Maine Department of Education

Data Reporting Policy

Issue Date: July 7, 2017

Revised Date: April 6, 2021

Purpose:

This policy will ensure that data reported for internal reporting, policy determination, and public reporting will be accurate and transparent.

Scope:

All Maine Department of Education (MDOE) employees responsible for compiling, reporting or analyzing data are subject to this policy. This policy extends to all data requests made to the Maine Department of Education as well as compliance submissions for Federal reporting requirements.

Policy Statement:

All data reported by the MDOE should adhere to the defined guidelines to ensure accurate and consistent presentation.

Statute Reference:

Not Applicable

Definitions:

CamelCase a typographical convention in which an initial capital is used for the first letter of a word forming the second element of a closed compound, e.g. PayPal, iPhone, MasterCard. (Dictionary)

Data sets are defined groupings of data for each public report.

Metadata is a set of data that describes and gives information about other data.

Publication is the release of any data set external to the MDOE including the MDOE website.

Responsibilities:

All employees will adhere to this policy and comply with the *Data Retrieval Policy*. It is also the responsibility of all employees to report media, legislative and public requests to the appropriate party per the *Freedom of Access Act (FOAA) Standard Operating Policy*.

Procedure:

Format:

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External data presentations should use the template (Appendix A for external data) and follow applicable suppression rules. Internal data presentations will use the template (Appendix B for internal data) and use the yellow watermark denoting its usage.

Each report presentation will be named as follows: First Initial & Last Name **or** Corporate entity of requestor, Data Request. If a subsequent or clarification data pull is needed, a notation will be added to the file name. An example name is *MEPRI Annual Staff Data Set – Updated Fall 2020.*

Raw data should be placed in a pivot table for easy consumption. Each tab will be named to distinguish raw data from analytic processing. Each table and chart should have a complete and appropriate title for the data set presented. All data elements will be clearly labeled with complete nomenclature, do not use abbreviations or CamelCase.

Simple calculations are allowed for the treatment of data (i.e. average, sum, previously defined rates), but more complex analysis must be done by the requestor (i.e. standard deviations, percentiles, rates not calculated by MDOE as a normal course of business). If a calculation of the data is required for analysis, the calculation must be done electronically, in either the query itself or in the excel sheet. All formulas must be listed in the metadata.

Refreshable spreadsheets must be clearly labeled and should only be used internally. The intended users should have an established ODBC connection. CSV files generated will be labeled per file specifications presented in the request specification (please see *Data Retrieval Policy*).

Data that is used in other documents, including clipped or embedded tables and charts will be captioned or footnoted with the source. All data published should use the prescribed MDOE color schemes and fonts as described on the [MDOE SharePoint](#) site.

Publication:

All data released will have a supplemental tab, appendix, or citation of metadata. The metadata should include data sets accessed, data types, and dates of collection. Notations will also be made regarding filter parameters used (i.e. – public schools, FTE personnel) and the applicable use of the data (i.e. internal or public). Notes regarding the context of the data pulled will be distinguished as a comment. All data that is released publicly should have data connections removed and is subject to the *Public Reporting Data Suppression Policy* before release.

Delivering data:

All delivered data must follow OIT data transfer polices found here: https://www.maine.gov/oit/policies/. All transfers that contain personally identifiable information must be encrypted and sent using an encrypted file share platform approved by Maine IT. Aggregated and deidentified data sets can be emailed directly or loaded to the website after any necessary suppression has been applied and verified.

Document History & Distribution:

This document will be distributed to Maine DOE staff and posted on the Maine Data Warehouse web page.

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Version	Revision Log	Date
Version 1.0	Initial Publication	July 7, 2017
Version 1.1	Reformatted Publication	March 1, 2020
Version 2.0	Updated policy	April 6, 2021
Appendix A	External Reporting Template	April 6, 2021
Appendix B	Internal Reporting Template	April 6, 2021

Date: April 6, 2021   Division Director Signature: _____

DocuSigned by:
Joanne Allen
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Date: April 6, 2021   Commissioner Signature: _____

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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/7/2021 11:11:42 AM
Certified Delivered	Security Checked	4/7/2021 11:11:56 AM
Signing Complete	Security Checked	4/7/2021 11:12:58 AM
Completed	Security Checked	4/7/2021 11:12:58 AM

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