



September 24th Meeting Notes 2024

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, September 24th, 2024 2:00pm MST

Zoom info <https://us02web.zoom.us/j/82069036655?pwd=SWpIN2gzZzJZUnVUd2RMbG5wSnRlZz09>

Meeting ID: 820 6903 6655

Passcode: 24Nq4W

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+12532050468,,82069036655#,,,,*864562# US

Type of Meeting Data Sharing Subcommittee

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin		Gabe Lennon	y
Andrew Maestas		Roberta Lopez	y
Shamelle Chotoki		Jeff Oliver	
Shelley Andreassen		Jane Rosenthal	y
Anthony Fisher	y	Lyn Snow	
Michael Gaenzle		David Swenka	y
Carolyn Kemp	y	Mari Villagomez	
Joni Koenig	y	Jane Wilson	y
Trent Lalonde	y	Kathryn Wright	y
Lydia Rogers		Brittany Hughes	y
Eric Brown	y	Karen Haneke	y
		Sumner Lambert	y



Agenda Items
Open
Call to Order
New Business
Updates • Group work and discussion on the best practices document
Meeting Closing Remarks • Open Discussion • Recap Action Items • Future Agenda Items • Adjourn Public Meeting



September 10th Meeting Notes 2024

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, September 10th, 2024 2:00pm MST

Zoom info <https://us02web.zoom.us/j/82069036655?pwd=SWpIN2gzZzJZUnVUd2RMbG5wSnRlZz09>

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Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

Member	Present	Member	Present
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Andrew Maestas	y	Roberta Lopez	
Shamelle Chotoki		Jeff Oliver	
Shelley Andreassen	y	Jane Rosenthal	
Anthony Fisher	y	Lyn Snow	y
Michael Gaenzle		David Swenka	y
Carolyn Kemp		Mari Villagomez	
Joni Koenig	y	Jane Wilson	
Trent Lalonde	y	Kathryn Wright	
Lydia Rogers		Brittany Hughes	y
Eric Brown	y	Karen Haneke	y



Agenda Items
Open
Call to Order
New Business
Updates • Group work and discussion on the best practices document • Team is to add agency examples, and review Best Practices and Recommendations section • Anthony will review document for grammar and tone throughout
Meeting Closing Remarks • Open Discussion • Recap Action Items • Future Agenda Items • Adjourn Public Meeting



August 27th Meeting Notes 2024

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, August 27th, 2024 2:00pm MST

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Type of Meeting Data Sharing Subcommittee

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin		Gabe Lennon	Y
Andrew Maestas		Roberta Lopez	Y
Shamelle Chotoki		Jeff Oliver	
Shelley Andreassen		Jane Rosenthal	
Anthony Fisher	Y	Lyn Snow	
Michael Gaenzle	Y	David Swenka	Y
Carolyn Kemp		Mari Villagomez	Y
Joni Koenig	Y	Jane Wilson	
Trent Lalonde	Y	Kathryn Wright	Y
Lydia Rogers		Brittany Hughes	
Eric Brown	Y	Karen Haneke	Y



Agenda Items
Open
Call to Order
New Business
Updates • AI coalition opportunity to bring in students to help write policy- Reach out to Anthony if interested • Group work and discussion on the best practices document
Meeting Closing Remarks • Open Discussion • Recap Action Items • Future Agenda Items • Adjourn Public Meeting



August 13th Meeting Notes 2024

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, August 13th, 2024 2:00pm MST

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Type of Meeting Data Sharing Subcommittee

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

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Andrew Maestas		Roberta Lopez	
Shamelle Chotoki		Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	Y
Anthony Fisher	Y	Lyn Snow	
Michael Gaenzle	A	David Swenka	Y
Carolyn Kemp	Y	Mari Villagomez	Y
Joni Koenig		Jane Wilson	Y
Trent Lalonde		Kathryn Wright	Y
Lydia Rogers		Brittany Hughes	
Eric Brown	Y	Karen Haneke	Y



Agenda Items
Open
Call to Order
New Business
Updates • Best practices document ◦ Karen to add a maintenance section ◦ Folks will add their findings and then we will work to reformat
Meeting Closing Remarks • Open Discussion • Recap Action Items • Future Agenda Items • Adjourn Public Meeting



July 30th Meeting Notes 2024

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, July 30th, 2024 2:00pm MST

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Type of Meeting Data Sharing Subcommittee

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin		Gabe Lennon	Y
Andrew Maestas	Y	Roberta Lopez	Y
Shamelle Chotoki		Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	Y
Anthony Fisher	Y	Lyn Snow	
Michael Gaenzle	Y	David Swenka	A
Carolyn Kemp	Y	Mari Villagomez	Y
Joni Koenig	Y	Jane Wilson	Y
Trent Lalonde		Kathryn Wright	Y
Lydia Rogers		Brittany Hughes	Y
Eric Brown	Y	Karen Haneke	Y



