

COMMONWEALTH OF VIRGINIA



DATA MANAGEMENT PROGRAM ENTERPRISE STANDARDS REPOSITORY HELP DOCUMENTATION

Virginia Information Technologies Agency (VITA)

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Publication Version Control

The following table contains a history of revisions to this publication.

Version	Date	Revision Description
1.0	06/21/2011	Initial Document

Enterprise Standards Repository

The Enterprise Standards Repository was created to support the ongoing work of the Health IT Standards Advisory Committee (HITSAC) and the Medicaid Information Technology Architecture (MITA) Program. It details the data, data exchange, vocabulary and interoperability standards adopted, under consideration or in development by the Commonwealth of Virginia. It contains external (e.g., national or industry) standards with corresponding implementation guides and specifications as well as internal Commonwealth standards. Each standard lists its applicability and version along with its corresponding implementation guides and specifications.

The Repository can be viewed at the URL

<http://www.vita.virginia.gov/oversight/dm/default.aspx?id=10344>.

Enterprise Standards Repository Screens

Menu Screen

The Menu screen is the first screen the user views. It lists the available actions/screens that the user can choose from:

Action	Description
Search and Review Standards	Search internal Commonwealth and external national/industry standards with specified criteria
Print Standards by Criteria Report	Create a PDF document of standards that match the specified criteria
Print Adopted Standards Report	Create a PDF document of standards approved on the specified date
Search and Review HITSP Documents	Search reviewed HITSP documents with their associated Health standards (for the Health domain only)
Help Documentation	Displays this document

Search and Review Standards Screen

The Search and Review Standards screen allows the user to provide criteria which is used to search the Repository.

By default, all standards in the Repository are returned when the screen is accessed. The user can choose to enter one or more criteria in the following fields:

Field	Description
Search Word or Phrase	A single word or phrase to be searched on. Text should be entered without quotes (e.g., single quote [''] or double quote [""]). The fields searched are: <ul style="list-style-type: none">• Name• Abbreviation• Version• Description• Example Use(s)• Availability• Maintenance Organization• Agency Contact Name• Agency Contact Abbreviation• Keyword
Domain	Subject area of the standard (e.g., Finance, Health, Mental Disorders)
Category	Type of the standard (e.g., Data, Messaging, Vocabulary)
Status	Current status of the standard version (e.g., Adopted, Submitted for Adoption, Draft)
Development Type	Internal (created by the Commonwealth of Virginia) or External (created by a national or industry Standards Development Organization)

A standard will have one or more versions. Clicking the Search button performs the search and returns the relevant standard versions.

Under the search criteria is the table listing the standard versions that match the specified criteria with table paging controls (i.e., First, Previous, Next, Last). For each version of a standard, the Name, Abbreviation, Category and Domain(s) columns will be identical (they are stored on the standard level). The Version and Status column will show information specific to the version.

Clicking the standard version name will display the following detailed information for the version. If a particular field is empty, it will not displayed on the screen.

Field	Description
Name	Name of the standard
Abbreviation	Abbreviation for the standard; if an external standard, this is the abbreviation given by the Standards Development or Maintenance Organization
Category	Type of standard (e.g., data, messaging, vocabulary)
Domain(s)	Subject area of the standard; most standards have at least two domains – one for the general subject (e.g., health, finance) and one for a more detailed subject (e.g., procurement, mental disorders, genetics)
Version	Version of the standard; if there is no version tracking for the standard, then "Ongoing" will display
Status	Current status of the standard version; if a standard version is superseded and there is a standard version that should be used instead, the new standard version will appear next to the status with a link to the that standard version's information
Adopted Date	Date the standard version was adopted as a standard in the Commonwealth; only valid if the standard version's status is Adopted or Superseded
Superseded Date	Date the standard version was superseded; only valid if the standard version's status is Superseded
Description	Text that briefly describes the standard version; the maintenance organization is the typical source of the description
Required Use(s)	Text describing when the standard version must be used
Example Use(s)	Text describing example uses by Commonwealth agencies
Availability	Text describing how to gain access to the standard version; typically references organizations or internet links listed in the Documents field
Development Type	Internal (created by the Commonwealth of Virginia) or External (created by a national or industry Standards Development Organization)
Maintenance Organization	The organization responsible to maintaining the standard version; all internal standard versions have a maintenance organization of "Commonwealth of Virginia"
Release Date	Date the Maintenance Organization released the standard version for use

