Maine Department of Education

Data Reporting Policy

Issue Date: July 7, 2017

Revised Date: March 1, 2020

Purpose:

This policy will ensure that data reported for 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 outside of the MDOE should adhere to the defined guidelines to ensure accurate and consistent public presentation.

Statute Reference:

Not Applicable

Definitions:

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:
Excel data presentations should use the template (Appendix A). Raw data should be placed in a pivot table or visual chart for easy consumption. If the data set is included in a workbook, each tab will be named to distinguish raw data from analytic processing. Each table and chart should have a title for the data set presented. All data series will be clearly labeled.

CSV files generated will be labeled per file specifications presented in the request specification (please see *Data Retrieval Policy*).

Documents and visualization software that include clipped or embedded tables and charts will be captioned or footnoted with metadata.

All data published should use the prescribed MDOE color schemes and fonts as described on the MDOE SharePoint site.

Metadata:

A supplemental tab, appendix, or citation of metadata should be included with each data set or report. The metadata should include a notation of the data sources, data types, and dates of collection (i.e. – NEO Staff, December 1, 2017). 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).

Publication:

Refreshable spreadsheets should only be used internally. A version should be saved with the data connections removed. All data is subject to the *Public Reporting Data Suppression Policy* before publication.

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. Aggregated and deidentified data sets can be emailed directly or loaded to the website after any necessary suppression has been applied.

Document History & Distribution:

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

Version	Revision Log	Date
Version 1.0	Initial Publication	July 7, 2017
Version 1.1	Reformatted Publication	March 1, 2020
Appendix A	Reporting Template (Excel)	March 1, 2020

Date: March 1, 2020   Division Director Signature:_____

Date: March 1, 2020   Commissioner Signature:_____