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|  | eMPowerED Project Portal |
|  | User Guide |
|  | Commonwealth of the Northern Mariana Islands |
|  | Statewide Longitudinal Data System |
|  | *Last Updated: 12 November 2024* |

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**Table of Contents**

[1 Overview 1](#_Toc182481565)

[2 Secure Application Access and Roles 1](#_Toc182481566)

[2.1 Roles 2](#_Toc182481567)

[2.1.1 PPO Role 2](#_Toc182481568)

[2.1.2 Member Role 2](#_Toc182481569)

[3 High Level Project Process 3](#_Toc182481570)

[3.1 Approvals 4](#_Toc182481571)

[4 eMPowerED Features 4](#_Toc182481572)

[4.1 Account Settings 6](#_Toc182481573)

[4.2 Notifications 6](#_Toc182481574)

[4.3 Team 7](#_Toc182481575)

[4.3.1 Assign New PPO Amendment 8](#_Toc182481576)

[4.3.2 NDA 8](#_Toc182481577)

[4.4 Agency 9](#_Toc182481578)

[4.5 Project Form 9](#_Toc182481579)

[4.5.1 Contract Information Amendment 9](#_Toc182481580)

[4.6 Document Center 9](#_Toc182481581)

[4.7 Data Resource Component 9](#_Toc182481582)

[4.7.1 Data Dictionary 10](#_Toc182481583)

[4.7.2 Data Selections 10](#_Toc182481584)

[4.7.3 Data Request Tool 10](#_Toc182481585)

[4.7.4 Data Package 10](#_Toc182481586)

[4.8 MOA Component 11](#_Toc182481587)

[5 Detailed Project Process 12](#_Toc182481588)

[5.1 Project Process Groups and Tasks 12](#_Toc182481589)

[5.2 Project Proposal 14](#_Toc182481590)

[5.3 MOA Group Process 14](#_Toc182481591)

[5.3.1 Document Center: Security 15](#_Toc182481592)

[5.3.2 Data Selection 16](#_Toc182481593)

[5.3.3 Submit MOA for Approval 18](#_Toc182481594)

[5.3.3.1 Lock and Download MOA Process 19](#_Toc182481595)

[5.3.3.2 MOA Business Operations Process 20](#_Toc182481596)

[5.3.4 Amendments 20](#_Toc182481597)

[5.3.4.1 Project Team Amendment 21](#_Toc182481598)

[5.3.4.2 Project Proposal Amendment 22](#_Toc182481599)

[5.3.4.3 Data Selection Amendment 22](#_Toc182481600)

[5.4 Data Resource Group Process 22](#_Toc182481601)

[5.4.1 Data Request Tool 22](#_Toc182481602)

[5.4.1.1 Create New or Manage Data Requests 22](#_Toc182481603)

[5.4.1.1.1 Step 1: Information 23](#_Toc182481604)

[5.4.1.1.2 Step 2: Table Selection 23](#_Toc182481605)

[5.4.1.1.3 Step 3: Filters 24](#_Toc182481606)

[5.4.1.1.4 Step 4: Summary 25](#_Toc182481607)

[5.4.2 Data Package 26](#_Toc182481608)

[5.5 Artifact and Closeout 27](#_Toc182481609)

[5.5.1 Document Center: Artifact 27](#_Toc182481610)

[5.5.2 Document Center: Conclude 29](#_Toc182481611)

[6 Project Process Business Rules 30](#_Toc182481612)

[7 Glossary of Terms, Concepts, and Entities 31](#_Toc182481613)

[8 Appendix B. Non-Disclosure Agreement 34](#_Toc182481614)

[9 Appendix C. Security Plan and Policies Document 35](#_Toc182481615)

[10 Appendix D. Sample MOA 36](#_Toc182481616)

[Figure 1: eMPowerED Project Portal Login Page 2](#_Toc182481525)

[Figure 2: eMPowerED Dashboard 4](#_Toc182481526)

[Figure 3: Example Shading of Tab Titles 6](#_Toc182481527)

[Figure 4: Account Settings 6](#_Toc182481528)

[Figure 5: Notifications Count and Navigation to Dashboard 6](#_Toc182481529)

[Figure 6: Notifications Dashboard 7](#_Toc182481530)

[Figure 7: Team Member Count and Navigation to Dashboard 7](#_Toc182481531)

[Figure 8: Team Dashboard 8](#_Toc182481532)

[Figure 9: Manage NDA in Document Center 8](#_Toc182481533)

[Figure 10: Agency Count and Navigation to Dashboard 9](#_Toc182481534)

[Figure 11: Data Resource Component 10](#_Toc182481535)

[Figure 12: MOA Component 11](#_Toc182481536)

[Figure 13: Project Process Icons and Meaning 12](#_Toc182481537)

[Figure 14: Project Process Groups and Tasks 13](#_Toc182481538)

[Figure 15: Project Form 14](#_Toc182481539)

[Figure 16: Agency Enter Contract Info 15](#_Toc182481540)

[Figure 17: Document Center Component, Security Tab 15](#_Toc182481541)

[Figure 18: Background Check Requirement in the Document Center, Security Tab 16](#_Toc182481542)

[Figure 19: Data Selection 17](#_Toc182481543)

[Figure 20: Data Export Options 18](#_Toc182481544)

[Figure 21: Download MOA for Wet Signature Figure 22: Electronically Sign MOA as PPO 18](#_Toc182481545)

[Figure 23: Lock and Download MOA for Signature 19](#_Toc182481546)

[Figure 24: MOA Document ID 19](#_Toc182481547)

[Figure 25: Enter Document ID and Upload Signed MOA 19](#_Toc182481548)

[Figure 26: Start Amendment 20](#_Toc182481549)

[Figure 27: Project Process Updates to Reflect Status of Amendment 21](#_Toc182481550)

[Figure 28: Preview and Submit or Cancel Amendment 21](#_Toc182481551)

[Figure 29: Data Requests 22](#_Toc182481552)

[Figure 30: Data Request Tool: New Data Request Form 23](#_Toc182481553)

[Figure 31: Data Request Tool: Table Selection 24](#_Toc182481554)

[Figure 32: Data Request Tool: Add Filters 25](#_Toc182481555)

[Figure 33: Data Request Tool: Summary 26](#_Toc182481556)

[Figure 34: Data Packages and Query Results 27](#_Toc182481557)

[Figure 35: New Data Package Form 27](#_Toc182481558)

[Figure 36: Artifact and Closeout 28](#_Toc182481559)

[Figure 37: Artifact Upload 28](#_Toc182481560)

[Figure 38: Conclude Project 29](#_Toc182481561)

[Table 1: System Access Requirements 1](#_Toc182481562)

[Table 2: High Level Project Process 3](#_Toc182481563)

[Table 3: Project Process Business Rules 30](#_Toc182481564)

# Overview

The Commonwealth of the Northern Mariana Islands Statewide Longitudinal Data System (CNMI SLDS) Project Portal, known as eMPowerED Project Portal, is a web application to provide researchers and project coordinators with measurable data over time for different data groups. The underlying data model provides the ability to connect data longitudinally in a deidentified manner. The model supports multiple use cases to include research, evaluation of inputs and outcomes, and policy impact determination to support data driven decisions. For example, a project proposal may use the data model to determine connections between the K-12 school system and higher education records to examine a continuing education trend. The model’s purpose is to give researchers, policy makers and others a basis to evaluate the State population for specific purposes.

