



GOVERNANCE MANUAL

VERSION 2.0
October 11, 2018

Ohio Department of Job and Family Services

Ohio Department of Education

Ohio Department of Higher Education

Opportunities for Ohioans with Disabilities

Ohio Housing Finance Agency

Center for Human Resource Research, The Ohio State University

Ohio Education Research Center, The Ohio State University

INTRODUCTION

Ohio Analytics is an administrative data partnership supporting education and workforce research priorities of Ohio's public agencies and the Ohio Education Research Center. The goal of Ohio Analytics is to inform government policy and program decisions, and to generate new research-based knowledge. Ohio Analytics centralizes state administrative data into a single data repository, the Ohio Longitudinal Data Archive (OLDA), for education and workforce research.

The OLDA is maintained by The Ohio State University's Center for Human Resource Research (CHRR). The Ohio Department of Job and Family Services (ODJFS) retains ownership and control of the OLDA. The OLDA was created in 2010 under a Workforce Data Quality Initiative (WDQI) grant that was competitively awarded to ODJFS by the United States Department of Labor (DOL). A second round WDQI grant was awarded to ODJFS in 2013 to expand and enhance the OLDA.

The OLDA contains administrative records from ODJFS, the Ohio Department of Education (ODE), the Ohio Department of Higher Education (ODHE), the Ohio Housing Finance Agency (OHFA) and Opportunities for Ohioans with Disabilities (OOD). The OLDA allows researchers to analyze the education and work history of individuals to more accurately assess the effectiveness of workforce and education programs, services, and policies and to identify gaps that can be addressed for the overall improvement of Ohio's workforce and education systems.

The Ohio Analytics is managed by the following governance structure.

- The Policy Council, which is comprised of senior staff from the state agencies participating in the Ohio Analytics initiative, has authority over the use of the data contained in the OLDA.
- The Coordinating Board oversees the routine daily operations of the OLDA in collaboration with the Ohio Analytics partners.
- The Data Stewards Advisory Committee is comprised of key technical staff from the state agencies participating in the Ohio Analytics initiative and has oversight of the technical aspects on the use of the data housed in the OLDA.

MISSION

The mission of the Ohio Analytics initiative is to develop and implement a statewide, preschool-through-workforce research agenda that addresses critical issues of education and workforce policy and practice.

The OLDA enables the expansion of research-based knowledge by improving the quality and accessibility of administrative data from Ohio's public agencies for use in policy and programmatic decision-making.

OBJECTIVES

- Respond to the needs of Ohio's policymakers and practitioners;
- Produce high-quality evaluation and research products for local, state and federal agencies in formats that facilitate transparency and accountability and aid decision-making;
- Translate research and evaluation findings into materials, products and tools that improve policy, practice, and outcomes;
- Communicate research findings broadly, through multiple platforms and networks;
- Identify and share successful education and workforce practices;
- Increase access for state research priorities to data for longitudinal and cross-agency analysis by archiving agency program and service records within a secure environment while maintaining confidentiality of personal information; and
- Provide a means for coordinating data management across state agencies and local governments.

OVERVIEW

This manual details the policies and processes that govern the Ohio Analytics initiative and the use of the OLDA and defines the roles and responsibilities of the Policy Council, the Coordinating Board and the Data Stewards Advisory Committee.

The Policy Council will set the overall vision, provide the Policy Agenda guiding use of the OLDA, and serve as the primary connection between the OLDA staff, state agencies and other interested parties. The Coordinating Board will be responsible for overseeing the day to day work of the OLDA, and ensuring that the Policy Agenda is carried out by the staff. The Coordinating Board also serves as the primary linkage to the Office of Workforce Transformation and the Agency Directors for financial and progress reporting. The Data Stewards Committee provides technical leadership on data acquisition, data matching, and reporting review.

