

# VA Data Management Glossary with DAMA Supplements

## Introduction

**Purpose:**

To provide definitions of ***data quality related terms*** and encourage consistency when preparing shared documents.  
The glossary includes terms describing data quality and activities managed by the Data Governance Council.

**Viewing:**

*Use of the "Navigation Pane View" is recommended*

**A**

Term	Definition	Source
Abstract Model	An architectural pattern that optimizes a data architecture for Data Description, Data Context, and Data Sharing; (DRM usage). An abstract model is one way to establish a consistent set of concepts. An abstract model is a tool for the description of complex behavior — it is not a template for an implementation, although it should not stray so far away from reality that it is impossible to recognize how the required behaviors would be implemented. (W3C XML Protocol Abstract Model).	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Accessible	Users and applications post data to a “shared space. Posting data implies that (1) descriptive information about the asset (metadata) has been provided to the Department’s enterprise architecture, which is visible to the Enterprise and (2) the data is stored such that users and applications in the Enterprise can access it. Data assets are made available to any user or application except when limited by policy, regulation, or security	VA Directive 6518, Enterprise Information Management
Accuracy (Data Quality Dimension)	The degree to which a data value (or set of values) correctly represents the attributes of the real-world object or event. To be correct, a data value must be the right value, a value which can be captured repeatable, and must be represented in a consistent and unambiguous form.	VHA OIA Data Quality Program adapted from <a href="#">Federal DAS Data Quality Framework, Version 1.0</a> . (2008, October 1), and from Olson, Jack E., Data Quality, The Accuracy Dimension, 2003, Morgan
Administrative Data Repository (ADR)	The ADR provides support for the administrative data elements relative to multiple categories of a person entity such as demographic and eligibility information used by multiple Information Technology (IT) systems, e.g. Enrollment. The ADR contains identity information from the MVI and cross-cutting demographics data. Information in the ADR is used to update, verify and ensure accuracy of Veterans' eligibility information for medical care benefits.	VHA OIA Data Quality Program adapted from VHA Corporate Databases Monograph, 2012
Authoritative Data Source	A source of data or information designated and recognized as official that is trusted, timely, secure and used within VA’s information environment in support of VA	VA Directive 6518, Enterprise Information Management

Term	Definition	Source
(ADS)	business processes. Administrations and Staff Offices designate these sources within domains for which they are the stewards. The Office of Information and Technology develops and maintains technical solutions (e.g. services) that use these sources.	
Analytical Reporting	Analytical reporting permits users to view complex data relationships and trends to support strategic and tactical decision making. This information is typically needed by management analysts, policy planners, health economists, care providers, researchers, and senior executive management to help an organization meet its business drivers. Examples include national performance measures, clinical indicators, research objectives, regulatory/legislative reporting, and undersecretary's priorities.	Identity Management (IDM) Use Agreements for Corporate Data Warehouse (CDW)
API (Application programming interface)	An application programming interface, which is a set of definitions of the ways one piece of computer software communicates with another. It is a method of achieving abstraction, usually (but not necessarily) between higher-level and lower-level software.	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Application	<p>Any software that executes logic or rules which allow people to interface with the computer and programs which collect, manipulate, summarize, and report data and information. Software functions and services implemented together to support one or more related business processes.</p> <p style="text-align: center;">or</p> <p>The use of information resources (information and information technology) to satisfy a specific set of user requirements</p>	<p>VHA OIA Data Quality Program adapted from VHA OIT Master Glossary</p> <p>VA Directive 6518, Enterprise Information Management</p>
Application Architecture	The Application Architecture (AA) describes the layout of an application's deployment. This generally includes partitioned application logic and deployment to application server engines. AAs rely less on specific tool or language technology than on standardized middleware options, communications protocols, data gateways, and platform infrastructures such as Component Object Model, JavaBeans and Common Object Request Broker Architecture (CORBA). The application architect is tasked with specifying an AA and supporting the deployment implementation.	Gartner Information Technology (IT) Glossary 2012 <a href="http://www.gartner.com/it-glossary/application-architecture-aa/">http://www.gartner.com/it-glossary/application-architecture-aa/</a>

Term	Definition	Source
Application Owners	Representative of the application that supports VA business who plans for changes to support the business.	VHA OIA, Business Architecture Program
Atomic Data	Data at the lowest chosen level of detail (granularity). Within the VA, gender, Social Security Number, Date of Birth, or Name, could be described as Atomic Data. Although 'name' may be broken into "first, last, middle" the utility of these data elements is quite low.	DAMA Dictionary of Data Management, 2nd Edition 2011
Attribute	An inherent characteristic, an accidental quality, and object closely associated with or belonging to a specific piece of data, person, place ascribing a quality. A unit of data for which the definition, identification, representation, and permissible values are specified by means of a set of characteristics.	DAMA Dictionary of Data Management, 2nd Edition 2011
Authoritative Source	A source of data, such as a system, data warehouse, data mart etc., or information that is recognized by members of a community of interest to be valid or trusted because its provenance is considered highly reliable or accurate. During the life cycle process, the authoritative source can evolve according to use. Subject Matter Experts validate that the data is authoritative, and data management assures that data from the authoritative source is provided to users, and that it is current.	DAMA Dictionary of Data Management, 2nd Edition, 2011
Authority	Power to direct and exact performance from others. It includes the right to prescribe the means and methods by which work will be done. However, the authority to direct is only as good as one individual's willingness to accept direction from another.	n.d. All Business, Dictionary of Business Terms. Retrieved 4/5/2013
Authorized User	A person who is granted access to information resources based upon clearance, need-to-know, organization security policy, and federal security and privacy laws.  A	VA Directive 6518 Enterprise Information Management (EIM)

**B**

Term	Definition	Reference
Business Architecture (VA)	The VA Business Architecture is a depiction of the various components of VA's business and their relationships to each other. It provides a name and a description of all of the business functions performed by the VA, grouped by lines of business. The business functions are decomposed into sub-functions and then into capabilities.	VHA OIA Business Architecture Program

