Data Lead Archetype

This archetype guide is intended to provide role clarity for Data Leads working in their communities. Use this guide as a north star for your system improvement work.

The responsibilities and theory of execution are a compilation of multiple community and BfZ coach perspectives and is therefore a *generalized* representation of Data Lead work - your community's specific needs and the responsibilities/theory to address those needs will most likely be different! Instead, this guide can serve as a **north star** for Data Leads as they work to improve systems in their communities.

Job Description

Summary

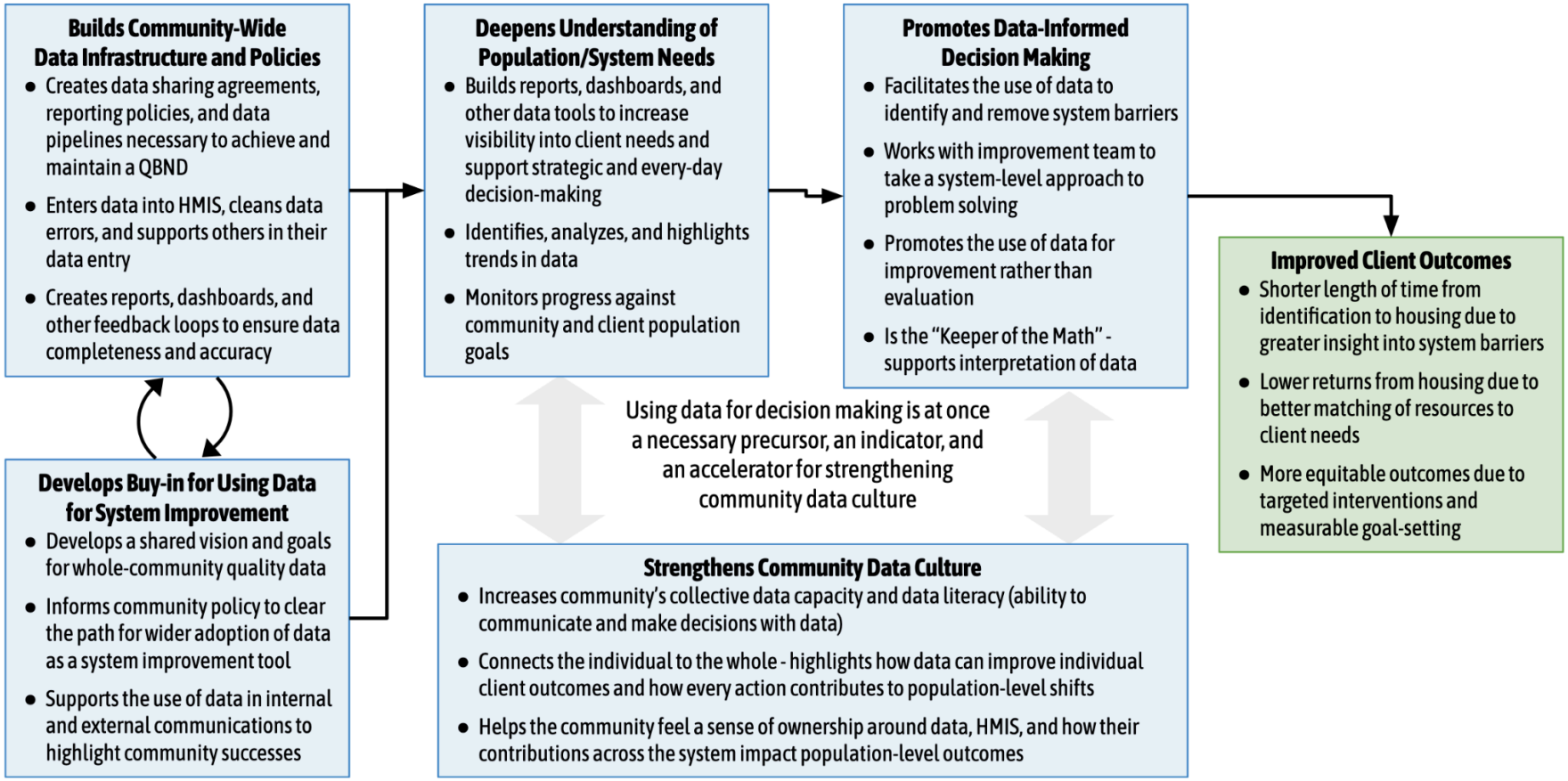
Builds and maintains a community-wide quality by-name data set. This includes socializing data definitions, developing a shared vision for quality data, establishing reporting policies and procedures to ensure timely and clean data, and producing data products that facilitate data-driven decision making. Is the community's most ardent data evangelist and promotes the importance of creating and using data for continuous quality improvement methods and system change efforts.