Given the fact that the Ohio Analytics initiative has a very broad Policy Agenda and that Ohio State University maintains the OLDA and OERC, the governance system must be a multi-organization system. ODJFS retains ownership and control of the OLDA. The primary agencies that contribute data (ODE, ODHE, OHFA, ODJFS, and OOD) are fundamentally responsible for the development and oversight of the structure, with each agency maintaining ownership and

controlling access to their data. Additionally, the governance structure incorporates the interests and needs of other agencies. Administrative oversight will evolve to reflect changes in agency partnerships and work requirements over time.

Ohio Analytics Governance Model

Overall Committee Goals

Policy Council

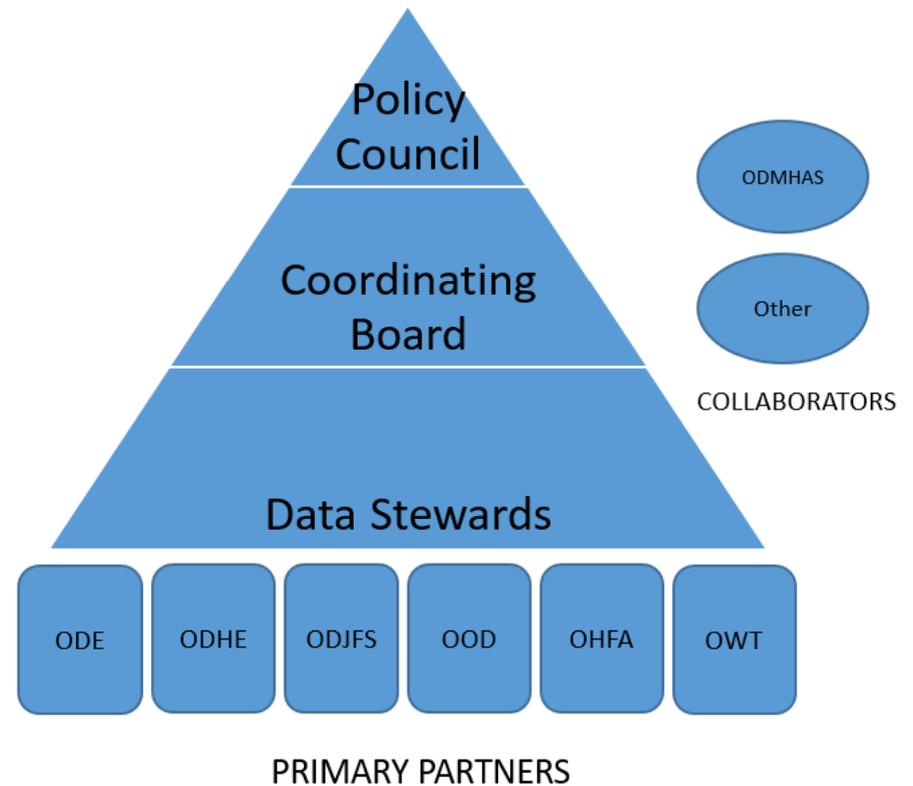
- Advocate for the system
- Set policy agenda for data use and reporting
- Supervise the Coordinating Board

Coordinating Board

- Put policy agenda into practice
- Supervise Data Stewards

Data Stewards

- Serve as technical linkage to agency data staff



Policy Council

Mission

Ohio Analytics receives guidance from the State of Ohio through the Policy Council. The council provides vision, leadership and policy direction to the Ohio Analytics partnership. The Council is the highest authority on state data utilization for policy research and evaluation, and develops an annual policy agenda and promotes the use of the OLDA and the reports and data tools developed through Ohio Analytics.

Goals and Objectives

- Ensure Ohio Analytics is sustained with funding and resources;
- Inform Ohio Analytics of the state's research and evaluation needs to enable the partnership to provide the data-based support the state government needs to be successful;
- Provide high level support for maintenance or expansion of the OLDA data; and,
- Keep Ohio Analytics partners informed about upcoming changes in federal or state reporting that will affect data availability and research activities of the partnership.