Term	Definition	Reference
	The BA also includes the strategic goals and objectives of the business, the performance measurements, the organizations, and the major applications used by the business. The Business Architecture is used to align the business functions, sub-functions, and capabilities with the strategic goals they support and the performance objectives they are used to achieve. The Business Architecture is also used to link the organizations, business processes, information, and applications used by each business function, sub-function or capability for future business planning.	
Business Architecture Repository	Within VA, The database that contains and shows the relationships between the components in the Business Architecture, including the Business Function Framework, the Business Information Architecture, the As-Is Application List, the To-Be Application List, the As-Is Business Process Models, the To-Be Business Process Models, the Strategic Goals and Objectives, and the Performance Metrics. This database is a Telelogic System Architect Encyclopedia using Microsoft SQL Server.	VHA OIA Business Architecture Program
Business Capability	Within VA, one of the components of the VHA BA Business Function Framework that is a subordinate to the business sub-functions. This is the lowest level of the VA BA Business Function Framework.	VHA OIA Business Architecture Program
Business Data	Data about people, places, things, rules, events, or concepts used to operate and manage any enterprise. Used to identify data that is not considered to be meta-data.	DAMA Dictionary of Data Management, 2nd Edition 2011
Business Driver/s	External and internal forces (e.g. legislative, healthcare, executive leadership, program office) that create a need for business action or "drive" the organization's business, as well as significant enterprise-level strategies that an organization defines in response to these forces.	VA OIT Master Glossary
Business Function	One of the components of the VA Business Architecture Business Function Framework used for facilitating a functional (rather than organizational) view of VA's business, including its internal operations and its services to veterans. A business function describes a service performed by VA regardless of the organizations or processes required to accomplish the service. A business function is subordinate to a line of business, the highest level, and may contain subordinate sub-functions, capabilities, and dependent business processes.	VHA OIA Business Architecture Program
Business Function Framework	The VA Business Function Framework is the backbone of the Business Architecture. It provides a name and a description of all of the business functions performed by the VA, grouped by lines of business. The business functions are decomposed into sub-functions and then into capabilities with descriptions.	VHA OIA Business Architecture Program

Term	Definition	Reference
(BFF)		
Business Owner/s	A key stakeholder (individual or entity) that is accountable for the business outcomes for a particular existing or new Information Technology (IT) system and has the final authority on project scope, deliverables, quality, risks, and change management processes. Representative of the business communities which provide the business capabilities, or sub-functions.	VA OIT Master Glossary
Business Process Management	Defines the set of strategic, core and support processes that transcend functional and organizational boundaries. The design, monitoring and control of complex interactions between people, applications and technologies designed to create customer value.	DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition, 2011
Business Process Model	A model of the functions, activities, and procedures performed in any organization.	DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition, 2011
Business Process, Representative	Group of business processes associated with a single capability.	VHA OIA Business Architecture, Business Function Framework Review Team
Business Product Management	Within VA, BPM ensures that business stakeholder data quality requirements are identified and communicated through appropriate processes. Provides analysis services and monitors progress to ensure business needs are met. Serves as a liaison between business stakeholder groups, technical communities and the Data Quality Program.	Enterprise Metadata Repository Requirements V. 2
Business Requirements Document (BRD)	This document captures and describes the business needs, providing insight into the AS IS and TO BE business areas, identifying stakeholders and profiling primary and secondary user communities, identifying what capabilities the stakeholders and the target users need and why these needs exist, providing a focused overview of the request requirements, constraints and IT options considered.	VA OIT Master Glossary
Business Rules	A Business Rule is a specific, actionable, testable requirement that is under the control of an organization and that supports a business policy.	Guide to the Business Analysis Body of Knowledge [BABOK] - Version 2.0

**C**

Term	Definition	Reference
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Term	Definition	Reference
Capability	The ability to achieve a Desired Effect under specified [performance] standards and conditions through combinations of ways and means [activities and resources] to perform a set of activities.	VA Directive 6518, Enterprise Information Management
Cardinality	The maximum number of times an entity can occur in relationship to another entity/class.	Data Architecture Working Group, 2017
Catastrophic Edit	<p>A Catastrophic Edit means changes have been made to a Veteran personal information/record that result in the record being changed inappropriately to that of another Veteran, caused by, but not limited to, edits to Veteran identity data (such as name, SSN, DOB, gender) and/or erroneous merging of two or more distinct records into a single record.</p> <p>(a) These errors can occur as a result of improper due diligence by staff using the Duplicate Record Merge software when two potential duplicate Veteran records are not properly reviewed and screened. This results in two different Veteran entries being merged into one.</p> <p>(b) All types of errors affect the longitudinal Veteran record at other facilities that have treated the patient and they specifically affect Veteran care. These errors are considered a significant patient safety risk.</p>	VHA Data Quality Program adapted from <a href="#">VHA Handbook 1907.05, Repair of Catastrophic Edits to Patient Identity</a>
Chief Data Steward	An executive data steward who serves as the chair of the Data Governance Council and as the primary business champion of a data management program	DAMA Dictionary of Data Management 2nd Edition, 2011
Common Information/ Common Data	Information that is defined by, created/captured by and shared across multiple Administrations, staff offices, or other organizational entities across the VA Enterprise to conduct business including all data from the corporate functions i.e., e.g., OALC,OM, OIT, HRA).	Data Governance Council 1/10/2017
Common Services Architecture	Based on the principles of service-oriented architecture (SOA), offering re-usable components and improving consistency, and has the goal of enabling an electronic longitudinal health record for veterans and military healthcare beneficiaries across care settings, including contracted care centers.	VHA Data Quality Program adapted from Virtual Lifetime Electronic Record (VLER) Working Group Draft Terms of Reference
Complex Fact Data Attribute	A data attribute that contains any combination of multiple values, multiple facts, and variable facts and might be formatted in several different ways (Brackett 2011)	DAMA Dictionary of Data Management, 2nd Edition 2011
Consistent	Uniformity of agreement among things or parts of things. Having internal logical and numerical coherence; having no internal contradiction	DAMA Dictionary of Data Management, 2nd Edition 2011

Term	Definition	Reference
Constraints	A specification of what may be contained in a data or metadata set in terms of the content or, for data only, in terms of the set of key combinations to which specific attributes may be attached, and how.	DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition, 2011
Contact Data	Veteran data that describes contact home addresses, phone numbers, and electronic contact address. Contact data is one of four domains utilized by CDI.	Draft VA Discussion Paper, Customer Data Integration, December 2012
Content Management	The processes, techniques, and technologies for organizing, categorizing, and structuring of information resources, so that they can be stored, published, and reused in multiple ways. Content management is a critical data management discipline for data found in text, graphics, images, and video or audio recordings.	DAMA Dictionary of Data Management, 2nd Edition, 2011
Control Data	Data that guides a process, such as indicators, flags, counters, and parameters.	DAMA Dictionary of Data Management, 2nd Edition, 2011
Correlation	A unique patient record representing a specific facility or entity recognized by the MVI. Each patient record is comprised of specific identity traits (First, middle and last name, SSN, DOB, Gender and others) used to identify a particular individual. The identity traits provided in each unique record are compared to identity traits stored in the Primary View of each MVI record to assist in determining which, if any, record is the appropriate match. This allows records with differing identity traits to link appropriately, provided other identity traits are consistent.	VHA OIA Data Quality Program
Corporate Data Warehouse (CDW)	The CDW is a relational database organized into a collection of data domains. Domains represent logically or conceptually related sets of data tables. Domain themes generally indicate the application in the VistA electronic health record system from which most of the data elements in the domain come (e.g., Vital Signs or Mental Health Assessment).	Draft Data Warehouse, Data Management Directive, Managing Data Warehouse Content and End User Access, 8/22/2012
CRUD	Database operations Create, Read, Update, and Delete.	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Customer Data Integration (CDI)	<p>CDI was established in 2012 as a multi-phase initiative to analyze the current environment in order to define a set of core customer data domains, establish communication between system owners, and establish data management practices in preparation for data integration. CDI is supported by the recent Enterprise Information Management (EIM) Policy (VA Directive 6518), which came into effect in February 2015.</p> <p>An integrated information environment where the customer and end user</p>	Data Management Strategic Plan, 2015 Adapted from DAMA Dictionary of Data Management, 2nd Edition 2011

