Washington State Department of HEALTH

COVID-19 VACCINE INITIATIVES DATA STEWARDSHIP PRACTICES

Washington State Department of HEALTH

My name is Chante, and I am a Data Specialist with the Department of Health and a graduate of TCC's HIMBAS program. I Currently work on the Power of Providers Initiative (POP) supporting Covid vaccine efforts in Washington State.

Power of Providers

SAVE

Seek • Ask/Educate • Vaccinate • Empower

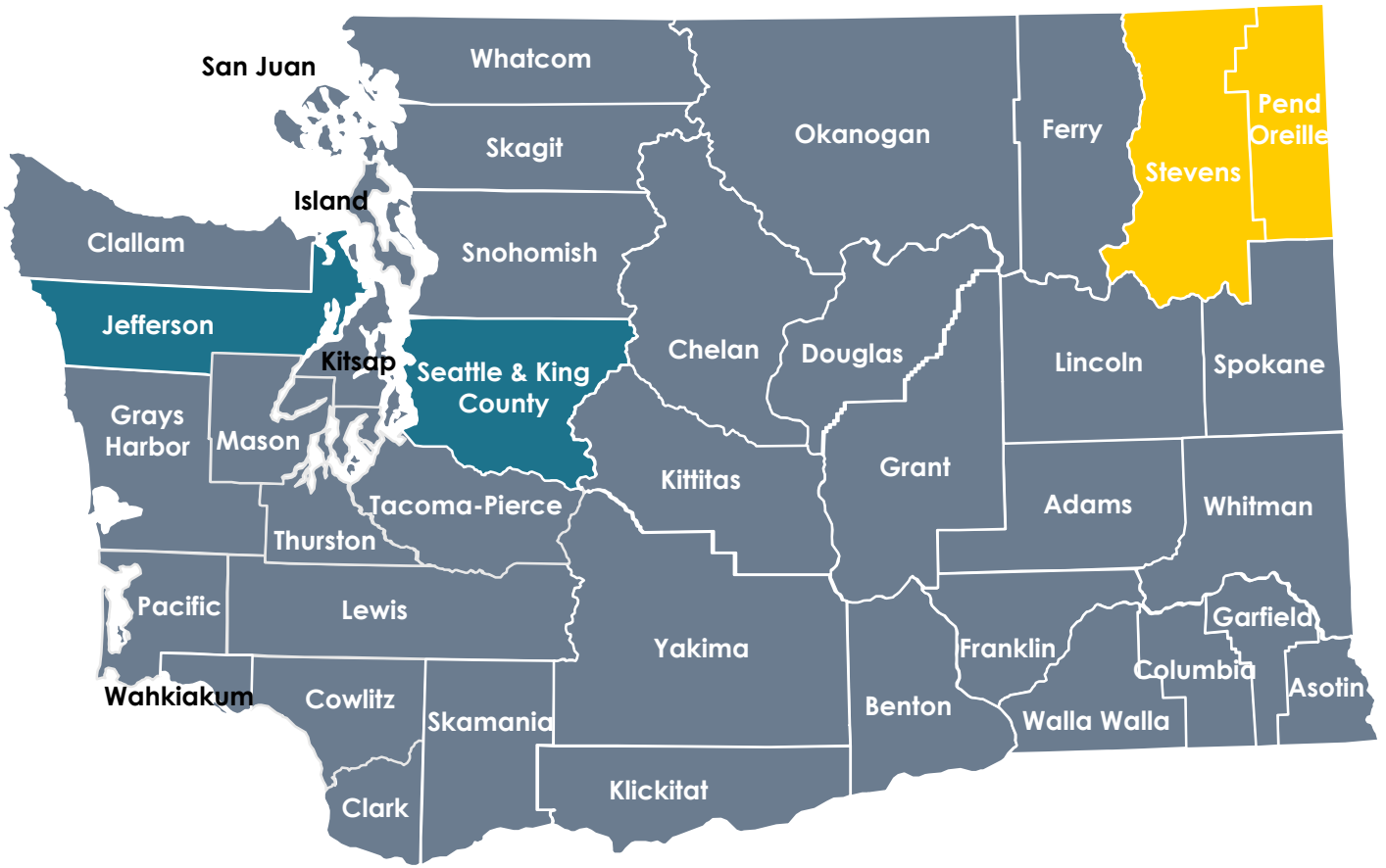
DOH.WA.GOV/POP

The power of Providers' (POP) mission is to partner with providers to overcome healthcare barriers, engage, educate and empower the people of Washington.

The Power of Providers Initiative (POP) was established in 2021 to help combat the devastation of the COVID-19 pandemic, and support Providers and health care facilities in Washington state.

Pop's vision is to establish partnerships with trusted health care professionals to help ensure the health and safety of communities.

