



# ALABAMA MEDICAID AGENCY

Enterprise Data Governance

Data Management Plan Document

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## CONTACT AND SUBMISSION INFORMATION

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# DATA MANAGEMENT PLAN

## Data Management Plan Introduction

In accordance Alabama Medicaid Agency's (AMA) Data Governance Framework, the Data Management Plan must explain the Enterprise Data Management approach for the overall data services provided to the Alabama Medicaid Agency (referred to as Medicaid or Agency in this document). The structure of the document is secondary to the content provided. This means the vendor can use their existing documentation, but that documentation must clearly define, explain, and describe how data management capabilities are provided to the Agency and meet the requirements in the contract and this template.

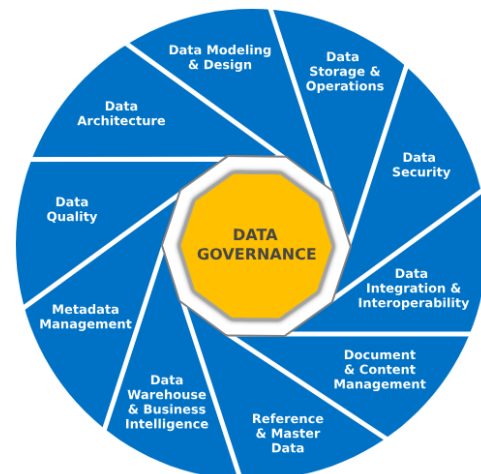
In addition to any Federal and State compliance requirements, The Data Management Plan (DMP) is required to be in accordance and align with the following AMA companion documents and guides:

1. AIM 918,
2. AMA Master Data Reference Guide
3. Applicable Interface Control Documents ICD's
4. AMA Data Governance Standard Operating Procedures (SOP)
5. AMA Data Governance Policies and Procedures (P&P's)
6. All Applicable Data Governance Service Level Agreements (SLA's)

### **A. Data Management Framework**

The AMA Data Governance Framework is based the DAMA International's Data Management Book of Knowledge (DMBOK). DMBOK identifies ten areas requiring data management policies and practices that ensure effective management and security of data during each phase of the data lifecycle. The data management plan must describe the capabilities supporting these ten areas. If an area capability is not applicable to the vendor, Agency approval must be obtained to exclude the area from the DMP.

- Data Architecture
- Data Modeling & Design
- Data Storage & Operations
  - Cloud & Infrastructure



- Software & Services
- Business Continuity & Disaster Recovery
- Data Conversion
- Turnover Plans
- Data Security
- Data Integration & Interoperability
- Document & Content Management
- Reference & Master Data
- Data Warehousing & Business Intelligence
- Metadata Management
  - Integration with the Data Governance Platform
- Data Quality
  - Completeness
  - Accuracy
  - Consistency
  - Validity
  - Uniqueness
  - Integrity

## **B. Data Management Requirements**

The following information aligns with the Medicaid's Enterprise Data Governance Program. The vendor must reference the Data Governance Office (DGO) website for complete and current content. If a requirement is not applicable to the vendor, Agency approval must be obtained to exclude the requirement from the DMP.

- I. The vendor shall create and maintain the Data Management Plan (DMP) for the contract term.
- II. The vendor shall identify and assign resources as primary contacts to support the DMP. These resources will include a primary contact, secondary contact, and as needed allocate data and technical specialists for all areas of the Vendor's solution.
- III. The vendor's data contacts shall work with business area data stewards and participate in Medicaid enterprise data management committees and workgroups including the Data Governance Committee (DGCM).
- IV. The Vendor shall identify and request Data Sharing Agreement(s) and obtain approval prior to implementing any data sharing capability.

- V. The DMP shall synchronize and integrate with Medicaid's DMP and the other MES vendor DMPs.
- VI. The DMP shall address the following Medicaid enterprise data requirements:
  - a. The DMP shall support Medicaid's Data Governance Charter.
  - b. The DMP shall support Medicaid's Enterprise Data Governance Program.
  - c. The DMP shall describe the supported areas and capabilities listed in the AMA Data Governance Framework.
  - d. The DMP shall include Service Levels descriptions and Agency approved metrics for all included capabilities.
  - e. The DMP shall be approved and accepted by the Chief Data Officer (CDO) and the CDO's designated reviewers.
  - f. The DMP shall include the technology roadmap for supporting Medicaid enterprise data initiatives.
  - g. The DMP shall define, approve, communicate, and implement the vendor's principles, policies, procedures, metrics, tools, and responsibilities for data management.
  - h. The DMP shall comply and align with Medicaid's data management principles, policies, procedures, and responsibilities.
  - i. The DMP shall describe the entire Medicaid data asset life cycle (e.g., how data is defined, created, stored, modified, archived, and destroyed). This life cycle must address data security, privacy, conversion, and accessibility.
  - j. The DMP shall apply to all data in the Vendor's solution (e.g., input, at rest, in motion, or export), all formats of data (e.g., files, data stores, database, messages, events, and interfaces), and all appropriate standards (e.g., API, HL7, USCDI, HIPAA, HIT, X12).
- VII. The DMP shall address the following operational data requirements:
  - a. The vendor shall use industry standards and maintain technical compatibility with Medicaid and DGO data tools.
  - b. The vendor shall pull business rules from the DGO tools and use this information for their internal data management processes.
  - c. The vendor shall implement and operate tools and processes to monitor and improve the quality of Medicaid data using the metadata and business rules.
  - d. The vendor shall collect, store, analyze, and share data quality and metrics with Medicaid and DGO.
  - e. The vendor shall provide those the data quality and metric results to Medicaid's Enterprise Data Services (EDS) and System Integrator Platform (SIP) component.

- f. The vendor shall use the data quality and metric results to manage and improve the quality of Medicaid data.
  - g. The vendor shall work with Medicaid and all Medicaid vendors to maintain and update data and services for Medicaid enterprise.
  - h. The vendor shall simplify data management, privacy, and security by cleansing data and eliminating redundant data creation, storage, and collection.
- VIII. The DMP shall address the following physical data asset requirements:
- a. The vendor shall verify that the Medicaid data stores are compliant with federal and state regulations and external mandates.
  - b. The vendor shall support required compliance tests and audits required by these regulations and mandates (e.g., history of data changes, information shared between MES components, data lineage, and version control).
  - c. The vendor shall develop testing and data validation processes to provide Medicaid with the results for all new and changed data processes.
  - d. The vendor shall keep Medicaid data stored and accessible by data services and the services and data formats will not be proprietary.
  - e. The vendor shall keep Medicaid data always encrypted, whether at rest or in motion.
  - f. The vendor solution shall be fully elastic to support performance and storage service levels for all future data growth, reporting, and analytical requirements.
  - g. The vendor shall maintain secondary copies of Medicaid data in geographically distributed locations for data recovery and backup.
  - h. The vendor shall ensure one or more secondary copies provide immediate failover and recovery of all vendors supported Medicaid components.