Agenda Items

Open

Call to Order

New Business

Updates

- Survey data review
 - Intake- Data use agreements, requests thru personnel, forms, no process
 - Request form 11 yes, 5-no
 - required paperwork request forms, interagency agreements
 - requests are tracking using email, excel, jira, asana, salesforce, sheets, no system
 - All except court services are subject to CORA, but they are subject to chief justice directive and supreme court rules
 - Discussion: Forms might allow for the best tracking re: decision making, allows for standardization as requests come in. CDPHE has 2 tracking systems, one for requests and one for agreements. CDHS is working on an internal system allowing for tracking. They are also standing up internal data governance webpage and they are looking at a chatbot to guide people through the data request process. Hopefully the automation will increase the ability to quickly respond to similar requests. HCPF has a form that goes to an email address. HCPF has experienced CORA requests related to data requests. CDHS has a standard agreement that has a grid to help capture what data is requested. Sometimes, individuals lack of familiarity with the data, makes it challenging for them to fill out the form, but more information is provided in the process and included meetings. SB21-131 requires tracking PII requests and subsequent reporting. There have been struggles to remind people of need to report those requests (whether filled or not). CDPHE has a policy regarding the reporting (Roberta and Joni would like to see)
 - Fulfillment
 - Cora rep, who receives it fulfills it
 - DSAs variable, particular within an agency. Having one for interagency might be a recommendation
 - Review process, goes to SME, committee, no process
 - Timeframes- adhoc, a day, aspirational of 14 days, one week, 5 business days (acknowledging variance) might be a good recommendation
 - Who is involved- Chain of command going 1 or 2 levels higher is common, might want to formalize that with data stewards running it up the chain
 - Delivery
 - Methods- email, shared drive, encryptions, SFTP, OIT-Assisted, Tableau reports
 - Who is involved- analyst, data steward, senior level people being involved, At DORA, each division has a data steward that functions as the point of contact, assigned by division directors. CDE has collection leads/analysts that handle them.
 - CDPHE has data lake as does DNR,
 - DSA management-9 said yes 5 no, data gov or privacy role tends to helm that up,

Meeting Closing Remarks

- Open Discussion
- Recap Action Items
- Future Agenda Items
- Adjourn Public Meeting



July 16th Meeting Notes 2024

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

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Type of Meeting Data Sharing Subcommittee

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

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Andrew Maestas	y	Roberta Lopez	y
Shamelle Chotoki		Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	
Anthony Fisher	y	Lyn Snow	y
Michael Gaenzle	y	David Swenka	y
Carolyn Kemp	a	Mari Villagomez	
Joni Koenig		Jane Wilson	
Trent Lalonde		Kathryn Wright	
Lydia Rogers		Brittany Hughes	y
Eric Brown	Y	Karen Haneke	y



Agenda Items

Open

Call to Order

- Roll Call

New Business

Updates

- Assembling team for [survey reviews](#)
 - Intake- David Swenka
 - Review-
 - Fulfillment-
 - Delivery-
 - DSA Management-Eric Brown
- Anthony will follow up with phase two project team to assign out other sections
- [Third party DSA](#) feedback requested around mid-August

Meeting Closing Remarks

- Open Discussion
- Recap Action Items
- Future Agenda Items
- Adjourn Public Meeting



June 4th Meeting Notes 2024

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, June 4th, 2024 2:00pm MST

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Type of Meeting **Data Sharing Subcommittee**

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin		Gabe Lennon	
Andrew Maestas	Y	Roberta Lopez	
Shamelle Chotoki		Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	Y
Anthony Fisher	Y	Lyn Snow	
Michael Gaenzle		David Swenka	Y
Carolyn Kemp	Y	Mari Villagomez	Y
Joni Koenig	Y	Jane Wilson	Y
Trent Lalonde	A	Kathryn Wright	Y
Lydia Rogers		Brittany Hughes	Y
Eric Brown	Y	Karen Haneke	Y



Agenda Items

Open

Call to Order

- Roll Call
- Approval of May 21st meeting minutes; motion by Karen Haneke, second by Jane Wilson

New Business

Updates

- Update on Data Contacts Sheet
 - One agency left and then we will be meeting with Amy and other GDAB
- Feedback on Best Practices Survey
 - Added a few new questions, a section, and cleaned up the description
 - Will be adding some data validation to the survey in areas it makes sense
 - Motion by David Swenka, second by Eric Brown to move forward with survey; 13 to 3 motion passes

Meeting Closing Remarks

- Open Discussion
- Recap Action Items
- Future Agenda Items
- Adjourn Public Meeting Motion by MV, Second by Karen Haneke



May 21st Meeting Notes 2024

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, May 21st, 2024 2:00pm MST

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Type of Meeting **Data Sharing Subcommittee**

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin		Gabe Lennon	A
Andrew Maestas		Roberta Lopez	
Shamelle Chotoki		Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	
Anthony Fisher	y	Lyn Snow	
Michael Gaenzle		David Swenka	y
Carolyn Kemp	y	Mari Villagomez	y
Joni Koenig	y	Jane Wilson	
Trent Lalonde	y	Kathryn Wright	y
Lydia Rogers		Brittany Hughes	y
Eric Brown	y	Karen Haneke	A



Agenda Items

Open

Call to Order

- Roll Call
- Approval of April 9th meeting minutes; motion by Kathryn Wright, second by MV

New Business

Updates

- Data contact [sheet](#) is almost complete, missing CDA
- Next steps will be asking the contacts to fill out the [request survey](#), [instructions](#) have been developed
- The committee will be asked to help synthesize survey results to compile responses
 - Volunteers include: Trent Lalonde - CDEC Jane Rosenthal, Eric Brown - CDPHE David Swenka Joni Koenig
 - may need to set up other meetings for this work.
 - Right now survey is not collecting responses so we are free to pilot test it
- Moving forward, after this round of deliverables this group is planned to sunset
 - GDAB will move to have a defined intake process that will create time-limited, topic specific working groups

Meeting Closing Remarks

- Open Discussion
- Recap Action Items
- Future Agenda Items
- Adjourn Public Meeting Motion by David Swenka, Second by Eric Brown



April 9th Meeting Notes 2024

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, April 9th, 2024 2:00pm MST