Counties with the highest and lowest vaccination rates



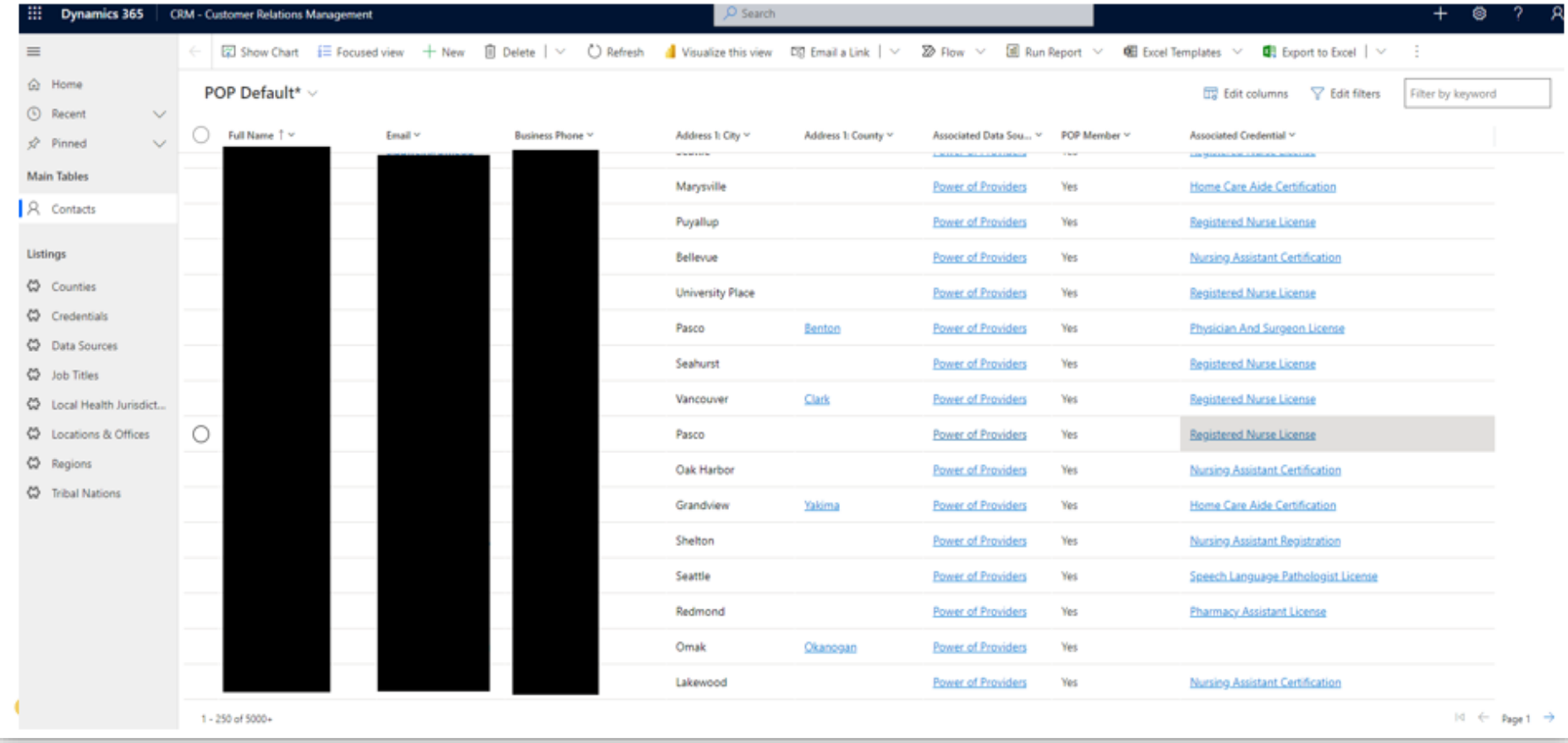
Highest vaccination rates

Lowest vaccination rates

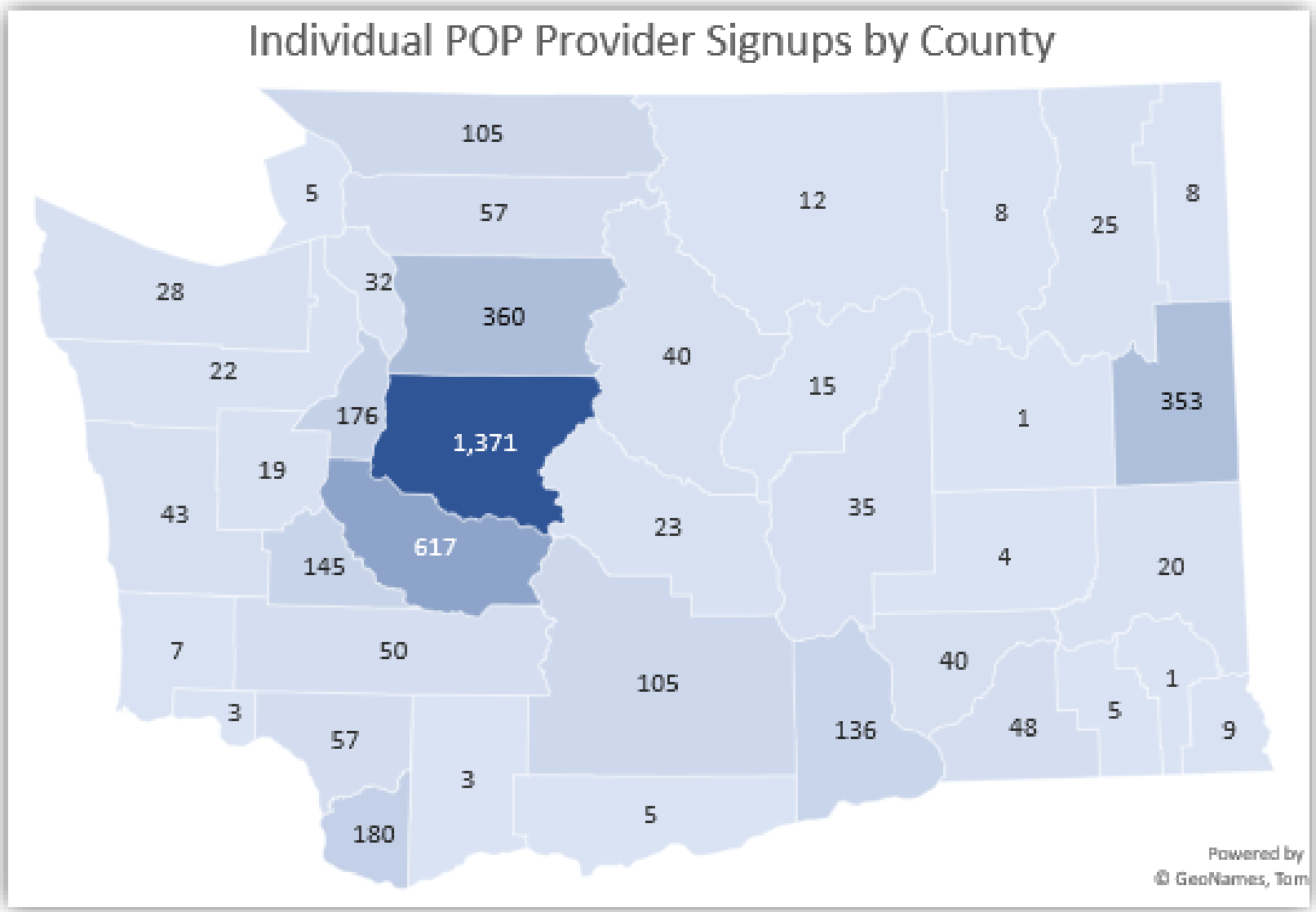
THE SPECIAL PROJECTS TEAM

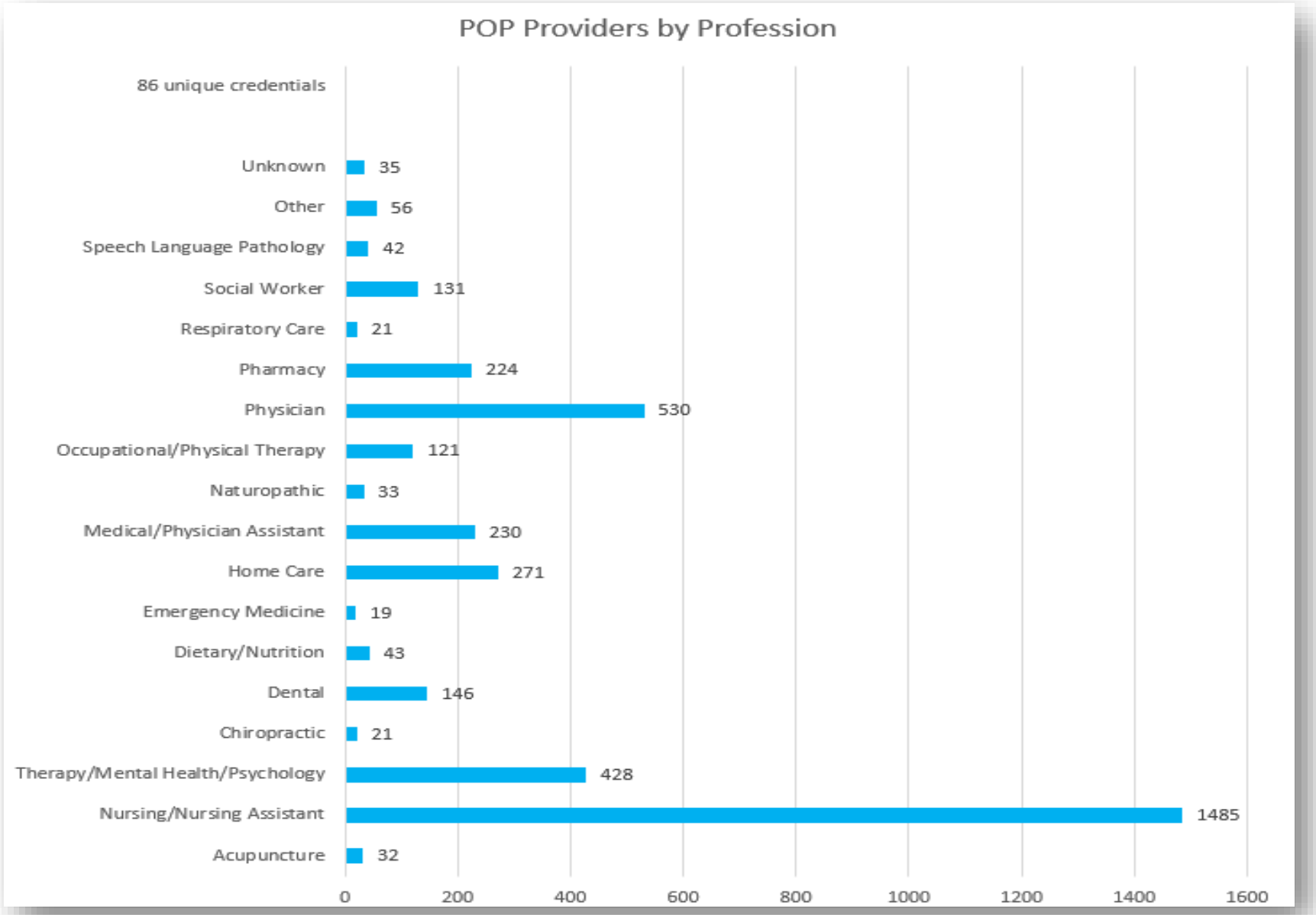
- The SPECIAL PROJECTS TEAM is responsible for gathering cleaning and organizing raw data
- Creating metrics to track and measure data
- Collaborating with other teams
- Data Stewardship
- We are currently managing 4,952 unique records. 355 are Organization/association level points of contact
- POP members represent 86 distinct credentials. 35 subspecialties and 27 sub-specialties