Scope and Responsibilities

- Establish a policy agenda that ensures Ohio Analytics is addressing timely and important state government needs;
- Act as the intermediary between Ohio Analytics staff and state agencies when issues arise that require course corrections or trouble shooting;
- Cultivate collaborative research efforts across state agencies;
- Advocate for sustained funding of the OLDA, and hence the capacity to conduct cutting-edge research to address state government needs.
- Identify and address barriers to achieving the policy agenda (legal issues, timing of data availability, etc.)

Membership

The Policy Council is comprised of key senior level staff from the core agencies:

- Ohio Department of Job and Family Services
- Ohio Department of Higher Education
- Ohio Department of Education
- Opportunities for Ohioans with Disabilities
- Ohio Housing Finance Agency
- Ohio Department Mental Health and Addiction Services
- Governor's Office of Workforce Transformation

- (ex-officio) Director of the OERC and senior staff/faculty

Leadership

The Council is chaired on a rotating basis by agencies. The Chair's term follows the calendar year. The Chair's responsibilities are the following:

- Convene meeting and recording of Policy Council in collaboration with the staff contacts; and
- Lead discussion on the state agenda at the Policy Council Meetings.

Decision-Making Process

The Policy Council is the final decision making authority on issues concerning the use of the state data, and supports the Coordinating Board and the Data Stewards. The Council uses a consensus model as its decision making process.

Coordinating Board

Mission

The Coordinating Board supervises the day to day work of the Ohio Analytics partnership, in collaboration with the Ohio Analytics staff. This includes the work of the Data Stewards Committee. The Board reports to, and receives guidance from the Policy Council, and also to the Governor's Office of Workforce Transformation and Agency Directors.

Goals and Objectives

- Ensure that Ohio Analytics carries out the Policy Agenda adopted by the Policy Council;
- Provide support to Data Stewards and OERC staff in carrying out the services outlined in the Policy Agenda;
- Keep State Government, Legislature, and external user communities engaged in the OLDA and Ohio Analytics;
- Arrange for regular exchange of staff and expertise among agencies and Ohio Analytics staff to ensure the Policy Agenda can be carried out.

Scope and Responsibilities

The scope of the work for the coordinating board is on the day to day work for the Ohio Analytics partnership. These responsibilities include the following:

- Trouble shooting questions concerning the of the Policy Agenda;
- Make recommendations to the Policy Council on governance issues;

- Review and approve research data requests for data access from the OLDA (and forward for signature to the agencies);
- Review and approve research products for the OLDA (and forward for signature to the agencies);
- Provide quarterly report on research requests, and data products to the Policy Council;
- Provide quarterly fiscal reports to the Policy Council, OWT, and Agency Directors;
- Provide regular reports to the Governor’s Workforce Cabinet;
- In coordination with state agencies, identify research requests that are out of scope (not within research priorities or budget).

Membership

The Coordinating Board is comprised of the following specific staff.

- Project Manager for Ohio Analytics from State Government
- Director of the OERC; and,
- Operations Director of the OERC.

Leadership

The Board is chaired by the Project Manager for the State. The Chair’s responsibilities are the following:

- Convene meeting and decisions in collaboration with the staff contacts; and
- Transmit quarterly reports (research and fiscal) to state agency leadership.

Decision-Making Process

The Coordinating Board is the day to day decision making authority on issues concerning the use of the state data, and supports the Data Stewards. The Board uses a consensus model as its decision making process.

Data Stewards

Mission

The Data Stewards Advisory Committee is focused on day-to-day oversight of the data resource for the state and researcher communities.

Goals and Objectives

- Enforce the OLDA data access rules and procedures developed by the Coordinating Board;
- Provide a forum for technical discussions on the state agency data resources; and,

- Offer a platform for advocacy for data standards, common definitions, and other data tools that integrate state data resources.