Zoom info <https://us02web.zoom.us/j/82069036655?pwd=SWpIN2gzZzJZUnVUd2RMbG5wSnRlZz09>

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Type of Meeting Data Sharing Subcommittee

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin		Gabe Lennon	y
Andrew Maestas		Roberta Lopez	
Shamelle Chotoki		Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	y
Anthony Fisher		Lyn Snow	
Michael Gaenzle		David Swenka	
Carolyn Kemp	Y	Mari Villagomez	
Joni Koenig	y	Jane Wilson	y
Trent Lalonde		Kathryn Wright	y
Lydia Rogers		Brittany Hughes	y
Eric Brown		Karen Haneke	y



Agenda Items

Open

Call to Order

- Roll Call
- Approval of March 26th meeting minutes; motion by Jane Wilson, second by Karen Haneke

New Business

Updates

- Katherine H. added some suggested names that might be able to provide additional information
- There is some confusion about the multiple tabs.
 - State tab is the area of focus right now
 - Agency Tab is an optional tool for internal agency use (likely by the data sharing point of contact)
- Michael Gaenzle & Anthony Fisher will work on drafting communication to suggested names, to ask for point of contact
- We need to determine where this document will live
- We need to determine a refresh cycle for this document

Meeting Closing Remarks

- Open Discussion
- Recap Action Items
- Future Agenda Items
- Adjourn Public Meeting Motion by X, Second by X



March 26th Meeting Notes 2024

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, March 26th, 2024 2:00pm MST

Zoom info <https://us02web.zoom.us/j/82069036655?pwd=SWpIN2gzZzJZUnVUd2RMbG5wSnRlZz09>

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Type of Meeting Data Sharing Subcommittee

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin		Gabe Lennon	Y
Andrew Maestas	Y	Roberta Lopez	
Shamelle Chotoki		Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	Y
Anthony Fisher	Y	Lyn Snow	
Michael Gaenzle	Y	David Swenka	Y
Carolyn Kemp		Mari Villagomez	Y
Joni Koenig	Y	Jane Wilson	Y
Trent Lalonde	Y	Kathryn Wright	Y
Lydia Rogers	Y	Brittany Hughes	
Eric Brown			



Agenda Items

Open

Call to Order

- Roll Call
- Approval of March 12th meeting minutes; motion by Kathryn Wright, second by Eric Brown

New Business

Updates

- Walk through shell of work from Anthony and Kathryn
 - In Data Contacts Folder, there is a list of Data Contacts. The State Template Tab is the required tab where they will provide information. This is similar to a more condensed Data Inventory. We are looking for one agency contact, not one contact per division.
 - In an effort to promote good data culture, we have created a template that could be used by agency points of contact to record the division-level points of contact. The optional Agency Template tab is for the benefit of the agency and their own point of contact for data sharing.
 - Members of the subcommittee will work on filling out the information for their own agency, prior to April 9
- Discuss who will handle which agency, outside of their own agency, Feedback requested on Agency Template

Meeting Closing Remarks

- Open Discussion
- Recap Action Items
- Future Agenda Items
- Adjourn Public Meeting Motion by MV, Second by Jane Wilson



March 12th Meeting Notes 2024

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

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Type of Meeting Data Sharing Subcommittee

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin	Y	Gabe Lennon	Y
Andrew Maestas	Y	Roberta Lopez	Y
Shamelle Chotoki	N	Jeff Oliver	N
Danielle DeFlorian	N	Jane Rosenthal	Y
Anthony Fisher	Y	Lyn Snow	N
Michael Gaenzle	A w Prior Notice	David Swenka	Y
Carolyn Kemp	Y	Mari Villagomez	Y
Joni Koenig	Y	Jane Wilson	Y
Trent Lalonde	N	Kathryn Wright	Y
Lydia Rogers	N	Brittany Hughes	A w Prior Notice
Eric Brown	Y		



Agenda Items

Open

Call to Order

- Roll Call
- Approval of February 13th meeting minutes; motion by DavidSwenka, second by Carolyn Kemp

New Business

Updates

- Approval of [Project Plan](#)
 - GDAB feedback was minimal and positive
 - Jane Wilson noted it may be more efficient to have each member of this committee reach out to their respective agency for the data contact portion in Phase 1
 - Kathryn Wright wanted clarity on how much support we would be giving to each agency to have them create their own internal mapping
 - Please sign up for one of the phases
 - Motion by Kathryn Wright, second by Joni Koenig; plan passes unanimously

Meeting Closing Remarks

- Open Discussion
- Recap Action Items
- Future Agenda Items
- Adjourn Public Meeting



February 13th Meeting Notes 2024

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

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Type of Meeting Data Sharing Subcommittee

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin	Y	Gabe Lennon	A w Prior Notice
Andréa Chavez	Y	Roberta Lopez	Y
Shamelle Chotoki		Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	Y
Anthony Fisher	Y	Lyn Snow	A w Prior Notice
Michael Gaenzle	Y	David Swenka	Y
Carolyn Kemp	Y	Mari Villagomez	Y
Joni Koenig		Jane Wilson	Y
Trent Lalonde	Y	Kathryn Wright	
Lydia Rogers	Y	Brittany Hughes	Y
Eric Brown	Y		



