BIIA Open Data Plan

This plan is adopted by the Board of Industrial Insurance Appeals (BIIA) pursuant to the Open Data Policy established by the Office of the Chief Information Officer (OCIO), and is intended to satisfy the requirements of applicable statute, including 43.105.351.

This plan will be adopted by reference in the agency's business/IT strategic plan.

Commitments

The agency commits to the following general priorities, specific actions, and measures in the twelve months following the adoption date of this Plan:

Incorporate public access when acquiring, redesigning or rebuilding information systems

- The BIIA finished a feasibility study in June 2020 to replace its suite of legacy case management systems. The BIIA accepted the recommendation to replace the existing case management systems with a commercial off the shelf (COTS) system and plans to submit a decision package in the 2023-25 Biennium. A requirement of the new system will be to have an export function to allow select data to be uploaded to the state data portal (e.g. data.wa.gov).
- The Public Records Officer maintains a catalog of all data sets related to public records requests and works with IT staff to categorize data held in agency databases and aids agency staff in determining the appropriate level of public access.

Coordinate technology planning across agency boundaries to facilitate electronic access to state data

- The agency has specific staff roles and responsibilities for the management of data, including open data or specific data sets.

Role	Responsibility
Business staff	- Understanding how the data is used for BIIA business. - Classification of the data
Public Records Officer	- Data mapping for the purposes of records management/retention/destruction under RCW 40.14. - Work with IT staff in merging all applicable legal requirements into one data set catalog to include both records management and categorical data levels.
Information Technology staff	- Security of data - Storage of data

	• Access to data • Structure of data

- Chief Administrative Officer, is responsible for overseeing and reporting on the BIIA's open data efforts.

Develop processes to determine which information the public most wants and needs

- The BIIA Public Records Officer tracks all data requests including the requestor, the requested information and who responded to the request.

Develop and employ methods to readily withhold or mask non-disclosable data

- The BIIA expects 100% of employees to complete training within the next year on protection of privacy, redaction of documents for public records requests and information security.

Develop and employ technical mechanisms for posting open data

- Each month the BIIA Monthly Statistical Report (411 Report) is published on our website. This report identifies datasets and key performance metrics related to our agency mission. The 411 Report is published by our webmaster on or before the second Wednesday of every month.