Field	Description
Target Release Date	Date the Maintenance Organization expects to release the standard version for use
Agency Contact	List of agencies that are contacts for the standard
Documents	List of internet links to organizations connect to the standard version (such as a maintenance organization) or documentation for the standard version
HITSP Document(s)	Title of the HITSP Documents that refer to this standard; only used with a subset of Health domain standards
Related Standards	List of standard versions that are related to the standard version in some way (e.g., used to develop the standard version); clicking on the standard version name will take the user to the version's information in the Repository
Supersedes	List of standard versions that were superseded by this standard version's adoption; clicking on the standard version name will take the user to the superseded version's information in the Repository
Keywords	List of words not in the standard name, version, description, use or availability that can be used to find this standard version
Last Reviewed Date	Date the standard version was last reviewed; all adopted standard versions should be reviewed every three (3) months

Selecting the "< - Return to Menu" link will return the user to the Menu Screen.

Print Standards by Criteria Report Screen

The Print Standards by Criteria Report screen allows the user to create a report containing standard versions that match the provided criteria.

If the user creates a report using the default criteria, all standards in the Repository will be listed in the report. The user can choose to enter one or more criteria in the following fields:

Criteria	Description
Search Word or Phrase	A single word or phrase to be searched on. Text should be entered without quotes (e.g., single quote [''] or double quote [""]). The fields searched are: <ul style="list-style-type: none">• Name• Abbreviation• Version• Description• Example Use(s)• Availability• Maintenance Organization• Agency Contact Name• Agency Contact Abbreviation• Keyword
Domain	Subject area of the standard; all active values appear in the dropdown
Category	Type of the standard; all active values appear in the dropdown
Status	Current status of the standard version; all active values appear in the dropdown
Development Type	Internal (created by the Commonwealth of Virginia) or External (created by a national or industry Standards Development Organization)

Once the necessary criteria have been selected, clicking the Create Report button will create a PDF report that will open in a new window. Detailed information for each standard version that matches the selected criteria will display in the report. If no data matches, then the report will contain the cover page that lists the selected criteria and an empty second page.

The following fields will display for each standard version. If a particular field is empty, it will not be displayed in the report.

Field	Description
Name and Abbreviation	Name and abbreviation for the standard; if an external standard, this is the abbreviation given by the Standards Development or Maintenance Organization

Field	Description
Category	Type of standard (e.g., data, messaging, vocabulary)
Domain(s)	Subject area of the standard; most standards have at least two domains – one for the general subject (e.g., health, finance) and one for a more detailed subject (e.g., procurement, mental disorders, genetics)
Version	Version of the standard; if there is no version tracking for the standard, then "Ongoing" will display
Status	Current status of the standard version; if a standard version is superseded and there is a standard version that should be used instead, the new standard version will appear next to the status with a link to the that standard version's information
Superseded By	If the Status is Superseded, the name of the standard version that superseded it
Adopted Date	Date the standard version was adopted as a standard in the Commonwealth; only valid if the standard version's status is Adopted or Superseded
Superseded Date	Date the standard version was superseded; only valid if the standard version's status is Superseded
Description	Text that briefly describes the standard version; the maintenance organization is the typical source of the description
Required Use(s)	Text describing when the standard version must be used
Example Use(s)	Text describing example uses by Commonwealth agencies
Availability	Text describing how to gain access to the standard version; typically references organizations or internet links listed in the Documents field
Development Type	Internal (created by the Commonwealth of Virginia) or External (created by a national or industry Standards Development Organization)
Maintenance Organization	The organization responsible to maintaining the standard version; all internal standard versions have a maintenance organization of "Commonwealth of Virginia"
Release Date	Date the Maintenance Organization released the standard version for use
Target Release Date	Date the Maintenance Organization expects to release the standard version for use
Agency Contact	List of agencies that are contacts for the standard

Field	Description
Documents	List of internet links to organizations connect to the standard version (such as a maintenance organization) or documentation for the standard version
Last Reviewed Date	Date the standard version was last reviewed; all adopted standard versions should be reviewed every three (3) months

Selecting the "< - Return to Menu" link will return the user to the Menu Screen.