Agenda Items
Open
Call to Order • Roll Call • Approval of January 30th meeting minutes; motion by Anthony Fisher, second by Trent Lalonde
New Business
Updates • The Data Sharing Maturity Self-Assessment working group has completed deliverables and the working group has sunset. • Data Sharing Contacts ◦ Project Plan ■ Phase 1-Mapping Data Stewards • Questions were raised about the level of detail requested. It was clarified that the main point(s) of contact be identified with then a template provided out to those POC to do more work at the agency level to identify points of contact • Concerns about maintenance of this list. Could be done through subcommittee or GDAB itself. • Anthony will present the project plan to GDAB. ■ Phase 2-Data Sharing Survey • We want to glean best practices from survey responses. To best do this a high degree of granularity is desired. • GDAB will be asked to provide feedback ■ Committee is asked to review project plan and provide feedback by the 21st so that Anthony can prepare for the next GDAB meeting
Meeting Closing Remarks • Open Discussion • Recap Action Items • Future Agenda Items • Adjourn Public Meeting,



January 30th Meeting Notes 2024

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

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Note Taker:

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Andréa Chavez	y	Roberta Lopez	Y
Shamelle Chotoki		Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	Y
Anthony Fisher	y	Lyn Snow	
Michael Gaenzle	y	David Swenka	y
Carolyn Kemp	y	Mari Villagomez	y
Joni Koenig		Jane Wilson	y
Trent Lalonde	y	Kathryn Wright	
Lydia Rogers		Brittany Hughes	y
Eric Brown	Y		



Agenda Items
Open
Call to Order • Roll Call • Approval of Nov 7th meeting minutes; motion by Jane Wilson, second by Anthony Fisher
New Business
Updates • GDAB has approved all Data Sharing Deliverables, the Data Sharing Maturity Self-Assessment and Data Sharing Contact Sheet ○ Maturity Model working group met yesterday, the group has decided to wait on further work. An option for further development would be to elaborate on recommendations for next steps. ○ For the data contact sheet and survey, the committee can work as a whole. ○ They are trying to diagram data stewards, then ask stewards about data sharing processes to get a better understanding.
Meeting Closing Remarks • Open Discussion • Recap Action Items • Future Agenda Items • Adjourn Public Meeting,



November 7th Meeting Notes 2023

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, November 7th, 2023 2:00pm MST

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Type of Meeting Data Sharing Subcommittee

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

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Jacqueline Arcelin	Y	Gabe Lennon	Y
Andréa Chavez	Y	Roberta Lopez	Y
Shamelle Chotoki	Y	Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	Y
Anthony Fisher	Y	Lyn Snow	Y
Michael Gaenzle	Y	David Swenka	Y
Carolyn Kemp		Mari Villagomez	Y
Joni Koenig	Y	Jane Wilson	Y
Trent Lalonde	Y	Kathryn Wright	
Lydia Rogers	Y	Brittany Hughes	Y



Agenda Items
Open
Call to Order - Roll Call - Approval of September 12th meeting minutes; motion by Jacki Arcelin, second by Jane Wilson
New Business
Updates - Data Contact Sheet - Building off the Data Inventory Sheet, we are proposing a pared down model for GDAB & subcommittee members to complete. Could be done down to division level. The intent is to capture both primary sharing contacts and data stewards - Some agencies have begun documenting data stewards and they are getting a lot of information, with a lot of people documented. We need to be clear about the focus of this work, and the scope/level of detail. - The target audience for these documents are other agencies. - The higher level sheet could be used by other agencies to initiate data sharing. The other spreadsheet could be used as a tool by the lead data steward. - We are also looking at a draft best practices survey, designed to capture the processes agencies use to handle data (e.g. documentation, IRB, etc). The intent would be to reach out for further information. - Data Sharing Maturity Assessment - This a self-assessment designed to assess where agencies are in terms of data sharing. Agencies would have the freedom to determine when & how often to use this tool. - There is a guidance document and the actual tool. - The group is ready to present the maturity assessment to GDAB,
Meeting Closing Remarks - Open Discussion - Recap Action Items - Future Agenda Items - Adjourn Public Meeting, Jane, Britney



September 12th Meeting Notes 2023

Data Sharing GDAB Subcommittee

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Type of Meeting Data Sharing Subcommittee

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

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Andréa Chavez		Roberta Lopez	
Shamelle Chotoki		Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	Y
Anthony Fisher	Y	Lyn Snow	Y
Michael Gaenzle	Y	David Swenka	Y
Carolyn Kemp	Y	Mari Villagomez	Y
Joni Koenig		Jane Wilson	Y
Trent Lalonde	Y	Kathryn Wright	Y
Lydia Rogers	Y	Brittany Hughes	Y



Agenda Items
Open
Call to Order • Roll Call • Approval of Aug 29th meeting minutes; motion by Anthony Fisher, second by Carolyn Kemp
New Business
Updates • Data Contact Sheet ◦ Developing Charter document, to formalize & describe the documents they intend to create ◦ Initial review has been completed, but discussion will occur at the next meeting. • Data Sharing Maturity Assessment ◦ Had to cancel last meeting ◦ Brainstorming now & collecting documents for review in shared folder ■ DSA RACI ■ Rationale document ■ Description of Tool •
Meeting Closing Remarks • Open Discussion • Recap Action Items • Future Agenda Items • Adjourn Public Meeting



Aug 29th Meeting Notes 2023

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, August 29, 2023 2:00pm MST

Zoom info <https://us02web.zoom.us/j/82069036655?pwd=SWpIN2gzZzJZUnVUd2RMbG5wSnRlZz09>

Meeting ID: 820 6903 6655

Passcode: 24Nq4W

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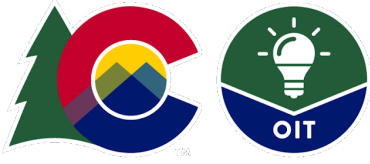
Type of Meeting **Data Sharing Subcommittee: August 29th 2023**

