

Date:

Participating Members:

Assessment Context:

A-Specify and Standardize Data
5-Governance

A.5.b – Data Standards & Guidelines Development/Adoption Processes

Element Description Formal processes for the development, review, improvement and adoption of new data standards and guidelines.

Benchmark Level 0	Benchmark Level 1	Benchmark Level 2	Benchmark Level 3	Benchmark Level 4
The agency has no data standards or practices for standardizing data elements.	Existing external data standards are considered for new system development, and some internal agency data elements adhere to “de-facto” standards.	Data standardization initiatives have been undertaken and results of these efforts have been disseminated. However, a formal adoption process has not been established.	A formal process for nominating, adopting, and publishing data standards has been established.	Roles, responsibilities and processes have been established to ensure that data standards are being followed and facilitate updates to standards based on experience.
Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>
<input type="checkbox"/> Define processes and formats for creating data standards.	<input type="checkbox"/> Undertake a pilot effort to create a data standard for a high priority data element (e.g. project ID or location reference).	<input type="checkbox"/> Define formal processes for nominating, adopting, and publishing data standards.	<input type="checkbox"/> Incorporate responsibilities for established processes within new or existing governance bodies.	
<input type="checkbox"/> Document existing external (e.g. federal) data standards and internally used formats and definitions for priority data elements.	<input type="checkbox"/> Complete self-assessment and, action planning exercises to identify gaps and prioritize action. Periodically reevaluate.	<input type="checkbox"/> Advance initiatives to create standards for priority data elements.	<input type="checkbox"/> Organize communities of interest around established standards to ensure they are maintained and implemented.	
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	

Assessment Notes:

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Improvement Notes:

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