# Washington State Health Care Authority (HCA) Open Data Plan

**September 6, 2016**

## Table of Contents

Table of Contents ..... 2

Synopsis ..... 3

Background ..... 3

Requirements ..... 4

Guiding Principles Behind HCA's Open Data Plan ..... 4

Commitments ..... 4

1. Incorporate Public Access When Acquiring, Redesigning or Rebuilding Information Systems: ..... 4
2. Coordinate technology planning across agency boundaries to facilitate electronic access to state data ..... 5
3. Develop Processes to Determine Which Information the Public Most Wants and Needs ..... 6
4. Develop and Employ Methods to Readily Withhold or Mask Non-Disclosable Data ..... 6
5. Develop and Employ Technical Mechanisms for Posting Open Data ..... 7

Note: These are additional areas for HCA to consider for the plan not mentioned in the OCIO's guidelines. ..... 7

6. Enterprise Data Inventory ..... 7
7. Customer Engagement ..... 7
8. Non-Releasable Data ..... 8

Roles and Responsibilities ..... 9

Table of Estimated Schedule for Commitment Areas ..... 11

HCA's Open Data Plan Roadmap ..... 16

Appendix A – Future Feature Goals for Consideration ..... 19

Appendix B – HCA Open Data Plan Contributors ..... 20

Focals ..... 20

Sponsors ..... 20

## Synopsis

This plan is adopted by the Health Care Authority – HCA ("the agency") pursuant to the Open Data Policy established by the Office of the Chief Information Officer (OCIO), and is intended to satisfy the requirements of applicable statute, including 43.105.351.
This plan will be adopted by reference in the agency's strategic plan, IT strategic plan, and/or LEAN agenda.

## Background

HCA spends $10 billion dollars of the state budget every year, and manages the health insurance for nearly 2.2 million Washington State residents. This is a massive responsibility. To ensure that we deliver on this responsibility, we need to be as transparent as possible with both the legislature and the general public. At the same time, we need to be excellent stewards of the privacy of the personal health information we store. HCA's Open Data initiative will focus on providing summarized data that will be informative to either the general public or the legislature, increase knowledge about what we do, increase trust in our stewardship of state resources, and protect the privacy of all covered state residents.

In parallel with the above, the Office of the Chief Information Officer (OCIO) Policy 187 regarding open data, published on February 17, 2016 requires each executive branch agency to develop, implement and update a plan that improves the agency's published, searchable and downloadable information offerings.

**"Open Data Plan" as defined by the** OCIO means it **must at least contain** components that outline how the agency will:

- Incorporates evaluations for public access or open data when acquiring, redesigning or rebuilding information systems
- Coordinate technology planning across agency boundaries [1] to facilitate electronic access to state data[2]
- Determine which information the public most wants and needs[3]
- Set agency targets for and measure results in these above areas

What the OCIO is hoping to achieve with this policy mandate is:

- Make data available in an open and readily usable format.
- Enable citizens, colleagues, companies, and communities to understand and amplify the civic purposes we work on.
- Enable collaboration between private and public organization dedicated to a common cause.
- Facilitate transparency in government and support the state's digital economy.

The Open Data Policy has as its goals to increase operational efficiencies at reduced costs, improve services and support mission needs, to safeguard personal information and to increase public access to valuable government information. For data to be open, it must be machine readable using open formats,

[1] A compelling point to reflect on Decision Support, and Business Intelligence/Shared Analytics scope of work and progress
[2] As a note for the overall team: This would be most effectively done at a statewide level, probably by the OCIO. An assumption is that this is meant to maximize use of already existing distribution yet should include re-identification of risks to be assessed.
[3] Also best done through statewide mechanisms and would also make sense to do some overall prioritization.

follow open data standards, use open licenses, and adhere to a government-wide common core metadata standard.

## Requirements

The policy:

1. Requires specific, measured targets but is flexible about methods, topics and timelines
2. Requires reporting at least annually on progress of the plan
3. Does not require to make public sensitive or protected data
4. Is to be achievable within existing resources

## Guiding Principles Behind HCA's Open Data Plan

- The following plan draws heavily from ideas stemming from HCA's thought leaders with data analytics, as well as input from our Executive Leadership Team, and partner agencies (DSHS, DOH, and the Health Benefits Exchange). This document is not meant to be a comprehensive or limiting list of details within each of the open data plan categories, and is not the final end-all plan. Rather, it outlines the key strategies the HCA believes are necessary in order to achieve the OCIO's Open Data Plan goals.
  *[John Specht, ETS Business Relations and Services]*