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin		Gabe Lennon	Y
Andréa Chavez		Roberta Lopez	Y
Shamelle Chotoki		Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	
Anthony Fisher	Y	Lyn Snow	Y
Michael Gaenzle	Y	David Swenka	
Carolyn Kemp	Y	Mari Villagomez	Y
Joni Koenig	Y	Jane Wilson	Y
Trent Lalonde	Y	Kathryn Wright	Y
Lydia Rogers	Y	Brittany Hughes	Y





Agenda Items

Open

Call to Order

- Roll Call
- Approval of Aug 15th meeting minutes; motion by Anthony Fisher, second by Kathryn Wright

New Business

Updates

- Data Contact Sheet
 - Items for GDAB Consideration
 - Connection of Data Inventory to Data Contact Sheet
 - secondary set of documents, webbing/mapping for internal Agency use, to identify data contacts within agencies, creating a pathway
 - Creating a google form to understand who stewards are what the process will be for the data sharing
 - gather best practices
 - How we do best market and express to others what GDAB is and what GDAB does,
 - Process Discussion
- Data Sharing Maturity Assessment
 - Review of committee resources, information inputs
 - Reasoning/Rationale document
 - Phases document
 - Next steps will be to review and add notes to available documents to then work on building out Roadmap and cadence to develop deliverables
 -

The group has determined to move forward with this direction

Meeting Closing Remarks

- Open Discussion
- Recap Action Items
- Future Agenda Items
- Adjourn Public Meeting, motion by Micheal, 2nd by Anthony, meeting adjourned at 2:20



Aug 15th Meeting Notes 2023

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, August 15 2023 2:00pm MST

Zoom info <https://us02web.zoom.us/j/82069036655?pwd=SWpIN2gzZzJZUnVUd2RMbG5wSnRlZz09>

Meeting ID: 820 6903 6655

Passcode: 24Nq4W

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Type of Meeting Data Sharing Subcommittee: August 15th 2023

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees: Sarah Sena

Member	Present	Member	Present
Jacqueline Arcelin	y	Gabe Lennon	y
Andréa Chavez	y	Roberta Lopez	y
Shamelle Chotoki	y	Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	
Anthony Fisher	y	Lyn Snow	y
Michael Gaenzle	y	David Swenka	y
Carolyn Kemp		Mari Villagomez	y
Joni Koenig		Jane Wilson	
Trent Lalonde	y	Kathryn Wright	y
Lydia Rogers		Brittany Hughes	y



Agenda Items
Open
Call to Order • Roll Call • Approval of Aug 1st meeting minutes; motion by Jacqueline, second by David
New Business
Updates from Data Sharing Templates: The AG has determined that the initial templates will need some edits. The CDO will work with the AGs office to do edits. Maturity Model- Meetings have been scheduled and documents have been created. Data Contact Sheet- Meetings have been scheduled and documents have been created.
Meeting Closing Remarks • Open Discussion • Recap Action Items • Future Agenda Items • Adjourn Public Meeting, meeting adjourned at 2:43 PM Anthony & Joni



Aug 1st Meeting Notes 2023

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, August 1 2023 2:00pm MST

Zoom info <https://us02web.zoom.us/j/82069036655?pwd=SWpIN2gzZzJZUnVUd2RMbG5wSnRlZz09>

Meeting ID: 820 6903 6655

Passcode: 24Nq4W

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Type of Meeting Data Sharing Subcommittee: August 1st 2023

Facilitator: Anthony Fisher, Michael Gaenzle

Note Taker:

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin	Y	Gabe Lennon	Y
Andréa Chavez		Roberta Lopez	
Shamelle Chotoki		Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	Y
Anthony Fisher	Y	Lyn Snow	
Michael Gaenzle	Y	David Swenka	Y
Carolyn Kemp	Y	Mari Villagomez	Y
Joni Koenig	Y	Jane Wilson	Y
Trent Lalonde		Kathryn Wright	
Lydia Rogers		Brittany Hughes	Y



Agenda Items
Open
Call to Order - Roll Call - Approval of July 18th meeting minutes; motion by Anthony , second by Joni Koenig
New Business
Gartner After multiple agency meetings and surveys, Gartner has developed a Current state assessment that mentions data sharing multiple times. Gartner makes strategic planning assumptions for data sharing 1) organizations that promote data sharing will outperform peers 2) organizations that instill digital trust will be able to participate in 50% more ecosystems, 3) most organizations will attempt trust-based data sharing programs, with 15% being successful. Gartner has a Situational Trust Framework 1) Identify data sharing use cases for business value, 2) Identify perfect levels of trust, 3) Identify trust levels to match the use cases, 4) Remove excessive elements of perfect trust in misalignment with the use cases to reach situational trust. Gartner assumes these human actors 1) IT Admin, 2) Metadata Manager, 3) Data Steward, 4) Business Analyst, 5) Governance Leader, 6) Data Engineer Gartner suggestions for inter-agency data sharing 1) looking at improving data quality 2) making more use of the data that we already have. This might require a shift in perspective of data ownership. Data is owned by the state, and not the agency. We should look at inverting the model, from closed by default, open by exception to the reverse; open by default closed by exception. We should consider how much data can be public. Agencies have other business partners (in addition to other agencies) that we need to consider. We should consider exposing components/parts of the data catalog as part of the discovery. Paul Haskins, Chelsea Wyatt, Farah Naweed, Anthony Puccio Data Sharing Working Groups Data Steward Contact Sheet Bringing together different resources to have a contact sheet. This will allow agencies to find the best points of contact to initiate data sharing conversations. Volunteers: Anthony Fisher, Kathryn Wright, and Shاملة Chotoki Data Sharing Maturity Model Volunteers: Trent LaLonde, Lynn Snow, Jane Wilson, Michael Gaenzle DSA Improvements- Tabled for now, but the AGs office is still working on this. Would be beneficial to have CDLE & CDHS input
Meeting Closing Remarks - Open Discussion - Recap Action Items - Future Agenda Items - Adjourn Public Meeting, meeting adjourned at 2:43 PM Anthony & Joni