The objective of eMPowerED Project Portal is to facilitate virtual communications between researchers and participating agencies to access, analyze, and retrieve cross agency longitudinal datasets.

This eMPowerED Project Portal User Guide guides users through the project process to gain approval of the project proposal and restricted use data access, to use the data retrieval tool, and to share products created from the analysis of the datasets.

# Secure Application Access and Roles

The web application authenticates and authorizes users to access the system with a user account, email and password. The initial login to the system is provided through a unique link that is generated once the agency sponsor creates the user permissions in the system. Users are required to create a password and security question for the initial login to eMPowerED. The system will send reminders and prompt users to reset their password every 90 days upon the login attempt.

|  |  |
| --- | --- |
| **ID** | **Access Requirement Description** |
| D1 | eMPowerED is accessible through the secure webpage URL,  <https://cnmi-myresearch.dbdriven.solutions> |
| D2 | eMPowerED enforces user access and permissions as set in the Agency Portal |
| D3 | Users may access using hardware such as a desktop or laptop computer (not suitable for mobile devices) |
| D4 | Users may access using the latest versions of common web browsers such as Google Chrome, MS Edge, and Safari |

Table : System Access Requirements

The user access, permissions, and roles are defined within the Microsoft Dynamics CRM. Users may only complete actions in the Project Portal in accordance with their role assignment.

After the initial login, users may access eMPowerED at

<https://cnmi-myresearch.dbdriven.solutions> through a common web browser. At the login page the user enters the account credentials.

A screenshot of a login screen

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Figure : eMPowerED Project Portal Login Page

## Roles

Two roles are defined within eMPowerED and collectively called team members:

1. Principal Project Officer (PPO)
   1. One per research project
2. Member
   1. 0 or more per research project

### PPO Role

PPOs have full rights and access to eMPowerED components to view, action, and submit for all approvals.

### Member Role

Members have access to eMPowerED components to view and action but may not submit for approvals, except in the case of the data package submission.

# High Level Project Process

The Project Process begins with a PPO contacting the respective Agency Sponsor for which the project aligns with the agency’s strategic priorities. The Agency Sponsor sponsors the project and approves account creation for the PPO in the system.

The PPO may assign and submit for approval a member to assist with the project tasks in eMPowerED. The member must be approved by the Agency Sponsor for account creation in the system. Only one member may be added by the PPO for approval before the Project Proposal is approved. Once the proposed project is approved, the PPO or member may add additional members.

The following table outlines the tasks at a high level and who is authorized to execute each task in the project process.

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Who can Action** |
| 1 | User Contact and Employer Info | Account holder (e.g., PPO, Member) |
| 2 | Add Initial Team Member | PPO |
| 3 | Add/Remove additional Team Members | PPO/Member |
| 4 | Complete Project Proposal | PPO/Member |
| 5 | Submit Project Proposal for Approval | PPO |
| 6 | Upload Security Plan, IRB, and NDAs | PPO/Member |
| 7 | Make Data Selections | PPO/Member |
| 8 | Certify Background Checks (if applicable) | PPO/Member |
| 9 | Submit MOA for Approval | PPO |
| 10 | Start and Submit an Amendment | PPO |
| 11 | Make Amendment edits | PPO/Member |
| 12 | Create Data Request/Query | PPO/Member with NDA on file |
| 13 | Submit Data Package for Approval | PPO/Member |
| 14 | Download and View Data Results | PPO/Member with NDA on file |
| 15 | Upload Project Product(s)/Artifacts | PPO/Member |
| 16 | Certify Destruction of Data and Close Project Approval | PPO |

Table 2: High Level Project Process

## Approvals

There are 5 approval points, which must be completed in a specific order:

1. Project Proposal
2. MOA
3. Data Package
4. Final Project Product/Artifact
5. Project Closeout

Other approvals, if applicable, include:

1. Approval of Team Members
   1. Note: only 1 team member may be added prior to Project Proposal approval
2. NDA (if not already on file for a member)

# eMPowerED Features

On initial login to the eMPowerED Project Portal, the dashboard presents the Project tile drop down menu to select a project to load. Once a project is selected, the Project dashboard loads all the components.

A screenshot of a computer

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Figure : eMPowerED Dashboard

The dashboard includes the following administrative functions:

* Help 
  + How To (e.g., step by step instructions)
  + Resources
  + About
* Account Settings 
  + Contact Information
  + Security
* Notifications
  + Notification dashboard to view the status of all approvals
* Team
  + Team dashboard to manage members
* Agency
  + Agency dashboard to view all agency contact information

The dashboard includes the following components (e.g., widgets) to complete the project approval and data retrieval process:

* Project Process
* Project Form
* Document Center
  + Security
  + Artifact and Closeout
* MOA
  + PPO Signing Method (e.g., electronic or wet signature authority)
  + Preview, Sign and Submit
  + Amendments
* Data Resource
  + Data Dictionary
  + Data Selection
  + Data Request Tool
  + Data Package

The Data Resource and Document Center widgets contain multiple tabs. The shading (light or dark gray) of the tab titles guides the user to understand active and inactive tasks depending on where the user is in the process (*Figure 3*). For example, in the following figure the user must receive approval of the Data Selection included in the MOA before the Data Request Tool and Data Package tabs are available.

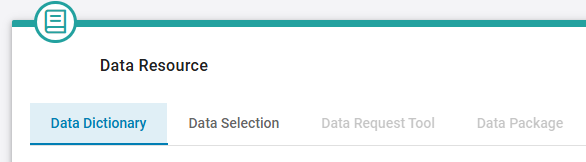


Figure : Example Shading of Tab Titles

## Account Settings

The Agency Sponsor authorizes the creation of an account in the system for a PPO. Once the user completes the new portal user form and logs in, contact and employer information may be updated in Account Settings on the Contact Information tab. The Security tab allows the user to change the password, security question, and email/username.

The password expires every 90 days. The user will receive a reminder to change the password as expiration nears and be required to change the password upon login once expired.

