

COMMONWEALTH OF VIRGINIA



Information Technology Resource Management (ITRM)

ENTERPRISE ARCHITECTURE

ENTERPRISE DATA MANAGEMENT (EDM)

**GENERAL ORGANIZATION DATA EXCHANGE
STANDARD**

Virginia Information Technologies Agency (VITA)

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1 Publication Version Control

The following table contains a history of the versions of this publication.

Version	Date	Page No.	Revision Description
1.0	03/07/2012		Initial Document

Questions relating to this publication should be directed to VITA's Policy, Practice, and Architecture (PPA) Division. PPA notifies Commonwealth Agency Information Technology Resources (AITRs) and other interested parties of proposed revisions to the document.

Identifying Changes in This Document

- See the latest entry in the revision table above
- Vertical lines in the left margin indicate the paragraph has changes or additions. Specific changes in wording are noted using italics and underlines; with italics only indicating new/added language and italics that is underlines indicating language that has changed.

The following examples demonstrate how the reader may identify updates and changes:

Example with No Change – The text is the same. The text is the same.

Example with Revision – The text is the same. *A wording change, update or clarification is made in this text.*

Example of New Text – *This text is new.*

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/COV_ITRM_Glossary.pdf

4 Scope

The Commonwealth of Virginia has implemented an enterprise information architecture strategy designed to promote systemic and semantic interoperability across Commonwealth Agencies. A central part of this architecture will be the Enterprise Data Management (EDM) solution. The EDM solution will provide Agencies with an integrated platform for linking records from an array of source data systems. The EDM system will feature the use of probabilistic matching algorithms for performing linkages of General Organization records based on a range of attributes.

The EDM General Organization Data Exchange Standard defines the attributes that will be maintained within the EDM system for matching and validation purposes. The attributes consist of those typically collected across Commonwealth Agencies and used to describe a General Organization's characteristics. The attributes selected for matching purposes will be implemented as variables within the EDM system's probabilistic matching algorithms. The remaining attributes may not be used for matching purposes but will be maintained in the EDM system to validate matches, resolve linkage tasks or other purposes.

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.

The EDM General Organization Data Exchange Standard has been developed to structure and support data exchanges by Commonwealth Agencies within the EDM platform. The attribute definitions are consistent with adopted standards and reflect best practices from Health Level 7 (HL7), the Office of the National Coordinator (ONC) for Health Information Technology, the National Information Exchange Model (NIEM) and external standard development organizations (SDOs). The purpose of the standard is to support enterprise data management, semantic interoperability and an enterprise vocabulary within the Commonwealth's EDM system.

5 Governance

The EDM General Organization Data Exchange Standard was developed by VITA in collaboration with The 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 EDM General Organization Data Exchange 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 Owners, Data Stewards and stakeholders, VITA staff formed an EDM Data Exchange Standards Working Group composed of representatives of the following Commonwealth entities:

- ◆ Department of Behavioral Health and Disability Services (DBHDS)
- ◆ Department of Business Assistance (DBA)
- ◆ Department of Corrections (DOC)
- ◆ Department of Education (DOE)
- ◆ Department of Game and Inland Fisheries (DGIF)
- ◆ Department of General Services (DGS)
- ◆ Department of General Services/Division of Consolidated Laboratory (DGS/DCLS)
- ◆ Department of Health (VDH)
- ◆ Department of Medical Assistance Services (DMAS)
- ◆ Department of Minority Business Enterprise (DMBE)
- ◆ Department of Motor Vehicles (DMV)
- ◆ Department of Rehabilitative Services (DRS)
- ◆ Department of Social Services (DSS)
- ◆ Department of Taxation (TAX)
- ◆ Secretary of Health and Human Resources (GOV)
- ◆ State Corporation Commission (SCC)
- ◆ Virginia Board for People with Disabilities (VBPD)
- ◆ Virginia Community College System (VCCS)
- ◆ Virginia Employment Commission (VEC)
- ◆ Virginia State Police (VSP)

6 Components

The EDM General Organization Data Exchange Standard consists of the following components:

1. A Business Narrative describing the standard (this document)
2. A Data Dictionary available on the Web at <https://bi.vita.virginia.gov/stdsrepository/rdPage.aspx?rdReport=DisplayStandard&VersionID=153&StandardID=125&islCat=-7&islStatus=-7&islDomain=-7&itSearchTerm=&islDevType=A&rdRequestForwarding=Form&rdScrollX=0&rdScrollY=0&rdKeepShowElements=True>

7 Authority

The following section references the statutory authority granted by the Code of Virginia to the Secretary of Technology to establish the EDM General Organization 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 standards.

