

## Next Steps – Implementing the Data Collection and Management Policy

August 25, 2022

Upon Board approval, next steps to ensure the policy is being implemented as intended are outlined in the table below.

Action Steps
<input type="checkbox"/> <b>Add Policy to the Website</b> → “This data collection and management policy will be available on the Trust’s website, along with staff contact information, to receive any questions, concerns, or grievances.”
<input type="checkbox"/> <b>Messaging the Policy</b> → Include in next newsletter and highlight in annual report.
<input type="checkbox"/> <b>Informed Consent Statement</b> → Trust will develop a statement and process for providers, “The Trust will provide a short consent statement that will include the following: (1) why the information is being collected, (2) how it will be used, and (3) how it will be protected.”
<input type="checkbox"/> <b>Data System</b> → The Trust will select and implement a data system to collect and manage PII and business processes. <ul style="list-style-type: none"> <li>- Data System User Agreement</li> <li>- Training</li> </ul>
<input type="checkbox"/> <b>Data Purposes Dictionary</b> → Trust will develop a document to identify specific purposes for data elements collected, per reference in Section 2 – “What data is collected?”
<input type="checkbox"/> <b>Incorporate Policy in Contracting</b> → Trust will incorporate the policy by reference in all relevant contracts and add additional specifications, so the Trust and contractors are appropriately implementing policy expectations and procedures. <ul style="list-style-type: none"> <li>- Allocate staff time to data collection &amp; evaluation activities</li> <li>- Feedback process</li> <li>- Data requirements</li> <li>- Data system usage</li> <li>- Informed consent process</li> </ul>