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Figure : Account Settings

## Notifications

The Notifications component navigates the user to a dashboard with the status of all approvals by each agency. When a user receives a new notification in the project portal, the Notifications component will show both a count of new and the total number of notifications received. *Figure 5* shows the user has 0 new notifications out of a total of 10.

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Figure : Notifications Count and Navigation to Dashboard

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Figure : Notifications Dashboard

## Team

The Team component displays the total number of team members as well as navigates the user to a dashboard to manage members such as adding, removing, or uploading a non-disclosure agreement (NDA).

Only one team member may be added to the project by the PPO prior to approval of the Project Proposal. Once the project is approved, more members may be added by the PPO or a Member for approval by the agency.

Active and Pending Team Members may be viewed and managed in the Team dashboard by all approved team members. The Team Member Actions allow members to add a new contact as a member or search for an existing contact to add. Members may be removed from the team at any time by selecting the remove icon displayed in the Manage column of the Team dashboard.

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Figure : Team Member Count and Navigation to Dashboard

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Figure : Team Dashboard

### Assign New PPO Amendment

A PPO must always be assigned to a team and may not be removed by members in the project portal. Instead, an agency must start an Assign New PPO Amendment through the agency portal to assign an existing member on the team as the PPO (note: if the new PPO to assign is not already a member on the team, the contact must first be added as a member).

The next time the member assigned as the new PPO logs into the project portal, the member must complete the form to accept or deny the new assignment to PPO. Once the member accepts the PPO assignment, the system will complete a workflow to refresh the team assignments, which may take up to 30 minutes or longer to refresh in the project portal.

### NDA

Team members should Download a Blank or Sample NDA, and sign and submit an NDA through either the Team Dashboard or the Document Center (*Figure 9*). A verified NDA is required to create a data request and download the restricted use data results later in the project process. Once a verified NDA is on file for a user, the NDA stays on file in the user’s account for all active projects.

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Figure : Manage NDA in Document Center

## Agency

The Agency component displays the total number of project related agency contacts as well as navigates the user to a dashboard to view all agency contacts and contact information.

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Figure : Agency Count and Navigation to Dashboard

## Project Form

The Project Form component has two sections to convey the project Contract Information and the Project Proposal. The contract information is displayed on the project form with the effective and expiration dates after the Agency Sponsor approves the project proposal and enters the contract information. The project proposal provides the agencies with the necessary information about the proposed project and the expected agency data sources requirements to receive initial project approval.

### Contract Information Amendment

An agency may work with the project organization to amend the contract and expiration date through the agency portal. The project team will receive notifications as the contract expiration nears. Once the contract expiration date is reached, the project will no longer be accessible to the project team in the project portal.

## Document Center

The Document Center component has two tabs to document Security, Artifacts and project Closeout. The Security tab is to share documentation on Security Plans, policies, and Background Checks (if applicable). The Artifact and Closeout tab is to share project products created using the agency datasets and to request approval to conclude the project and certify the destruction of all restricted use data used to support the project.

## Data Resource Component

The Data Resource component has four tabs to view and access the agency datasets. Each tab becomes available to access more detailed data information as the member progresses through the project process.

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Figure : Data Resource Component

### Data Dictionary

The Data Dictionary lists the complete library of data elements and valid values available from each participating agency with table, column, and valid value data and descriptions. The Data Dictionary is the first available tab in the Data Resource to support writing a detailed project proposal and to plan for the data selection completed in the MOA group of tasks.

The data library may be exported. The Export provides four options to choose the data to export based on the filtered data in the view or the whole data library.

### Data Selections

The Data Selections tab is available after the project proposal is approved. Data may be selected at the table or column level and the data selections are appended as supporting documentation to the MOA contract.

The selected data library may be exported once the MOA is approved. The Export provides four options to choose the data to export based on the selected data in the view or the whole data library.

### Data Request Tool

The Data Request Tool (DRT) tab is available after the MOA is approved by all agencies participating in the project. The DRT is a four-step process to assist the user with building a query to filter and request specific data results to support the project research.

### Data Package

The Data Package tab is available after the MOA is approved by all agencies participating in the project. A data package may include up to 17 data requests to submit to the agencies for approval. If the data package is approved by all agencies, each data request will be processed and available for download of the query/data results on the data package tab. A verified NDA must be on file for at least one team member to create a data package. A verified NDA must be on file for the team member who is retrieving query results.

## MOA Component

The Memorandum Of Agreement (MOA) (*see section 10 for a sample*) is a contract between the Agency Sponsor, Partner Agencies and the PPO’s organization. The MOA is appended with information provided in the project portal for the active team members, project proposal, security plan, IRB (if applicable), other uploaded documentation, and data selections.

The MOA is either electronically signed by the PPO, if authorized by the PPO’s organization, or downloaded and signed in ink by the appropriate organization representative. The MOA component allows the PPO to select a signing method for an electronic or wet signature, preview and submit the MOA for approval, and start and submit amendments for approval. Amendments are only available once a MOA is fully approved by all agencies. Members may also preview the document in the MOA component.

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Figure : MOA Component

# Detailed Project Process

## Project Process Groups and Tasks

The Project Process component displays a sequence of groups with tasks to guide the user to electronically share information about the project for approval by the agencies. The tasks in the Project Process are organized in a manner to assist users with submitting the information needed for approval to move to the next group of tasks. Although there are some tasks which may be completed at the user’s discretion in each group, the agency approvals must be executed in sequence per the Project Process; that is, Project Proposal, MOA, Data Package, Aggregate Table Artifact (if applicable), Closeout.

Icons guide the user to understand the status of each group and each task in the Project Process.

|  |  |
| --- | --- |
| **Icon** | **Meaning** |
|  | Group Not Started |
|  | Group In Progress |
| A green circle with white border  Description automatically generated | Group Completed |
|  | Task Not Completed |
|  | Task Completed |
|  | Task Awaiting Approval |

Figure : Project Process Icons and Meaning

Clicking the listed tasks in each group navigate the user to the appropriate dashboard component to complete the required information. The groups dynamically expand and collapse based on where the user is in the project process. For example, if the user completes the Project group, then the group collapses, and the MOA group expands.

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Figure : Project Process Groups and Tasks

## Project Proposal

The PPO or member may save progress and complete the required fields of the Project Form to explain the Project Proposal. Only the PPO may submit the project proposal to the Agency Sponsor for approval.

The project proposal explains how the project aligns with an appropriate use of the restricted use data in support of eMPowerED initiatives (<https://slds.cnmipss.org/empowered-pss>) as well as the expected data requirements and agency data sources the project plans to use. The contract information is displayed on the Project Form with the effective and expiration dates after the Agency Sponsor approves the project proposal and enters the contract information. Funding information is required in the project form with an option to select “non-funded”, if no funding applies to the project.