- The external website is a channel for sharing and disseminating high-level or short-term data communications. It is not an archive for original documentation or a harbor for long-term data storage. No original documents will be stored on the website, only copies. We will be diligent in keeping data fresh on the site through frequent review for, and removal of, content that is redundant, old, and trivial (ROT). For retention purposes, a snapshot of the website will be taken every night and retained for 365 days. Copies of documents will live on the website for a duration based on business requirements.
  *[Vanessa Schuler, Communications Consultant]*

## Commitments

The HCA commits to the following general priorities, specific actions, and measures in the twelve months following the adoption date of this Plan:

### 1. Incorporate Public Access When Acquiring, Redesigning or Rebuilding Information Systems:

1.1 Decision packages submitted for review by OCIO will include open data as a component of the system design.
*[ETS Technology Officer & P1 Operations Director]*

1.2 The agency has begun development on and will continue to maintain a data catalog that identifies the category of data held in agency databases and in the various data and analytic products – aiding agency staff in determining the appropriate level of public access. The OCIO's guidance on what data to publish first will serve as a resource to guide HCA's decision making and prioritization of data from the data catalog. (See https://ocio.wa.gov/iniatives/open-data/guidance-what-to-publish).

*[Mike Barabe, Enterprise Information Manager]*

1.3 Determine why data requests are being requested. Determine from patterns (or individual requests) data extract/feeds and analytics request pathways generated internally and from external sources. *Note: HCA just completed on 6//7/2016 a survey profiling this information. [Jonathan Stair, Data Architect]*

## 2. Coordinate Technology Planning Across Agency Boundaries to Facilitate Electronic Access to State Data

Including one or more of the following actions:

2.1 Establishment of data governance and roles and responsibilities across the agency. The agency is in the early stages of implementing a full Data Governance program. Some of the more significant activities planned for 2016 include:

- Establish agency Data Governance Principles – Formally adopted by ELT on May 18, 2016.
- Establish official agency policy and procedures on sharing data external to the agency.
- Implement processes for creating formal HCA Business data definitions and dictionaries.
- Create an inventory of data requests generated from outside the agency
- Test these data governance processes and review policy for effectiveness, making changes as needed.

*[Mike Barabe, Enterprise Information Manager]*

2.2 The agency will adopt policies and procedures describing specific staff roles and responsibilities for the management of data, including open data or specific data sets. At this time the agency is working on determining the varied roles and responsibilities that will exist around management of HCA data. Once definitions and assignments are agreed upon, this plan will be updated accordingly.
*[Mike Barabe, Enterprise Information Manager]*

2.3 Through HCA's Decision Support program, the agency is planning on appointing an executive responsible for overseeing and reporting on our agency's open data efforts.
*[Mike Barabe, Enterprise Information Manager]*

2.4 The agency may publish a data appendix for each of its legislative reports that cites statistics or maps in support of the narrative, and will make each data appendix available to the State Library's Depository program (See RCW 40.06.030). *Note: We are required to provide a copy of our Leg reports to the SLD Program yet before we can institutionalize this process, we will first need to stakeholder and implement a process to ensure the posting of documents. [Catherine Taliaferro, Records Officer with Dennis Martin, Special Assistant for Policy and Legislature]*

2.5 The agency will post in an appropriate publically facing forum the data sharing agreements it has with peer agencies and other entities collaborative data sharing agreements when permitted by applicable laws, regulations and policies. *Note: The HCA will need to stakeholder with*

*contracts to implement a new process.*
*[Catherine Taliaferro, Records Officer and Melanie Anderson, Contracts Administrator]*

## 3. Develop Processes to Determine Which Information the Public Most Wants and Needs

Including one or more of the following actions:

3.1 The agency's public records officer will quarterly publish a report reflecting the dates and topics of select public records requests in a structured, machine-readable format.
*[Catherine Taliaferro, Records Officer]*

3.2 The agency's web content manager will monthly publish a report tracking internal and external search terms, user-proclaimed (self-determining) activity from the website survey, and visitor activity on select agency web pages – especially those including links to Excel files, CSV files, or Fortress applications, along with the page's title, and the name of an agency staff person who worked on the page.
*[Vanessa Schuler, Communications Consultant]*

3.3 The agency's contracts department will track and annually publish to data.wa.gov a table of deliveries of data under select agency data sharing agreements, including the date, topic, and (optionally) the name of an agency staff person familiar with the data in question.
*[Melanie Anderson, Contracts Administrator]*

3.4 The agency staff will leverage engagement with strategic partners for suggestions on which datasets to prioritize. For example, this includes soliciting input when engaging with:

- Legislators and legislative staff;
- Leadership from other state agencies;
- University faculty and their research staff; and
- Partners and collaborators in the health and human services community.