Responsibilities

- **Ensures the by-name dataset is accurate, comprehensive, and reflective of ground truth** by understanding how work on the ground is reflected in data and developing policies, procedures, and workflows to source and clean community data.
- **Enters data and facilitates the entry of data into HMIS** through direct entry or through creating training, guides, and coaching support for others in the community
- **Problem-solves data issues from a systems perspective** by leveraging their deep familiarity with HMIS to compare data sets and identify trends or anomalies in the data.
- **Works with the community improvement team** to anticipate, solve, and measure progress against system-level problems.

- **Documents and socializes how the data ecosystem should operate** through designing and distributing SOPs, data dictionaries, business rules, and reporting policies/norms
- **Informs policies and procedures** to clear the path for stronger data infrastructure (i.e. developing reporting SOPs, data sharing agreements, and community-wide data norms).
- **Evangelizes the use of data for improvement and advocacy** through demonstrating the impact data can have on client outcomes, incorporating data into internal and external communications, and being a cheerleader for measurable improvements.
- **Analyzes data and produces data products** including monthly inflow/outflow reports and BfZ metrics to support data-informed decision making and to assess community progress.
- **Identifies and develops plans to fill community data capacity/capability gaps** through developing and running training and advocating for data resources.
- **Engages with Built for Zero** to develop a strong understanding of quality data definitions, to learn from other data leads, and to support others in the sector.

Generalized Theory of Execution



Theory of Execution Summary: Data Leads are responsible for both building and maintaining tangible data infrastructure and promoting a cultural shift towards using more data in their community. They build relationships with agencies across their community to lay the procedural and infrastructural rails necessary to build and maintain a quality by-name dataset. Once established the Data Lead helps their community use their QBND to gain greater insight into their population and system needs and use data in their quality improvement efforts. Throughout this work, the Data Lead is strengthening the community's data culture through community training, highlighting how quality data can improve client outcomes, and supporting the community's use of HMIS. Promoting data-informed decision making contributes to client outcomes through more efficient and effective matching of resources and by clearly defining disparate outcomes to be closed.

Competency Model

Competency Map

This model maps out which competencies contribute to successfully executing each Data Lead responsibility. Use this to identify where to focus your professional development energy to move specific barriers in your work.

Practical Application generally refers to applying a skill within your own team or organization - for example managing an internal outreach coordination strategy. **Strategic Application** generally refers to being able to apply a skill across disparate stakeholder groups - for example, aligning outreach and enrollment processes across community providers. These represent two levels of proficiency because applying a skill without the benefits of shared language, ways of thinking, or strategic aims (as is often the case when working across stakeholder groups) requires a deeper mastery of the underlying concepts of that competency.

Job Responsibility	Competency	Proficiency: Practical Application	Proficiency: Strategic Application
Ensures the by-name dataset is accurate, comprehensive, and reflective of ground truth	Built for Zero Methodology	■	
	Facilitation and Relationship Building	■	
	Human-Centered Design	■	
	Project Management	■	
	Role-Specific Knowledge	■	
Enters data and facilitates the entry of data into HMIS	Facilitation and Relationship Building	■	
	Project Management	■	
	Role-Specific Knowledge	■	
Problem-solves data issues from a systems perspective	Data Analysis and Data for Improvement	■	■
	Role-Specific Knowledge	■	
Works with the community improvement team	Built for Zero Methodology		■
	Improvement Science Foundations		■
Documents and socializes how the data ecosystem should operate	Built for Zero Methodology	■	
	Improvement Science Foundations	■	
	Role-Specific Knowledge	■	

