

Data System Technical Assistance Menu

A data system is any software used to store and organize data. ACF and TEI recognize that developing, maintaining, and improving a data system has unique challenges, especially in a tribal context. Whether a grantee uses a system developed for their own program or a model-supported system, TEI can provide data system technical assistance (TA). This menu of data system TA is structured around the modules and tools included in the [Data System Improvement Toolkit](#). The goal of this Menu is to provide Tribal Home Visiting grantees with an understanding of the types of TA they can request. This TA can be a one-time or short-term request or can involve a longer, more intensive data system improvement effort. If a grantee is interested in receiving data system TA, they should review the Menu below and contact their TEI Liaison.

Choosing a System and Working with a Vendor or Developer

- Guidance articulating system design requirements for vendors
- Help designing a request for proposal (RFP) for potential vendors using agency requirements
- Help designing and documenting an RFP timeline
- Support reviewing vendor proposals or scopes of work

Documenting and Improving Data System Processes

- Assistance with the data mapping process
- Technical support to develop a data cleaning process
- Guidance designing a case file review process
- Help developing or reviewing missing data reports
- Facilitation and assistance creating agency-specific business process maps
- Guidance on converting from paper and pencil data collection to a paperless data system

Protecting Data Ownership and Privacy

- Assistance determining data ownership needs
- Discussion and review of cloud-based services versus hosting your data yourself (what does hosting in the cloud really mean for data privacy?)

Displaying and Reporting Data

- Assistance designing and completing an agency specific reporting map (NOTE: this may require communication with the agency's technical vendor)
- Help developing a plan for integrating data systems
- Assistance reviewing data dashboard options and design
- Design of a data dashboard training manual and training planning

Optimizing Your Current Data System

- Assistance completing an agency specific data system assessment
- Support communicating with the technical vendor to identify potential changes, define project specifics, create business requirements, and/or design a testing & implementation plan
- Facilitation and assistance creating a data system improvement charter