

Commonwealth of Virginia



**Information Technology Resource Management
(ITRM)**

Enterprise Data Management

General Organization Data Exchange Standard

Data Dictionary

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Introduction

The Enterprise Data Management (EDM) General Organization Data Exchange Standard establishes the attributes associated with the General Organization entity in the EDM system. This document provides descriptions of each attribute along with conceptual definitions, high-level data specifications and related information. The Business Narrative for the EDM General Organization Data Exchange Standard may be accessed at

<https://bi.vita.virginia.gov/stdsrepository/rdPage.aspx?rdReport=DisplayStandard&VersionID=153&StandardID=125&isCat=-7&isStatus=-7&isDomain=-7&itSearchTerm=&isDevType=A&rdRequestForwarding=Form&rdScrollX=0&rdScrollY=0&rdKeepShowElements=True>

During the EDM pilot phase, modifications may be made to the attributes, data definitions and other data specifications established in EDM General Organization Data Exchange Standard to accommodate configuration and tuning of the EDM matching algorithms. Therefore, the EDM General Organization Data Exchange Standard shall be defined based on the most current Business Narrative and Data Dictionary published in the EA Standards Repository. The EDM General Organization Data Exchange Standard shall be reviewed on a quarterly basis and an updated version published, as needed, to ensure consistency with the EDM status.

The attributes for the General Organization entity may be given varying levels of validation to designate a more trusted source for the particular field. For example, a General Organization identifier entered by an Agency staff member based on an in-person verification of the entity's Registered Agent may be assigned a higher validation level in the EDM platform compared to information entered via an Agency Web site. The highest validation level for each attribute will be used as the trusted source for that General Organization entity.

For the purpose of this standard, a General Organization shall be defined as an organizational entity capable of doing business with, requesting services from or operating within the Commonwealth of Virginia. Examples of a General Organization may be a commercial enterprise, a nonprofit organization, a healthcare organization, a community group, a day-care provider, a faith-based organization, a service club or other. The term "General Organization" has been used to denote that the organizational entity may not be within the health care domain. In a future phase of the EDM platform, a healthcare-centric domain may be established in the EDM system and specified by a separate Commonwealth data-exchange standard. The terms "General Organization" and "Organization" have been used interchangeably in this standard.

Attribute: General Organization Legal Name

DEFINITION: The General Organization Legal Name attribute contains the legal name of the Organization as registered with the Virginia State Corporation Commission or as stated in its legal charter of formation.

Enterprise Data Management General Organization Identifier NUMERIC(10)

DEFINITION: A unique identifier assigned to the Organizational entity by the EDM system.

General Organization Legal Name VARCHAR(75)

DEFINITION: The legal name of the Organizational entity as registered with the Virginia State Corporation Commission or as stated in its legal charter of formation.

REFERENCE VALUES: General Organization Legal Name (Examples)

Oracle America, Inc.

United Way of Central Virginia, Inc.

Attribute: General Organization Operating Name

DEFINITION: The operating name, business name, trade name, subsidiary name or any other name under which the Organizational entity may be doing business. For example, Xenosoft Technologies, Inc. (Legal Name), doing business as XT Global (Operating Name).

General Organization Operating Name VARCHAR(75)

DEFINITION: The operating name, business name, trade name, subsidiary name or any other name under which the Organizational entity may be doing business.

REFERENCE VALUES: General Organization Operating Name (Examples)

XT Global

United Way

General Organization Parent Identifier NUMERIC(10)

DEFINITION: The unique identifier assigned to the legal entity of the parent Organization and used to establish a relationship between the legal Parent Organizational entity and each of the Parent Organization's operating entities.

Attribute: General Organization Address

DEFINITION: A General Organization Address is a place where an Organization is physically located, or is a postal location to which paper mail can be directed.

NOTES: USPS International Addressing: <https://www.usps.com/ship/international-address-tips.htm>;
http://pe.usps.gov/text/imm/immc1_007.htm
USPS Military Addressing: <https://www.usps.com/send/apo.htm>
USPS Publication 28 - Postal Addressing Standards: <http://pe.usps.gov/text/pub28/welcome.htm>

Address Purpose VARCHAR(15)

DEFINITION: Denotes the type of address as designated by the General Organization.

REFERENCE VALUES: Address Purpose (Examples)

Business/Operating
Mailing
Billing
Other

Address Line 1 VARCHAR(60)

DEFINITION: The physical structure at an address or a single place or unit to which mail is delivered.

