

For Conference Purposes Only



ARRA DATA QUALITY RECORDS

Zohair Baig (Office of The Administrator, OES)

PURPOSE

- ✘ The database, and the future expansion of this approach to additional performance measures will promote the **increased use of performance data for management decisions** -- by ensuring the Agency's performance measures are supported by data of known and acceptable quality -- while also **reducing the costs and burden** of complying with Agency and government-wide quality assurance and documentation requirements

PURPOSE CONT.

- ✘ Developed to meet the Recovery Act's requirements for unprecedented data quality and transparency
- ✘ Covers all performance data collected under the Agency's and program-specific plans

REQUIRES

- ✘ A certified **data quality record** that articulates data standards, definitions, criteria, quality assurance roles, responsibilities and procedures for each performance measure
- ✘ A certification that the responsible organization (NPM/Senior Information Officers) conducted a **pre-dissemination review under EPA's Information Quality Guidelines** of all Recovery Act performance data -- before they are made public (prior to each quarterly report)

WHY LOTUS NOTES

- ✘ **Cost-** No additional costs, technology and knowledge is available in house
- ✘ **Secure-** Security is already in place (Encrypted User id and Password)
- ✘ **Accessibility-** All EPA employees have access to Lotus Notes, no additional software installation needed

THE DATABASE



ARRA Data Quality Records

By ACS Code

By NPM

By Managing Office

By Status

Keyword Lookup

People Lookup

Categorized View(s) allow data to sorted and displayed accordingly.

ACS Code ^	NPM ^	Measure Text ^	Managing Offic ^	Status ^	Check-In/Out ^
B36	OSWER	Percentage of participants trained obtaining employment	OBLR	Ready for Certification	
BF1	OSWER	Number of Brownfield Assessments Initiated.	OBLR	Ready for Certification	
BF2	OSWER	Number of Brownfield Assessments Completed.	OBLR	Draft	
BF3	OSWER	Number of Brownfield Cleanups Initiated.	OBLR	Draft	
BF4	OSWER	Number of RLF (Revolving Loan Fund) loans or subgrants issued.	OBLR	Draft	
ESP-487	INSP GEN	Business/Environmental Outcomes/Actions Influenced (policies, practices, environmental/business risks reduced)		Draft	
ESP-488	INSP GEN	Business/Environmental Recommendations/Risks Identified.		Draft	
ESP-489	INSP GEN	Number of whistleblower reprisal reviews opened.		Draft	
ESP-490	INSP GEN	Number of whistleblower reprisal reviews declined.		Draft	
ESP-491	INSP GEN	Number of whistleblower reprisal reviews extension requested.		Draft	
LUST-DAC	OSWER	Number of direct site assessments completed.	OUST	Draft	
LUST-DAI	OSWER	Number of direct site assessments initiated.	OUST	Draft	
LUST-DCC	OSWER	Number of direct cleanups completed.	OUST	Draft	

FEATURES



ARRA Data Quality Records

- By ACS Code
- By NPM
- By Managing Office
- By Status

- Keyword Lookup
- People Lookup

ACS Code ^	NPM ^	Measure Text ^	Managing Offic ^	Status ^	Check-In/Out ^
B36	OSWER	Percentage of participants trained obtaining employment	OBLR	Ready for Certification	LOCKED
BF1	OSWER	Number of Brownfield Assessments Initiated.	OBLR	Ready for Certification	
BF2	OSWER	Number of Brownfield Assessments Completed.	OBLR	Draft	
BF3	OSWER	Number of Brownfield Cleanups Initiated.	OBLR	Draft	
BF4	OSWER	Number of RLF (Revolving Loan Fund) loans or subgrants issued.	OBLR	Draft	
ESP-487	INSP GEN	Business/Environmental Outcomes/Actions Influenced (policies, practices, environmental/business risks reduced)		Draft	
ESP-488	INSP GEN	Business/Environmental Recommendations/Risks Identified.		Draft	Zohair Baig
ESP-489	INSP GEN	Number of whistleblower reprisal reviews opened.		Draft	
ESP-490	INSP GEN	Number of whistleblower reprisal reviews declined.		Draft	
ESP-491	INSP GEN	Number of whistleblower reprisal reviews extension requested.		Draft	
LUST-DAC	OSWER	Number of direct site assessments completed.	OUST	Draft	
LUST-DAI	OSWER	Number of direct site assessments initiated.	OUST	Draft	
LUST-DCC	OSWER	Number of direct cleanups completed.	OUST	Draft	
LUST-DCI	OSWER	Number of direct cleanups initiated.	OUST	Draft	

Upon Certification, Records will be locked and may no longer be edited.