Print Adopted Standards Report Screen

The Print Adopted Standards Report screen allows the user to print the standards that were adopted as of a specified date.

The Standards Adopted As of field defaults to today's date but any valid date can be entered (please note that no standards in the repository were adopted prior to 09/01/2010). By clicking the Create Report button a PDF report will be created and opened in a new window. Detailed information for each standard version that was adopted on or before the entered date will display in the report. If no data matches, then the report will contain the cover page that lists the entered date and an empty second page.

The following fields will display for each standard version. If a standard version does not have data in a particular field, that field will not appear in the report.

Field	Description
Name and Abbreviation	Name and abbreviation for the standard; if an external standard, this is the abbreviation given by the Standards Development or Maintenance Organization
Category	Type of standard (e.g., data, messaging, vocabulary)
Domain(s)	Subject area of the standard; most standards have at least two domains – one for the general subject (e.g., health, finance) and one for a more detailed subject (e.g., procurement, mental disorders, genetics)
Version	Version of the standard; if there is no version tracking for the standard, then "Ongoing" will display
Status	Current status of the standard version; if a standard version is superseded and there is a standard version that should be used instead, the new standard version will appear next to the status with a link to the that standard version's information
Adopted Date	Date the standard version was adopted as a standard in the Commonwealth; only valid if the standard version's status is Adopted or Superseded
Superseded Date	Date the standard version was superseded; only valid if the standard version's status is Superseded
Description	Text that briefly describes the standard version; the maintenance organization is the typical source of the description
Required Use(s)	Text describing when the standard version must be used
Example Use(s)	Text describing example uses by Commonwealth agencies

Field	Description
Availability	Text describing how to gain access to the standard version; typically references organizations or internet links listed in the Documents field
Development Type	Internal (created by the Commonwealth of Virginia) or External (created by a national or industry Standards Development Organization)
Maintenance Organization	The organization responsible to maintaining the standard version; all internal standard versions have a maintenance organization of "Commonwealth of Virginia"
Release Date	Date the Maintenance Organization released the standard version for use
Target Release Date	Date the Maintenance Organization expects to release the standard version for use
Agency Contact	List of agencies that are contacts for the standard
Documents	List of internet links to organizations connect to the standard version (such as a maintenance organization) or documentation for the standard version

Selecting the "< - Return to Menu" link will return the user to the Menu Screen.

Search and Review HITSP Documents Screen

The Search and Review HITSP Documents screen provides a list of criteria the user can use to search the Healthcare Information Technology Standards Panel (HITSP) document information:

Criteria	Description
Search Word or Phrase	A single word or phrase to be searched on. Text should be entered without quotes (e.g., single quote [''] or double quote ["]). The only field searched is Name.
Category	Type of the HITSP document; all active values appear in the dropdown

Under the search criteria is the table listing the HITSP documents that match the specified criteria with table paging controls (i.e., First, Previous, Next, Last). By default, all HITSP documents are returned when the screen is accessed.

Clicking on the name of a HITSP document will return detailed information. The fields displayed are:

Field	Description
Name	Document identifier and name assigned by HITSP
Category	Document category assigned by HITSP
Version Reviewed	Version number of the document reviewed
Version Status	Status of the reviewed version
HITSP Website	URL to the HITSP website page for the document
Associated Standards	Table of standard versions that were referred to within the document with their current status; clicking on a standard version name will take the user to the version's information in the Repository

Selecting the "<- Return to Menu" link will return the user to the Menu Screen.