Governing Statutes:

The Secretary of Technology

§ 2.2-225. Position established; agencies for which responsible; additional powers (As Amended)
<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+2.2-225>

The Commonwealth's Chief Information Officer (CIO)

§ 2.2-2007. Powers of the CIO (As Amended)
<http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+2.2-2007>

The Virginia Information Technologies Agency

§ 2.2-2010. Additional powers of VITA (As Amended)
<http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+2.2-2010>

The Information Technology Advisory Council (ITAC)

§ 2.2-2699.6. Powers and duties of the ITAC (As Amended)
<http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+2.2-2699.6>

The Health Information Technology Standards Advisory Committee (HITSAC)

§ 2.2-2699.7. Health Information Technology Standards Advisory Committee (As Amended)
<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+2.2-2699.7>

8 Overview

The EDM General Organization Data Exchange Standard establishes the attributes associated with the General Organization entity in the EDM system. Detailed descriptions of each attribute along with data definitions, high-level data specifications and related information can be referenced in the EDM General Organization Data Exchange Standard Data Dictionary available at <https://bi.vita.virginia.gov/StdsRepository/rdPage.aspx?rdReport=DisplayStandard&VersionID=126&StandardID=99>.

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.

EDM General Organization Attributes

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 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 Organization entity.

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.

The **General Organization Operating Name** attribute contains the different names that the Organization may be operating under, doing business as and/or more commonly identified by its customers.

The **General Organization Address** attribute records a physical location where an Organization is located, or a postal location to which paper mail can be directed. Multiple address entries may be maintained in the EDM system. The *Address Purpose* field will record the purpose for which the address can be used, including Business/Operating Address, Mailing Address, Billing Address, and for any Other Address. 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 **General Organization Telephone Number** attribute records a number for a telecommunication device by which an Organization may be contacted. It allows for North American Numbering Plan (NANP) and international telephone numbers. An empty country code will denote a NANP telephone number. Multiple telephone numbers may be maintained in the EDM system. The *Telephone Number Purpose* field denotes the use associated with the telecommunication device as designated by the Organization, such as telephone numbers for Operations, Billing or for any other purposes.

The **General Organization Facsimile Number** attribute records a number for a facsimile device by which an Organization may be contacted. It allows for North American Numbering Plan (NANP) and international telephone numbers. An empty country code will denote a NANP telephone number. Multiple facsimile numbers may be maintained in the EDM system. The *Facsimile Number Purpose* field denotes the use associated with the facsimile device as designated by the Organization, such as facsimile numbers for Operations, Billing or for any other purposes.

The **General Organization Email Address** attribute records a method for exchanging information and/or messages via electronic mail. Multiple email addresses may be maintained in the EDM system. The *Email Purpose* field denotes the type of the email address such Primary, Secondary or any other type of email address.

The **General Organization North American Industry Classification System (NAICS)** attribute records the NAICS classification of an Organization. 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.

The **General Organization Status** attribute indicates the current standing or activity status of an Organization as designated by the Virginia State Corporation Commission. Typical status categories include Active, Inactive, Fee Delinquent, Revoked, Old Name and others.

The **General Organization Formation Status** attribute indicates the date and jurisdiction of formation for an Organization as registered with the Virginia State Corporation Commission or as stated in its legal charter of formation.

The **General Organization Website** is a connected group of pages on the Internet regarded as a single entity, usually maintained by an organization and devoted to a single topic or several closely related topics. The *Website Type* field denotes the purpose the universal resource locator (URL) is used for such as Legal, Operating or any other use.

The **General Organization Identifier** attribute contains alphanumeric values assigned to an Organization for the purpose of identification. Multiple identifiers may be associated with the Organization, and prior-issued identifiers may be maintained in the EDM system. The *General Organization Identifier Originating Authority Code* field indicates the Agency that assigned the Identifier and potentially the type of identification assigned. The list of *General Organization Identifier Originating Authority Codes* will be developed as Agencies become onboarded onto the EDM platform. Each Agency assigning an Organization Identifier will be issued a unique *General Organization Identifier Originating Authority Code* in the EDM system.

The **Source Data System Identifier** attribute is an alphanumeric value assigned to a General Organization by the Agency that submitted the Organization record into the EDM system. The value is the unique identifier maintained for the Organization by the source Agency.

The **General Organization Legal Entity Type** attribute represents the type of the Organization entity as registered with the Virginia State Corporation Commission or as stated in its legal charter of formation.

The **General Organization Registered Agent** is the individual or entity recorded by the Virginia State Corporation Commission or in the legal charter of formation as the representative authorized to conduct business or act on behalf of an Organization.

The **General Organization Registered Office** is the legal address for the Registered Agent as recorded with the Virginia State Corporation Commission or as stated in the Organization's legal charter of formation.

The **ConnectVirginia Health Information Exchange (HIE) Participant Status** attribute will denote whether an Organization enrolled as a participant 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 platform. The field will be populated only when a requirement has been defined to enable data exchanges between the EDM solution and the *ConnectVirginia* HIE.

9 Compliance

The Commonwealth of Virginia has established the EDM General Organization Data Exchange Standard for the purpose of defining attributes in the EDM system that will be used for matching and data validation processes.

As of May 1, 2012, Agencies making use of the EDM system either directly or indirectly (e.g., via the Commonwealth Authentication Service, or CAS) must adhere to the EDM General Organization Data Exchange Standard when interfacing with the EDM system 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.