Editors/Reviewers may "Check out" a record, preventing others from editing the record concurrently.

Create DQRecord Lock/Unlock Check Out/In Excel Export

FEATURES CONT.



ARRA Data Quality Records

- By ACS Code
- By NPM
- By Managing Office
- By Status

- Keyword Lookup
- People Lookup

Add Keyword

Category	Value
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▼ **Collection Mode**

- estimation
- field monitor
- field sampling
- other (specify in text field)
- survey (specify type)
- tabulation of records or activities

▼ **Geographic Granularity**

- city
- county
- facility/project address
- longitude/latitude pair
- other (specify in text field)
- state
- zip code

▼ **Geographic Scope**

- EPA Regional
- national
- none
- other (specify in text field)
- state
- US Regional (specify in text field)

▼ **NPM**

- INSP GEN
- OA
- OAR

The Keyword view allows all drop-down lists to be updated by "Admin", eliminating the need for developer assistance.

EXCEL EXPORT

Create DQRecord		Lock/Unlock		Check Out/In		Excel Export
ACS Code ^	NPM ^	Measure Text ^	Managing Office ^	Status ^	Check-In/Out ^	
B36	OSWER	Percentage of participants trained obtaining employment	OBLR	Ready for Certification	LOCKED	

To export data shown in view(s), select record(s) then press "Excel Export" button.

ExcelExport_20100504_234548 - Microsoft Excel (Product Act

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Conditional Formatting

A25

	A	B	C	D	E	F	G	H
1	ACS Code	NPM	Measure Text	Managing Office	Status	Check-In/Out		
2	BF2	OSWER	Number of Brownfield Assessments Completed.	OBLR	Draft			
3	BF3	OSWER	Number of Brownfield Cleanups Initiated.	OBLR	Draft			
4	BF4	OSWER	Number of RLF (Revolving Loan Fund) loans or subgrants issued.	OBLR	Draft			
5	ESP-487	INSP GEN	Business/Environmental Outcomes/Actions Influenced (policies, practices, environmental/business risks reduced)		Draft			
6	ESP-488	INSP GEN	Business/Environmental Recommendations/Risks Identified.		Draft	Zohair Baig		
7	ESP-489	INSP GEN	Number of whistleblower reprisal reviews opened.		Draft			
8	ESP-490	INSP GEN	Number of whistleblower reprisal reviews declined.		Draft			
9								

THE RECORD

 Edit Record

Data pulled from Oracle
DB Measures Central

PERFORMANCE DATA QUALITY RECORD

PERFORMANCE DATA QUALITY RECORD	
Status: Ready for Certification	
Current Reporting Date	Fiscal Year 2015 Quarter 2
Record Type	Measures/Indicator
NPM	OSWER
Managing Office	OBLR
Shareholder(s)	HQ
Measure Type	Recovery
ACS or BAS Code	B36
Measure Text	Percentage of participants trained obtaining employment
DATA DEFINITION AND SOURCE REPORTING <input type="checkbox"/>	
DATABASE CONTROLS AND DOCUMENTATION <input type="checkbox"/>	
REPORT WITH DATA TRANSPARENCY <input type="checkbox"/>	
REVIEW AND CERTIFICATION <input type="checkbox"/>	

Data is organized within a
tabbed table. This specific
construction was chosen
due to tab title(s).

Edit History

Created: 03/08/2010 10:52 AM - Zohair Baig/DC/USEPA/US
Modified: 05/04/2010 11:24 PM - Locked by Zohair Baig/DC/USEPA/US
view all --> 04/26/2010 01:30 PM - Zohair Baig/DC/USEPA/US (Status: Ready for Certification)

Edit history is recorded
below each record.