*[Karen Jensen, Healthier Washington Data Privacy & Security Manager]*

## 4. Develop and Employ Methods to Readily Withhold or Mask Non-Disclosable Data

Including one or more of the following actions:

4.1 The agency will ensure that all agency staff completes a HIPAA Privacy and Security training program on an annual basis (as required by HIPAA). The agency is also working on finalizing and deploying an additional Health Information Technology training module developed in partnership with Bellevue Community College. The focus initially for this training program will be HCA data and analytical teams. The training contains an entire section on safe handling, use and distribution of Protected Health Information (PHI) and other provisions of HIPAA, HITECH, and NIST requirements.
*[Mike Barabe, Enterprise Information Manager and Matt King, Privacy Officer]*

4.2 The agency already uses the de-identification standards outlined in 45 CFR 164.514 (2) (i) to

manually de-identify data in the Public Disclosure unit. In addition to this the agency will give attention to the creation of de-identified data sets by leveraging the Privacy Analytics ECLIPSE software package whenever possible to allow meaningful analytic and research work to occur on data sets that do not contain Cat 3 or 4 data.
*[Mike Barabe, Enterprise Information Manager and Catherine Taliaferro, Records Officer]*

## 5. Develop and Employ Technical Mechanisms for Posting Open Data

Including one or more of the following actions:

5.1 The agency will identify the location where it will be posting its datasets and IT tools necessary for extracting, transforming and loading this dataset to these sites. The agency will consider using an open source java applet to schedule and automate the uploading of data to data.wa.gov.

5.2 The agency will develop the processes and responsibilities for posting datasets using these tools.

5.3 Provide a forthcoming release of eligibility data and Analytics, Interoperability and Measurement (AIM) dashboards.

Note: These are additional areas for HCA to consider for the plan not mentioned in the OCIO's guidelines.

## 6. Enterprise Data Inventory

The HCA currently manages their inventory of agency information resources through the Avolution ABACUS system. ABACUS is the single authoritative source and system of record for the HCA's systems (applications, networks and databases). There are entries currently for approximately 83 agency systems in ABACUS. It is the source for responding to a number of internal and external reporting requirements, enabling the agency to construct vital portions of the Enterprise Architecture. It also supports the Medicaid Information Technology Architecture (MITA) initiatives and helps capture and streamline business processes. In addition to ABACUS, the agency will also be looking to implement a centralized repository for enterprise data products, documentation about those products, and other important information.

6.1 To fulfill the requirement for an inventory of all enterprise data, the ABACUS system will be the system of record for identifying the various data sources and databases that HCA maintains and source the numerous data products created within the agency. The agency is working on a plan to create a centralized repository that will store the inventory of various data products and associated documentation. The goal of the repository will be that each team responsible for creating these products will be able to enter information and documentation on the requests they fulfill and data products they manage.
*[Mike Barabe, Enterprise Information Manager]*

## 7. Customer Engagement

Identifying and engaging with key trusted intermediaries and data customers to help determine the value of HCA's data assets can help us prioritize those of highest value for quickest release. Customers will be engaged through email, forms or surveys on the www.HCA.wa.gov web page,

and other means as appropriate. Customers include public as well as government stakeholders.

7.1 The HCA will evaluate public and private input and reflect on how to incorporate it into their data management practices. The HCA will regularly review its evolving customer feedback and public engagement strategy and develop criteria for prioritizing the opening of data assets, accounting for factors such as data security standards the quantity and quality of user demand, internal management priorities, and agency mission relevance.

## 8. Non-Releasable Data

The Open Data Policy requires agencies to strengthen and develop policies and processes to ensure that only the appropriate data are publicly available. Data belongs to one of four categories (listed below).

8.1 The HCA will only publish data products as Open Data" that fit Category 1, Public Information. If there is a request to publish Category 2, Sensitive Information, or higher data products, the request will be denied. The agency will document the determination in consultation with the HCA's Division of Legal Services and consistent with the Data Governance policy and procedures for release of data products.

**(1) Category 1 - Public Information**
Public information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure, but does need integrity and availability protection controls.

**(2) Category 2 - Sensitive Information**
Sensitive information may not be specifically protected from disclosure by law and **is for official use only**. Sensitive information is generally not released to the public unless specifically requested.