Term	Definition	Reference
	communities define the requirements around which the VA's business process, data, technology, and operational practices are adapted to serve. CDI is an enterprise operational concept that will recognize and harmonize Administration requirements and mandates, and leverage existing Major Initiatives to enable an enterprise view driven by the Veteran, the Veteran's family, other key stakeholders such as medical service providers, and external business partners.	Draft VA Discussion Paper, Customer Data Integration, December 2012

**D**

Term	Definition	Reference
Data	An elementary description of things, events, activities, and transactions that are recorded, classified, and stored, but not organized to convey any specific meaning. Data items can be numeric, alphabetic, figures, sounds, or images. A database consists of stored data items organized for retrieval.	VA Directive 6518, Enterprise Information Management
Data, Semi-Structured	Data that has characteristics of both structured and unstructured data, such as an e-mail (with structured data such as sender and subject, and unstructured text); (DRM usage).	DAMA Dictionary of Data Management, 2nd Edition 2011
Data, Structured	Data that can be described using a discrete domain of vocabulary terms, organized by inherent patterns into semantic groups or entities, presented by context rather than content.	DAMA Dictionary of Data Management, 2nd Edition 2011
Data, Unstructured	Any document, file, graphic, image, text, report, form, video, or sound recording that has not been tagged or otherwise structured into rows and columns or records. This term has some inaccurate connotations, as there is usually some structure (for instance paragraphs and chapters) in these formats.	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Accuracy	The degree to which a data value (or set of values) correctly represents the attributes of the real-world object or event.	VHA Data Quality Program adapted from <u>Federal DAS Data Quality Framework, Version 1.0</u> , October 2, 2008

Term	Definition	Reference
Data Administration (Activities)	An individual or organization responsible for specifying, acquiring, and maintaining software for data management, and the security, and validation of contents, including the data dictionary and data models	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Architecture	The Data Architecture is a perspective of the overall agency EA providing the information about the agency's baseline and target data architectures. Examples of elements include: Agency data model that describes the key data elements of the agency's business domain, and the relationships between them. The data model may include data dictionaries, thesauri, taxonomies, and topic maps; An inventory of agency data stores, including the specific data elements it manages; A description of any data and data exchange standards existing within the agency, including data exchange packages and messaging formats; Linkage between the agency data model and the service components accessing the data elements; Documented data management policies and procedures for data/information quality; and OMB M-05-04 compliant agency websites and search engines; and/or metadata registries, repositories, and/or clearinghouse.	The Open Group Architecture Framework (via OneVA EA Glossary V02 01-29-2014)
Data Architect	A highly technical position with responsibility to lead the development, validation, publishing, and maintenance of conceptual and logical data models.	Data Architecture Working Group, 2017
Data Artifact	A collective term for electronic artifacts related to the presentation, description, representation, or storage of data. Examples are documents and XML Schemas.	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Data As A Service (DaaS)	A model of delivering data where a provider licenses access via web based services for on-demand use.	DAMA Dictionary of Data Management, 2nd Edition 2011

Term	Definition	Reference
Data Asset	A Data Asset is a collection of Digital Data Resources that is managed by an organization, categorized for discovery, and governed by a data steward.	<a href="#">Federal Enterprise Architecture Program. Data Reference Model V 2.0, November 2005</a>
Database	An organized collection of data stored in a structured way to enable rapid search and retrieval by a computer	DAMA Dictionary of Data Management, 2nd Edition 2011
Data-at-Rest	Data that is written to and contained in static storage.	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Attribute	An inherent fact, property, or characteristic describing an entity or object; the logical representation of a physical field or relational table column. A given attribute has the same format interpretation, and domain for all occurrences of an entity. Attributes may contain adjective values (red, round, active, etc.)	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Attribute, Domain	The set of possible values for an attribute. The values must conform to the definition of the attribute (such as type or size), and may be expressed by enumeration, or by any combination of ranges and individual values, including values and ranges that are excluded from the set.	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Attribute, Value	An instance of an attribute type or domain.	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Completeness	The degree to which all required data are known. This includes having all required data elements, having all required records and having all required values.  Susan: The degree to which all required data are known. This includes having all required data elements, having all required records and having all required values.	VHA Data Quality Program adapted from <a href="#">Federal DAS Data Quality Framework, Version 1.0. October 1, 2008</a>
Data Consistency	The degree to which a set of data is equivalent in redundant or distributed databases.  Susan: –The degree to which a set of data is equivalent in redundant or distributed databases.	VHA Data Quality Program adapted from <a href="#">Federal DAS Data Quality Framework, Version 1.0. October 1, 2008</a>
Data Consumer	Business entities that have a fundamental need for data regardless of whether the data is owned by them or originates elsewhere within the organization or from an external data provider.	Zagoudis, Steven. How to Define and Implement Effective Data Governance. Data Governance “101.” PowerPoint presentation.

Term	Definition	Reference
Data Definition/Data Requirement	Data definition includes name, definition, and relationships, as well as domain value definition and business rules that govern business actions that are reflected in data.	English, Larry. Improving Data Warehouse and Business Information System Quality. Wiley, 1999
Data Definition Language (DDL)	The subset of Structured Query Language commands used to define and implement structured database objects	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Dictionary	In VA, A data dictionary is a record of a file's structure, elements (fields and their attributes), and relationships to other files. It is often abbreviated "DD." The information necessary to create a DD table for any VistA application can be extracted from FileMan. After extraction, the table information can be saved as an Excel spreadsheet.	VHA OIT Master Glossary
Data Discovery	The process of discovering data that exists within a data asset; (DRM usage). Locating a resource on the Enterprise, using a process (such as a search engine) to obtain knowledge of information content or services that exploit metadata descriptions of enterprise IT resources stored in Directories, Registries, and Catalogs; (DDMS).	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Data Element	The smallest unit of named data that has meaning to a knowledge worker. A data element is the implementation of an attribute. Data Element is synonymous with data item and field.	VHA OIA Data Quality Program adapted from English, Larry. Improving Data Warehouse and Business Information System Quality. Wiley, 1999
Data Exchange	Fixed, re-occurring transactions between parties, such as the regular exchange of environment testing data among federal, state, local, and tribal entities; (DRM usage).  See also Information Exchange	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Data Governance	The Exercise of authority, control, and shared decision-making planning, monitoring, and enforcement over the management of data assets	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Governance	The VA Data Governance Council (DGC) implements the requirements of VA Directive 6518, Enterprise Information Management (EIM) for the management of VA	Data Governance Council Charter, 2016