Hidden Field Descriptions

PERFORMANCE DATA QUALITY RECORD

PERFORMANCE DATA QUALITY RECORD

DATA DEFINITION AND SOURCE REPORTING

1. DATA DEFINITION AND SOURCE REPORTING

Measure Text :

1a. Performance Measure Term Definitions:

Edit mode

Read/Print Mode

PERFORMANCE DATA QUALITY RECORD

PERFORMANCE DATA QUALITY RECORD

DATA DEFINITION AND SOURCE REPORTING

1. DATA DEFINITION AND SOURCE REPORTING

Measure Text :

1a. Performance Measure Term Definitions: Provide definitions of terms used in the performance measure that are needed to consistently and accurately collect, report, and/or calculate performance. For example, define the specific administrative action(s) that must occur for a project to be counted as "started."

Rich Text Field(s) / People Look-Up

1b. Original Data Source:



www.epa.gov

1c. EPA contact:

Zohair Baig, OA,OES, computer guy, 202-564-0413

Edit mode

Read/Print Mode

1b. Original Data Source: The name of organization(s) (e.g., state or local government) responsible for transferring data (used for calculation performance) to an EPA person or system. Include complete reference(s) and URL(s) to any EPA program guidance that provides instruction on what data are submitted to whom.


WebFormsElementsPHP.ppt

www.epa.gov

1c. EPA contact: The name of the EPA regional and/or Headquarters' contact who is responsible for overseeing original data reporting.

Add Person

- Rachel Lentz ~ OSWER,OBCR ~ 202-566-2745
- Ramon Torres ~ OSWER,OBCR ~ 202-566-2505
- Timothy Antisdell ~ OEI,OIAA,TRIPD ~ coputer guy ~ 202-566-0733
- Zohair Baig ~ OA,OES ~ computer guy ~ 202-564-0413

Review and Certification Buttons

4b. Final Reviewer for Data Quality Record Completeness and Accuracy: Provide name of responsible EPA person from Domino directory. Provide title of individual in text field.

Add Person

- Rachel Lentz ~ OSWER,OBCR ~ 202-566-2745
- Ramon Torres ~ OSWER,OBCR ~ 202-566-2505
- Timothy Antisdell ~ OEI,OIAA,TRIPD ~ coputer guy ~ 202-566-0733
- Zohair Baig ~ OA,OES ~ computer guy ~ 202-564-0413

4c. Completeness and Accuracy Check: Indicate "Yes" or "No". A "No" response requires information on what gaps exist in the record and how they will be filled and any inaccuracies. A "Yes" response requires no further explanation.

Mark Record "Ready for Certification" or "Not Ready for Certification"

4d. Officials authorized to certify: Only individual(s) listed here will have authority to certify the record. Certifying individuals must be SIOs and their designees. Use Domino directory to fill-in names.

Add Person

- Rachel Lentz ~ OSWER,OBCR ~ 202-566-2745
- Ramon Torres ~ OSWER,OBCR ~ 202-566-2505
- Timothy Antisdell ~ OEI,OIAA,TRIPD ~ coputer guy ~ 202-566-0733
- Zohair Baig ~ OA,OES ~ computer guy ~ 202-564-0413

4e. Certification: I have reviewed this Data Quality Record and certify it is complete and accurate. Select "Yes" or "No".

Mark Record "Certified" or "Not Certified"

Only persons selected in 4b. will see button

Only persons selected in 4d. will see button

Review and Certification Process

Mark Record "Ready for Certification" or "Not Ready for Certification"

1)

Completeness and Accuracy Check

Enter "Y" for YES or "N" for NO

OK
Cancel

2)

Enter your official title (ex. Office Director,) :

OK
Cancel

3)

Confirm Completeness and Accuracy Check

You have chosen the following updates
Status <Ready for Certification>
by <Zohair Baig>
as <Test Entry>
on <5/5/2010>
"If these are correct, click OK, and the record will be updated"

OK Cancel

4)

4b. Final Reviewer for Data Quality Record Completeness and Accuracy:

Zohair Baig , OA,OES , computer guy , 202-564-0413

4c. Completeness and Accuracy Check:

Ready for Certification by Zohair Baig , Test Entry on 5/5/2010

Recorded Data.

PERFORMANCE DATA QUALITY RECORD

Status: Ready for Certification

Current Reporting Date Fiscal Year 2010 Quarter 2

Future Enhancements

- ✘ Data Quality Records will be locked and archived quarterly. A new copy will be made with all data from archived copy, less Reviewer/Certification information for next quarter's DQR
- ✘ Email notifications to “Officials authorized to certify” when “Final Reviewer” marks record “Ready for Certification”

Contact Information

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