**(3) Category 3 - Confidential Information**
Confidential information is information that is specifically protected from disclosure by law. It may include but is not limited to:

a. Personal information about individuals, regardless of how that information is obtained.

b. Information concerning employee personnel records.

c. Information regarding IT infrastructure and security of computer and telecommunications systems.

**(4) Category 4 - Confidential Information Requiring Special Handling**
Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which:

a. Especially strict handling requirements are dictated, such as by statutes, regulations, or agreements.

b. Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.

## Roles and Responsibilities

The roles and responsibilities are listed for the following Open Data participants in the HCA:

- **ABACUS System Owner –**
  The ABACUS system owner maintains the ABACUS system which is slated to contain, as one of its functions, the Enterprise Data Inventory.
- **Chief Enterprise Architect –**
  The CEA is responsible for the HCA-wide technology, and data architecture regarding Open Data requirements.
- **Chief Information Officer –**
  The CIO is ultimately responsible for the HCA-wide implementation of all Open Data requirements.
- **Data Product-**
  End result generated in the form of information, analyses, visualizations, or other related analytical or reporting products using some form of agency data. Also includes any raw data collected from agency systems or databases.
- **Decision Support Coordination Group –**
  This group has an Enterprise Data Quality focus to address the accessibility, reusability, reliability relevance and overall quality of enterprise data.
- **HCA Open Data Plan Facilitator**
  An HCA staff person or people associated with being able implement a particular action listed out in the above "Commitments" area, Sections 1 through 8.
- **ITCCB –**
  The Information Technology (IT) Change Control Committee (CCC) manages changes to the HCA's IT environment. As such, the ITCCB is responsible for ensuring that new IT systems and changes to existing IT systems adhere to the Open Data policy.
- **Policy Advisory Committee –**
  Ensures that IT proposals meet HCA's strategic and IT principles, which includes the Open Data policy plan.
- **Public Records Officer**
  The Public Records Officer is responsible for ensuring the integrity, production, and retention of the HCA data in accordance with all applicable public disclosure and records management regulations, laws, and policies
- **Privacy Officer**
  The Privacy Officer is responsible for ensuring HCA's compliance with federal and state requirements, not just with data but for all agency information and records.
- **System Owners –**
  The System Owner has overall responsibility for all aspects of the information system that holds data. The registered System Owner is identified in ABACUS. The System Owner is responsible for entering all of the descriptive metadata on the system including the datasets created and maintained by the information system.

## Schedule

Every quarter the HCA will target specific follow up on items within this plan to reach out and communicate back on its commitment areas.

The schedule for implementation of HCA's Open Data Plan is shown in Table 2.

| Gate | Description |
|---|---|
| 1<br>Plan | • Title: Draft Outline Delivery<br>• Description: The initial draft outline of the Open Data Plan is provided to OCIO for concurrence<br>• Date: April 30, 2016 |
| 2<br>Do | • Title: Draft Roadmap of Monuments for Open Data Plan<br>• Description: An initial draft portrayal of either summary or high level milestones and HCA Open Data Plan facilitators associated with HCA's Open Data Plan<br>• Date: July to August 30, 2016 |
| 3<br>Do | • Title: Initial Delivery<br>• Description: The near final delivery of the Open Data Plan, the Schedule, the Roadmap<br>• Date: September 23, 2016 |
| 4<br>Do | • Title: Final Delivery<br>• Description: The final delivery of the Open Data Plan, the Schedule, the Roadmap<br>• Date: October 1, 2016 |
| 5<br>Do | • Title: 1st Quarterly Update<br>• Description: Update / Improve Open Data Plan, Schedule, and Status Reporting<br>• Date: January 28, 2017 |
| 6<br>Check/Act | • Title: 2nd Quarterly Update<br>• Description: Update / improve Open Data Plan, Schedule, and Status Reporting<br>• Date: March 31, 2017 |
| 7<br>Check/Act | • Title: 3rd Quarterly Update<br>• Description: Update / Improve Open Data Plan, Schedule, and Status Reporting<br>• Date: June 30, 2017 |
| 8<br>Act | • Title: Open Data Plan Update<br>• Description: Update / Improve Open Data Plan, Schedule, and Roadmap for upcoming 2017<br>• Date: September 30, 2017 |

