Flowchart for Data Validation Management Process

Data Request Approved

Define data (type of output)

Provide Requestor with an outline

Requestor accepts definition

No

Requestor validates the data/report definitions

Yes

Define data sources

Define external data references

Define data processing (basic steps)

Define data quality checks

Define department validation items

Define end user validation guidance

Create data quality and validation check sheets

RC performs data checks per work definition - performs data quality checks/ work definitions and fixes any errors in processing

DA assigns department and end user validators and updates the DVW

DA notifies DA of failure

DV updates the DVW with the failure

DA: Data Valid?

No

DA notifies the department validator (DV) of failure

DV updates the DVW

Yes

RC notifies DA of failure

DA notifies DA of failure

DV updates the DVW

Yes

DA: Data Valid?

No

DA notifies department validator (DV) of failure

DV updates the DVW

Yes

DA notifies end user validator(s) via email with a copy of the report and validation recommendations

EUV notifies DA - that validation is complete including OK or not.

End user validator (EUV) validates Report

No

EUV notifies DA - that validation is complete including OK or not.

Yes

EDA/DA notifies the Director of Accountability (DA) to validate the report

DA notifies the Executive Director of Accountability (EDA) that the report has been validated and provides a copy of the report (path/link)

EDA/DA will determine who does the final validation

EDA will determine if the report is ready to be published

EDA/DA edits the DVW and notifies RC to Publish

RC informs EDA/DA that the report is ready to be published and gives the location of the file via email

EDA/DA notifies EDA/DA of the report

EDA/DA determines if the report is ready to be published

Yes

EDA/DA notifies DA of the report

DA assigns department and end user validators and updates the DVW

RC performs data checks per work definition - performs data quality checks/ work definitions and fixes any errors in processing

DA notifies RC of failure

DV updates the DVW

Yes

DA: Data Valid?

No

RC publishes data report and updates the DVW

Yes

EDA/DA notifies the Requestor that the report is published and gives the location of the file via email

EDA/DA/DA notifies the Requestor that the report is published

No

Requestor accepts definition

Yes

Director of Accountability (DA) adds to Data Validation Workflow (DVW) and assigns report to Report Creator (RC)

Update DVW

Complete Work Definition Form (WDF)

Define the Work - Report Creator (RC)