

COMMONWEALTH OF VIRGINIA



Information Technology Resource Management (ITRM)

ENTERPRISE ARCHITECTURE

[NAME] DATA EXCHANGE STANDARD

Virginia Information Technologies Agency (VITA)

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[Name] Data Exchange Standard Owners

The [Name] Data Exchange standard owners shall have authority for the interpretation and application of this standard. The owners responsible for the development and ongoing maintenance of the Commonwealth's [Name] Data Exchange Standard are as follows:

- [Insert names and positions]

The Data Stewards associated with each agency are as follows:

- [Insert names and positions]

Health Information Technology Standards Advisory Committee (HITSAC) members are as follows:

- Mr. Geoff Brown, Senior Vice President and Chief Information Officer, Inova Health System
- Mr. Richard Pollack, Vice President and Chief Information Officer, VCU Health System
- Mr. John Quinn, Chief Technology Officer of HL7, Inc.
- Dr. Marshall Ruffin, Chief Technology and Health Information Officer, UVA Health System

The VITA Enterprise Solutions and Governance (ESG) has supported the development of the [Name] Data Exchange standard and has reviewed it for completeness and accuracy according to data management best practices. The ESG resources responsible for supporting the [Name] Data Exchange standard are as follows:

- Jerry Simonoff, Director
- Susan McCleary, HITSAC Administrator
- Akeisha Heard, Data Analyst
- Michael Hammel, Enterprise Architect

Publication Version Control

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

Version	Date	Revision Description
1.0	mm/dd/2011	Initial Document

Reviews

- This publication was reviewed by the Policy, Practice and Architecture Division.
- Online review was provided for agencies and other interested parties via the VITA Online Review and Comment Application (ORCA).

Components of the [Name] Data Exchange Standard

The [Name] Data Exchange Standard consists of the following components:

1. A business narrative describing the standard (this document)
2. A Data Exchange Dictionary file in Excel format available at {URL to Data Standards catalog}

[Name] Data Exchange Standard Background

Effective March 2010, Code of Virginia § [2.2-2699.5](#) created the Information Technology Advisory Council (ITAC) to advise the Chief Information Officer (CIO) and Secretary of Technology on information technology:

A. The Information Technology Advisory Council (ITAC) is established as an advisory council, within the meaning of § 2.2-2100, in the executive branch of state government. The ITAC shall be responsible for advising the CIO and the Secretary of Technology on the planning, budgeting, acquiring, using, disposing, managing, and administering of information technology in the Commonwealth.

As part of their duties, ITAC advises the CIO on data standards (The Code of Virginia § [2.2-2699.6](#)):

The ITAC shall have the power and duty to:

5. Advise the CIO on statewide technical and data standards for information technology and related systems, including the utilization of nationally recognized technical and data standards for health information technology systems or software purchased by a state agency of the Commonwealth;

The Health Information Technology Standards Advisory Committee (HITSAC) was established in Code of Virginia § [2.2-2699.7](#) as a health care and information technology advisory committee of ITAC:

The ITAC may appoint an advisory committee of persons with expertise in health care and information technology to advise the ITAC on the utilization of nationally recognized technical and data standards for health information technology systems or software pursuant to subdivision 5 of § 2.2-2699.6. The ITAC, in consultation with the Secretary of Health and Human Resources, may appoint up to five persons to serve on the advisory committee. Members appointed to the advisory committee shall serve without compensation, but shall be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties as provided in § 2.2-2825. The CIO, the Secretary of Technology, and the Secretary of Health and Human Resources, or their designees, may also serve on the advisory committee.

Scope

[Briefly describe purpose & scope of DES – e.g., share death records data between Commonwealth of Virginia agencies]

[Describe who is responsible for following this DES]

Governance

[Insert text detailing the governance structure]

Definitions

Data Dictionary: A data dictionary is a centralized repository of information about data such as meaning, relationships to other data, origin, usage, and format." (ACM, IBM Dictionary of Computing, 10th edition, 1993) A data dictionary includes such items as complete and accurate definitions of both entities and attributes, attribute domains, valid values, synonyms or aliases, default values, data type and length, required/not required constraints, etc.

Data Exchange: A data exchange

Data Owner: The Agency Data Owners define, manage and control the use of data within their organizations. The Agency Head or designee designates the Agency Data Owner(s) for the functional/subject areas within their jurisdictional control or authority. They also ensure adequate resources for Agency Data Owners to effectively develop and maintain their respective functional/subject areas in support of the Commonwealth's Data Management Program.

Data Steward: A data steward is the person assigned by an agency to represent the agency's interagency data needs and ensure that proposed standards meets those needs. The Agency Data Steward works on behalf of their Agency Data Owner. The data steward should have a broad understanding of the agency's data, be able to research data usage, and be empowered to obtain agreement from data owners and speak authoritatively for the agency.

[Add additional terms as necessary]

Data Exchange Description and Schema

Description of the Data Exchange

[Description of the data exchange not discussed in the scope. This should be information needed for someone to understand what is included the data exchange and not.]

[Brief statement about availability of specifications and/or implementation guides]

Data Exchange Dictionary

The Data Exchange Dictionary lists the following information for each field in the data exchange:

Column Name	Definition
Business Name	The logical business name of the data element following naming guidelines
Element Name	The name of the data element. This is generally the XML tag name.
Owner	The name of the agency that owns this data element
Description	Text description of the type of information the element should contain. The description should not contain business rules or embedded code lists. If used in an XML schema, the description should also be embedded in the schema using the XSD documentation element.
Note	Text that provides additionally information about the data element. The note should not contain business rules or embedded code lists.
Data Type	The name of either the data type (e.g., String, Date, Time, Timestamp, Integer, Decimal)
Length	The length of the date type (required for String, Integer, and Decimal)
Required?	Indicates whether or not the given data element will be required in the data ("Y", "N"). Some data elements, denoted by the letter "C" will be conditionally required based on other data element values; this condition should be described in the business rules column.
Updateable?	Indicates whether the data exchange will allow a non-owner to update this field.
Business Rules	Description of all business rules for the data element. Reference to a Vocabulary standard, if it exists, should also be included in this field.

The Excel file can be found on the Data Standards Catalog at {URL}.

[Name] Data Exchange Standard Compliance

The Commonwealth of Virginia has established this data exchange to be a standard for sharing [name] data.

As of [date], agencies and institutions wishing to receive or share [name] data must comply with all aspects of this standard and any associated specifications or implementation guides.