DATA USE TECH CLINIC

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Managing operations for your tribal domestic violence program and/or shelter can be difficult, especially when the unexpected can occur. The Data Use Tech Clinic aims to provide best practices for managing data storage, data sharing, and data security to ensure the safety of survivors and the integrity of your work.
• Operating an organization can be difficult in these unprecedented times.

• This Data Use technology bundle includes data storage, data sharing, and data security applications.

• These applications have been vetted by NIWRC for accessibility, ease of use, and ease of integration into current workflows.
DEFINITIONS

Data Storage: involves recording or storing digital information.

Tools

- Cloud Storage
- Airtable, Smartsheet, ClickUp
- External Hard Drives
DEFINITIONS

Data Sharing: the process of distributing digital information within or outside your organization.

Tools

- Google Sheets / Excel
- Adobe Acrobat
DEFINITIONS

Data Security: keep your data confidential and protected.

Tools
- Google Workspace / Office365
- Adobe Acrobat, DocuSign, etc.

Concepts
- Encryption, Backups, Strong Passwords, Use “Best Practices”
## Computer and Hard Drive Recommendations

<table>
<thead>
<tr>
<th>Suggested Equipment</th>
<th>Use Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computers</strong></td>
<td></td>
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</table>
| Laptop              | A workplace desktop or laptop is essential for virtual work, be it entirely remote, or a hybrid schedule.  
If you are having your staff travel back and forth from a physical location, it is suggested to have an easily portable laptop. |
| Desktop             | A workplace desktop or laptop is essential for virtual work, be it entirely remote, or a hybrid schedule.  
For staff that are fully remote but typically only work for one location, either a singular desktop or laptop can be used. |
| **Hard Drives**     |                 |
| External            | A hard drive that is dedicated specifically for your workplace that can work in combination with your work desktop or laptop.  
You could have a few harddrives that are team lead specific in order to save important files or data. Use high-capacity external hard drives (e.g., 4TB or higher) for local backups.  
The ideal situation is using a cloud based filing system in cases of emergency, but having a backed up hard drive is a safe option for data storing. |

*Price in May of 2024.
<table>
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<tr>
<th><strong>Suggested Equipment</strong></th>
<th><strong>Use Explanation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Desktop or Laptop</strong></td>
<td>A workplace desktop or laptop is essential for virtual work, be it entirely remote, or a hybrid schedule. If you are having your staff travel back and forth from a physical location, it is suggested to either have a desktop setup both in office and at home, or to provide an easily portable laptop. For staff that are fully remote but typically only work for one location, either a singular desktop or laptop can be used.</td>
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<tr>
<td><strong>Web camera</strong></td>
<td>A web camera is essential for virtual meetings. While some of the applications suggested above prioritize audio communication, a visual connection can greatly enhance trust and collaboration. We suggest either ensuring that employee laptops have a web camera built in, or that a USB web camera is purchased to connect to staffs’ computers. Another thing to consider is that web cameras can act as an accessibility aid for those who need to read lips or who communicate via sign language.</td>
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<tr>
<td><strong>Microphone</strong></td>
<td>A microphone required to verbally communicate. Like the webcam, a microphone may already be integrated into an employee’s laptop. If not, we suggest purchasing a compatible USB microphone or, USB webcam/microphone combination.</td>
</tr>
<tr>
<td><strong>Speakers</strong></td>
<td>A sound system is required in order to hear others virtually. Almost all laptops have speakers built in that are of varying quality. If no speakers are built into the device, independent speakers with either a USB or audio jack can be purchased.</td>
</tr>
</tbody>
</table>
DIGITAL ETIQUETTE

Digital etiquette is communicating politely in a digital environment.

NIWRC suggests following these guidelines.

1. Tone.
2. Posts may be archived.
3. Others are as busy too.
4. Computer fatigue is real.
5. Utilize your out of office!
Clinic 2 - Aug 7, 2024 at 11:00--12:30 AKT; 12:00--1:30 PT; 1:00--2:30 MT; 2:00--3:30 CT; 3:00--4:30 ET

**Communications Tech**
This Communications Technology session includes internal and external communications and introduces project management applications. Effective project management and communications technology ensures the success, efficiency and effectiveness of your program.

Clinic 3 - Aug 29, 2024 at 11:00--12:30 AKT; 12:00--1:30 PT; 1:00--2:30 MT; 2:00--3:30 CT; 3:00--4:30 ET

**Data Recovery Tech**
The Data Recovery Technology session includes a combination of introducing robust hardware, versatile software, and best practices for data backup and recovery. In today, there are many different ways to communicate. Communication technology refers to all the tools used to send, receive, and process information. In today’s environment, this is critical in responding to climate change, preparing for disaster and protection of data.
THANK YOU

NIWRC offers technical support further assistance on how to use, download, and set-up these applications.

VISIT US

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www.niwrc.org

REQUEST MORE INFORMATION

Tech Bundle TA

If you have read through the best practices guide and video tutorials and would like further assistance on how to use, download, and set-up these applications, NIWRC offers technical support.

- First name
- Last name
- Email
- Phone number
- Job title
- Company name
- Tribe or Tribal Area

I Prefer You Contact Me Via:

- Phone
- Email

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