

OREGON STATE HOSPITAL

POLICY ATTACHMENT

PROCEDURES A: Data Governance Procedures **POLICY:1.014**

POINT PERSON: Data Analysis Manager

APPROVED: Superintendent **DATE: DECEMBER 28,2023**

SELECT ONE:

| | |
|---|---|
| <input type="radio"/> New policy attachment | <input checked="" type="radio"/> Minor/technical revision of existing policy attachment |
| <input type="radio"/> Reaffirmation of existing policy attachment | <input type="radio"/> Major revision of existing policy attachment |

I. DATA GOVERNANCE PROCEDURES

- A. DA will assess information assets according to established data element criteria for sensitivity and scope of distribution.
- B. DA will conduct annual discovery assessments of all known information assets used for reporting.
 - 1. A manager must notify DA when a new information asset is created with the intent to be distributed beyond the manager's unit or department.
 - 2. DA will schedule an assessment when notified of a new information asset.
- C. The DGC will maintain a List of Governed Data Elements.
 - 1. DGC members will propose data element actions for the List of Governed Data Elements.
 - 2. Changes to the List of Governed Data Elements will be determined by majority vote of the DGC.
 - 3. The List of Governed Data Elements will be reviewed regularly at DGC meetings.
- D. Technology Service or DA will schedule standardization work for information assets that require governance.
- E. A request for an exception to formalized standardization can be made to the DGC. The requestor must submit the request in writing detailing the reasoning for the exception.