July 18th Meeting Notes 2023

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, July 18th 2023 2:00pm MST

Zoom info <https://us02web.zoom.us/j/82069036655?pwd=SWpIN2gzZzJZUnVUd2RMbG5wSnRlZz09>

Meeting ID: 820 6903 6655

Passcode: 24Nq4W

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Type of Meeting Data Sharing Subcommittee: July 18th 2023

Facilitator: Anthony Fisher

Note Taker:

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin	y	Gabe Lennon	y
Andréa Chavez	y	Roberta Lopez	
Shamelle Chotoki	y	Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	y
Anthony Fisher	y	Lyn Snow	y
Michael Gaenzle		David Swenka	
Carolyn Kemp	y	Mari Villagomez	y
Joni Koenig	y	Jane Wilson	
Trent Lalonde	y	Kathryn Wright	
Lydia Rogers		Brittany Hughes	



Agenda Items

Open

Call to Order

- Roll Call
- Approval of July 11th meeting minutes; motion by Joni Keonig , second by Shamelle Chotoki

New Business

- [Data Steward Contact Sheet](#)
 - Anthony had previously shared a template in use at DOR
 - There is a data inventory with points of contact
 - Volunteers
 - Kathryn Wright
 - Shamelle Chotoki
- [Data Sharing Maturity Model Assessment](#)
 - It has been well received
 - Volunteers
 - Trent Lalonde
 - Lyn Snow
- [DSA Templates](#) from Other Agencies
 - CDLE/CDHS, thanks for sharing!
 - An external DSA would be nice but the purview of GDAB is internally focused; will need to work with AGs/Gabe
 - Maybe beef up the existing DSA to allow for flexibility but keep sharing within a set of approved parameters
 - There could be other documents that agencies are using that align as a supplement to the DSA
 - Volunteers
 - Gabe Lennon

Meeting Closing Remarks

- Open Discussion
- Recap Action Items
 -
- Future Agenda Items
- Adjourn Public Meeting, meeting adjourned at 2:31 PM



July 11th Meeting Notes 2023

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, July 11th 2023 2:00pm MST

Zoom info <https://us02web.zoom.us/j/82069036655?pwd=SWpIN2gzZzJZUnVUd2RMbG5wSnRlZz09>

Meeting ID: 820 6903 6655

Passcode: 24Nq4W

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Type of Meeting Data Sharing Subcommittee: July 11th 2023

Facilitator: Michael Gaenzle & Anthony Fisher

Note Taker:

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin		Gabe Lennon	
Andréa Chavez		Roberta Lopez	Y
Shamelle Chotoki		Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	
Anthony Fisher	Y	Lyn Snow	Y
Michael Gaenzle	Y	David Swenka	Y
Carolyn Kemp	Y	Mari Villagomez	
Joni Koenig	Y	Jane Wilson	Y
Trent Lalonde (Kelsey Moody subbing in)		Kathryn Wright	Y
Lydia Rogers	Y	Brittany Hughes	Y



Agenda Items

Open

Call to Order

- Roll Call
- Approval of June 6th meeting minutes; motion by Joni Koenig, second by David Swenka

New Business

- Review of DOR's Data Steward Contact Sheet
 - Extremely helpful for sub-sections within Divisions
 - Could be helpful to link the Data Inventory of each agency within the Sheet; work with the Data Inventory Sub-Committee (?)
 - Possibly have a column for the Data Steward and the Data Owner/Approver
 - Does this create a pathway for agencies to create ongoing relationships with one another
 - Possibly start a working group to help create a standard template across all agencies
 - It may be best to create a template that allows for flexibility based on how the agency wants to receive requests, i.e. one point of contact versus a team inbox
 - There should be a Sheet within each Department that has Division POCs
 - Within the initial guidance document, there should be a list situations in which a DSA may be needed
 - Anthony Fisher will lead this working group
- Proposal to conduct a Data Sharing Maturity Model Assessment
 - Is Gartner also doing a similar assessment?
 - Would be helpful to get a lay of the land with where everyone else is, and we may be able to adapt some documents from more mature agencies to help support GDAB

Meeting Closing Remarks

- Open Discussion
- Recap Action Items
 - Review of [Data Sharing Catalog - New Considerations](#) and [DOR Data Stewards Contact Sheet](#); Reach out to Anthony to join working group
 - Review of [DSA Maturity Model](#) presentation
- Future Agenda Items
- Adjourn Public Meeting, meeting adjourned at 2:44 PM



June 6th Meeting Notes 2023

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, June 6th 2023 2:00pm MST

Zoom info <https://us02web.zoom.us/j/82069036655?pwd=SWplN2gzZzJZUnVUd2RMbG5wSnRlZz09>

Meeting ID: 820 6903 6655

Passcode: 24Nq4W

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Type of Meeting **Data Sharing Subcommittee: May 9th 2023**