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Figure : Project Form

## MOA Group Process

The Memorandum of Agreement (MOA) is a contract between the Agency Sponsor, Partner Agencies, and the PPO’s organization. An approved MOA by all involved agencies is required before access to agency detailed datasets is permitted.

A team member must complete all tasks in the MOA group of the Project Process before the PPO may submit the MOA for approval. The Agency Sponsor must enter the contract information which is displayed on the Project Form with the effective and expiration dates.

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Figure : Agency Enter Contract Info

### Document Center: Security

Documents are electronically uploaded to include in the MOA for approval in the Document Center component on the Security tab. The Security Plan document is required and appended to the MOA to submit for approval. An Institutional Review Board (IRB) document may be uploaded and appended to the MOA, if the PPO’s organization maintains one. Additional documentation may be uploaded in the Security Plan section as needed.

After data selections are completed in the Data Resource, the selection of specific agency datasets may require a team member to certify each team member has undergone a satisfactory criminal Background Check within the past 2 years.

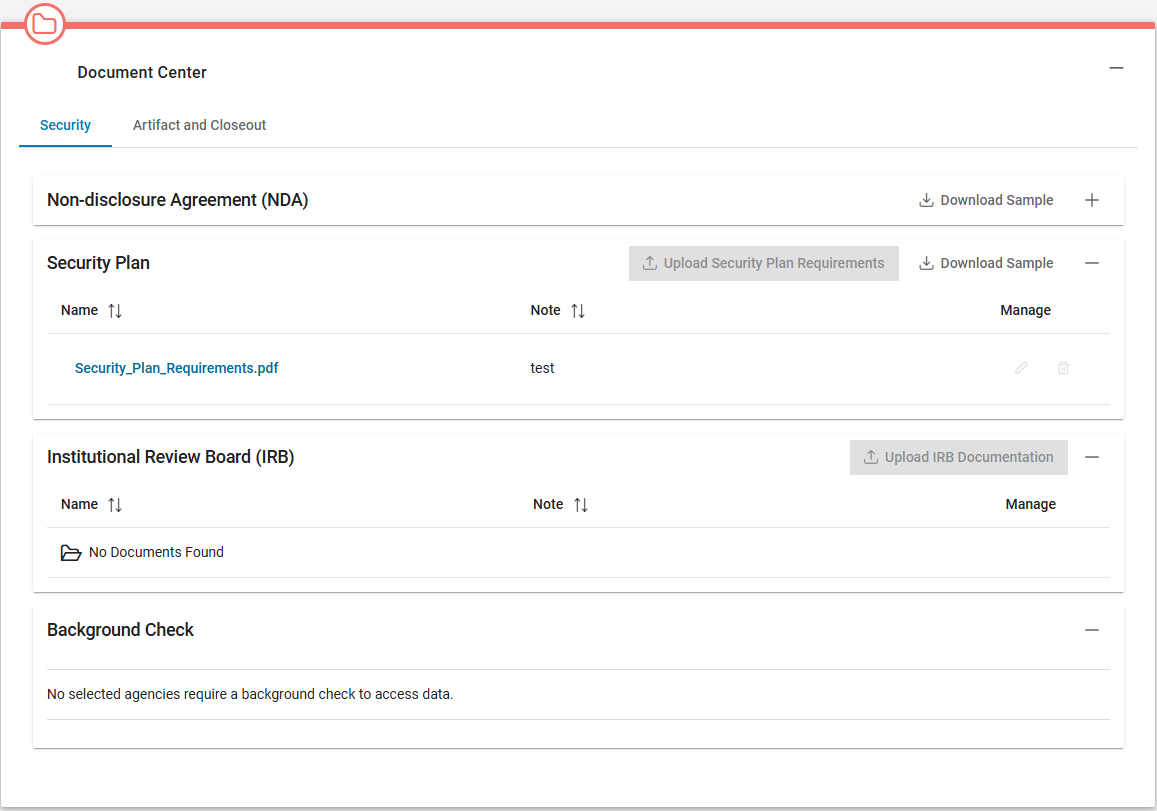


Figure : Document Center Component, Security Tab

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Figure : Background Check Requirement in the Document Center, Security Tab

### Data Selection

The Data Selections tab is available in the Data Resource component after the initial project proposal is approved. Data may be selected at the table or column level and the data selections are appended as supporting documentation to the MOA for approval to access the restricted use data.

To view datasets for selection, first set the filters to the agency(ies) and tables to view. Next, click the radio buttons to select the data by each agency that is necessary to support the project research. Note the row level counts for the number of tables and columns filtered into the view compared to the number selected for each agency out of the total available.

The View Selection button provides a view of only the data selected for each agency for a concise view. To view the agency supplied Valid Values, click the View link next to each column name.

Finally, click the Save Selection button. Updates to the data selection are available to save until the MOA is submitted for approval. Once all agencies approve the MOA, a Data Selection Amendment (see section 5.3.4.3) is required to request access to any new data.

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Figure : Data Selection

The selected data library may be exported once approved. The Export button provides four options to choose the data to export based on the selected data in the view or the whole data library.

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Figure : Data Export Options

### Submit MOA for Approval

The MOA component starts with setting the signing method for the contract. The MOA is either electronically signed by the PPO, if authorized by the PPO’s organization, or downloaded and signed in ink by the appropriate organization representative. Electronically signing the MOA allows the PPO to preview and sign and submit the document as the authorized representative. Otherwise, the PPO should lock the document, download it for signature by an authorized representative, and upload and submit it.

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Figure : Download MOA for Wet Signature Figure : Electronically Sign MOA as PPO

#### Lock and Download MOA Process

The step to Lock the MOA for Submission builds the contract with the details entered in the project portal as well as merges the contract with the uploaded security documents. If any edits are needed prior to submitting the MOA for approval, you must first unlock the MOA, complete the edits, and ensure to download a new copy of the MOA for signature. After all edits are completed, make note of the final Document ID to enter it upon uploading the signed MOA.

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Figure : Lock and Download MOA for Signature

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Figure : MOA Document ID

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Figure : Enter Document ID and Upload Signed MOA

#### MOA Business Operations Process

All agencies participating in a MOA must action (e.g., approve or reject) the approval request once submitted by the PPO. The Agency Sponsor receives the MOA first for action. If the Agency Sponsor approves the MOA, all other participating agencies will receive the MOA for action.

If the Agency Sponsor rejects the MOA, the Partner Agencies will not receive the approval request, and the project will automatically open for editing of all fields in the project portal and the PPO may resubmit the MOA for approval.

