Open Government Implementation
Draft

1. Format of Evaluation:
   a. Evaluations will separate <u>core aspects of accountability</u> <u>and level of Web accessibility</u> that will span all agencies from aspects such as <u>Flagship Initiatives</u> that vary greatly by plan as articulated in each agency plan
   b. The Open Government Community will be the sole evaluator of the Accountability and Accessibility items on a 6 month review cycle.
   c. The Open Government Community will look to the Chief Information Officer as the primary contact for each agency unless notified by the agency leadership at the time of audit of an alternate designated representative point of contact.
   d. Agencies will be provided self-evaluation forms for items beyond core accountability and the Open Government Community will review the self-evaluations on those items and provide feedback on a recommended 6 month cycle or more often as agencies desire to update the public on their progress.
   e. Implementation is a less narrative activity than the plans. As such, all information provided by agencies to the Open Government Community and all forms used by the Open Government Community will be in Microsoft Excel format.

2. Core Accountability
   a. Items Listed in the opening headers of the "Openness Floor" Document
   b. Implementation Evaluation will focus on four areas of accountability:
      i. Accountability & Influence
      ii. Spending
      iii. Records & Data
      iv. Policies
   c. Each area may have 4-8 detailed criteria that must be demonstrably implemented at the time of audit.
   d. Simple Pass/Fail will be awarded for each section. A passing score is achieved when more than 50% of the criteria in each area are considered achieved by the evaluator. Core Accountability has four areas and each area that earns a pass will be awarded a "1" if more than 50% of the underlying criteria are achieved and a "0" if 50% or less are achieved.
   e. **Auditors will be instructed to seek to discover the underlying information by modeling the behavior of a citizen. First, to look via popular search engine. Failing that, to start at the Home Page of the agency and navigate by whatever means make the most sense to the evaluator but to abandon the exploration after spending five minutes. If the information cannot be found by reasonable means after five minutes of searching or otherwise navigating, it will be considered unavailable.**

3. Usability and Technical Openness. We recognize that the digital landscape evolves at a rapid pace and that citizens and other stakeholders have expectations for where and how they find information online. The fundamental effectiveness of any government is mediated by these factors. True openness means that information is discoverable, readable, portable and clearly described. Therefore the Open Government Community will identify a partner organization to conduct an annual audit of each agency along core findability, technical openness and usability metrics. These will include:
   a. Findability via search engines
   b. Site complexity for user navigation
   c. Usability from mobile search and navigation (critical for underserved populations)
   d. Maturity of publishing platform (machine readable files, multiple format files)
   e. Clearly communicated information release management and associated records management/archiving.
4. Progress On Plan. The Agency community will be provided with a Self Evaluation Form to serve as a consistent communication and reporting mechanism for these initiatives. Agencies will be asked to evaluate whether or not targets were met in the following areas: High Value Data Sets scheduled for release; Participation Activities scheduled to occur; Collaboration Activities scheduled to occur; and Flagship Initiative. The form will seek quantitative assessments of these three aspects of each initiative:
   a. Availability (on schedule, in an open format)
   b. Use (core statistics on downloads/views etc..)
   c. Impact (agency to offer guidance on the size and extent of impact and point to resources that validate claims made).