

## District of Columbia Interagency Data Team

**March 4, 2020**

2:00 PM – 3:30 PM

Office of Chief Technology Officer  
200 I Street SE, Washington DC, 20003  
Conference Room 1001A & 1001B

### Agenda

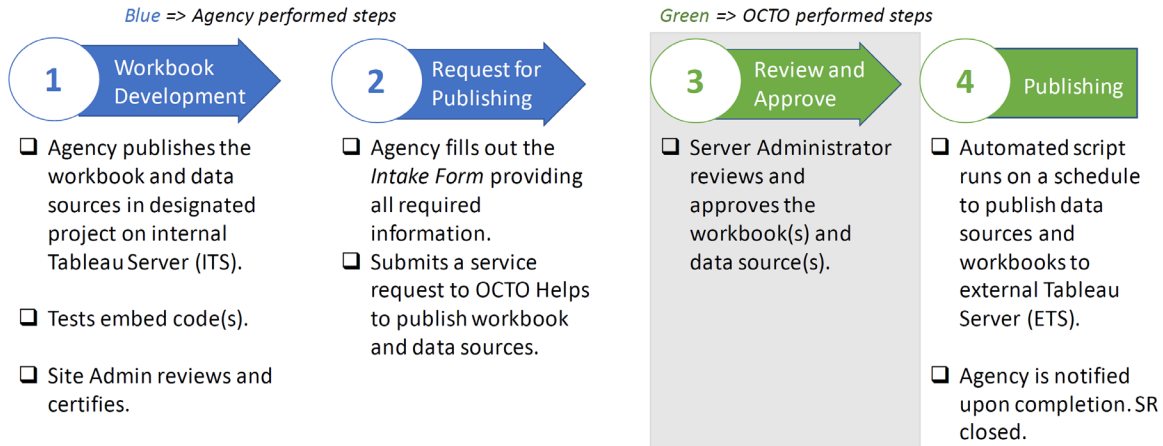
- **Welcome, News & Updates**  
Barney Krucoff, Chief Data Officer, Office of the Chief Technology Officer
- **DAPR Data Request System using Microsoft Dynamics**  
An-Tsun Huang, Data Analyst, Department of Health Care Finance  
Alexander Kitaev, Senior CIO Application Developer, Department of Health Care Finance
- **Enterprise Data Inventory Publication March 2020**  
Barney Krucoff, Chief Data Officer, Office of the Chief Technology Officer
- **Chief Data Officer's Annual Report - Draft**  
Barney Krucoff, Chief Data Officer, Office of the Chief Technology Officer

### Meeting Notes

Best attempt to capture notable comments and questions from attendees (paraphrased). For complete presentation visit, <https://octo.dc.gov/node/1310836>

Presenter: Barney Krucoff – Welcome and News

- New publication process for DC agencies to publish Tableau DC Server content to Tableau DC Public.
- Rules in place for formatting, approval and redaction. Such as,
  - Create dashboard in Tableau Desktop. Don't use special characters in workbook or view names
  - Convert all data sources to extracts. No Live connection to external data sources allowed.
  - Embed all credentials.
  - Hide all unnecessary fields.
  - Hide unused Sheets.



- DDOT is need of partnerships for NearMap aerial imagery. It is imagery as a service. Major perks are that NearMap captures new imagery every 3-months. Useful for DCRA permits and enforcement, DOEE impervious surfaces, OP change detection
  - The data is limited to DDOT now, but can be expanded with shared costs
  - DDOT covers 1/3 and other agencies jointly contribute 2/3
  - DC gov would receive new 3D data
- Data in DC (formerly Data Lake Search) - <https://data.in.dc.gov>
  - Enabling Single Sign-On and Two Factor Authentication for tools

Presenter: Mario Field (OCTO) – Data Publication Report

- For GIS, aerial photography flown April 2019 available on [opendata.dc.gov](http://opendata.dc.gov)
- For GIS, basemap layers captured April 2019 available on [opendata.dc.gov](http://opendata.dc.gov) – includes layers like building footprints, new roads, impervious surfaces, St. Eliabeth’s campus, etc



DC GOVERNMENT OF THE DISTRICT OF COLUMBIA  
MURIEL BOWSER, N

## New Datasets

DC AIDS Drug Assistance Program	2019 <u>Planimetrics</u>
Driver's License Identification Card	FOIA Cumulative Report Data – FY2019 Lookup Tables
Customer Disability Placard	Robust Retail Grant Recipients
Personalized Plate	Historic Preservation Easements
Reciprocity Parking Permit	RWIS Road Sensors
Convictions	DC Equity Emphasis Areas
Vehicle Inspections FY2003-2019	WMATA Priority Corridor Network Routes
District Boards Commissions and Councils	<u>Dockless</u> Bikes and Scooter Georgetown Geofence Parking
Land Boundary Changes	<u>Dockless</u> Bikes and Scooter Georgetown Geofence

- All available at [opendata.dc.gov](http://opendata.dc.gov)
- Published since last meeting, 10/16/2019
- Contributors: DC Health, DMV, OCTO, OP, DLSBD, DDOT

Office of the Chief Technology Officer



- Dataset published per the Data Policy requirement: Citywide Domain Lookup Tables.



# Citywide Domain Lookup Tables

Office of the Chief Technology Officer

Database tables and services designated by the CDO that provide a standard source of values to be used across District information systems and data transformations. For example, the CDO could designate a table as containing the official list of agency names and abbreviations and promote use of the table by other systems.