However, if the Agency Sponsor approves the MOA, and a Partner Agency rejects it, all remaining agencies must still approve or reject the MOA before it becomes open for editing.

Once a MOA is approved, the only method to change the content of the MOA is through the amendment process.

### Amendments

The amendment process is necessary if the project team would like to make updates to project information after the MOA is fully approved. The three types of amendments available in the project portal are Project Team, Project Proposal, and Data Selection.

A PPO may start an amendment by going to step four of the MOA component, clicking on the Amend button, and selecting an amendment type from the drop-down menu. All three types of amendments may be started and completed at the same time; however, an amendment type must be fully actioned (e.g., approved or rejected) before starting another amendment of that same type.

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Figure : Start Amendment

The Project Process updates to reflect the status of an in-process amendment. Clicking the amendment task will navigate the user to the appropriate component in the project portal to action the amendment.

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Figure : Project Process Updates to Reflect Status of Amendment

Team members may complete updates to amend the MOA based on the type of amendment started by the PPO. Then, the PPO may Preview and Submit the amendment for approval. A PPO may cancel an amendment before submitting it for approval by selecting the Cancel button.

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Figure : Preview and Submit or Cancel Amendment

#### Project Team Amendment

Once a Project Team amendment is started by the PPO, a team member may navigate to the Team dashboard to complete a Team Member Action. The actions include to add a new contact as a member or search for an existing contact to add (*see section 4.3.1 to assign a new PPO*). Next, navigate back to the MOA component, step 4: Amend, to Preview and Submit the amendment as the PPO.

#### Project Proposal Amendment

Once a Project Proposal Amendment is started by the PPO, a team member may navigate to the Project Form to update the proposal information, and then click the Save button. Next, navigate back to the MOA component, step 4: Amend, to Preview and Submit the amendment as the PPO.

#### Data Selection Amendment

Once a Data Selection Amendment is started by the PPO, a team member may navigate to the Data Resource on the Data Selection tab to select additional datasets (note: approved data selections may not be removed), and then click the Save Selection button. Next, navigate back to the MOA component, step 4: Amend, to Preview and Submit the amendment as the PPO.

## Data Resource Group Process

The Data Resource group of tasks are available in the Data Resource component once the MOA is approved. A team member must first create a data request to include in a data package for approval.

### Data Request Tool

The Data Request Tool assists team members with building a query to filter and request specific data necessary to support the project. The tables and columns of detailed data available to include in the data request are dependent on the data selections approved in the MOA.

Data requests must be filtered to ensure successful data results are available to retrieve. Filters ensure manageable dataset sizes as well as protect the use of data to only what is required to complete the project. At least one team member must have a verified NDA on file to create a data request.

#### Create New or Manage Data Requests

To build a query and create a new data request click the Create New button on the Data Request Tool tab in the Data Resource. The New Data Request form contains 4 steps necessary to build a query.

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Figure : Data Requests

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Figure : Data Request Tool: New Data Request Form

##### Step 1: Information

Enter a Data Request Name and Description to clearly identify the data included in the data request.

Select the Starting Cohort agency name from the drop down. The starting cohort selection sets the agency demographic dataset from which the request will originate. The demographic log determines the cohort of data elements available in the data request.

Set the option to include unmatched data in the starting agency dataset. Setting the option to Yes will include the full dataset of the starting agency and only the matched records for the other agency datasets. Setting the option to No will include only the matched records across all the agency datasets in the data request.

##### Step 2: Table Selection

To view datasets for selection, first set the filters to the agency(ies) and tables to view. Next, click the radio buttons to select the data by each agency to include in the data request. The available datasets are dependent on the approved data selections in the MOA.

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Figure : Data Request Tool: Table Selection

##### Step 3: Filters

First, select an Agency to create a filter on that agency’s dataset and a column of data to filter on. Next, set the filter value to retrieve in the column of data and click the Add Filter button. A filter must be applied to the starting agency dataset at a minimum.

A filter is used to structure the resultant data to support the project analysis proposed. For example, if the proposal seeks to examine female students with birth years starting in 2003, then two applicable filters to apply would be on the gender and birth year columns of data with filter values of female and greater than or equal to 2003.

Filters may be ordered by dragging and dropping the filter tiles or by using the arrow buttons. Additionally, added filters may be edited or removed by clicking the edit or remove icons on the filter tile.

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Figure : Data Request Tool: Add Filters

##### Step 4: Summary

The Summary step provides the complete view of the query built for the data request. The Column Selection percentages represent a comparison of the percent of data based on the number of columns in each agency table selected. An existing data request may be edited and saved at the summary step or given a new data request name and saved as a new data request.

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Figure : Data Request Tool: Summary

### Data Package

The status of data packages and query results may be viewed on the Data Package tab in the Data Resource. To create a new data package, click the New button on the Data Package tab. The New Data Package form allows up to seventeen data requests to be included in the data package for agency approval and processing. Data packages may be copied and resubmitted or edited and submitted as needed by selecting the icon in the Manage column of the Data Package tab.

Query Results for each data request included in a data package are listed on the Data Package tab with the status. Once the data package finishes processing, the data requests are available for download by clicking the download icon in the Manage column of the Query Results. Only a team member with a verified NDA on file may download query results. Query results maintain the same unique IDs for all processed data under the same project between match events. Match events are typically held every 6-12 months.

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Figure : Data Packages and Query Results

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Figure : New Data Package Form

## Artifact and Closeout

### Document Center: Artifact

Project products or artifacts are submitted to the agency throughout the project for review and input by the agencies. The final artifact is submitted for approval to ensure it complies with all provisions within the MOA. Examples of artifacts include aggregate data, thesis, presentation, journal, article, etc.

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Figure : Artifact and Closeout

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Figure : Artifact Upload

### Document Center: Conclude

The last step is to Conclude the project and certify all project products containing restricted use data are destroyed. The project must be concluded by the PPO. Once the PPO submits the closeout request, the project will lock down for updates until actioned by the agency. Access to the project is terminated and no longer accessible in the project portal once closeout is approved by the agency. If the closeout request is rejected, the project will open back up for updates.