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Job Responsibility	Competency	Proficiency Level	
		Practical Application	Strategic Application
Informs policies and procedures	Facilitation and Relationship Building	■	
	Project Management	■	■
	Human-Centered Design	■	
	Built for Zero Methodology	■	
	Role-Specific Knowledge	■	
Evangelizes the use of data for improvement	Human-Centered Design	■	
	Data Analysis and Data for Improvement	■	■
	Built for Zero Methodology	■	
Analyzes data and produces data products	Facilitation and Relationship Building	■	
	Project Management	■	■
	Human-Centered Design	■	
	Data Analysis and Data for Improvement	■	■
	Built for Zero Methodology	■	
	Role-Specific Knowledge	■	
Identifies and develops plans to fill co..	Human-Centered Design	■	
Engages with Built for Zero	Project Management	■	
	Built for Zero Methodology	■	

Training Roadmap

This training roadmap identifies which Data Lead responsibilities will be supported if you were to improve a given competency. Use this to help identify how you would grow the fastest as a Data Lead through training.

			Proficiency	
Competency Set	**Competency**	**Job Responsibility**	Practical Application	Strategic Application
Improvement Science	Improvement Science Foundations	Documents and socializes how the data ecosystem should op..	■	
		Works with the community improvement team		■
	Project Management	Analyzes data and produces data products	■	■
		Engages with Built for Zero	■	
		Ensures the by-name dataset is accurate, comprehensive, and..	■	
		Enters data and facilitates the entry of data into HMIS	■	
		Informs policies and procedures	■	■
	Facilitation and Relationship Building	Analyzes data and produces data products	■	
		Ensures the by-name dataset is accurate, comprehensive, and..	■	
		Enters data and facilitates the entry of data into HMIS	■	
		Informs policies and procedures	■	
	Human-Centered Design	Analyzes data and produces data products	■	
		Ensures the by-name dataset is accurate, comprehensive, and..	■	
		Evangelizes the use of data for improvement	■	
		Identifies and develops plans to fill community data capacity..	■	
		Informs policies and procedures	■	
	Data Analysis and Data for Improvement	Analyzes data and produces data products	■	■
		Evangelizes the use of data for improvement	■	■
		Problem-solves data issues from a systems perspective	■	■
Technical Knowledge	Built for Zero Methodology	Analyzes data and produces data products	■	
		Documents and socializes how the data ecosystem should op..	■	
		Engages with Built for Zero	■	
		Ensures the by-name dataset is accurate, comprehensive, and..	■	
		Evangelizes the use of data for improvement	■	
		Informs policies and procedures	■	
		Works with the community improvement team		■
	Role-Specific Knowledge	Analyzes data and produces data products	■	
		Documents and socializes how the data ecosystem should op..	■	
		Ensures the by-name dataset is accurate, comprehensive, and..	■	
		Enters data and facilitates the entry of data into HMIS	■	
		Informs policies and procedures	■	
		Problem-solves data issues from a systems perspective	■	

Consolidated View

This is the same data, just pivoted to provide a snapshot view of the different competencies that would help a Data Lead be successful in their responsibilities.

	Improvement Science					Technical Knowledge	
Job Responsibility	Improvement Science Foundations	Facilitation and Relationship Building	Project Management	Human-Centered Design	Data Analysis and Data for Improvement	Built for Zero Methodology	Role-Specific Knowledge
Ensures the by-name dataset is accurate, comprehensive, and reflective of ground truth		■	■	■		■	■
Enters data and facilitates the entry of data into HMIS		■	■				■
Problem-solves data issues from a systems perspective					■		■
Works with the community improvement team	■					■	
Documents and socializes how the data ecosystem should operate	■					■	■
Informs policies and procedures		■	■	■		■	■
Evangelizes the use of data for improvement				■	■	■	
Analyzes data and produces data products		■	■	■	■	■	■
Identifies and develops plans to fill community data capacity/capability gaps				■			
Engages with Built for Zero			■			■	

Proficiency Level

■ Practical Application

■ Strategic Application