



California Health and Human Services Agency (CHHS)
Open Data Portal Program

This document has been adapted to serve as a guideline and template for CHHS departments onboarding to the open data portal.

DATA TABLE

CONTAINS **AGGREGATE**
OR **NON-PERSONAL*** DATA

Do any regulations prohibit
the release of the data ?

YES

NO

Level 3
STOP

not appropriate for
OPEN DATA

Do the data originate solely within the program** ?
Are there no sensitivities to publishing the data?

YES

NO

Is there a data use agreement or
MOU with the data owner(s)

Is there a mandate to
release the data?

YES

NO

Level 1
PROCEED

to OPEN DATA
SCORING SHEET

Are data currently
Available to the public*** ?

YES

NO

Level 1

PROCEED

to OPEN DATA
SCORING SHEET

Level 2

PROCEED

to OPEN DATA
SCORING SHEET

Obtain permission from
data owner(s)

Level 2

PROCEED

to OPEN DATA
SCORING SHEET

CONTAINS **INDIVIDUAL**
DATA

Level 3
STOP

not appropriate for
OPEN DATA

decision



DETERMINING
THE PERMISSION
LEVEL OF A DATA TABLE

Definitions

LEVEL 1 DATA: Department leadership permission required to publish as Open Data

LEVEL 2 DATA: Department executive leadership and/or CHHS or other relevant governance bodies' permission required, in addition to Level 1 permission, to publish as Open Data

LEVEL 3 DATA: Not appropriate for publication as Open Data

* Non-personal data: Data that does not pertain to personal information or protected health information (personally identifiable information), such as the location of stores or clinics

** Excluding publically available data (*e.g.*, Department of Finance or Census population data)

*** The data is either already on a public website or has been released through the Public Records Act process



DETERMINING
THE PERMISSION
LEVEL OF A DATA TABLE