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Figure 38: Conclude Project

# Project Process Business Rules

|  |  |  |
| --- | --- | --- |
| **ID** | **Task** | **Business Rule Description** |
| BR1 | Account Settings | Complete Contact Information on first login to the project portal |
| BR2 | Member | Only 1 team member may be added to the project by the PPO prior to Project Proposal approval |
| BR3 | Approvals | Approvals must be completed in order (see section 3.1) |
| BR4 | Project Proposal | Only the PPO may submit for approval |
| BR5 | Security Plan | Security Plan document upload is required (blank document is available for download in the project portal) |
| BR6 | NDA | A verified NDA is required to create a data package and to download data results (also see BR13 and BR14) |
| BR7 | MOA | Only the PPO may submit for approval |
| BR8 | PPO Signing Method | Only the PPO may set the signing method to sign electronically or to obtain a wet signature from an authorized representative |
| BR9 | MOA Amendments | Types: Project Team, Project Proposal, Data Selection; PPO must start and submit for approval; all team members may complete updates for the amendment |
| BR10 | Assign New PPO Amendment | Agency may start an amendment to assign a new PPO to a project; the assignee must first be a member of the project |
| BR11 | Contract Information Amendment | Agency may amend a project contract and expiration date |
| BR12 | Data Request Tool | DRT remains unavailable until after MOA approval; data available to request in the DRT is dependent on the data selections approved in the MOA |
| BR13 | Data Package | Requires approval of MOA and at least 1 verified NDA on file for a team member; up to 17 data requests may be included in a data package for agency approval |
| BR14 | Query/Data Results | The user must have a verified NDA on file to execute the download of data results |
| BR15 | Project Products/Artifacts | An aggregate table artifact requires agency approval |
| BR16 | Closeout/Conclude | ‘Certify destruction of all data’ used to create the artifacts; access to the project is terminated once closeout is approved by the agency; only the PPO may conclude the project |

Table : Project Process Business Rules

# Glossary of Terms, Concepts, and Entities

**A**

**Agency Sponsor** - the State Agency representative who is the primary point of contact, the Owner of the Member account, and approver of the Project Proposal.

**Aggregate Data** – data in summary form containing information the Researcher intends to publish.

**Amendment** – an amendment is a process defined within the MOA component, step 4, that allows the PPO to modify all information input to the existing MOA for a given Project.

**Approvals** – approvals refer to any item you submit that requires an Agency Sponsor or Partner Agency to approve. All approvals will show up on the Notifications dashboard and all approvers will show up on the Agency dashboard.

**C**

**Customer Relationship Management (Microsoft Dynamics CRM)** – a software package which contains customizable turnkey solutions for managing a company’s interactions with customers, clients, and sales prospects.

**D**

**Data Dictionary and Selection Tool** – an interactive data dictionary, which allows the Team to define the scope of their Project Purpose data needs by selecting from all available Agency data.

**Data Domain** – a categorization of data within as well as across agencies (e.g. Financial Data, Higher Ed, K-12 data).

**Data Package** - provides a mechanism to group multiple Data Requests together with the sole purpose of linking all the data in the Data Requests using key information common to those Data Requests.

**Data Request** – subset of data elements selected from the data elements that were selected in the Data Dictionary & Selection Tool.

**Data Request Tool (DRT)** – the tool that allows the Team to select linked subsets of data from the data elements that were selected in the Data Dictionary & Selection Tool.

**Data Results** – the tables returned to a Team from the system as a result of an approved and processed Data Package.

**Dialog (AKA Modal Window)** - a child window displayed in a dialog box that requires users to interact with before returning to the parent process the dialog was launched from.

**Document Identification number** – a number generated by the system to track the Project’s associated MOA.

**G**

**Group** – refers to any of the four defined groups in the Project Process. A group contains tasks as a navigation design mechanism that segments the processes required for accessing, managing, and assimilating agency data. It provides an intuitive anchor for the Team by decoupling these processes into conceptual groups.

**L**

**Longitudinal Data** – data that identifies and tracks a population enclave (e.g. students,

teachers, schools, various cohorts) over multiple years with the aim of obtaining quantitative results correlating the need or efficacy of specific programs, whether retrospective or prospective.

**M**

**Member** – a member of the Team acting in any capacity as required by the PPO to include the PPO.

**Memorandum of Agreement (MOA)** – a legal binding agreement between the agency stakeholders and an external entity (e.g. research organization), when an external entity requests the use of personal identifiable data that is covered by a legal authority, such as the Privacy Act of 1974, Economy Act, Government-wide User Charge Authority, Joint Project Authority, and the Clinger-Cohen Act. The agreement delineates the confidentiality requirements of the relevant legal authority, security safeguards, and the data use policies and procedures. The MOA serves as both a means of informing data users of these requirements and a means of obtaining the agreement to abide by these requirements. Additionally, the MOA serves as a control mechanism for tracking the location(s) of the MOA’s data and the reason for the release of the data.

**eMPowerED** – an integration of several custom developed and COTS products and software all built on a foundation of web services, databases, application configuration, and network configuration. The eMPowerED system is divided into two parts--the Project Portal used by project Members (e.g. Principal Project Officer, Member), and the CRM used by Agency Representatives (e.g. Agency Sponsors (AKA Project Owners), Agency MOA Approvers, Query Package Approvers, Artifact Approvers). These two halves are logically connected by communications in the form of emails, notifications posted in the Portal, and views posted to dashboards within the CRM.

**N**

**Non-Disclosure Agreement (NDA)** - a contract through which the project Members agree not to disclose information covered by the agreement. The NDA protects the confidentiality of nonpublic agency information. A Member must have an NDA in order to download Data Results.

**P**

**Partner Agency** – a participating agency of which data you have selected other than the Agency

Sponsor data.

**Personal Identifiable Information (PII)** – information that may be used to identify an individual.

**Portal** – the Project Portal, the object this document exclusively strives to explain to the project Member.

**Principal Project Officer (PPO)** – the lead member and primary point of contact for all matters regarding the subject project. While a project may have many team members, only one may be assigned the role of Principal Project Officer.

**Project Proposal** – 1) an object within the system to which all information, defined by your Team for a single research project, is associated. 2) Includes all aspects of why you require access to data and why and how your Team will consume and disseminate data.

**S**

**Sponsoring Agency** – the agency your Agency Sponsor represents.

**T**

**Task** – tasks are included in each group of the Project Process to guide the user to electronically share information about the project for approval by the agencies. The tasks in the Project Process are organized in a manner to assist users with submitting the information needed for approval to move to the next group of tasks. Although there are some tasks which may be completed at the user’s discretion in each group.

**Team** – at a minimum must contain a PPO but may have as many Team Members as necessary associated to a defined Project.

**Team Member** – a member of a research team related to a Project regardless of role (i.e. may or may not be a PPO).

# Appendix B. Non-Disclosure Agreement

AFFIDAVIT OF NON-DISCLOSURE

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do solemnly swear that when given access to the CNMI Statewide Longitudinal Data System Restricted-Use Data, I shall not:

● Use any individually personally identifiable information furnished, acquired, retrieved or assembled for any purpose other than an approved statistical project, as described in a properly executed and valid Memorandum Of Agreement, which I hereby certify that I have read and understand.

● Make any disclosure or publication whereby any individual could be identified or the data furnished or related to any particular person.

