

COMMONWEALTH OF VIRGINIA



Information Technology Resource Management (ITRM)

ENTERPRISE ARCHITECTURE

ENTERPRISE DATA MANAGEMENT (EDM)

PERSON CORE NON-MATCHING ATTRIBUTES

DATA EXCHANGE STANDARD

Virginia Information Technologies Agency (VITA)

Table of Contents

1	Publication Version Control	1
2	Reviews	1
3	Definitions	2
4	Scope.....	2
5	Governance	2
6	Components	3
7	Authority	3
8	Conceptual Data Model	5
9	EDM Overview	6
10	Compliance	8

1 Publication Version Control

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

Version	Date	Revision Description
1.0	12/05/2011	Initial Document

2 Reviews

- This publication was prepared by the VITA Commonwealth Data Governance (CDG) staff.
- This publication was reviewed by the VITA Policy, Practice and Architecture (PPA) group.

3 Definitions

The terms used in this business narrative comply with the adopted definitions maintained in the Commonwealth of Virginia's ITRM Glossary. The ITRM Glossary can be accessed at

http://www.vita.virginia.gov/uploadedFiles/VITA_Main_Public/Library/PSGs/PSG_Sections/C OV_ITRM_Glossary.pdf for detailed definitions.

4 Scope

The Enterprise Data Management (EDM) Person Core Non-Matching Attributes Data Exchange Standard defines the attributes typically collected across Commonwealth Agencies and used to describe a Person's demographic characteristics. The attributes selected may not be used for matching purposes but will be maintained in the Commonwealth's EDM tool to validate matches, resolve linkage tasks or other purposes. The attributes selected for matching have been defined in the EDM Person Core Matching Data Standard and may be referenced at <http://www.vita.virginia.gov/oversight/dm/default.aspx?id=10344>.

5 Governance

The EDM Person Core Non-Matching Attributes Data Exchange Standard was developed by VITA in collaboration with the Commonwealth's Health Information Technology Standards Advisory Committee (HITSAC) and Commonwealth Agencies. HITSAC advises the Information Technology Advisory Council (ITAC) on the adoption of nationally recognized technical and data standards for health information technology systems or software pursuant to § 2.2-2699.7, Code of Virginia. The standard is owned by the Secretary of Technology and maintained by VITA in a searchable Enterprise Data Standards Repository available at <http://www.vita.virginia.gov/oversight/dm/default.aspx?id=10344>.

To gather input from Commonwealth Data Stewards and Stakeholders, VITA staff formed an EDM Data Exchange Standards Working Group composed representatives from the following Agencies:

- ◆ Auditor of Public Accounts (APA)
- ◆ Department of Behavioral Health and Disability Services (DBHDS)
- ◆ Department of Corrections (DOC)
- ◆ Department of Education (DOE)
- ◆ Department of Game and Inland Fisheries (DGIF)
- ◆ Department of General Services, Division of Consolidated Laboratory (DGS/DCLS)
- ◆ Department of Health (VDH)
- ◆ Department of Medical Assistance Services (DMAS)

- ◆ Department of Motor Vehicles (DMV)
- ◆ Department of Rehabilitative Services (DRS) representing the Disability Services Agencies
- ◆ Department of Social Services (DSS)
- ◆ Department of Taxation (TAX)
- ◆ State Board of Elections (SBE)
- ◆ Virginia Community College System (VCCS)
- ◆ Virginia Employment Commission (VEC)
- ◆ Virginia State Police (VSP)

6 Components

The EDM Person Core Non-Matching Attributes Data Exchange Standard consists of the following components:

1. A business narrative describing the standard (this document)
2. A data model available on the Web at <http://www.vita2.virginia.gov/oversight/EDM/EDM/>
3. Data definition reports derived from the data model available on the Web at <https://bi.vita.virginia.gov/StdsRepository/rdPage.aspx?rdReport=DisplayStandard&VersionID=126&StandardID=99>

7 Authority

The following section references the statutory authority granted by the Code of Virginia to the Secretary of Technology to establish the EDM Person Core Non-Matching Attributes Data Exchange Standard. The section also cites provisions in the Code relating to the role of the Commonwealth's Chief Information Officer (CIO), the Information Technology Advisory Council (ITAC) and HITSAC in the development, review and adoption of Commonwealth data standards.