Term	Definition	Reference
Council (DGC)	common data, and provides a forum to share and integrate data management best practices across common and Administration and Staff Office information domains. The DGC shall create and maintain policy and processes to ensure that VA common data are managed to provide the most integrated, efficient and effective service possible to VA customers and internal business operations.	
Data Harmonization	The process of comparing two or more data entity definitions and identifying commonalities among them that warrant their being combined (harmonized) into a single data entity.	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Data-in-Motion	Data that is carried across networks between systems.  See also Information Exchanges	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Integration	The planned and controlled, merge using some form of reference, Transformation using a set of business rules, and Flow of data from a source to a target for operational and/or analytical use. Data needs to be accessed and extracted, moved, validated, and cleansed, standardized, transformation, and loaded.	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Integrity	A process to ensure that data is not destroyed or modified. Also, the formal definition of comprehensive rules, and the consistent application of those rules, to assure high integrity data. It consists of techniques to determine how well data are maintained in the data resource and to ensure that the data resource contains data that have high integrity.	VHA OIT Master Glossary
Data Issue Resolution	Data Quality Management encompasses the monitoring and assessing of Data Quality, as well as the formal Data Issue Resolution (DIR) process. The DIR process ensures the completeness and accuracy of VA data for future business decisions, through a robust and multi-tiered review and analysis structure. Data Stewards are the main focal point, and sponsor of data issue packages. The DIR process can identify how information will be changed throughout the enterprise when it is corrected or updated within Authoritative Data Source (ADS). An ADS, with data accessible for use by all VA IT systems, will ensure consistent and dependable contact data across	Data Management Strategic Plan, 2015 Adapted from DAMA Dictionary of Data Management, 2nd Edition 2011

Term	Definition	Reference
	all business lines.	
Data Lifecycle	<p>A conceptualization of how data is created and used which attempts to define a “birth-to-death” value chain for data, including acquisition, storage and maintenance, use, movement to archive, and destruction.</p> <p>See also Information Lifecycle</p>	DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition 2011
Data Lineage	Representation of the pathway from the data source to their current location and the alterations made to the data along that pathway (Brackett 2011)	DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition 2011
Data Management	Data Management comprises of the development and execution of architecture, policies, practices, and procedures that properly manage the VA’s full data lifecycle needs of an enterprise.	Data Management Strategic Plan, 2015 Adapted from DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition 2011
Data Management Working Group	<p>The DMWG implements a Corporate Data Governance (CDG) framework to address data governance, data quality, and data management interests across the agency. The DMWG consists of managers who are organizationally aligned with the Data Governance Council (DGC) member from their organization The DGC directly appoints supporting sub-committees, such as the Data Management Working Group (DMWG), to enable the Data Stewardship program as an integral working arm in ensuring data issues are resolved, and information is disseminated across the enterprise. A Data Stewardship Program supports the DGC and DMWG regarding specific initiatives and overseeing sponsored initiatives.</p>	<p>Data Management Working Group Charter, 2015</p> <p>Data Governance Strategic Plan, June 2015 Adapted from DAMA Dictionary of Data Management, 2<sup>nd</sup> Edition 2011</p>
Data Manipulation Language (DML)	A language used to insert, retrieve, update, delete, and otherwise manipulate data in the database. The SELECT statement in SQL is an example of a retrieval operation	DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition 2011 adapted from Everest 2010
Data Mapping	The assignment of source data entities and attributes to target data entities and attributes, and the resolution of disparate data.	DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition 2011
Data Mart	A decision support database supporting Business Intelligence in a limited subject area using a dimensional data model design. Typically, data marts source their data from an Enterprise Data Warehouse or Operational Data Store.	DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition 2011
Data Model	A representation, often expressed graphically, of data elements and their relationships. A data model can be logical or physical. A logical data model represents	VA OIT Master Glossary

Term	Definition	Reference
	the classes of data elements (e.g., a Patient), their attributes (e.g., Patient Name), and their relationships to one another. Logical data models are usually developed during the database design process to represent data requirements and as an implementation-independent design. A physical data model is a description of the structural properties that define all entries represented in a database and all the relationships that exist among them. Physical models strive to implement logical models based on the target database management system and on the intended use of the data. Data models can be conceptual, logical, or physical.	
Data Model, Conceptual	A higher-level data artifact that is often used to explore domain concepts with project stakeholders. Logical data models are often derived from conceptual data models. At this level, the data modeler attempts to identify the highest-level relationships among the different entities. (More: Conceptual, Logical, and Physical Data Models).	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Data Model, Enterprise	A conceptual data model or a logical data model providing a common consistent view of shared data across the enterprise, however that is defined, at a point in time. It is common to use the term to mean high-level, simplified data model, but that is a matter of abstraction, for presentation.	DAMA Dictionary of Data Management 2nd Edition, 2011
Data Model, Logical	A entity-relationship data model including data attributes that represents the inherent properties of the data, including names, definitions, structure, and integrity rules, independent of software, hardware, volumetrics, frequency of use, or performance considerations	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Model, Physical	A representation of a data design which takes into account the facilities and constraints of a given database management system. It is typically derived from the Logical Data Model and may include all the database artifacts required to create relationships between tables or achieve performance goals, such as indexes, constraint definitions, linking tables, partitioned tables or clusters. At this level, the data modeler specifies how the logical data model will be realized in the database schema; (Conceptual, Logical, and Physical Data Models).	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Data Movement	The process of extracting data from one system and loading it onto another system. See also: Extract-Transform-Load Data-in-motion Data Transit	DAMA Dictionary of Data Management, 2nd Edition 2011

Term	Definition	Reference
Data Owner	An agency official with statutory or operational authority over specified information, and responsibility for establishing the criteria for its creation, collection, maintenance, processing, dissemination, or disposal. A Data Owner, or designee, is also an agency official who has been identified as having the responsibility and the accountability for the use or disclosure of the data contained in a VA IT system. These responsibilities may extend to interconnected systems or groups of interconnected systems. Identification of a data owner should generally begin with the Program Office which sponsored the creation of the data.	Draft VHA Handbook, Data Use Agreements (DUA), March 2013  <i>See also 38 U.S.C. § 5727 (9)</i>
Data Policy	Short statements of management intent and fundamental rules governing the creation, acquisition, integrity, security, quality, and use of data and information.	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Privacy	The limitation of data access to only those authorized to view the data. See also confidentiality.	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Producer	A person, organization, or software service creating or providing data.	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Profiling	Data profiling is the measurement and analysis of the attributes of a data set using direct observation. Data profiling may include: <ul style="list-style-type: none"> <li>• Domain and validity analysis (forensic analysis).</li> <li>• Identification of possible primary and foreign keys.</li> <li>• Analysis of the database loading program (software code) for rules by which data columns are generated.</li> </ul> Observation of the number and types of defects in the data such as blank fields, blank records, nulls, or domain outliers, tested against the preliminary rules developed during the forensic analysis.	<u>Federal DAS Data Quality Framework, Version 1.0.</u> October 2, 2008
Data Provenance	Provenance applied to the organization's data resource (Brackett 2011)	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Purview	The classification of VA's data in Common, Shared, and Organization Specific.	Data Architecture Working Group, 2017