Address	Police Service Area
Advisory Neighborhood Commission	Property Tax Code
Charter School	Property Use Code
DC Quadrant	Public Library
District Boards Commissions and Councils	Public School
District Government Agency	Single Member District
Fire Alarm District	Square Suffix Lot
Fire Station	Ward
Police District	Zoning Code
Police Sector	

Presenter: An-Tsun Huang & Erik Thomas– DAPR Data Request System using Microsoft Dynamics

- DHCF – handles all Medicaid claims. We store everything single claim making it a huge amounts of data in 60+ servers, 2 billion records and processing 3 billion dollars in system.
- Requests come from schools, health care providers, researchers and more.
- This new data request system was an effort more than one year in making. It is not 100% released/launched yet. Currently our system is to use Google form. Now moving to Microsoft dynamics.
- We looked at Dynamics, which is a competitor with Salesforce, because it's cheaper and is well integrated in current O365. Salesforce had modules dedicated to sales which we don't need.
- Allows for external authentication. We can make local accounts for non-dc gov that we can better control access.
- The system shows entire life cycle of request and delivery in steps approach within easy to understand UI. Within all these phases we all receive email notification.

- Overall steps are: validation, processing, privacy officer review, closing

Validation	Processing	Privacy Officer Review	Closing
<p><b>Team lead performs following actions:</b></p> <ul style="list-style-type: none"> <li>• Approves/Rejects request</li> <li>• Check whether request contains PHI</li> <li>• Enters estimated completion date</li> <li>• Assigns request to a team member</li> </ul>	<p><b>DAPR Team Member</b></p> <ul style="list-style-type: none"> <li>• Reviews request</li> <li>• Gather data</li> <li>• Communicates with requester via email or portal (if needed)</li> </ul>	<p><b>Privacy Officer</b></p> <ul style="list-style-type: none"> <li>• Checks whether requester has data sharing agreement and if request is covered by this agreement</li> <li>• Communicates with requester via Portal or email to establish agreement (if needed)</li> <li>• Approves request</li> </ul>	<p><b>DAPR Team Member</b></p> <ul style="list-style-type: none"> <li>• Uploads requested data to portal</li> <li>• Closes the request</li> </ul>

- We can now communicate with each other within the system rather than email. Allowing everything to be tracked and easily searchable
- Now the system allows us to upload the analyzed data which helps contain privacy when sharing with recipient within our agency. We can designate access.
- Core features,
  - Secure Dynamics portal accessible by both dc.gov and external users
  - Using dashboards and customized processes to control requests flow
  - Clear user roles separation
  - Total visibility of the communication between DAPR and Requester (emails and portal comments could be seen on the timeline by other team members)
  - Mobile app and outlook addons are available
- It even stores and links related DUAs/MOAs/MOUs
- A supporting dashboard helps control data flow
- Question: how are you educating the requestors on how to use this? Sign up?
  - There are three user manuals developed by subject matter experts with input from privacy officers. These are distributed to users.
- Question: you said the privacy officer can go through and review. Sometimes our agency has to access the data first and then vet. How do you expedite this when needed?
  - Some data requests are time sensitive so we work together as a team. Messaging within system helps but we will not send out data until privacy officers approve.
- Question: how many requests are you receiving per month? How do you have the bandwidth?
  - The system is built but it has not gone live so a count is not available. Until we fully deploy we cannot justify adding more staff. DAPR handles both internal and external requests As for timing, we really try to have requests submitted two weeks in advance.
- Question: why did you decide a new system vs a current ticketing system?
  - Mainly because of the privacy officer, MOU, MOA checks. Dynamics has this built in where the system can auto check these requirements. It also has a communication portal built in which a ticketing systems does not easily do with good UI.

- Question: this is really good and we've been trying to do the same. Thank you for sharing. Do you have a place to store the organizations that requested data? So that there is a backup in case an analyst leaves or is out for a long period?
  - Yes, there is internal communications and custom share settings within team. These notifications are visible to external customers/requestors. DHCF periodically undergoes audit requests and this allows us to provide all communications within the organization requesting and data shared. Even though everything is saved in cloud our developers have setup automatic transfers and archiving in Sharepoint
- Question: how long did the project take and how much did it cost?
  - We purchased licenses for users at less than \$25k. A separate cost for developers. We believe it's really cost effective and the project took about a year.

Presenter: Barney Krucoff (OCTO) – Enterprise Dataset Inventory Publication March 2020

- Brief run down. See full report on Open Data DC at <https://opendata.dc.gov/pages/cdo-annual-report>
- We did really well with Mayoral agencies again this year and increased the number of Level 0 datasets. 82 agencies recorded 1,915 enterprise datasets, up from 1,779 datasets recorded by 75 agencies in 2019. The number of independent agencies increased to 16 from 11 the previous year.
- Classifications summary of datasets,

## Classification Summary

Approximate volume of dataset classification by agencies.

Classification	Total	Percentage
Level 0, Open	859	44%
Level 1, Public Not Proactively Released	179	9%
Level 2, For District Government Use	219	11%
Level 3, Confidential	562	29%
Level 4, Restricted	97	5%

- There is a new sensitivity flag added to the system to help privacy officers narrow down the reason, rather than in description of datasets
- Notable agencies with increased datasets were,

## Increased Participation

Agencies increased the number of enterprise datasets since 2019 inventory.

Agency	Increased Datasets
Deputy Mayor for Education	35
District Department of Transportation	34
Office of Campaign Finance	28
Office of Unified Communications	10
Department of Small & Local Business Development	9

- This year 16 enterprise datasets were retired. OCTO retired 13. No other agencies retired more than 4 datasets. Summary of retired datasets,

View and download the complete 2020 Enterprise Dataset Inventory at

<https://opendata.dc.gov/datasets/enterprise-dataset-inventory>

Read the full [March 2020 Chief Data Officer's Annual Report](#) at:

<https://octo.dc.gov/sites/default/files/dc/sites/octo/publication/attachments/EDI-Chief-Data-Officers-Annual-Report-2020.pdf>

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