## Table of Estimated Schedule for Commitment Areas

Note: Target completion dates are within the span of: July 1, 2016 to June 30, 2017

| Commitment Area | HCA Key Points of Contact | Targeted Completion Dates |
|---|---|---|
| **1- Incorporate Public Access When Acquiring, Redesigning or Rebuilding Information systems** | | |
| **1.1** -- Decision packages submitted for review by OCIO will include open data as a component of the system design. | ETS Technology Officer, & P1 Operations Director | ☒ July-Aug-Sept<br>☒ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| **1.2** -- The agency has begun development on and will continue to maintain a data catalog that identifies the category of data held in agency databases and in the various data and analytic products – aiding agency staff in determining the appropriate level of public access. The OCIOs guidance on what data to publish first will serve as a resource to guide HCA's decision making and prioritization of data from the data catalog. | Mike Barabe, Enterprise Information Manager | ☐ July-Aug-Sept<br>☒ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| **1.3** -- Determine why data requests are being requested. Determine from patterns (or individual requests) data extract/feeds and analytics request pathways generated internally and from external sources. | Jonathan Stair, Data Architect | ☐ July-Aug-Sept<br>☒ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| **2- Coordinate Technology Planning Across Agency Boundaries to Facilitate Electronic Access to State Data** | | |
| **2.1** -- Establishment of data governance and roles and responsibilities across the agency. *[More details noted in body of document above.]* | Mike Barabe, Enterprise Information Manager | ☐ July-Aug-Sept<br>☒ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| **2.2** -- The agency will adopt policies and procedures describing specific staff roles and responsibilities for the management of data, including open data or specific data sets. *[More details noted in body of document above.]* | Mike Barabe, Enterprise Information Manager | ☐ July-Aug-Sept<br>☒ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |

| Commitment Area | HCA Key Points of Contact | Targeted Completion Dates |
|---|---|---|
| **2.3** -- Through HCA's Decision Support program, the agency is planning on appointing an executive responsible for overseeing and reporting on our agency's open data efforts. | Susan Lucas, Chief Operations Officer | -- *Yet to be determined* --<br>☐ July-Aug-Sept<br>☐ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| **2.4** -- The agency may publish a data appendix for each of its legislative reports that cites statistics or maps in support of the narrative, and will make each data appendix available to the State Library's Depository program (See RCW 40.06.030).<br>*[More details noted in body of document above.]* | Catherine Taliaferro, Records Officer | ☐ July-Aug-Sept<br>☐ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☒ Apr-May-June |
| **2.5** -- The agency will post in an appropriate publically facing forum the data sharing agreements it has with peer agencies and other entities collaborative data sharing agreements when permitted by applicable laws, regulations and policies. *Note: The HCA will need to stakeholder with contracts to implement a new process.* | Catherine Taliaferro, Records Officer and Melanie Anderson, Contracts Administrator | ☐ July-Aug-Sept<br>☒ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| **3- Develop Processes to Determine Which Information the Public Most Wants and Needs** | | |
| **3.1** -- The agency's public records officer will quarterly publish a report reflecting the dates and topics of select public records requests in a structured, machine-readable format. | Catherine Taliaferro, Records Officer | ☐ July-Aug-Sept<br>☒ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| 3.2 -- The agency's web content manager will monthly publish a report tracking internal and external search terms, user-proclaimed (better word?) activity from the website survey, and visitor activity on select agency web pages – especially those including links to Excel files, CSV files, or Fortress applications, along with the page's title, and the name of an agency staff person who worked on the page. | Vanessa Schuler, Communications Consultant | ☐ July-Aug-Sept<br>☒ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| **3.3** -- The agency's contracts department will track and annually publish to data.wa.gov a table of deliveries of data under select agency data sharing agreements, including the date, topic, and (optionally) the name of an agency staff person familiar with the data in question. | Melanie Anderson, Contracts Administrator | ☐ July-Aug-Sept<br>☐ Oct-Nov-Dec<br>☒ Jan '07-Feb-Mar<br>☐ Apr-May-June |