Address Line 2 VARCHAR(60)

DEFINITION: The second particular unit within a larger unit or grouping at a location.

City Name VARCHAR(60)

DEFINITION: The name of a city or town.

State Or Province VARCHAR(15)

DEFINITION: The state, commonwealth, province, or other such geopolitical subdivision of a country.

REFERENCE VALUES: State or Province (Examples)

USPS Publication 28 - Two-Letter State and Possession Abbreviations (e.g., VA)
Canada Post Corporation Addressing Guidelines = Canadian Provinces and Territories (e.g., ON)
ISO 3166-2:2007 Codes for the representation of names of countries and their subdivisions – Part 2:
Country subdivision code

Postal Code VARCHAR(15)

DEFINITION: The identifier of a post office-assigned zone for an address, referred to as a ZIP Code and ZIP+4 in the U.S.

State Locality Code CHAR(5)

DEFINITION: The County, parish, vicinage, or other such geopolitical subdivision of a US state. Previously known as FIPS Codes.

Country Name VARCHAR(50)

DEFINITION: The country, territory, dependency, or other such geopolitical subdivision of a location.
Required if Address Type is International.

REFERENCE VALUES: Country Name (Examples)

ISO 3166-1 Country Name

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Attribute: General Organization Telephone Number

DEFINITION: General Organization Telephone Number is a number for a telecommunication device by which an Organization may be contacted.

Telephone Number Purpose CHAR(1)

DEFINITION: The use associated with the telecommunication device as designated by the Organization.

REFERENCE VALUES: Contact Number Purpose (Examples)

Operating

Billing

Other

Telephone Country Code VARCHAR(5)

DEFINITION: The international dialing code for a country.

Telephone Number Area Code CHAR(3)

DEFINITION: The dialing code for a state or province for telephone numbers.

Telephone Business Number VARCHAR(20)

DEFINITION: The portion of a telephone number that usually represents a central telephone switch and the individual circuit within an exchange.

Telephone Extension Number VARCHAR(15)

DEFINITION: The set of additional numbers to be entered after a call connects to be directed to the appropriate station.

Attribute: General Organization Facsimile Number

DEFINITION: General Organization Facsimile Number is a number where an Organization may be contacted for the purpose of sending or receiving facsimile communications.

Facsimile Number Purpose CHAR(1)

DEFINITION: The use associated with the facsimile device as designated by the Organization.

REFERENCE VALUES: Contact Number Purpose (Examples)

Operating

Billing

Other

Facsimile Country Code VARCHAR(5)

DEFINITION: The international dialing code for a country.

Facsimile Number Area code CHAR(3)

DEFINITION: The dialing code for a state or province for the facsimile number.

Facsimile Business Number VARCHAR(20)

DEFINITION: The portion of a facsimile number that usually represents a central telephone switch and the individual circuit within an exchange.

Facsimile Extension Number VARCHAR(15)

DEFINITION: The set of additional numbers to be entered after a call connects to be directed to the appropriate station.

Attribute: General Organization Email Address

DEFINITION: General Organization Email Address identifies an electronic mail account to and from which email messages may be exchanged.

Email Purpose CHAR(1)

DEFINITION: The use associated with an Organization's electronic mail address as designated by the Organization.

REFERENCE VALUES: Email Purpose (Examples)

Primary
Secondary
Other

Email Address VARCHAR(75)

DEFINITION: The name that identifies an electronic post office box on a network where e-mail can be sent or received.

REFERENCE VALUES: Email Address (Examples)
text@<domain name>, i.e., acsdirect_us@oracle.com

Attribute: General Organization North American Industry Classification System (NAICS)

DEFINITION: The General Organization NAICS attribute contains the business-activity classification for the Organizational entity. The NAICS is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

NAICS Code VARCHAR(6)

DEFINITION: Indicates the hierarchical classification assignment.

REFERENCE VALUES: NAICS Code (Examples)

441110 is the NAICS Code for New Car Dealers

NAICS Value VARCHAR(100)

DEFINITION: The value that defines the code.