Governing Statutes:

The Secretary of Technology

[§ 2.2-225. Position established; agencies for which responsible; additional powers \(As Amended\).](#)

The Commonwealth's Chief Information Officer (CIO)

[§ 2.2-2007. Powers of the CIO \(As Amended\).](#)

The Virginia Information Technologies Agency

[§ 2.2-2010. Additional powers of VITA \(As Amended\).](#)

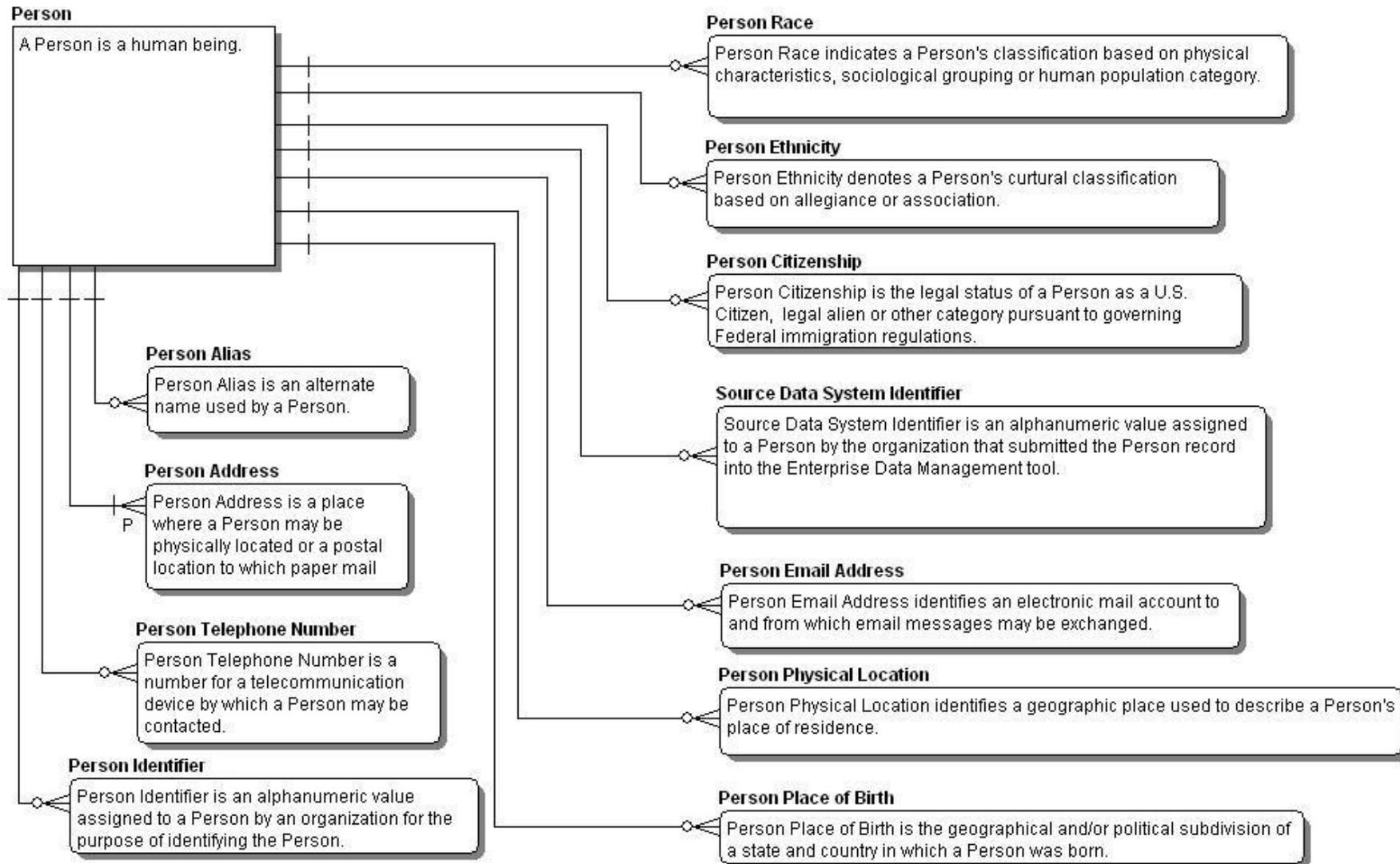
The Information Technology Advisory Council (ITAC)

[§ 2.2-2699.6. Powers and duties of the ITAC \(As Amended\).](#)

The Health Information Technology Standards Advisory Committee (HITSAC)

[§ 2.2-2699.7. Health Information Technology Standards Advisory Committee \(As Amended\).](#)

8 EDM Person Core Non-Matching Attributes Conceptual Data Model (CDM)



9 Conceptual Data Model (CDM) Overview

The EDM Person Core Non-Matching Attributes CDM graphically displays the attributes associated with the Person object in the EDM solution. These attributes may not be used for matching purposes but will be maintained within the EDM tool to describe a Person's demographic characteristics, validate matches, resolve linkage tasks or other purposes. Detailed descriptions of each attribute along with data definitions, data integrity rules and related information can be referenced in the EDM Person Core Non-Matching Attributes Data Dictionary available at <https://bi.vita.virginia.gov/StdsRepository/rdPage.aspx?rdReport=DisplayStandard&VersionID=126&StandardID=99>.

This overview provides a summary description of the EDM Person Core Non-Matching Attributes CDM.