| Commitment Area | HCA Key Points of Contact | Targeted Completion Dates |
|---|---|---|
| **3.4** -- The agency staff will leverage engagement with strategic partners for suggestions on which datasets to prioritize.<br>*[More details noted in body of document above.]* | Yet to be determined | -- *Yet to be determined* --<br>☐ July-Aug-Sept<br>☐ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| **4- Develop and Employ Methods to Readily Withhold or Mask Non Disclosable Data** | | |
| **4.1** -- The agency will ensure that all agency staff completes a HIPAA Privacy and Security training program on an annual basis (as required by HIPAA). | HR can status and pull from LMS (multiple parties are involved for the various areas) | ☐ July-Aug-Sept<br>☐ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| **4.2** -- The agency already uses the de-identification standards outlined in 45 CFR 164.514 (2) (i) to manually de-identify data in the Public Disclosure unit. In addition to this the agency will give attention to the creation of de-identified data sets by leveraging the Privacy Analytics ECLIPSE software package whenever possible to allow meaningful analytic and research work to occur on data sets that do not contain Cat 3 or 4 data. | Mike Barabe, Enterprise Information Manager | ☐ July-Aug-Sept<br>☒ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| **5- Develop and Employ Technical Mechanisms for Posting Open Data** | | |
| 5.1 -- The agency will identify the location where it will be posting its datasets and IT tools necessary for extracting, transforming and loading this dataset to these sites. The agency will consider using an open source java applet to schedule and automate the uploading of data to data.wa.gov. | Yet to be determined | -- *Yet to be determined* --<br>☐ July-Aug-Sept<br>☐ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| **5.2** -- The agency will develop the processes and responsibilities for posting datasets using these tools. | Points of contact are aligned with multiple disciplines (e.g., Healthier Wa, Decision Support)<br><br>Temporary POC @ 7/2016: Mike Barabe, Enterprise Information Manager | ☐ July-Aug-Sept<br>☐ Oct-Nov-Dec<br>☒ Jan '07-Feb-Mar<br>☒ Apr-May-June |

