

Data Management Group Policy

Data Integration Process

Policy Identification Number: DMG-2018-001-DQ

Policy Name: Vendor/LEA Process for Integration with DPI Systems, ODS and LDS

Date Approved: - 8/13/2018

Approval Authority: Data Management Group (DMG)

Statutory Reference: N/A

Policy Statement: All integration with NCDPI statewide systems will adhere to the data standards and data integration set forth by the DMG.

Reason for the Policy: Every LEA and Charter must seek approval through the Data Management Group (DMG) Data Governance process to integrate additional data systems with Statewide Data systems. All integration must meet DMG standards for Data Management and State DIT standards for transfer and security of data.

Every LEA and Charter School must seek approval through the NCDPI Data Governance process in order to integrate additional data systems with Statewide Data Systems.

The process for an LEA or Charter School to obtain approval includes the following steps:

- 1) LEA initiates the process by visiting NC-SIS.org where the requestor
 - a) Selects “Enhancements and Customizations”
 - b) Selects “Request to Integrate Independent Application”
- 2) LEA downloads the “Request to Integrate Independent Application” and completes the application. This application will need to be scanned and included with the official request made through the NCDPI Support Center ticketing system.
- 3) LEA submits the State Help Desk ticket with supporting documents to the NCDPI Support Center. Supporting documents should include:
 - a) Completed “Request to Integrate Independent Application”
 - b) All other required documents pertaining to required elements, files layouts and types
- 4) The State Help Desk ticket complete with attachments is sent to the appropriate NCDPI Data Manager for review.
- 5) The respective Data Manager reviews the request and supporting documents. As necessary, the respective Data Manager may engage in additional communications with the requesting LEA, NCDPI staff, and the LEA’s vendor to assess the feasibility and propriety of the third-party application integration request. Upon completion of this review, the Data Manager may deny the request or recommend that the request be approved.
- 6) If the respective Data Manager recommends approval of the request, that Data Manager will present that recommendation within 30 days to the Data Management Group for Final Approval.
 - a) If DMG agrees with the recommendation and approves the request, then the respective Data Manager will communicate that approval to the LEA and then work with the Vendor and LEA to ensure compliance and implementation
 - b) DMG will communicate to all NCDPI Program, Financial and HR areas that the LEA’s third-party application integration request was approved

- 7) If the respective Data Manager denies the request, then the respective Data Manager will communicate with the LEA and Vendor, the reasons for denial.
 - a) LEAs and Charters may resubmit, by way of a new request, if reasons for denial are addressed; or,
 - b) No further action required.

In the case of a denial by the NCDPI respective Data Manager, written justification can be made through a program area or data advisory group who will then escalate to the DPI Data Management Group (DMG). The DMG will return an agency determination per governance and policy.

1. Data questions/approval must go through DMG to determine the appropriate use and sources of the data which will ensure data consistency as well as determining the appropriate authoritative source.
2. Once approved, through the DMG process, the data is transferred through DPI's transfer service to the DPI Operational Data Store (ODS) and integrated with the approved system.

Additional Information: NCDPI, the DMG, and any Data Manager will not influence an LEA's or a charter school's determination of vendors or provide an express or implied endorsement of a vendor. However, NCDPI will act to ensure that all data accessible via integration is secure and that all vendors have the same opportunity to integrate with Statewide Data Systems. Equitable access to the ODS and to Statewide Data Systems will be determined through the process described above. NCDPI reserves the right to modify, change or retract in whole or in part the policy and process for integration with Statewide Data Systems. Notice of changes will be posted and communicated via the Data Governance process.

Related Documents: § 115C-12 (18).

Contacts: Questions related to this policy or exception to the policy should be directed to the Enterprise Data Manager at 919-807-3241.

Revision History:

Version #	Version Date	Source file	Description of Change	Author