REFERENCE VALUES: NAICS Value (Examples)

New Car Dealers is the NAICS value for 441110

Attribute: General Organization National Institute of Governmental Purchasing (NIGP) Code

DEFINITION: The General Organization NIGP attribute contains the commodities and servicing classification as defined by the Institute for Public Procurement. The NIGP Commodity/Services Code is a purchasing standard that serves as a tool for supplier management, requisition, sourcing, purchase order, contract management, inventory and content management. It offers a coding structure for standardized purchasing, data warehousing and decision-support reporting. Multiple NIGP Code entries may be maintained in the EDM system.

NIGP Code VARCHAR(6)

DEFINITION: Indicates product or service classification.

REFERENCE VALUES: NIGP Code (Examples)

20477 is the NIGP Code for laser printers

NIGP Description VARCHAR(100)

DEFINITION: The value that defines the code.

REFERENCE VALUES: NIGP Description (Examples)

Printers, Laser is the NIGP value for the NIGP Code 20477

Attribute: General Organization Status

DEFINITION: The General Organization Status is the current standing or activity status of an Organizational entity as designated by the Virginia State Corporation Commission.

General Organization Status

VARCHAR(2)

DEFINITION: The General Organization Status indicates whether the Organization is currently designated by the Virginia State Corporation Commission.

REFERENCE VALUES: Organization Status (Examples)

Active
Inactive
Merged
Purged
Fee Delinquent
Canceled
Revoked
Old Name

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Attribute: General Organization Formation Status

DEFINITION: The General Organization Formation Status is the date and jurisdiction of an Organizational entity's formation as registered with the Virginia State Corporation Commission or as stated in its legal charter of formation.

General Organization Date of Formation DATE(mm/dd/yyyy)

DEFINITION: The date the Organizational entity was legally formed.

Jurisdiction of Formation Location Type Code CHAR(1)

DEFINITION: The location of the jurisdiction of formation relative to the Commonwealth of Virginia.

REFERENCE VALUES: Location Type Code (Examples)

Domestic

Foreign

Jurisdiction of Formation State Or Province VARCHAR(15)

DEFINITION: The state, commonwealth, province, or other such geopolitical subdivision of a country.

REFERENCE VALUES: State Or Province

USPS Publication 28 = Two-Letter State and Possession Abbreviations (e.g., VA)

Canada Post Corporation Addressing Guidelines = Canadian Provinces and Territories (e.g., ON)

ISO 3166-2:2007 Codes for the representation of names of countries and their subdivisions –

Part 2: Country subdivision code

Jurisdiction of Formation Country Name VARCHAR(50)

DEFINITION: The country, territory, dependency, or other such geopolitical subdivision of a location.
Required if Address Type is International.

REFERENCE VALUES: Country Name

ISO 3166-1 Country Name

Attribute: General Organization Website

DEFINITION: A connected group of pages on the Internet regarded as a single entity, usually maintained by or for an Organization and devoted to a single topic or several closely related topics.

Website Type VARCHAR(2)

DEFINITION: The use associated with the Web site.

REFERENCE VALUES: Web Site Type (Examples)

Legal

Operating

Other

Website Uniform Resource Locator (URL) VARCHAR

DEFINITION: A specific character string that constitutes a reference to an Internet resource.

REFERENCE VALUES: Website URL (Examples)

<http://www.oracle.com>

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Attribute: General Organization Identifier

DEFINITION: General Organization Identifier is an alphanumeric value assigned to an Organization for the purpose of identifying the Organization. Multiple entries will be maintained in the EDM platform for the General Organization Identifier attribute.

General Organization Identifier Originating Authority Code CHAR(3)

DEFINITION: The Agency that assigned the identifier to the Organization. Valid values will be determined as Agencies become onboarded onto the EDM system.

REFERENCE VALUES: Identifier Originating Authority Code (Examples)

Internal Revenue Service
Commonwealth of Virginia Department of Taxation
Virginia State Corporation Commission
Department of General Services

General Organization Identifier VARCHAR(50)

DEFINITION: The alphanumeric value assigned to the Organization.

REFERENCE VALUES: General Organization Identifier (Examples)

Federal Employer Identification Number (FEIN)
Commonwealth of Virginia Corporate Tax Identification Number
Virginia State Corporation Commission Identification Number (SCCID)
Vendor Location Identification Number (VLIN)

Attribute: Source Data System Identifier

DEFINITION: A Source Data System Identifier is an alphanumeric value assigned to an Organization for the purpose of identifying the Organization. The value is the unique identifier maintained for the General Organization by the Agency that is the source of the record being loaded into the EDM platform. If the source Agency utilizes a higher-level authentication protocol or data validation procedure, the Source Data System Identifier attribute may be flagged in the EDM system's physical data model to establish a higher weighted value in the matching algorithm.

