

Data Management Group Policy

Policy Identification Number: DMG-2008-003-DQ

Policy Name: Data Audit / Data Profiling Corrective Actions

Effective Date: November 20, 2008

Approval Authority: Data Management Group

Policy Statement: Using the results of the data audits / data profiling, the Director, Data, Research and Federal Policy, will approve the corrective actions and their urgency for each source system. If Departmental resources are needed, the Director will prioritize those across source systems. The Director will provide data quality trend information to the Data Management Group and the Executive Steering Committee within six weeks of each audit's completion. (See policy on Frequency of Data Audits)

Reason for Policy: The quality of data in the various independent DPI source systems is a DPI concern. The Director, Data, Research and Federal Policy, is responsible for agency efforts to continuously increase organizational effectiveness and efficiency in service of the State Board of Education's mission. Thus, to ensure high quality data is being provided to support critical State Board of Education and Departmental decisions, the Director must control and synchronize the efforts to improve data quality.

Policy Details and Related Documents: In accordance with the priorities established by the Division of Data, Research and Federal Policy, the DPI Chief Information Officer will allocate personnel to implement the technical corrective actions. Should funds be needed for the technical corrective actions, the CIO is responsible for securing the necessary funds. The source system's owner is responsible for providing guidance to the system's user to direct non-technical corrective actions. Monthly, the source system's owner will report progress on corrective actions to the Division of Data, Research and Federal Policy.

Related Documents: The DMG Policy, Conducting Data Audits, provides details on implementing corrective actions to improve DPI

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

Revision History:

Version #	Version Date	Source file	Description of Change	Author
002	3/16/09	N/A	Removal of Name	KC Elander
003	6/17/13	N/A	Update of Division Name	Diane Dulaney

This policy applies to all data used by the agency in the performance of its mission. This data includes any that is collected, stored, processed, and/or disseminated using DPI information systems.