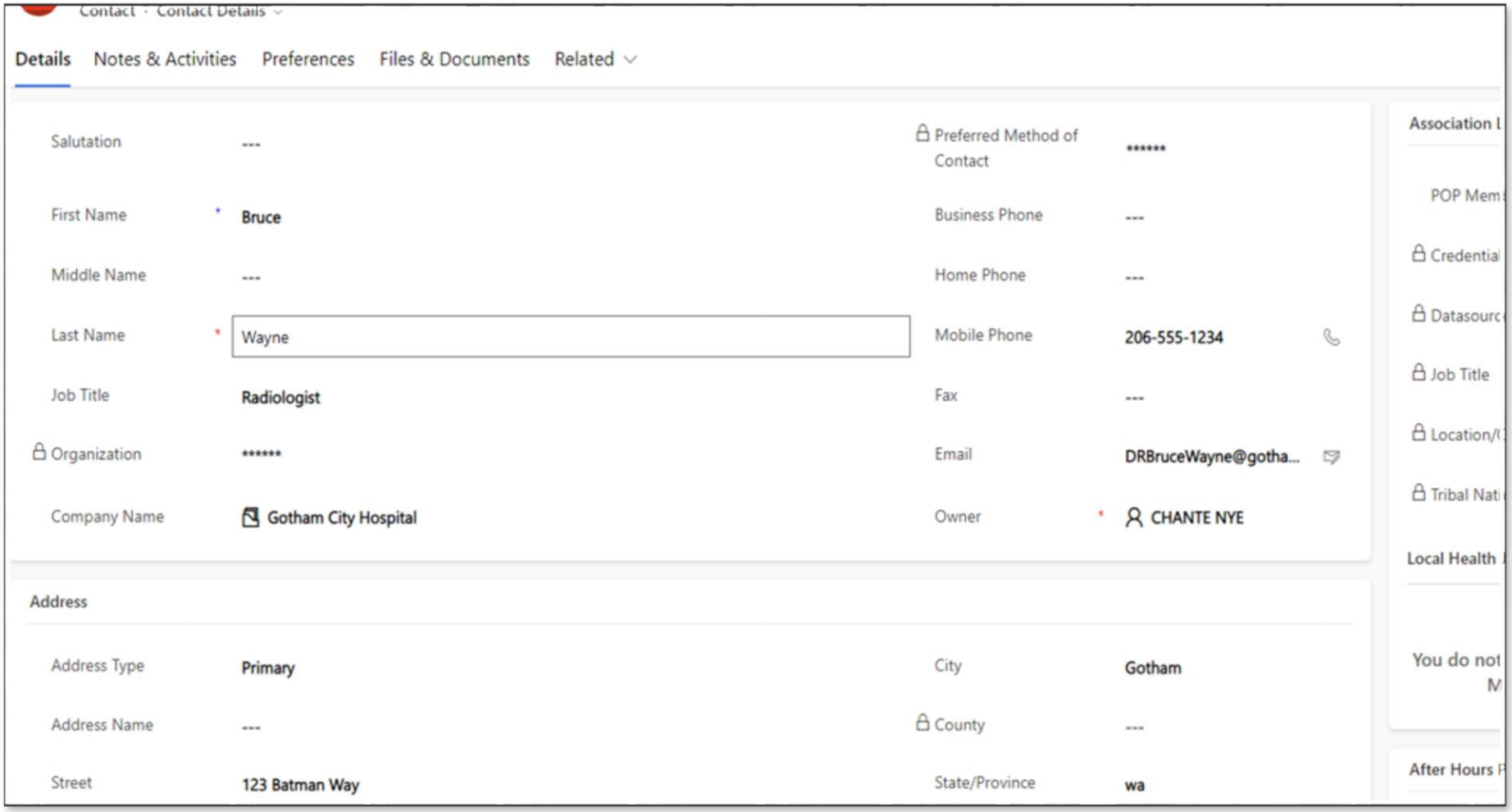
POP Customer Relationship Management Tool