Facilitator: Michael Gaenzle

Note Taker: Katherine Hochevar, Shamelle Chotoki

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin	Y	Gabe Lennon	
Andréa Chavez	y	Roberta Lopez	y
Shamelle Chotoki	y	Jeff Oliver	
Danielle DeFlorian	y	Jane Rosenthal	y
Anthony Fisher	y	Lyn Snow	y
Michael Gaenzle	y	David Swenka	
		Mari Villagomez	
Carolyn Kemp	y	Jane Wilson	y
Joni Koenig	y	Kathryn Wright	y
Trent Lalonde (Kelsey Moody subbing in)	y	Brittany Hughes	y
Lydia Rogers	y		



Agenda Items
Open
Call to Order • Roll Call • Approval of May 9th meeting minutes; motion by Anthony Fisher, Second by Jane Wilson
New Business
• Revisiting Data Sharing Inventory Catalog ◦ Revise the current template and information to focus on points of contact, in hopes of pushing this out to other agencies ◦ Next, dive into the DSAs at each agency ◦ Finally looking at each DSA to understand the common use cases across all agencies when sharing data; may inform future DSA template iterations
Meeting Closing Remarks • Open Discussion • Recap Action Items • Review of Catalog will continue • All representatives to fill out Data Sharing Inventory Catalog • Re-establish meeting time, • Explore Potential of Demos • Future Agenda Items • Adjourn Public Meeting, meeting adjourned at 3:35



May 9th Meeting Notes 2023

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Tuesday, May 9th 2023 3:00pm MST

Zoom info <https://us02web.zoom.us/j/82069036655?pwd=SWpIN2gzZzJZUnVUd2RMbG5wSnRlZz09>

Meeting ID: 820 6903 6655

Passcode: 24Nq4W

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Type of Meeting **Data Sharing Subcommittee: May 9th 2023**

Facilitator: Michael Gaenzle

Note Taker: Katherine Hochevar, Shamelle Chotoki

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin		Gabe Lennon	
Andréa Chavez	Y	Roberta Lopez	Y
Shamelle Chotoki	Y	Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	
Anthony Fisher		Lyn Snow	Y
Michael Gaenzle	Y	David Swenka	Y
		Mari Villagomez	
Carolyn Kemp	Y	Jane Wilson	Y
Joni Koenig	Y	Kathryn Wright	Y
Trent Lalonde	Y	Brittany Hughes	Y
Lydia Rogers		Anni Proctor	Y



Agenda Items
Open
Call to Order • Roll Call • Approval of April 25th meeting minutes; motion by Joni, Second by Trent
New Business
• Updates from CDHS ◦ Finalized draft of data sharing process. Will be posted on procurement site and CDHS privacy site • Data Sharing Template ◦ More time has been requested for review ◦ We will want to be sure that there is not overlap with the Data Governance Roles working group • We may want to consider the timing of the meeting. Michael will follow up with communications • There is a need to look at tooling for the management of data sharing agreements ◦ this is something that this group had discussed ◦ We might want to consider leveraging existing tools like the contract tools, or Asana ■ some agencies are moving forward with Asana
Meeting Closing Remarks • Open Discussion • Recap Action Items • Review of Catalog will continue • All representatives to fill out Data Sharing Inventory Catalog • Re-establish meeting time, • Explore Potential of Demos • Future Agenda Items • Adjourn Public Meeting, meeting adjourned at 3:35



April 25th Meeting Notes 2023

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Thursday, April 25th 2023 3:00pm MST

Zoom info <https://us02web.zoom.us/j/82069036655?pwd=SWpIN2gzZzJZUnVUd2RMbG5wSnRlZz09>

Meeting ID: 820 6903 6655

Passcode: 24Nq4W

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Type of Meeting Data Sharing Subcommittee: April 11th 2023

Facilitator: Anthony Fisher

Note Taker: Katherine Hochevar, Shamelle Chotoki

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin		Gabe Lennon	Y
Andréa Chavez		Roberta Lopez	Y
Shamelle Chotoki	Y	Jeff Oliver	
Danielle DeFlorian		Jane Rosenthal	
Anthony Fisher	Y	Lyn Snow	
Michael Gaenzle		David Swenka	Y
Melissa Hensley		Mari Villagomez	
Carolyn Kemp	Y	Jane Wilson	Y
Joni Koenig		Kathryn Wright	Y
Trent Lalonde	Y	Brittany Hughes	
Lydia Rogers	Y	Anni Proctor	Y



Agenda Items
Open
Call to Order • Roll Call • Approval of April 11th meeting minutes; Approved
New Business
• Gabe gave a high-level overview of a third party DSA template. An addendum may not be needed since the current language does have provisions for such a sharing relationship, however the language may need to be revised to fully encompass all relationships. A Drive link will be shared to add comments on top of Gabe's • The committee reviewed prior deliverables and landed on two areas to focus on for the coming year; filling out a Data Sharing Inventory Catalog and building a Data Sharing Process Best Practices document. • Roberta and her agency's AGs are working on a formalized data sharing process that she would be willing to share with GDAB. • Jane alerted that some agencies might be hesitant to share processes due to statutory limitations or if the process is regulated by the Federal Government. • Trent's organization has empty boxes with data SMEs but he should be able to add to the Data Sharing Inventory Catalog with an alternate until someone is hired.
Meeting Closing Remarks • Open Discussion • Recap Action Items • All representatives to fill out Data Sharing Inventory Catalog • Future Agenda Items • Adjourn Public Meeting, meeting adjourned at 3:28 PM



April 11th Meeting Notes 2023

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Thursday, April 11th 2023 3:00pm MST