Term	Definition	Reference
Data Quality	The degree to which data is accurate, complete, timely, consistent with all requirements and business rules, and relevant for a given use.	DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition 2011
Data Quality Dimension	Characteristics used to evaluate data quality, e.g. accuracy, timeliness. Another way to think of them is as “meta data” that describe how well the data meets their intended business purpose.	VHA OIA Data Quality Program
Data Quality Issue	A problem related to data use with consequences that may include impaired interpretation, completeness, timeliness, consistency, accuracy or integrity. The scope of a data quality problem may range from erroneous data, to misunderstanding of data meaning, inability to identify needed data to unavailable or missing data. Example data quality issues include: a wrong address.	VHA OIA Data Quality Governance Work Group, 2012
Data Quality Management	The completeness and accuracy of data, determined by how data is entered, stored, and managed, ensures that authoritative and trustworthy data is available for business decisions.	OPP Infographic, Nov 2015
Data Quality Proactive Assessment	A data quality assessment to determine the level of acceptability of particular data elements for use by the business owners. Data components or elements are systematically measured against data business rules. The results of these analyses are shared with data stewards and other business stakeholders, who identify, confirm and prioritize the existence of data quality issues and their business impact, and support the identification and execution of improvement activities.	VHA OIA Data Quality Program
Data Registry	An information system that manages and maintains metadata about data and data-related items, such as digital data resources and data assets. A data registry is often paired with a repository; (DRM usage).	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Data Replication	The consistent copying of data from one primary data site to one or more secondary data sites. The copied data are kept in synch with the primary data on a regular basis. (Brackett 2011)	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Repository	A repository is a central place where data is stored and maintained. A repository can be a place where multiple databases or files are located for distribution over a network, or a repository can be a location that is directly accessible to the user without having to travel across a network.	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Data	Statements describing the data needs of a person or organization. Business meta-	DAMA Dictionary of Data Management, 2nd Edition

Term	Definition	Reference
Requirement	data (data names and meanings) and Logical Data Models are structured ways of defining data requirements, in addition to more traditional requirement specifications.	2011
Data Security	The safety of data from unauthorized and inappropriate access or change. The measures taken to prevent unauthorized access, use, modification, or destruction of data.	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Security Management	The process of ensuring that data is safe from unauthorized and inappropriate access or change. Includes focus on data privacy, confidentiality, access, functional capabilities and use. One of the ten data management functions identified in the DAMA-DMBOK Functional Framework. (DAMA-DMBOK Guide, 1st edition, pg. 6.)	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Service	An interface to a business process that receives or delivers data attributes, usually via a web application.	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Service, Authoritative	The mechanism or service that provides data from the authoritative source, e.g., National Cemetery Administration (NCA) Burial Operations Support System/Automated Monument Application System (BOSS/AMAS) is authoritative for dates of death and the VA Identity Service (IdS) provides the data to consuming applications.	VHA OIA Data Quality Program
Data Sharing	Exchange of data and/or metadata in a situation involving the use of open, freely available data formats, where process patterns are known and standard, and where not limited by privacy and confidentiality regulations	DAMA Dictionary of Data Management, 2nd Edition 2011
Data Standardization	The process within a context of achieving agreement on common data definitions, representations, value domains, structures, and other metadata to which all parties must conform. Metadata includes rules for data validation, interaction, storage, and access control. Process scope includes standards organization, development, approval, implementation, maintenance, and enforcement.	VHA OIT Master Glossary
Data Steward	Data Stewards are business representatives that assist the development of data-related requirements. Data Stewardship includes formal accountability for business responsibilities ensuring effective control and use of data assets and is the conduit between the organization and critical business assets. Within the VA, there are two types of Data Stewards: Business and Technical	Data Stewardship Roles and Responsibilities, 2016 Adapted from DAMA Dictionary of Data Management, 2nd Edition 2011
Data Steward, Business	A knowledge worker, business leader and recognized subject matter expert assigned accountability for the data specifications and data quality of specifically assigned business entities, subject areas or databases. Business Data Stewards are identified	VHA OIA Data Quality Program adapted from the DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition 2011

Term	Definition	Reference
	by the Line of Business and/or Program office and are experts in the way data is used in the performance of VA's mission. They are responsible for defining data requirements and determining access needs and appropriate usage for data. Business Data Stewards support the management and quality of the operational data needed to support ongoing services and activities within their unit or area.	
Data Steward, Technical	<p>Technical Data Stewards have direct operational level responsibility for information management related to the capture, maintenance, dissemination and use of data and data administration activities. Technical Data Stewards are responsible for the implementation of data access, security, integrity and documentation of data contained in VA databases.</p> <p>Can also be called Data Custodian.</p>	VA OIA Data Quality Program
Data Stewardship	The formal, specifically assigned and entrusted accountability for business (non-technical) responsibilities ensuring effective control and use of data and information assets.	DAMA, Dictionary of Data Management, 2 <sup>nd</sup> Edition, 2011
Data Store	A place where data is stored; data at rest. A generic term that includes databases and flat files.	DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition 2011
Data Store, Authoritative	<p>An indicator showing that data within the store should be considered the ultimate authority for its designated scope and context. There can be only one authoritative store for any data element within a given scope and context at one point in-time. The officially-designated source is authorized to provide a type or many types of information that is trusted, timely, and secure on which lines of business rely.</p> <p><i>See also Data Store and Data Store, Designated</i></p>	VA OIT Master Glossary
Data Store, Designated	<p>A physical data store containing data elements for a clearly specified purpose.</p> <p><i>See also Data Store and Data Store, Authoritative</i></p>	n.d. Richard Wang. Personal communication
Data Timeliness	<p>The degree to which data are available when internal/external customers or processes require them.</p> <p>Susan: The degree to which data are available when internal/external customers or processes require them.</p>	VHA Data Quality Program adapted from <u>Federal DAS Data Quality Framework, Version 1.0</u> , October 1, 2008