The CRM is one of the primary methods the SPECIAL PROJECTS TEAM is using to store and organize captured data.

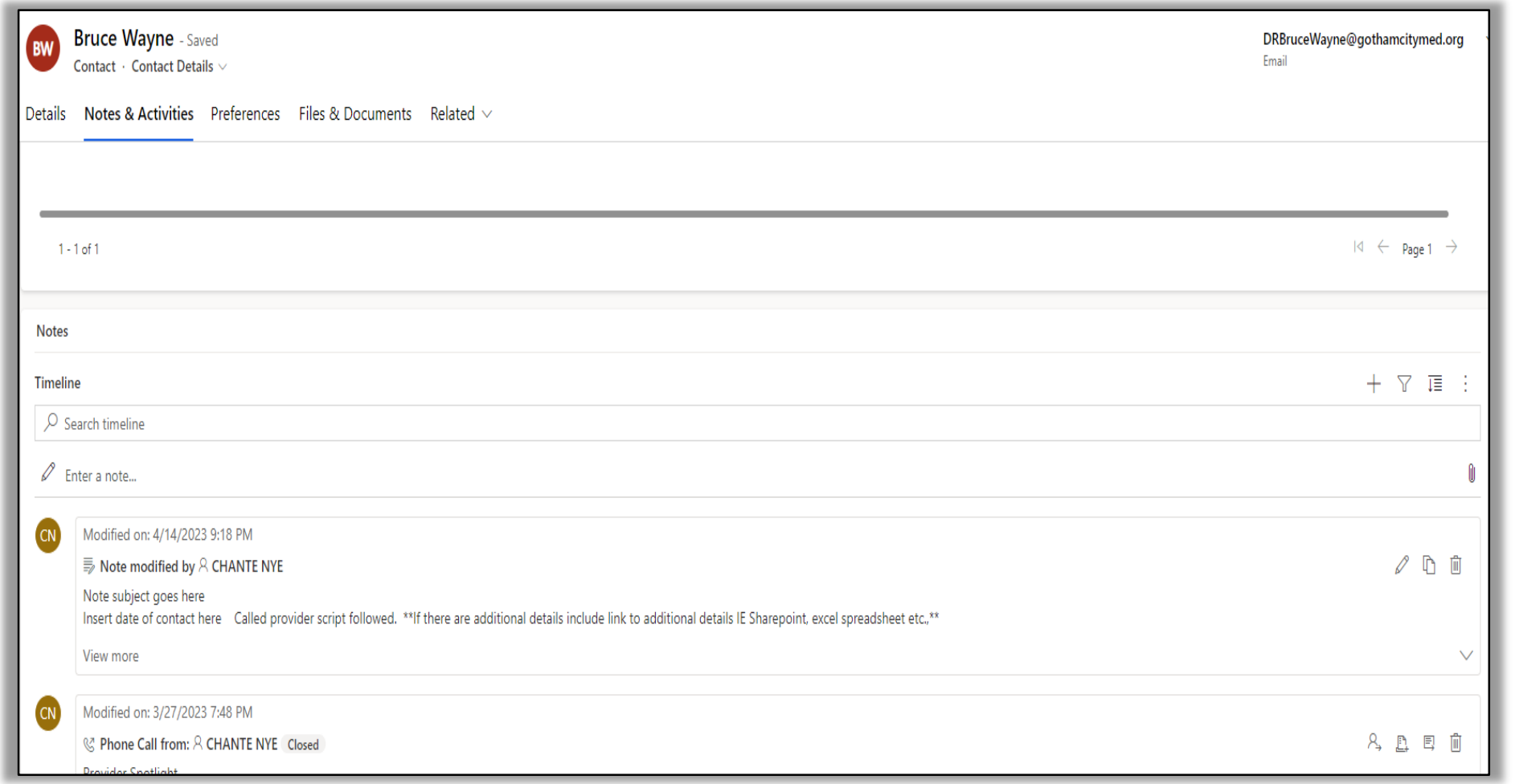

Individual POP Provider Signups by County
105
5
57
12
8
25
8
28
32
360
40
22
15
353
176
1,371
1
19
43
35
23
617
4
145
20
7
50
105
40
1
3
57
136
48
5
9
3
5
180
Powered by
© GeoNames, Tom