Identifier Originating Authority CHAR(3)

DEFINITION: The Agency that assigned the identifier to the Organization. Valid values will be determined as Agencies are onboarded onto the EDM platform.

REFERENCE VALUES: Identifier Originating Authority (Examples)

Commonwealth of Virginia Department of Taxation
Virginia State Corporation Commission

Source Data System Identifier VARCHAR(50)

DEFINITION: The alphanumeric value assigned by the source Agency to the Organization as a unique identifier.

REFERENCE VALUES: Identifier (Examples)

Commonwealth of Virginia Corporate Tax Identification Number
Virginia State Corporation Commission Identification Number

Attribute: General Organization Legal Entity Type

DEFINITION: Represents the type of Organizational entity as registered with the Virginia State Corporation Commission or as stated in its legal charter of formation.

Organization Legal Entity Type Description VARCHAR(40)

DEFINITION: The text that describes the type of the Organization as registered with the Virginia State Corporation Commission or as stated in its legal charter of formation.

REFERENCE VALUES: Ownership Type Description (Examples)

Corporation

Sole Proprietorship

Partnership

Limited Liability Company

Franchise

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Attribute: General Organization Registered Agent

DEFINITION: Individual or entity legally designated by the General Organization as the Registered Agent to conduct business or otherwise act on its behalf as recorded with the Virginia State Corporation Commission or as stated in its legal charter of formation.

Registered Agent – Individual

First Name VARCHAR(30)

DEFINITION: The first name of the Registered Agent.

Middle Name VARCHAR(30)

DEFINITION: One or more middle names of the Registered Agent.

Last Name VARCHAR(75)

DEFINITION: The last or family name of the Registered Agent OR the sole name by which the Registered Agent is known.

Name Suffix VARCHAR(10)

DEFINITION: A term appended after the family name that qualifies the Registered Agent's legal name.

REFERENCE VALUES: Name Suffix (Examples)

Junior

Senior

The Third

The Fourth

Registered Agent – Organizational Entity

VARCHAR(75)

DEFINITION: The legal name of the Organizational entity recorded with the Virginia State Corporation Commission as the Registered Agent or as stated in its legal charter of formation.

Attribute: General Organization Registered Office

DEFINITION: The Registered Office attributed establishes the legal address for the Registered Agent as recorded with the Virginia State Corporation Commission or as stated in its legal charter of formation.

Registered Office Address Line 1 VARCHAR(60)

DEFINITION: The physical structure at an address or a single place or unit to which mail is delivered.

Registered Office Address Line 2 VARCHAR(60)

DEFINITION: The particular unit within a larger unit or grouping at a location.

Registered Office City Name VARCHAR(30)

DEFINITION: The name of a city or town.

Registered Office State Or Province VARCHAR(15)

DEFINITION: The state, commonwealth, province, or other such geopolitical subdivision of a country.

REFERENCE VALUES: State Or Province

USPS Publication 28 = Two-Letter State and Possession Abbreviations (e.g., VA)

Canada Post Corporation Addressing Guidelines = Canadian Provinces and Territories (e.g., ON)

ISO 3166-2:2007 Codes for the representation of names of countries and their subdivisions –

Part 2: Country subdivision code

Registered Office Postal Code VARCHAR(15)

DEFINITION: The identifier of a post office-assigned zone for an address, referred to as a ZIP Code and ZIP+4 in the U.S.

Registered Office Country Name VARCHAR(50)

DEFINITION: The country, territory, dependency, or other such geopolitical subdivision of a location. Required if Address Type is International.

REFERENCE VALUES: Country Name

ISO 3166-1 Country Name

Attribute: *ConnectVirginia* Health Information Exchange (HIE) Participant Status

DEFINITION: The *ConnectVirginia* HIE Participant Status field will denote whether an Organizational entity is enrolled in the *ConnectVirginia* HIE. The *ConnectVirginia* HIE Participant Status field has been included in the standard in anticipation of a future phase of the EDM solution. The field will be populated only when a requirement has been defined to enable data exchanges between the EDM platform and the *ConnectVirginia* HIE.

***ConnectVirginia* HIE Participant Status**

CHAR(1)

DEFINITION: Denotes whether an Organization is enrolled in the *ConnectVirginia* HIE.

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