The **Person** attribute contains *Name*, *Gender Code* and *Birth Date* attributes for the Person. The identifying attribute is the *Enterprise Data Management Person Identifier*, which is assigned by the EDM tool. Any name with multiple parts (e.g., George Herbert Walker Bush, Vicente Fox Quesada) will be placed in the appropriate attribute (e.g., Herbert Walker in the *Middle Name Text* attribute, Fox Quesada in the *Last Name Text* attribute). The *Name Suffix Text* attribute stores terms that qualify the Person's legal name (e.g., Jr., Sr.), not professional qualifiers (e.g., Ph.D., Esq.).

The **Person Address** attribute records a method of contacting the associated Person. The EDM tool requires at least one address to be available for matching. However, a maximum of ten entries may be recorded in the EDM for the Person Address attribute. The Other type can be used to indicate a temporary physical or mailing address (for example, a college student's mailing address used during the school year, or a mailing address for a member of the military).

The *Address Type Code* field indicates location of the address relative to the United States. Valid values include Domestic (i.e., within the U.S.), Military (i.e., APO/FPO) and International. This field may control business rules for addresses. For example, only domestic addresses may be standardized, international addresses may be required to have a *Country Name Text*, and domestic addresses may be required to have a *State or Province Text* and *State-Locality Code*.

International addresses will have the city entered in the *City Name Text* field and a postal code, if one exists, in the *Postal Code Text* field. The *Country Name Text* field will contain the text name of the country instead of the ISO 3166-1 country code. The *State-Locality Code* field will contain the five-digit code from the standard ANSI INCITS 31:2009 (previously known as the FIPS Code). The first two digits indicate the state (e.g., 51 for Virginia) and the last three the county or city (e.g., 760 for Richmond City). The

Person Alias attribute allows alternate names to be associated with a Person. For performance reasons, a maximum of 10 aliases will be stored within the EDM tool. An alias could be created if, for example, an agency has "James Edward Smith" as the Person's name but notes that the Person also may be known as "Eddie Smith." The Person Alias field contains the same name fields as the *Person* attribute.

The **Person Identifier** attribute contains alphanumeric values assigned to a Person by organizations to identify the Person. Multiple identifiers can be associated with the Person, and prior-issued identifiers may be maintained in the EDM tool. The *Identifier Originating Authority Code* field indicates the organization that assigned the Person Identifier and potentially the type of identification assigned. The list of *Identifier Originating Authority Codes* will be developed as agencies join the EDM solution. Each organization assigning a Person Identifier will be issued a unique *Identifier Originating Authority Code* in the EDM tool.

The **Source Data System Identifier** attribute is an alphanumeric value assigned to a Person by the organization that submitted the Person record into the Enterprise Data Management tool. The value is the unique identifier maintained for the Person by the source Agency. If the source Agency utilizes a higher-level authentication protocol to validate the Person's identity, the *Source Data System Identifier* attribute may be flagged in the Enterprise Data Management tool's physical data model to establish a higher weighted value in the matching algorithm.

The **Person Telephone Number** attribute records a method of contacting a Person. It allows for North American Numbering Plan (NANP) and international telephone numbers. An empty country code will denote a NANP telephone number.

The **Person Citizenship** attribute records the legal status of a Person in the United States as a citizen of the United States, legal alien or other category pursuant to governing the Federal regulations. The categories specified in the EDM tool will be consistent with those established by the U.S. Bureau of Citizenship and Immigration Services.

The **Person Email Address** attribute records a method for exchanging with a Person information and/or messages via electronic mail.

The **Person Ethnicity** attribute records the Person's cultural classification based on the allegiance or association. The ethnicity categories will include Hispanic or Latino and Not Hispanic or Latino.

The **Person Race** attribute records a Person's classification based on physical characteristics, sociological grouping or human population category. Examples of race categories to be maintained in the EDM tool include American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White and Other.

The **Person Physical Location** attribute records a narrative description of the geographic place used to describe location at which the Person resides. The Person Physical Location may be used in instances where the Person does not have a physical dwelling. For example, if the Person is homeless, a description of the physical location may be recorded, such as "Resides at the intersection of First Street and ABC Avenue."

The **Person Place of Birth** attribute records the geographical and/or a political subdivision of a state or a country in which the Person was born. The Person Place of Birth attribute will be specified using the same location attribute standards as those adopted for the Person Address attribute.

10 Compliance

The Commonwealth of Virginia has established the EDM Person Core Non-Matching Attributes Data Exchange Standard for the purpose of defining attributes in the EDM tool that may not be used for matching but that support data validation processes.

As of February 1, 2012, agencies making use of the EDM tool either directly or indirectly (e.g., via the Commonwealth Authentication Service – CAS) must adhere to this Data Standard when interfacing with the EDM tool or associated services.

Commonwealth agencies unable to comply with the standard must request an exception using the VITA Exception Form available on the Web at

http://www.vita.virginia.gov/uploadedFiles/Oversight/EA/Data_Management_Group/EA%20Change-Exception%20Request%20Form.doc

The completed form should be emailed to ea@vita.virginia.gov.