accessing the data element?</p> <p>No processes are in place Ad-hoc processes Repeatable processes Defined processes Managed and measured processes Optimized processes (optional: Please explain the process(es) for accessing this data element.)</p>	<p>This question is focused on the development level of processes used to access data elements that do not have a record in the OSDL. If user access is available on an <i>ad hoc</i> basis, please note this in the comments box.</p> <p>The responses are listed in order from the least to most mature and developed processes.</p>	<p>Dependent on preceding question. QID 025 response “Not applicable (please explain)” reveals this question.</p> <p>comment box available for additional comments.</p>

MAINTAIN/STEWARDSHIP

Question & responses	Help text	Logic
<p>QID 026 Is there a stewardship process in place for this dataset? Stewardship process is desired, but is not planned Planned but with no resources available to achieve the capability Planned and with resources available to achieve the capability In progress but with only partial resources available to achieve the capability In progress with full resources available to achieve the capability Fully implemented - (Please provide the stewardship plan name and a link to the plan)</p>	<p>The responses are listed in order from the least to most mature and developed processes.</p>	<p>Fully implemented option is an “other” option. Label = “Fully implemented” If response = “Stewardship process is desired, but not planned”, then go to QID 028. If response = “Fully implemented”, then go to QID 028. Else, go to QID 027.</p>
<p>QID 027 Please select the closest description to the existing stewardship process. ad hoc single organization acting as steward two acting stewards more than two acting stewards informal stewardship arrangement formal stewardship plan Other</p>	<p>The responses are listed in order from the least to most mature and developed processes. Your response will be used to better understand the stewardship circumstances for this data element.</p>	<p>Dependent on an affirmative response to QID 026 (i.e., all but first response)</p>

Question & responses	Help text	Logic
<p>QID 028 Is there a quality assurance/quality control (QA/QC) process as part of this dataset’s maintenance? No process is in place (Please explain) Under development Developed, documented, and implementation started Implementation progressing Implementation well established Fully implemented including recurring assessments</p>	<p>The responses are listed in order from the least to most mature and developed processes. This response will be used to assess the maturity of the QA/QC processes in place.</p>	<p>Dependent on negative response to QID 26 (i.e., QID 026’s first option selected).</p>
<p>QID 103 Are there procedures in place for meeting the horizontal integration needs of users? No procedures are in place Ad-hoc procedures Repeatable procedures Defined procedures Managed and measured procedures Optimized procedures (optional: Please explain the procedure(s) for integrating this data element.)</p>	<p>Horizontal integration refers to the process of piecing together source data from custodial stewards into a format that can populate a statewide geodatabase. In order for users’ needs to be met, an understanding of those needs is required. Part of the procedures for meeting user needs would cover discovery and defining of user needs and then formulating the required technical solutions. The response gradient begins with no to low formality while the “optimized procedures” refers to the highest level of formality, assurance, and control.</p>	
<p>QID 104 Are there procedures in place for meeting the vertical integration needs of</p>	<p>Vertical integration refers to the act of verifying and, if necessary, making adjustments to the spatial registration</p>	

Question & responses	Help text	Logic
<p>users? No procedures are in place Ad-hoc procedures Repeatable procedures Defined procedures Managed and measured procedures Optimized procedures (optional: Please explain the procedure(s) for integrating this data element.)</p>	<p>and data models of multiple Framework elements so that they can be used together easily. In order for users' needs to be met, an understanding of those needs is required. Part of the procedures for meeting user needs would cover discovery and defining of user needs and then formulating the required technical solutions. The response gradient begins with no to low formality while the "optimized procedures" refers to the highest level of formality, assurance, and control.</p>	

USE/EVALUATE

Question & responses	Help text	Logic
<p>QID 029 Is there a process to determine if the dataset meets user needs? No process is in place (Please explain) Under development Developed, documented, and implementation started Implementation progressing Implementation well established Fully implemented including recurring assessments</p>	<p>User needs may change over time. For example needs may change as business processes change, as additional information becomes available, or as technology changes.</p> <p>Example processes:</p> <ul style="list-style-type: none"> - Users are polled using a survey - Meetings are used to collect feedback and information from users - Users provide information on an ad hoc basis such as by email or using a “suggestion box” mechanism 	
<p>QID 30 Is there a process to provide users information on how to evaluate and properly use the dataset? No process is in place (Please explain) Under development Developed, documented, and implementation started Implementing Implementation well established Fully implemented including recurring assessments</p>	<p>Metadata is one way that users may be informed about the use and evaluation of the data element. Other examples are presentations, webinars, help pages, and user manuals.</p>	

ARCHIVE/ADVANCED LIFE CYCLE STAGE

Question & responses	Help text	Logic
<p>QID 31 (optional) Is there an appraising process for the dataset? No process is in place (Please explain) Under development Developed, documented, and implementation started Implementation progressing Implementation well established Fully implemented including recurring assessments</p>	<p>Supporting examples may include:</p> <ul style="list-style-type: none"> ● establishing long-term archiving and retrieval requirements ● developing technical approaches to data preservation and stewardship ● preparing, normalizing, or enhancing data to assist long-term preservation ● establishing digital repositories and storage to house data of enduring value ● engaging stewarding organizations to explore opportunities for shared stewardship and/or establishing access management plans to exploit the value of long-term data 	<p>Provide a comment box</p>
<p>QID 32 (optional) Where is the digital data being archived? No digital data is available to archive for this dataset Archived at an archive facility (please provide name) Stored locally Other Not applicable</p>		

LAST QUESTIONS

Question & responses	Help text	Logic
<p>Please enter the contact information of the reviewer of your survey responses.</p>	<p>Please provide contact information for the anticipated reviewer or reviewers of your survey responses for this data element.</p>	
<p>Would you like a copy of your responses emailed to you? No Yes</p>	<p>If you would like to review your responses, please select “Yes” and your responses will be emailed to you within the next two business days. Unfortunately, the process is not automated.</p>	
<p>In what format would you like to receive your responses? Google sheets PDF Excel CSV</p>		

Appendix

Editing record

Date	Who	Comments
January 24, 2018	Tburcsu	Posted document for public comment
February 14, 2018	Tburcsu	Downloaded from public site. Updated to final version.