Term	Definition	Reference
Data Traceability	<p>The degree to which data are well documented, verifiable and easily attributed to a source.</p> <p>Susan; The extent to which data are well documented, verifiable and easily attributed to a source.</p>	VHA OIA Data Quality Program adapted from Strong, D.M. and Wang, R.Y. (Spring 2006) <u><a href="#">Beyond Accuracy: What Data Quality Means to Data Consumers: Journal of Management Information Systems</a></u> . Retrieved 4/9/2013
Data Tracking	The process of documenting data provenance.	DAMA Dictionary of Data Management 2nd Edition, 2011
Data Uniqueness	<p>The degree to which no entity exists more than once within a data set.</p> <p>Susan: The degree to which no entity exists more than once within a data set.</p>	VHA OIA Data Quality Program adapted from DAMA Dictionary of Data Management, 2nd Edition 2011
Data Validity	<p>The degree to which the data conform to defined business rules.</p> <p>Susan: The degree to which the data conform to defined business rules</p>	VHA OIA Data Quality Program adapted from <u><a href="#">Federal DAS Data Quality Framework, Version 1.0</a></u> . October 1, 2008
Dataset	<p>A grouping of data values within one or more files of which VA Data Qualities creates and processes with the SAS system</p> <p>An organized collection of data</p>	Enterprise Metadata Repository Requirements V. 2  DAMA Dictionary of Data Management 2nd Edition, 2011
Decision Rights	In Data Governance, information about the 'who, when and how' a data-related decision is made.	DAMA Dictionary of Data Management 2nd Edition, 2011
Demographic Data	Demographic and Socio-Economic Data is captured and categorized as such under the CDI initiative as one of four major CDI domains. This data focuses on traits/attributes used to define personal identification information. Usually derived from a record in a data store. Some examples of demographic data include: race, ethnicity, education, dependent information, marital status, employment information, income information, and incarceration status.	Draft VA Discussion Paper, Customer Data Integration, December 2012
Derived Data	Data created through a computational step applied to atomic data (the lowest available level of detail). Derived data is the result either of relating two or more elements of a single transaction (such as an aggregation), or of relating one or more elements of a transaction to an external algorithm (formula) or rule.	DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition 2011

Term	Definition	Reference
Digital Data Resource	A digital container of information, typically known as a file; may be a structured, semi-structured, or unstructured data resource; (DRM usage). The difference between a Document and a Digital Data Resource is that a Digital Data Resource can contain structured data, unlike a Document.	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Document	A file containing Unstructured and/or Semi-Structured Data Resources. A discrete and unique electronic aggregation of data produced with the intent of conveying information. All data within a document may be in the same format (e.g., text), or a document may be a composite that consists of sets of data in a variety of formats (e.g., MS Word files containing embedded graphics). The term “discrete” implies that a document requires no linkage to other data to convey its meaning. The term “unique” implies that each instance or version of a document can be distinguished from all others (i.e., it can be assigned a unique identifying number).	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Documentation	Descriptive text and images used to define or describe an object, design, specification, instructions, or procedures	DAMA Dictionary of Data Management, 2nd Edition 2011
Document Metadata	Describes an electronic document as well as the data required to file and retrieve it. It includes information fields such as To, From, Date, Subject, Document Type, Format, Location, Record Number, Version Number, File Tag, and Originating Organization.	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Document Repository	A data asset whose primary role is the storage and maintenance of documents.	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Domain	a set of things that have a common definition, such as the set of possible values for an attribute, or the population of an entity.	DAMA Dictionary of Data Management, 2nd Edition 2011
Duplicative Data Sources and Information	Multiple data sources or information stores of the same information that are in no way synchronized and/or reconciled with one another. This leads to multiple answers to the same question. Mirrored duplication of core information done for purposes of	VA Directive 6518, Enterprise Information Management

Term	Definition	Reference
Stores	redundancy and resiliency of operations, and that are synchronized back to an authoritative source, are not “duplicative”.	

**E**

Term	Definition	Reference
Electronic Data Interchange-Person Identifier (EDI-PI)	A unique number assigned to a record in the United States DoD’s Defense Enrollment and Eligibility Reporting System (DEERS) database. A record in the DEERS database is a person plus personnel category (e.g. contractor, reservist, civilian, active duty, etc.). The Common Access Card (CAC), which is issued by the DoD through DEERS, has an EDIPI on the card. A person with more than one personnel category is issued a CAC for each role. Separating the identities is done so that revocation of one role’s permission can be accomplished simply by commandeering the card and/or revoking the digital certificates without affecting the other roles.	VA <a href="#">Identity and Access Services Master Glossary V 1.2</a>
Electronic Health Record	The Electronic Health Record (EHR) is a longitudinal electronic record of patient health information generated by one or more encounters in any care delivery setting. Included in this information are patient demographics, progress notes, problems, medications, vital signs, past medical history, immunizations, laboratory data and radiology reports. The EHR automates and streamlines the clinician's workflow. The EHR has the ability to generate a complete record of a clinical patient encounter - as well as supporting other care-related activities directly or indirectly via interface - including evidence-based decision support, quality management, and outcomes reporting.	Health Information and Management Systems Society (HIMSS)  ( <a href="http://www.himss.org/ASP/topics_ehr.asp">http://www.himss.org/ASP/topics_ehr.asp</a> ) Retrieved 4/11/2013
Enterprise Architecture	An integrated collection of models and design approaches used to align information processes, projects, and technology with the goals of the enterprise. These high level design artifacts typically describe target views of the enterprise. Enterprise Architecture may include: data models, data integration architecture, business process models, application portfolio architecture, IT infrastructure architecture, organizational business architecture, and information value chain analysis.	DAMA Dictionary of Data Management, 2nd Edition 2011
Enterprise Data	Data that is shared across more than one function within an enterprise or is created and used by one function but still considered essential to the enterprise.  See also Common Customer Data	DAMA Dictionary of Data Management 2nd Edition, 2011

Term	Definition	Reference
Enterprise Information Management	A structured program for managing information as a strategic asset	DAMA Dictionary of Data Management, 2nd Edition 2011
Enterprise Data Modeling	The development of a common consistent view and understanding of entities and attributes, and their relationships across the enterprise.	DAMA Dictionary of Data Management 2nd Edition, 2011
Enterprise Information Management (EIM) Directive	Establishes Enterprise Information Management (EIM) policy for the US Department of Veterans Affairs. The VA's information assets are core resources of the Department, and their effective management is critical to the provision of services to our nation's Veterans. This directive defines the objectives, establishes overarching principles and policy, assigns responsibilities, and delegates authority for the management and use of VA's information assets. It provides enterprise rules and principles that enable management of VA information in a more consistent, accurate, and holistic manner. The rules and principles will serve as the baseline for alignment and prioritization of information capability initiatives across the VA. Establishes information management roles and responsibilities between VA business units and OIT.	VA Enterprise Information Management Directive, 2014
Extract-Transform-Load (ETL)	1. an approach to integration from multiple source databases to integrated target databases (Operational Data Stores, Data Warehouses, or Data Marts). Commonly, a software product or tool that extracts data from a data source, converts data to a new format, and loads the data to a target database. See also data integration.	DAMA Dictionary of Data Management 2nd Edition, 2011
Government Information.	Information created, collected, processed, disseminated, or disposed of by or for the Federal Government.	VA Directive 6518, Enterprise Information Management