POP Providers by Profession
86 unique credentials
Unknown 35
Other 56
Speech Language Pathology 42
Social Worker 131
Respiratory Care 21
Pharmacy 224
Physician 530
Occupational/Physical Therapy 121
Naturopathic 33
Medical/Physician Assistant 230
Home Care 271
Emergency Medicine 19
Dietary/Nutrition 43
Dental 146
Chiropractic 21
Therapy/Mental Health/Psychology 428
Nursing/Nursing Assistant 1485
Acupuncture 32
0 200 400 600 800 1000 1200 1400 1600



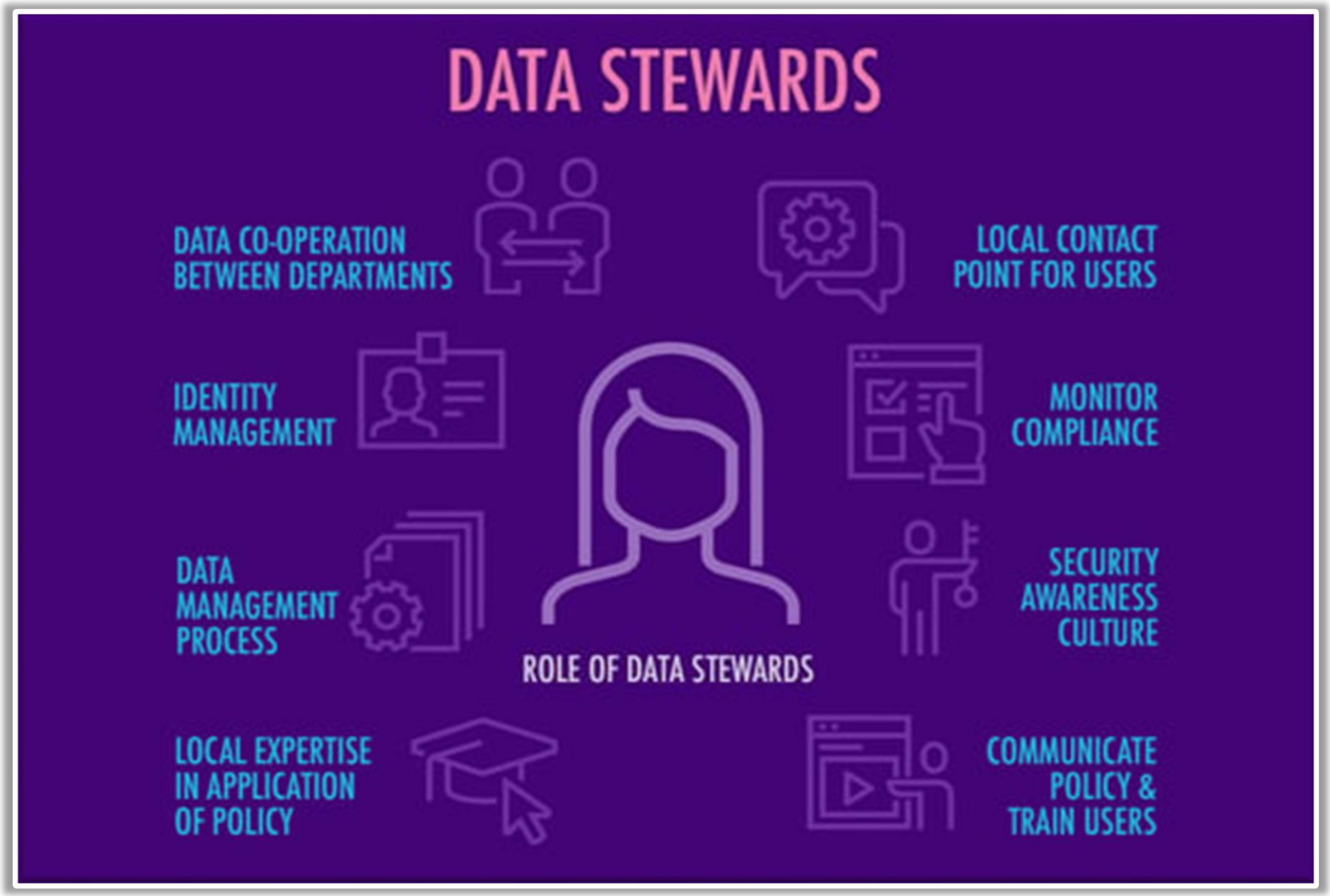
Example of what a typical provider profile looks like in the CRM

