Requirements for Providing Data to the Neighborhood Compass

The Neighborhood Compass is a new tool designed to compare neighborhood well-being and quality of life indicators across Durham and to assist with the alignment of resources with community priorities. Interdepartmental and cross-agency partnerships in this project are essential for its success and for it to be fully useful to the full complement of Durham stakeholders. Do you have information that you think might be of value to this effort? We welcome opportunities to work with data contributors to broaden the depth and scope of information included. Below are answers to some basic questions about providing data to the Compass and guidelines for data contributions.

Will providing data for the Compass require staff time? Yes. You will be asked to assign a primary point of contact within your organization whose responsibility it will be to work with NIS to compile, vet and document the information provided. Your point of contact should be the person most familiar with internal data tracking and reporting and be given the authority to provide data to NIS. He or she will be asked to commit time to this project on an annual basis. The time commitment will be lessened by reviewing first what standard queries are already being used to manage and track the information offered. If a custom query is needed, our goal is to create it once up front and run it for future years.

Will it require staff expertise? If you would prefer to de-identify and summarize your information to the neighborhood and block group geographies in-house, your primary contact will need to have some expertise with standard geo-processing techniques. Alternatively if your agency would like us to geo-reference your tabular data and summarize it to for neighborhood areas this may also be possible. This arrangement can be formalized via a memorandum of understanding allowing the department primary contact to have NIS or Technology Solutions perform the geo-processing.

<u>The questions we will need to address with each data contact or department director</u>:

How does your data indicate one of the Compass dimensions? Variables identified in local databases will have to reflect one of the nine data dimensions of the Compass: demographics, housing, safety, economy, education, environment, infrastructure & amenities, engagement and health. Within each, what story does the prospective data tell that is not better expressed with currently-reported data?

Who is the prime data contact, or data steward, in your agency for the Compass? This will be the person in your organization who is charged with the responsibility for preparing, vetting, and ensuring the continued availability of the data that your agency would like to have represented within the Compass. He or she will provide data to NIS or Technology Solutions, depending on the type of agreement that may be arranged (see *staff expertise* above). This person will speak to the needs of the Compass within your agency as software upgrades and new workflow management solutions are evaluated for your organization.

Do you have a standard workflow for processing your data for use at the block group level? Does the department already report data by the Census Bureau-designated block group geographies? If not, can the primary data contact conduct the necessary geoprocessing to summarize data by these geographies, as well as by neighborhood boundaries?

Do you have a succession plan to facilitate easy replication of workflows after staff turnover? Whether the workflow involved in providing Compass data is an existing query or one customized for this project, the identical process will need to be repeated annually. It will be crucial, therefore, to document and standardize the data delivery process to ensure that the same workflow can be repeated in future years, regardless of staffing changes.

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