**H**

Term	Definition	Reference
Health Information	Any information created or received by a health care provider or health plan that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or payment for the provision of health care to an individual. This encompasses information pertaining to examination, medical history, diagnosis, and findings or treatment, including such information as: laboratory examinations, X-rays, microscopic slides, photographs, prescriptions, etc.	<a href="#">VHA Handbook 1605.1, Privacy and Release of Information, May 2006</a>

I

Term	Definition	Reference
Identity	The distinct real-world person an ID and profile represents. In a Patient Identification Service, an ID is established that represents a person's identity where each ID corresponds with one real-world person. As an IDL interface, 'Identity' instances correspond one for one with a particular real world person that has been represented by an ID in the ID Domain.	VRM Identity and Access Management (IdAM) Vision and Scope Document 1.0.2
Identity and Access Management (IAM)	Activities to enable the rapid searching, identification, and authentication of individuals accessing VA information systems.	VHA OIA Data Quality Program, adapted from VA Draft IRM Strategic Plan, April 2013
Information	Any communication or representation of knowledge such as facts or data, in any medium or form, including textual, numerical, graphic cartographic, narrative, or audiovisual forms. This definition includes information that an agency disseminates from a web page, but does not include the provision of hyperlinks to information that others disseminate. This definition does not include opinions, where the agency's presentation makes it clear that what is being offered is someone's opinion rather than fact or the agency's views.	VA Directive 6518, Enterprise Information Management
Information Class	An information class is equivalent to the Entity concept of the Data Description standardization area.	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Information Domain	Information Domains are business level classifications of VA data. They are an organizing mechanism to broadly describe and encompass key VA business concepts. They are used to coordinate the work of data stewards, subject-matter experts and those responsible for establishing data-related policy and to structure and organize business rules, process flows and information models. They provide a consistent method of cataloging the data contained within a wide spectrum of systems and facilitate efficient and authoritative decision-making about data.	VHA OIA Data Quality Program
Information Environment	The aggregate of the information created and used by an organization, the information architecture of the organization (models, authoritative and redundant data stores, data flows), and the governance framework, policies and standards that ensure information is managed as an asset.	VA Directive 6518, Enterprise Information Management
Information Lifecycle	The stages through which information passes, typically characterized as creation or collection, processing, dissemination, use, storage, and disposition.	VA Directive 6518, Enterprise Information Management

Term	Definition	Reference
Information Management	The planning, budgeting, manipulating, and controlling of information throughout its life cycle.	VA Directive 6518, Enterprise Information Management
Information Model	A synonym for a data model, usually a conceptual or logical data model.	DAMA Dictionary of Data management, 2nd Edition 2011
Information Resources	Includes both government information and information technology.	VA Directive 6518, Enterprise Information Management
Information System	An automated solution to support the collecting, processing, transmitting and disseminating of information.	VHA OIA Data Quality Program adapted from DAMA Dictionary of Data management, 2nd Edition 2011
Information System Owner	Official responsible for the overall procurement, development, integration, modification, or operation and maintenance of an information system.	VA Handbook 6500 , Risk Management Framework for VA Information Systems-Tier 3: VA Information Security Program and Federal Information Processing Standards (FIPS) 200
Information Interoperability	<p>The ability of users to equally understand unstructured or structured information which is shared between them in electronic form.</p> <p>(interoperability) The ability of various types of computers and programs to work together and share data.</p>	Department of Defense (DoD)/VA Interoperability Information Plan V2.0 adapted from the DAMA Dictionary of Data management, 2 <sup>nd</sup> Edition 2011
Information Policy	A statement of principles and guidelines for information management.	DAMA Dictionary of Data management, 2 <sup>nd</sup> Edition 2011
Information Technology	The term "information technology" means any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by an executive agency. For purposes of the preceding sentence, equipment is used by an executive agency if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. The term "information technology" includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. The term "information technology" does not include any equipment that is acquired by a Federal contractor incidental to	VA Directive 6518, Enterprise Information Management

Term	Definition	Reference
	a Federal contract. The term "information technology" does not include national security systems as defined in the Clinger-Cohen Act of 1996 (40 U.S.C. 1452).	
Integration Control Number (ICN)	The ICN is VA's enterprise unique person identifier, based on the American Society for Testing and Materials (ASTM) e1714-00 standard. The ICN is assigned and maintained by the IdS/MVI, providing the key to linking person records within VA and with external sharing partners.	IdM Business Requirements Handbook
Interface	The connection to and means of communication between people and systems, or between different systems.	DAMA Dictionary of Data management, 2 <sup>nd</sup> Edition 2011
Interoperable	Many-to-Many exchanges of data occur between systems, through interfaces that are sometimes predefined or sometimes unanticipated. Metadata is available to allow mediation or translation of data between interfaces, as needed.	VA Directive 6518, Enterprise Information Management
Interoperability	The ability of various types of computers and programs to work together and share data across different platforms	DAMA Dictionary of Data management, 2 <sup>nd</sup> Edition 2011

**M**

Term	Definition	Reference
Master Data	The data that provides the context for business activity data in the form of common and abstract concepts that relate to the activity. It includes the details (definitions and identifiers) of internal and external objects involved in business transactions, such as customers, products, employees, vendors, and controlled domains (code values).	DAMA Dictionary of Data management, 2 <sup>nd</sup> Edition 2011
Master Data Management (MDM)	Processes that control management of master data values to enable consistent, shared, contextual use across systems, of the most accurate, timely, and relevant version of truth about essential business entities.	DAMA Dictionary of Data management, 2 <sup>nd</sup> Edition 2011
Master Veteran Index (MVI)	MVI is the authoritative database within VA as part of CDI, for establishing, maintaining and synchronizing identities for VA persons (e.g., Veterans, beneficiaries, patients, employees, IT users, and practitioners). The MVI contains over 22 million	VHA OIA Data Quality Program IdM Business Requirements Handbook