Zoom info <https://us02web.zoom.us/j/82069036655?pwd=SWpIN2gzZzJZUnVUd2RMbG5wSnRlZz09>

Meeting ID: 820 6903 6655

Passcode: 24Nq4W

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Type of Meeting Data Sharing Subcommittee: April 11th 2023

Facilitator: Melissa Hensley

Note Taker: Katherine Hochevar

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin	Y	Gabe Lennon	Y
Andréa Chavez	Y	Roberta Lopez	
Danielle DeFlorian		Jeff Oliver	Y
Anthony Fisher	Y	Jane Rosenthal	
Michael Gaenzle	Y	Lyn Snow	Y
Melissa Hensley	Y	David Swenka	
Carolyn Kemp	Y	Mari Villagomez	
Joni Koenig	Y	Jane Wilson	Y
Trent Lalonde	Y	Kathryn Wright	Y
		Brittany Hughes	Y
Lydia Rogers		Anni Proctor	Y



Agenda Items

Open

Call to Order

- Roll Call
- Approval of meeting minutes, approved

New Business

- FTI definition- Anthony Fisher provided the FTI Definition - "Federal Tax Information (FTI) Data: FTI refers to confidential tax information that is protected by federal law under section 6103 of the Internal Revenue Code. This information includes tax returns and return information, taxpayer identity information, and any other information received by the IRS in connection with the administration of federal tax laws. Access to FTI is restricted to authorized persons for specific purposes, and the disclosure of FTI to unauthorized persons can result in civil and criminal penalties."
- Leadership announcements-Melissa H. is leaving the state. We need a new co-lead for this group. Anthony Fisher has volunteered.
- FERPA Addenda-Work is underway. Regarding the addenda, we need to consider the student data and transparency act and not just FERPA. Any expertise should reach out to Gabe. CDE will plan to connect with the AGs office.
- Data Sharing information gathering-
 - If we look at a catalog, do we have funding? We may need to figure out what requirements
 - for the catalog are, e.g. list vs. workflow, status, etc. OIT would likely have the ownership for the tool, but would be taking the direction of what this looks like from this subcommittee.
 - Agencies may not be aware of what they have.
 - Michael will share out draft template after the call.
- Next meeting we should be able to review FERPA and the template

Meeting Closing Remarks

- Open Discussion
- Recap Action Items
- Future Agenda Items
- Adjourn Public Meeting, meeting adjourned at 3:24



March 28 Meeting Notes 2023

Data Sharing GDAB Subcommittee

Data Sharing GDAB Subcommittee

Thursday, March 28th 2023 3:00pm MST

Zoom info <https://us02web.zoom.us/j/82069036655?pwd=SWpIN2gzZzJZUnVUd2RMbG5wSnRlZz09>

Meeting ID: 820 6903 6655

Passcode: 24Nq4W

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Type of Meeting Data Sharing Subcommittee: March 28th 2023

Facilitator: Michael Gaenzle

Note Taker: Katherine Hochevar

Attendees:

Member	Present	Member	Present
Jacqueline Arcelin	X	Gabe Lennon	X
Andrea Chavez		Roberta Lopez	X
Danielle DeFlorian		Jeff Oliver	
Anthony Fisher	X	Jane Rosenthal	
Michael Gaenzle	X	Lyn Snow	X
Melissa Hensley		David Swenka	
Carolyn Kemp	X	Mari Villagomez	X
Joni Koenig	X	Jane Wilson	X
Trent Lalonde	X	Katherine Wright	X
Melissa Peterson	X	Brittany Hughes	X
Lydia Rogers	X		



mELI

Agenda Items
Open
Call to Order - Roll Call - Approval of meeting minutes
New Business
We had previously identified 7 items as action items for this committee. After further discussion, the 3rd party agreement is not part of GDAB's mandate, though the utility of that is recognized. This work could still occur, but it would be an optional tool. This would also need to be vetted by the state controller. Creating an outline/template would have value, even though it would require customization for each use case. A template could likely be produced, but it wouldn't require GDAB approval and would be produced outside of the GDAB subcommittees. FERPA is the law governing student's educational records, (sharing, consent, etc). It has very specific requirements for written data sharing agreements, which are not covered by our existing data sharing agreement template. FTI- Michael G. will look at the definition, Federal Tax Information PHI-Personal Health Information Existing Data Sharing Processes and Cataloging- How do agencies track their agreements? What are the processes that currently exist? What tooling might help organize the process. Gabe would like substantive comments emailed to him so that they can be fully addressed. AG will have an addenda ready for review around April 11. The current thinking is that FERPA can best be addressed with an addenda. "It would be great to add a definition for "public health authority" as CDPHE isn't a covered entity." We are looking for the missing components so we can make sure that addenda are required. Should DSAs sit with procurement? Some contracts delineate ownership of data and impacts of breach. One agency notes that they have many contractors, with some having access to a lot of data and it's not clear what agreements may have been entered into. Another agency notes, "We delineate between data sharing agreements and confidentiality agreements (essentially use of data vs. just seeing the data)." One identified need is who to contact when doing an interagency DSA. We could look at points of contacts for data sharing agreements. Motion to approve (Joni, 2nd Kemp). Not all data sharing requests are tied to procurement, some are research requests. For next meeting will likely review the FERPA and Michael and Katherine H. will work on a template to start capturing how data requests are received by departments.



Meeting Closing Remarks

- Open Discussion
- Recap Action Items
- Future Agenda Items
- Adjourn Public Meeting, meeting adjourned at 3:58