Bruce Wayne is not real person in the database



Example provider contact note

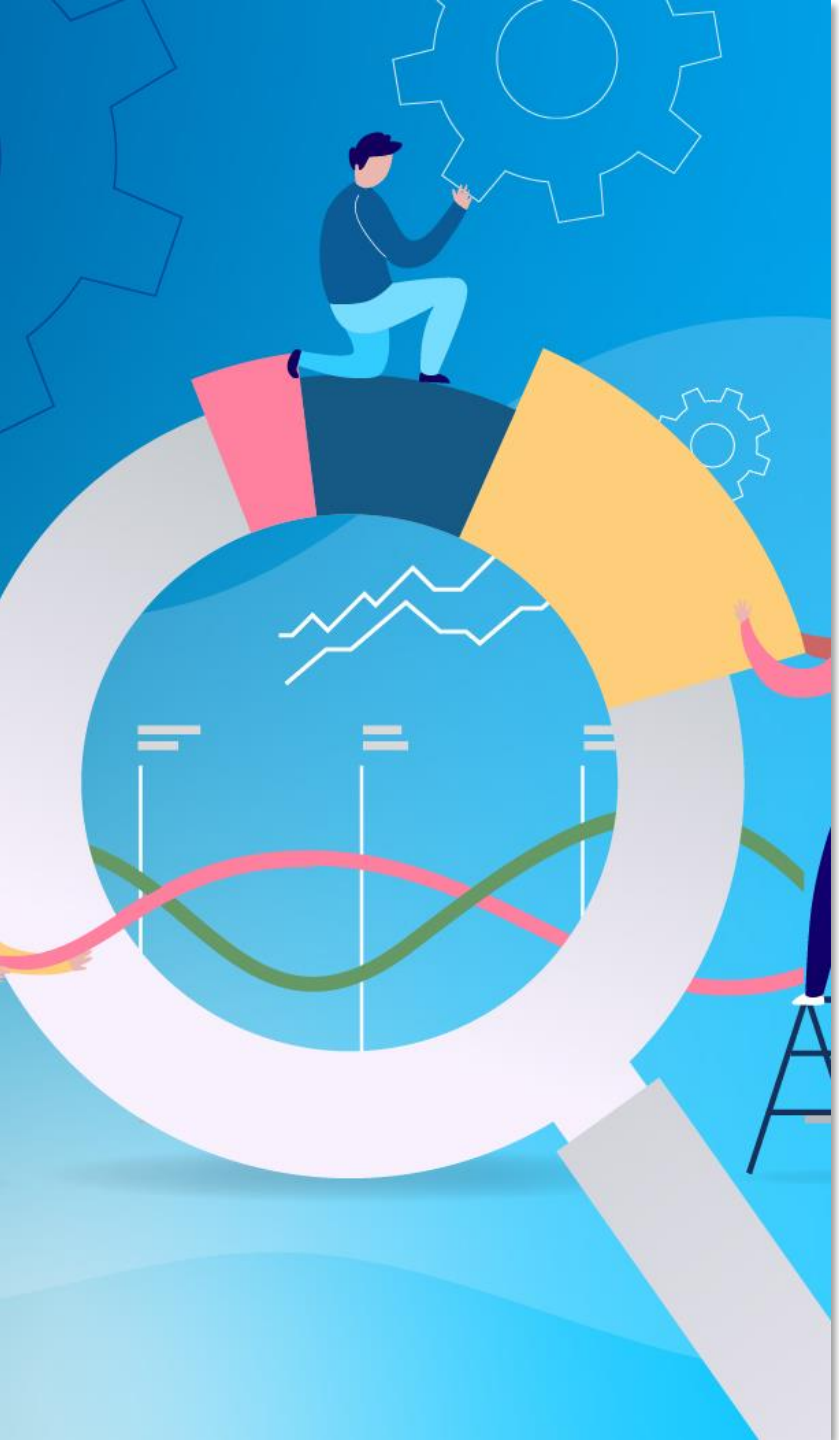
The POP Initiative's Data Stewardship Practices


DATA STEWARDS
DATA CO-OPERATION BETWEEN DEPARTMENTS
LOCAL CONTACT POINT FOR USERS
IDENTITY MANAGEMENT
MONITOR COMPLIANCE
DATA MANAGEMENT PROCESS
SECURITY AWARENESS CULTURE
ROLE OF DATA STEWARDS
LOCAL EXPERTISE IN APPLICATION OF POLICY
COMMUNICATE POLICY & TRAIN USERS

Washington State Agency Privacy Principles

The government performs a variety of functions that require handle personal information. Public agencies have an obligation to handle personal information about Washington residents and responsibility and in a fair and transparent way.

It takes a team effort



Seven privacy principles

1.Lawful fair and responsible use

2.Data minimization

3.Purpose limitation

4.Transparency and accountability

5.Due Diligence

6.Individual Participation

7. Security

Everyone on The Initiatives Team shares the responsibility of data stewardship. Being a good data steward means maintaining a high-quality standard through out the entire data life cycle.