● Permit anyone to examine individual records or files other than the individuals authorized in the Memorandum Of Agreement.

● Store any restricted-use data on any portable electronic computing device or other electronically retrievable sources.

I understand that a violation of these terms may subject my employer to liability for breach of contract and may subject me to disciplinary action by my employer. Furthermore, I understand that I may be held personally liable for any violation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[signature of affiant]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[printed name of affiant]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[address of affiant, line 1]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[address of affiant, line 2]

Subscribed and sworn to before me, this \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_ [month], 20\_\_\_\_.

[Notary Seal:]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[signature of Notary]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[printed name of Notary]

NOTARY PUBLIC: My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

# Appendix C. Security Plan and Policies Document

*Security Plan Requirements (v 20180919)*

Restricted data cannot be stored in any cloud file storage (e.g., Google Drive, Dropbox).  It is preferred and recommended that restricted data be stored and accessed from a secure server.  Restricted data may be stored on encrypted removable storage devices (e.g., flash drives, encrypted hard drives) and will be evaluated on a case-by-case basis.  Please use the response spaces in the chart below to describe how restricted use data will be accessed, stored, analyzed, and protected for this project:

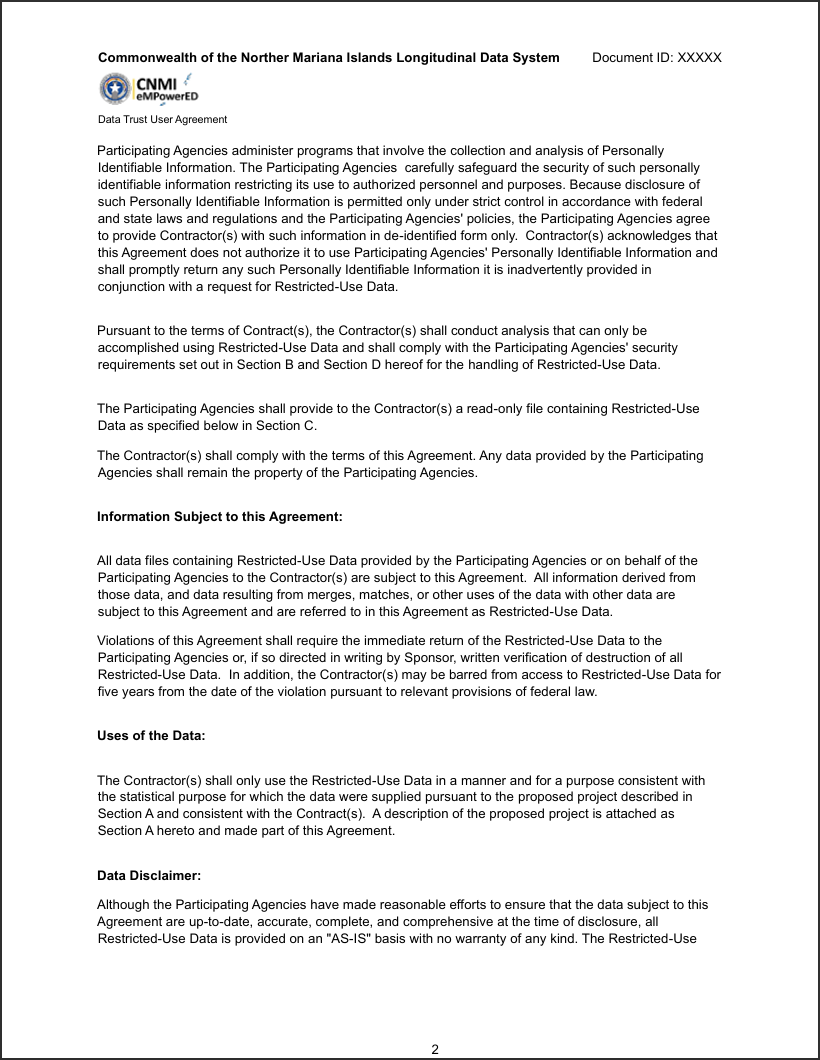
|  |  |
| --- | --- |
| *Question* | *Response* |
| Where will the restricted data be stored and how will the data files be encrypted? |  |
| Describe procedures for limiting access to data files to only authorized team members. |  |
| How will data be securely transmitted between team members (if applicable)? |  |
| List the operating system(s) for the computer(s) that will have access to the data. How will access to those computers be controlled and monitored? |  |
| What software will be used to analyze the data? |  |
| Where will the files generated by the aforementioned software be stored and how will the files be protected? |  |

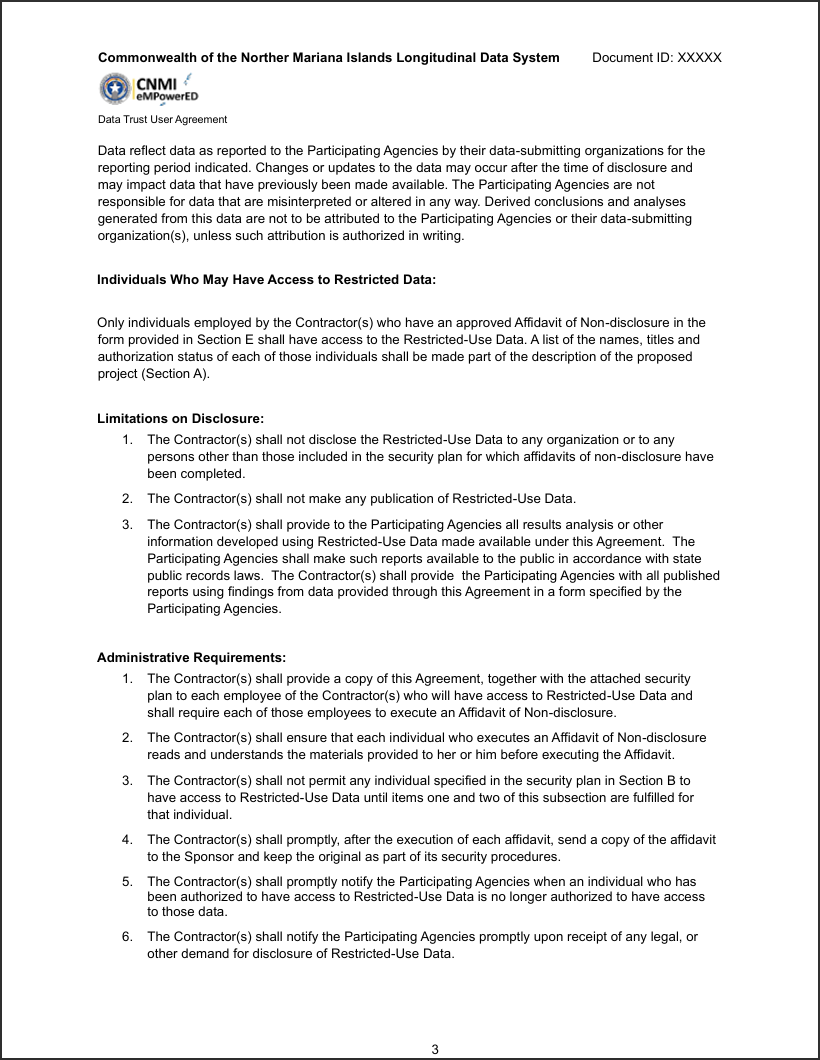
Please provide a copy or a web link to your organization’s information security and/or data protection policies, procedures and any other or relevant information concerning the storage, use and retention of restricted use data.

