Elements for a Data Management Policy: Information Systems for Health

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PAHO

Pan American Health Organization

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REGIONAL OFFICE FOR THE **Americas**

Information Systems for Health Toolkit

Elements for a Data Management Policy: Information Systems for Health

IS4H- DMP 1.0

Acknowledgments

Department of Evidence and Intelligence for Action in Health
Pan American Health Organization - World Health Organization

V.1.1 Introduction

This section describes MOH policies concerning Technical Data management

##. All technical data sets created, received or maintained by MOH staff members in all MOH offices and units within the framework of official activities and work, regardless of physical format, are the property of the institution and not of the individual or unit that collects or produces them. They are vital for the efficiency and effectiveness of MOH's current and future operations, for ensuring a better health analysis and forecasting, and for the implementation of evidence-based policies and decisions.

Goal

##. The ultimate goal of this policy is to ensure effective and efficient data management processes for better (and informed) decisions and evidence-based policy making at the MOH's and in its stakeholders.

Objectives and responsibilities

##. The objective of this data management policy is to ensure that technical data that is subject to the administrative authority of the Institution is maintained and managed efficiently and responsibly for as long as required, and that those data sets are preserved and made available for, informed decisions and policy making, research in accordance with official country related policies and/or procedures

##. The Data Governance Committee at MOH (see toolkit product called "*National IS4H Data Governance Framework*") develops and monitors the implementation of policies, procedures, standards and guidelines for the management of Data Sets that are subjected to the administrative authority of the institution.

##. The following Entities are responsible for the tasks as noted:

Main responsibilities of the Committee:

- To establish the scope, goal, roles and responsibilities, Objectives and key results (OKRs) and Guiding Principles for the management of technical data that is subject to the administrative authority of the institution.
- To monitor the implementation of The MOH Policy for Data Management that will set the operational rules for the technical data management processes in the institution
- To provide technical and managerial guidance, and to ensure convergence of initiatives, investments and actions among the different entities.

Main responsibilities (Technical Secretary)

- Enforce the policy set by the Data Governance coordinating body;
- Monitor data privacy and quality;
- Coordinate the definition and revision of SOPs;
- Coordinate with the IT Department the adoption of ICT Tools and hardware when needed;
- Understand the usage of data in the technical units and stakeholders;

- Prepare and share reports metrics and issues to the Health Data Governance Board, and to the appropriate authorities as requested;

Main responsibilities (Members: Owners or custodians of the data assets)
- Enforce the policy set by the data governance board;
- Monitor data privacy and quality of their own data sets;
- Prepare and share reports metrics and issues to the Health Data Governance Coordinating Body, and to the appropriate authorities as requested;

Definitions
- Data sets description: Identification and description of all the fields of each database. Definition must be compatible with DCAT[1], an RDF vocabulary designed to facilitate interoperability between data catalogs published on the Web;

- Policies and standard operating procedures: A set of normative rules and documents that specifies who is accountable for data gathering, data access, sharing, updating, monitoring, auditing, dissemination, storage, retention, privacy and disposal, among others. How the health data is to be stored in the MOH Platform, archived, classified, backed up, and protected from theft, or attack;

- Ownership: Definition of roles and responsibilities (using the RACI[2] Matrix) that encompass the full life cycle of the health data: 1) acquisition, storage 2) use, 3) dissemination and 4) disposal.

- Utilization rights: Rules and regulations for the establishment of the IT privileges for the utilization of data sets. A set of procedures that defines how the health data sets are to be used by authorized personnel;

- Accountabilities: Specific rules and procedures for Staff of being obliged to report, explain, or justify actions related to health data management across MOH's data sets;

- Health Data directory: The Health Data Directory is a catalog of all MOH's technical data sets at all levels of the institution. The Health Data Directory contains information (not limited to) on the types of data, custodian entity, purpose of the database, digital location, backups methods, IT privileges (who can access), etc.

- Metadata: A set of data that describes and gives information about the content of each data set. Metadata describes a particular MOH's data source.

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[1] "By using DCAT to describe datasets in data catalogs, publishers increase discoverability and enable applications easily to consume metadata from multiple catalogs. It further enables decentralized publishing of catalogs and facilitates federated dataset search across sites. Aggregated DCAT metadata can serve as a manifest file to facilitate digital preservation." *Source: World Wide Web Consortium*

[2] RACI and ARCI are acronyms derived from the four key responsibilities: Responsible, Accountable, Consulted, and Informed

- Interoperability: Interoperability describes the exchange of data between systems, databases and devices. For two systems to be interoperable, they must be able to exchange data and subsequently present that data such that it can be understood by a user;[3]

- Taxonomy: Standardized terminology for the bibliographic classification of each data set in the Health Data Directory. A MOH's official taxonomy should be used to standardize the classification of Health Data sources;

- Glossary: Compendium of shared definitions to be used by MOH's Staff in regard to Health Data management.

Purpose: The primary focus of this Policy is to set the operational rules for the technical data management processes in the institution, which will encompass the management and operative aspects of the full life cycle of data: 1) acquisition, 2) storage, 3) use, 4) Dissemination and 5) disposal.

Scope
##. This policy applies to all entities within MOH. It is related to the management of Technical Data that is subject to the administrative authority of the institution were data is collected, stored or used.

Data Management
##. Acquisition (Data collection)

##. Storage (And classification with corporate taxonomies)

##. Use

##. Dissemination (Including visualizations)

##. Disposal

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[3] Adapted from the Healthcare Information and Management Systems Society definition