Scope and Responsibilities

- Design a data archive that will enable state agency staff and researchers to access de-identified administrative data from the State of Ohio;
- Secure confidential records in accordance with the requirements and restrictions listed in all applicable federal and state confidentiality laws, regulations, and policies to protect the data from unauthorized access;
- Assist Ohio Analytics staff in reviewing and approving applications for use of the OLDA resources; and
- Review reports and tables to ensure products make appropriate use of agency files and do not violate agency specific rules on data disclosure and suppression.

Membership

The Data Stewards is comprised of key technical staff from state agencies:

- Ohio Department of Job and Family Services
- Ohio Department of Higher Education
- Ohio Department of Education
- Opportunities for Ohioans with Disabilities
- Ohio Housing Finance Agency
- Ohio Department Mental Health and Addiction Services
- Governor’s Office of Workforce Transformation
- (ex-officio) OLDA Data Lead and Representatives of OERC.

Leadership

The Data Stewards are chaired by a rotating state agency lead, and staffed by the OLDA Data Lead. The Chair’s responsibilities are the following:

- Convene meeting and recording of Data Steward deliberations in collaboration with the staff contacts; and
- Raise relevant discussions to the Coordinating Board, and if necessary the Policy Council.

The Chair serves a calendar year term, starting in the following order:

- Opportunities for Ohioans with Disabilities – Steven Tribbie
- Education
- Higher Education
- Job and Family Services

- Ohio Housing Finance Agency

New agency members will be appended to the end of the list. If an agency drops out of the partnership, the chair will move to the next agency on the list.

Decision-Making Process

The Data Stewards are the main technical resource on issues concerning the maintenance of the state data in the OLDA. The Data Stewards use a consensus model as its decision making process.

Membership

Ohio Analytics Committees Policy Council			
Reports to: Agency Directors, Governor's Office of Workforce Transformation (subject to change based on agency assignment)			
Last Name	First Name	Email	Institution
Ballinger	Kristen	kristen.ballinger@ood.ohio.gov	OOD
Boughton	Heather	heather.boughton@education.ohio.gov	ODE
Burgess	Ryan	Ryan.burgess@governor.ohio.gov	OWT
Hawley	Josh	hawley.32@osu.edu	OSU
Fallon	Katie	kfallon@ohiohome.org	OHFA
Joyce	Erin	Joyce.221@osu.edu	OSU
Knudsen	Kraig	kraig.knudsen@mha.ohio.gov	MHA
Rizo-Patron	Daniel	daniel.rizo-patron@jfs.ohio.gov	ODJFS
See	Charles	Csee@highered.ohio.gov	ODHE
Olsen	Randall	olsen.6@osu.edu	OSU

Ohio Analytics Committees Data Stewards			
Reports to: Coordinating Board			
Last Name	First Name	Email	Institution
Adeyemon	Teji	omoteji.adeyemon@ood.ohio.gov	OOD
Dannemiller	Jill	JDannemiller@highered.ohio.gov	ODHE
Dowell	Eben	Eben.dowell@education.ohio.gov	ODE
Evans	Michael	Michael.Evans@owt.ohio.gov	OWT
Fallon	Katie	KFallon@ohiohome.org	OHFA
Grady	Bryan	bgrady@ohiohome.org	OHFA
Neilson	Lisa	lnilson@chrr.osu.edu	OSU
Rizo-Patron	Daniel	daniel.rizo-patron@jfs.ohio.gov	ODJFS
Sweeney	HelenAnne	HelenAnne.Sweeney@mha.ohio.gov	MHA
Tribbie	Steven	steven.tribbie@ood.ohio.gov	OOD
Weaston	Erica	erica.weaston@education.ohio.gov	ODE

Ohio Analytics Committees
Coordinating Board
Reports to: Policy Council and Agency Directors,
Governor's Office of Workforce Transformation

Last Name	First Name	Email	Institution
Hawley	Joshua	hawley.32@osu.edu	OSU
Rizo-Patron	Daniel	daniel.rizo-patron@jfs.ohio.gov	ODJFS
Joyce	Erin	joyce.221@osu.edu	OSU

APPENDIX