# Appendix D. Sample MOA

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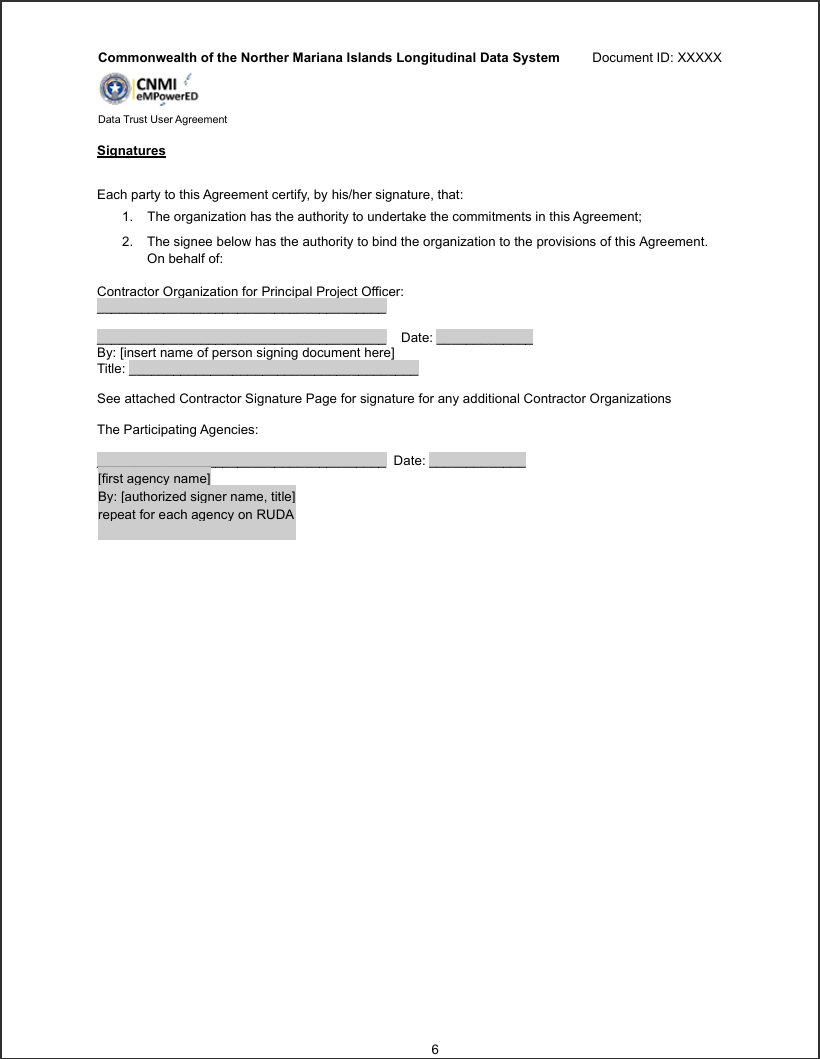


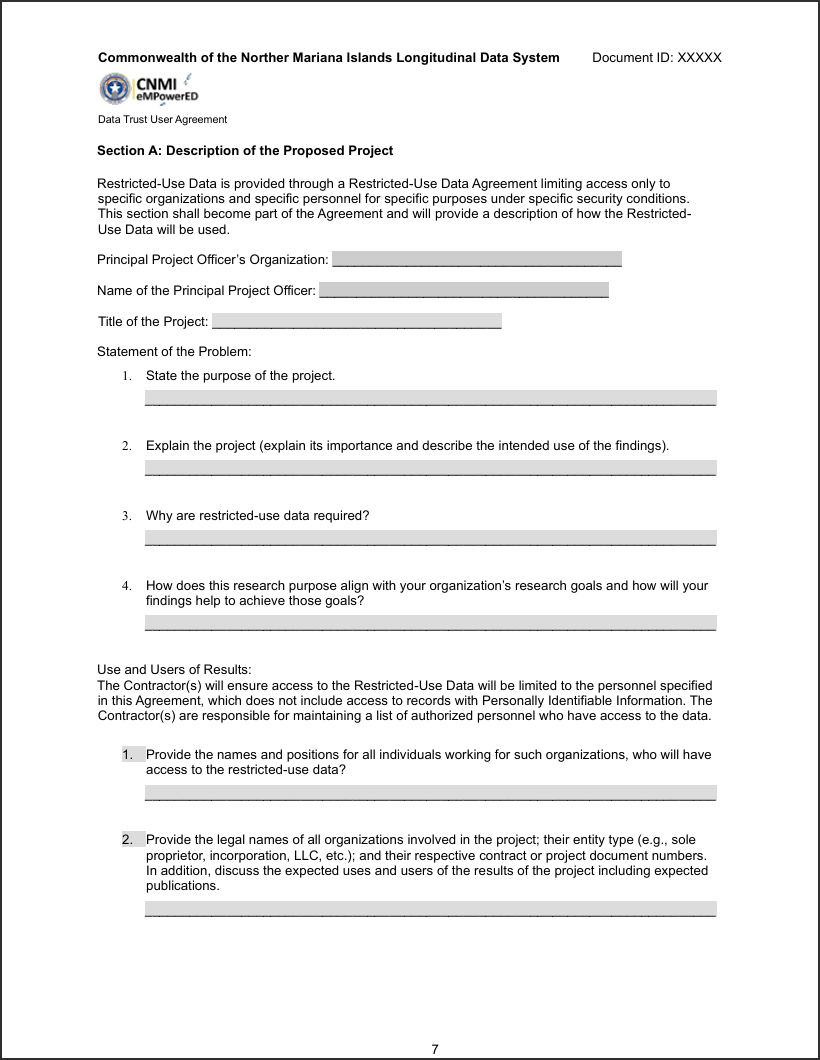
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Description automatically generated with medium confidence





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A screenshot of a computer

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A close-up of a document

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A close-up of a form

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