# DISCUSS logoDISCUSS Data Governance Issue Escalation Form

**Purpose:** Use this form to escalate project data governance issues when review, assistance or resolution by the DISCUSS Data Governance Subcommittee needed.

Use this form for issues that:

* Cannot be resolved by the Project Team, or at the agency level
* Require resources beyond the scope of the project or data sharing effort
* Require multi-agency input or expertise beyond the Project Team/agency level

**Escalate a Data Issue:** The project’s lead Data Steward should complete and submit this form to the DISCUSS Data Governance Coordinator (Coordinator). In the case of a multi-agency effort, Data Stewards may collaborate on submission of a form. For non-urgent requests, the Coordinator will add the Issue to the agenda of the next regularly scheduled Data Governance meeting and notify the Data Steward(s) within 3 Business Days of receipt of the form. Data Steward(s) must attend the meeting and present the issue to the Data Governance Subcommittee. Timelines can be condensed for urgent requests.

**Submit the Form:** Enter text to respond to each question in Section A; email the completed form and support documentation to the DISCUSS Data Governance Coordinator: **datagovernance@omes.ok.gov****.**

|  |
| --- |
| **Section A: To be Completed by the Data Steward(s)** |
| **Submission Date***[Date sent to Coordinator]*  | Click or tap to enter a date.  |
|  **Entity(s)***[Name of Agency(s), Program(s)]* | Click or tap here to enter text.  |
| **Level of Urgency***[Not Urgent/Urgent]* | Click or tap here to enter text.  |
| **Data Steward Name / Phone / email***[Person(s) submitting/presenting form]* | Click or tap here to enter text.  | Click or tap here to enter text.  | Click or tap here to enter text. |
| **Data Steward Name / Phone / email***[Person(s) submitting/presenting form]* | Click or tap here to enter text.  | Click or tap here to enter text.  | Click or tap here to enter text. |
| **Project Name***[If applicable]* | Click or tap here to enter text.  |
| **Project Number***[If applicable]* | Click or tap here to enter text.  |
| **Description***[Brief description of issue]* |  Click or tap here to enter text.  |
| **Impacts** *[Identified risks and desired results]* |  Click or tap here to enter text.  |
| **Possible Solution(s)** *[Desired or recommended]* |  Click or tap here to enter text.  |
| **Attachments** | Click or tap here to enter text. |
|  |
| **Section B: To be Completed by the DISCUSS Data Governance Subcommittee** |
| **Response Date** *[Date response was sent to Data Lead(s)]* | Click or tap to enter a date.  |
| **Requested Information** *[Requested by Subcommittee]* | Click or tap here to enter text. |
| **Recommendations** | Click or tap here to enter text. |