

# Data Request Use Case

## What types of information could be in phase one of the California data system?

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*This use case will be reevaluated in fall 2020 based on input from data system planning committees and the broader public.*

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The data request process will provide a transparent and well-documented mechanism that allows approved parties to access information to conduct analyses. This capacity would be leveraged to support service delivery, evaluate state investments, conduct equity analyses, and identify effective practices.

### Partner entities contributing information

- Association of Independent California Colleges and Universities (pending data compilation from individual colleges)
- Bureau for Private Postsecondary Education (pending data compilation from individual colleges)
- California Community College Chancellor's Office
- California Department of Education
- California Department of Social Services
- California State University
- California Labor and Workforce Development Agency (for programs beyond the Employment Development Department)
- California Health and Human Services
- California Student Aid Commission
- Commission on Teacher Credentialing
- Employment Development Department
- University of California Office of the President

### Types of data provided

Requests can only be made for data that the partner entities agree to share, which would be displayed in a public index. Data requests would go through a process outlined in the governance framework that encourages data sharing to advance the common good.

Requests for summary data (information that has been de-identified) will go through an expedited process that would allow access to information in about a month. Requests for unitary data (where records can be viewed at the individual level, but with elements such as names and birthdates removed) would follow a comprehensive process to ensure privacy and to comply with state and federal laws.

All requests would be documented on the Cradle-to-Career website. A clearly defined process would provide feedback when requests are turned down as to how the request

would need to be reframed to be granted. If requests are denied, the rationale for not providing the data would be posted on the Cradle-to-Career website.

### **Requests by partner entities**

- To create a framework for data sharing, partner entities would sign the Interagency Data Exchange Agreement.
- When partner entities want to share unitary data with each other, they would sign a Business Use Case Proposal, which spells out which data elements would be exchanged, for what purpose, how long data will be held, and other topics commonly covered in data sharing agreements.

### **Requests by outside entities**

- Outside entities would submit a standardized data request form that addresses topics such as the purpose and scope of the data request, desired data fields, and institutions and individuals who would be working with the information.
- Requests on the behalf of individual education institutions and social service providers associated with partner entities would be prioritized over other third party requests, provided those requests pertain to their own students or clients.
- The managing entity would conduct an initial review to ensure that the request involves more than one partner entity, cannot be answered through public-facing tools, and does not violate relevant laws.
- Next, an advisory committee comprised of partner entity representatives and independent researchers would review requests against a rubric.
- Then, eligible studies will be forwarded to the partner entities that would be providing data for final review.
- Approved projects would go through an institutional review board process with the Commission for the Protection of Human Subjects.
- Requestors would sign legal agreements addressing requirements regarding privacy and security such as destruction of data, non-disclosure, and adherence to applicable regulations.

## [How data would be accessed](#)

### **Secure data environment or provisioning service**

- Access to data sets would be restricted based on roles that are set by the partner entities or the Cradle-to-Career data system managing entity.
- Approved partner-entity staff or researchers would either:
  - receive a data set that aligns with their approved request, or
  - be granted remote access to analytic tools and approved data elements that are hosted within the cloud environment to generate cross-partner analyses
- Users would be able to upload a cohort of individuals to conduct evaluations of specific interventions or funding streams.

**Public research repository**

- The public would have access to data catalogs and lists of metric methodologies for use in research studies, so that findings can be better understood and linked across individual studies.
- An easily searchable online research library would allow the public to find reports that have been produced using the Cradle-to-Career data system. Providing access to these reports would ensure that everyone benefits from the knowledge generated by the state data system.