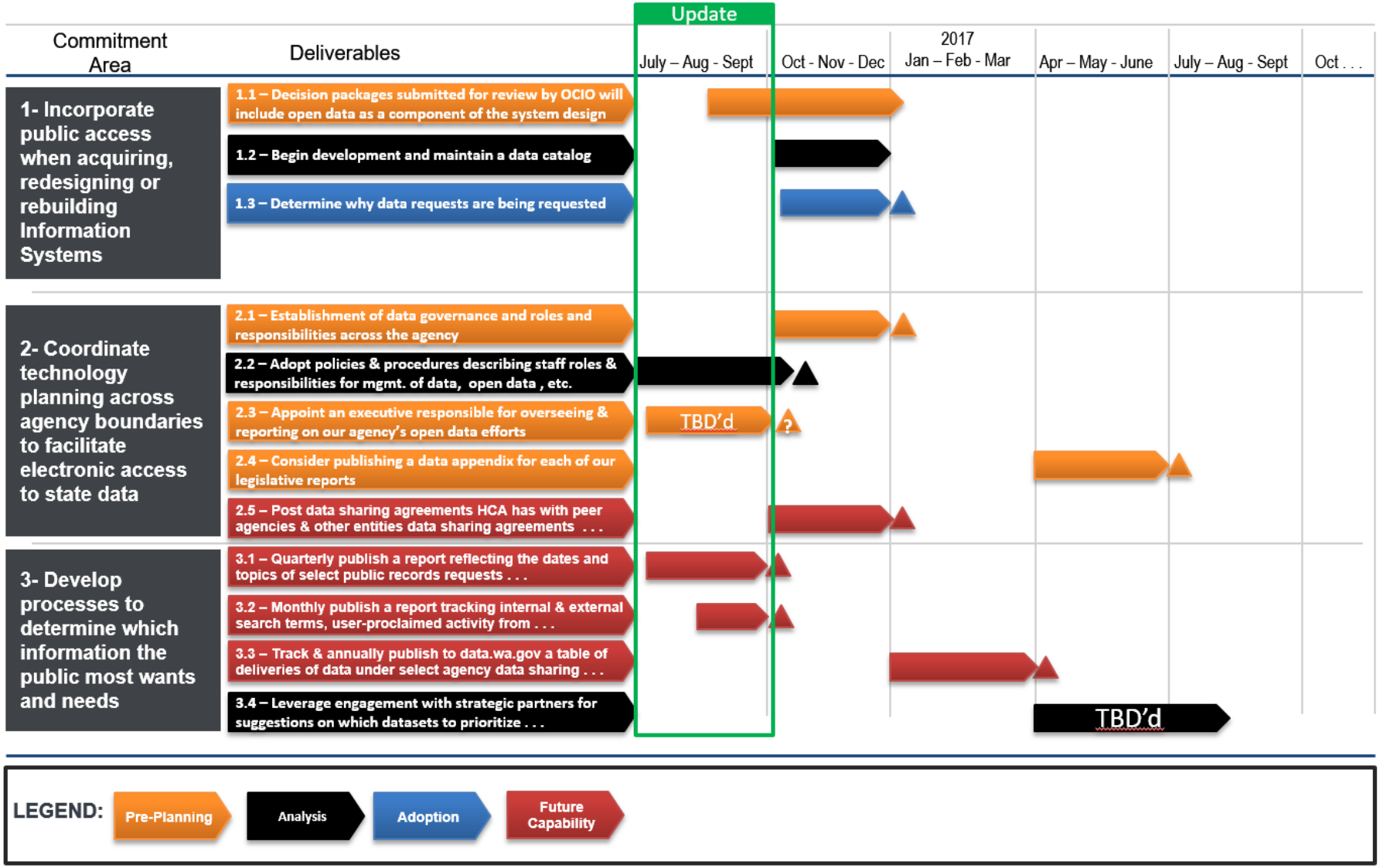
| Commitment Area | HCA Key Points of Contact | Targeted Completion Dates |
|---|---|---|
| 5.3 -- Provide a forthcoming release of eligibility data and Analytics, Interoperability and Measurement (AIM) dashboards. | Yet to be determined | -- *Yet to be determined* --<br>☐ July-Aug-Sept<br>☐ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| **6- Enterprise Data Inventory** | | |
| 6.1 -- To fulfill the requirement for an inventory of all enterprise data, the ABACUS system will be the system of record for identifying the various data sources and databases that HCA maintains and source the numerous data products created within the agency. The agency is working on a plan to create a centralized repository that will store the inventory of various data products and associated documentation. The goal of the repository will be that each team responsible for creating these products will be able to enter information and documentation on the requests they fulfill and data products they manage. | Mike Barabe, Enterprise Information Manager | ☐ July-Aug-Sept<br>☒ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| **7- Customer Engagement** | | |
| **7.1** -- The HCA will evaluate public and private input and reflect on how to incorporate it into their data management practices. The HCA will regularly review its evolving customer feedback and public engagement strategy and develop criteria for prioritizing the opening of data assets, accounting for factors such as data security standards the quantity and quality of user demand, internal management priorities, and agency mission relevance.<br>*[More details noted in body of document above.]* | Yet to be determined | ☐ July-Aug-Sept<br>☐ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☒ Apr-May-June |
| **8- Non Releasable Data** | | |