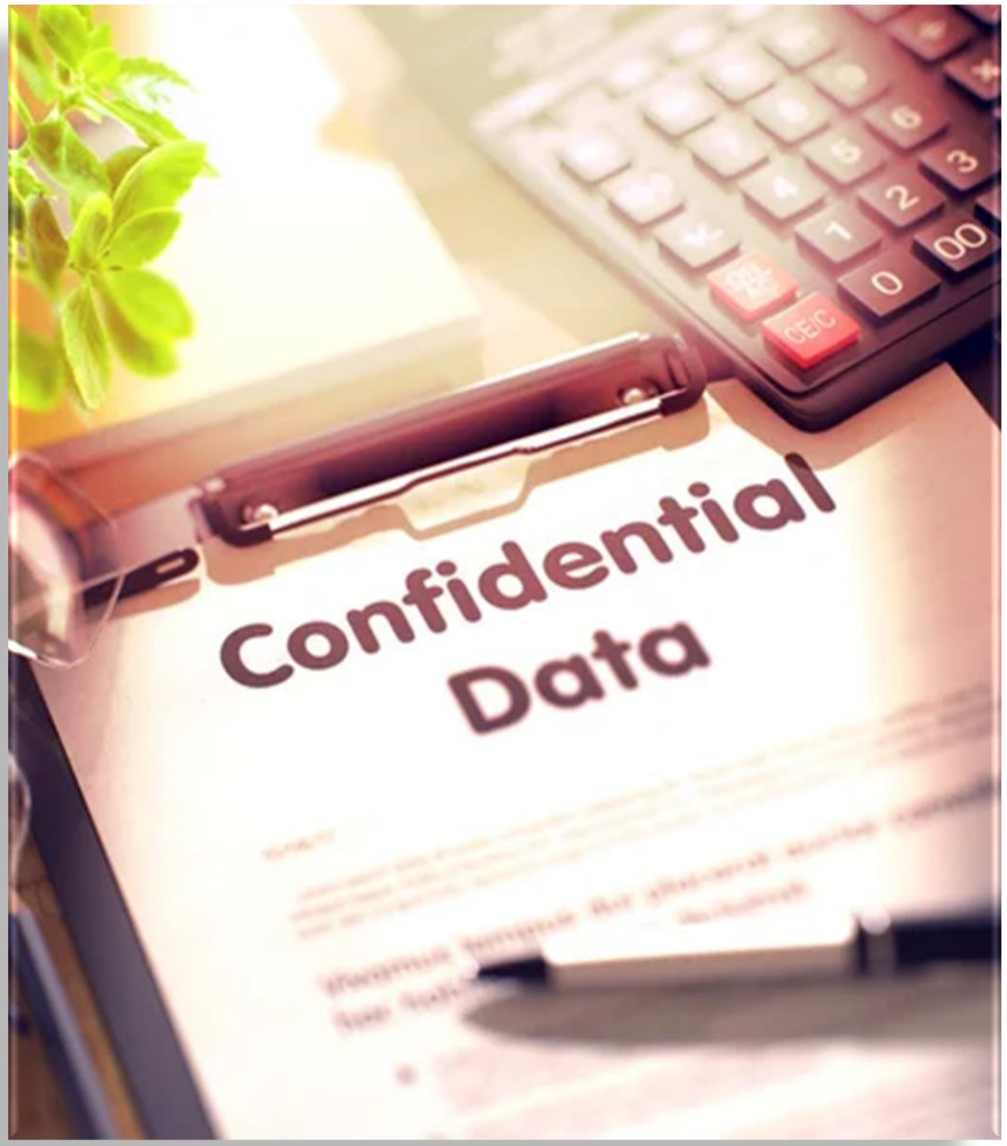
Data Classifications

Category 1: “Public Information”

Category 2 “Sensitive Information”

Category 3 “Confidential Information”

Category 4 “Confidential Information Requiring Special Handling”



What working with category 2 data means for The POP team.

The Initiatives Team works primarily with category 2 data. Although it is not confidential information, it is sensitive information that still needs to be protected.

Protecting data as remote employees

Since it is often impossible to classify data based on a single data element alone, some things to consider when handling this data include how the element could be combined with other elements in a data set, and how it can be used.

- Remote employees connect to a VPN, which stands for Virtual Private Network. Connecting to the VPN creates a protected connection that hides the user's actual public IP address The VPN allows us to access what's called the "Y drive"

- The Y drive can only be accessed when connected to the VPN. It allows users to save files and store documents out of the desktop safely.

- **Additional steps to protect data while working remote include locking the computer when stepping away. This is especially important in setting when one is working in a shared space.**
- **Including only the necessary minimum data when exchanging or sharing of information.**
- **Double checking the email to ensure data is being sent to the correct recipient.**
- **Not using your personal email or computer to conduct DOH work.**
- **Ensuring software updates are completed on time.**

Additional resources for review

https://watech.wa.gov/privacy/gov-agency-resources

https://doh.wa.gov/node/8511

https://watech.wa.gov/sites/default/files/public/privacy/WSAPP.pdf

https://watech.wa.gov/Data-Minimization-0

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.