| Commitment Area | HCA Key Points of Contact | Targeted Completion Dates |
|---|---|---|
| **8.1** -- The HCA will only publish data products as Open Data" that fit Category 1, Public Information. If there is a request to publish Category 2, Sensitive Information, or higher data products, the request will be denied. The agency will document the determination in consultation with the HCA's Division of Legal Services and consistent with the Data Governance policy and procedures for release of data products. | Privacy Officer<br><br>Temporary POC @ 7/2016:<br>Catherine Taliaferro, Records Officer<br>&<br>Karen Jensen, Heathier Washington Data Privacy & Security Manager | ☐ July-Aug-Sept<br>☒ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |
| **Quarterly Check/Act Updates & Reporting** | | |
| Update / Improve Open Data Plan, Schedule & Status. | Yet to be determined | ☐ July-Aug-Sept<br>☒ Oct-Nov-Dec<br>☒ Jan '07-Feb-Mar<br>☒ Apr-May-June |
| Develop initial baseline & subsequent Maturity Assessments using OCIO's maturity tool. (Then, yearly or as often as needed.) | Yet to be determined | ☐ July-Aug-Sept<br>☒ Oct-Nov-Dec<br>☐ Jan '07-Feb-Mar<br>☐ Apr-May-June |

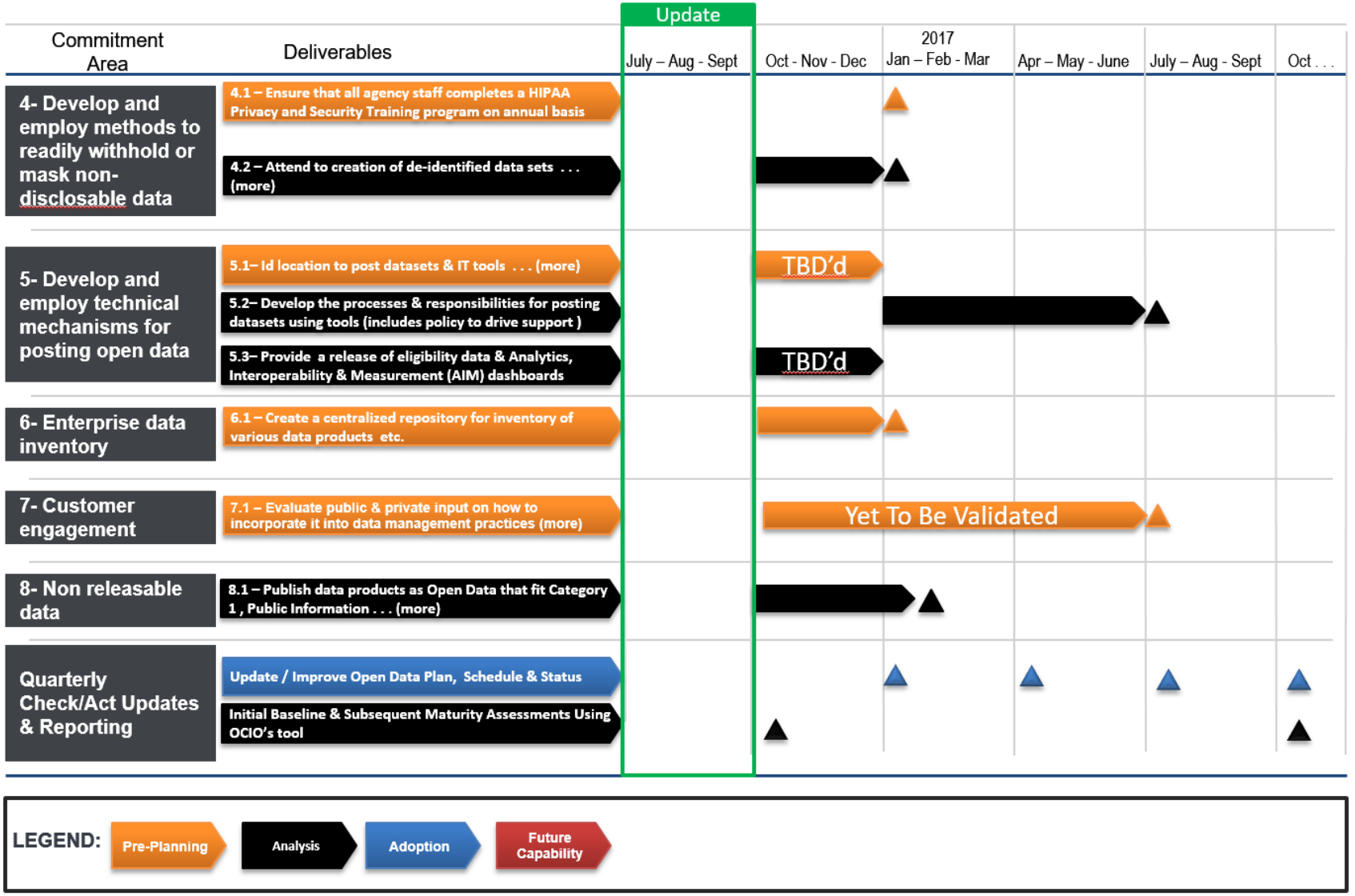
The following Roadmap charts reflect timeframes in the timeframes above.

## HCA's Open Data Plan Roadmap

# HCA's Open Data Plan Roadmap – Where we are today



# HCA's Open Data Plan Roadmap – Where we are today



## Appendix A – Future Feature Goals for Consideration

- ❑ *[HCA SME's viewed this as a potential consideration tying in with future goals with Decision Support down the road]* The agency will compile and publish a forward-looking "pipeline" of significant upcoming data releases and updates, including but not limited to:

    - legislatively mandated reports (with data appendices),
    - periodic works of data analysis by agency staff,
    - deliverables of agency personal services contracts,
    - caseload forecasts,
    - geospatial services,
    - works of cartography,
    - special-purpose web pages, and;
    - mobile applications.

    This "pipeline" will be publicly available, will include the topic area and title of the responsible position, and can serve to inform partner agencies of opportunities to collaborate or avoid duplicative data collection.

    [Example, an agency might publish a communications calendar in structured, machine-readable format on its website, incorporating the due dates of legislative reports, selected consultants' deliverables, and datasets on data.wa.gov scheduled for a periodic update.]

- ❑ *[HCA SME's viewed this as a lower priority and one that ties in with work the IRB is already doing]* The agency's researchers will contribute to a table or database of research and data requests received, including the date and topic of the request and the name of an agency staff person who worked on responding to it.

    [Example, the ERDC publishes a Management Dashboard that accomplishes this.]

- ❑ *[Will Saunders can help facilitate this in terms of how entities are using HCA's data for what. HCA SME's viewed this as something to go into the appendix for future consideration until such time that HCA has more profound knowledge about what types of data are being published and with whom.]* The agency's performance management team will participate in one or more measures of the impact of published agency open data.

    [Example, an agency can contribute data on the principal users of its published data (via data sharing agreements, web scraping, or academic collaboration) to Results Washington's measures on Open Data which are reported by WaTech.]

- ❑ The agency will de-identify, cleanse and publish at least X new significant datasets relating to the OCIO's List of Data to Publish First.

## Appendix B – HCA Open Data Plan Contributors

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