Term	Definition	Reference
	<p>person identities, populated from VHA facilities, VA Administrations and external sharing partners (e.g., Department of Defense). The MVI facilitates the matching and linking of system records entered for a person, using a unique identifier, the person's ICN. This enables the sharing of person information and an enterprise-wide view of their record, including the patient's longitudinal electronic health record.</p>	
Metadata	<p>Literally "data about data"; data that defines and describes the characteristics of other data, used to improve both business and technical understanding of data and data-related processes. Metadata enables meaningful information exchange and enterprise-wide data integrity. In addition, it can be crucial to managing applications changes as organizations evolve.</p> <ul style="list-style-type: none"> <li>• <i>Business metadata</i> includes the names and business definitions of subject areas, entities and attributes, attribute data types and other attribute properties, range descriptions, valid domain values and their definitions.</li> <li>• <i>Technical metadata</i> includes physical database table and column names, column properties, and the properties of other database objects, including how data is stored.</li> <li>• <i>Process metadata</i> is data that defines and describes the characteristics of other system elements (processes, business rules, programs, jobs, tools, etc.).</li> <li>• <i>Data stewardship</i> metadata is data about data stewards, stewardship processes and responsibility assignments.</li> </ul>	VA Data Quality Program, adapted from DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition 2011
Metadata Management	<p>Metadata Management concerns the data, information, practices and procedures needed by an organization to effectively and efficiently manage its data and information resources.</p>	Data Management Strategic Plan, 2015 adapted from the DAMA Dictionary of Data Management 2nd Edition, 2011
Metadata Registry	<p>An authoritative source of reference information about the representation, meaning, and format of primary stores of data collected and managed by an organization. The metadata registry does not contain the data itself, but rather the information that is necessary to clearly describe, inventory, analyze, and classify data. (VA, OIT Master Glossary.) Typically, functional experts and/or stewards (registration authorities), who have the domain knowledge, expertise, and localized control over their particular functional area maintain the registry. Metadata registries may be organized into</p>	VA OIT Master Glossary and International Standards Organization (ISO)/International Electrotechnical Commission (IEC) 11179 Information Technology-metadata Registries (MDR)

Term	Definition	Reference
	federations for interchange among many enterprises. A metadata registry assists users of shared data to have a common understanding of a unit of data's meaning, representation, and identification.	
Metadata Repository	An integrated database of metadata, considered the official representation of metadata in an enterprise. A repository contains business and technical metadata from multiple sources. It maybe updated in real time or in batch.	DAMA Dictionary of Data Management 2 <sup>nd</sup> Edition, 2011
Military Service History Data	Data related to a Veteran's Military Service History. One of four Authoritative Data Sources, which are part of CDI. Include: Discharge Status, Character of Service, Branch of Service, Military Rank, Entrance of Active Duty Date, Separation from Active Duty Date, Length of Service, Retirement Status, Medals Earned, POW status, National Guard and Reserve Status(es), Mobilization Date, Demobilization Date, Combat or Combat-Related Service, Died on Active Duty, Deployed Country or Theater of Operations.	Draft VA Discussion Paper, Customer Data Integration, December 2012
Metamodel	In Metadata management, a model of a metadata system or a data model for a metadata repository  For example, an XML Schema defines how to create XML vocabularies and structure XML data. In relational terms, data definition language (DDL) is used to generate (one or more) database schema (made up of related database tables) from which data can be entered.	DAMA Dictionary of Data Management 2 <sup>nd</sup> Edition, 2011  Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0

**N**

Term	Definition	Reference
Non-functional Requirements	Requirement that specifies the criteria that can be used to judge the operation of a system rather than specific behaviors. In general, functional capabilities define what a system is supposed to do, whereas non-functional requirements define how a system is supposed to perform. Non-functional requirements are often called qualities of a system. Other terms for non-functional requirements are constraints, quality attributes, quality goals, and quality of service requirements.	VA OIT Master Glossary

**O**

Term	Definition	Reference
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Term	Definition	Reference
Open Data	The Open Data Executive Order and the accompanying Open Data Policy released by OMB and Office of Science and Technology Policy that implements the Order—require that, going forward, newly generated government data shall be made freely available in open, machine-readable formats, while appropriately safeguarding privacy, confidentiality, and security. This requirement will help the Federal government achieve the goal of making previously inaccessible or unmanageable data easily available to entrepreneurs, innovators, researchers, and others who can use those data to generate new products and services, build businesses, and create jobs.	VA Directive 6518, Enterprise Information Management
Open Government	Governing doctrine which holds that citizens have the right to access the documents and proceedings of the government to allow for effective public oversight. On December 8, 2009, the White House issued an “Open Government” Directive requiring federal agencies to take immediate, specific steps to achieve key milestones in transparency, participation, and collaboration. The Open Government Directive and all milestones and corresponding progress can be found on <a href="http://www.whitehouse.gov/open">http://www.whitehouse.gov/open</a> .	VA Directive 6518, Enterprise Information Management
Operational Data	Data that are used to support the daily activities of an enterprise.	VHA OIA Data Quality Program, adapted from DAMA Dictionary of Data Management, 2 <sup>nd</sup> Edition, 2011
Organizational Specific Data	Information that is defined, created by one Administration or staff office for the use of that Administration or Staff Office only.	Data Governance Council, 1/10/2017

**P**

Term	Definition	Reference
Portfolio	Portfolio is a collection of projects or programs that are grouped together, evaluated, and optimized to ensure that the organization is achieving its strategic objectives.	VA IT Program Management Website <a href="http://vaww.ppoe.oit.va.gov/docs/itpm/ITPM_Guide.pdf">http://vaww.ppoe.oit.va.gov/docs/itpm/ITPM_Guide.pdf</a>
Profile	The set of traits that comprise the identity of an identifier whether that identifier is a source system or enterprise identifier.	VRM IdAM Vision and Scope Document 1.0.2
Program Office	A formal VA organizational component with authority and responsibility for a defined business function, e.g. Patient Care Services, Logistics, Research, and Employee Education. The list of VHA Program Offices is located at <a href="http://vaww1.va.gov/health/programs.asp">http://vaww1.va.gov/health/programs.asp</a>	Draft VA Handbook 6102, Internet/Intranet Services (July, 2012) and VHA OIA Data Quality Program
Provenance	It represents the origin or source of something, the history of ownership, the location of the object.	DAMA Dictionary of Data Management 2 <sup>nd</sup> Edition,

Term	Definition	Reference
		2011

**R**

Term	Definition	Reference
Reference Data	Any kind of data that is used solely to categorize other data found in a database, or solely for relating data in a database to information beyond the boundaries of the enterprise.	<a href="http://www.tdan.com/i018fe02.htm">http://www.tdan.com/i018fe02.htm</a> The Reference Data Challenge for Data Administration, Malcolm Chisholm). Retrieved 4/17/2013

**S**

Term	Definition	Reference
Schema	The structure of a data set, database, Exchange Package, etc.	DAMA Dictionary of Data Management 2nd Edition, 2011
Shared Data	Data that is exchanged with external organizations or across organizational elements. This information is defined, created by one Administration or staff office and shared across multiple Administrations, staff offices, or other organizational entities.	Data Governance Council 1/10/2017
Sharing Agreement	Interagency data collaborations are authorized by the Government Performance and Results Act (GPRA) of 1994 and reauthorized as the GPRA Modernization Act of 2010 with the purpose of interagency coordination, grant planning, resource sharing and decision-making activities. Agreements for the exchange of healthcare resources authorize under Title 38 United States Code (U.S.C.) Section 8153.	Government Performance and Results Act (GPRA) and Title 38 United States Code (U.S.C.) Section 8153
Security	Safe-guarding an organization's data from unauthorized access or modification to ensure its availability, confidentiality, and integrity.	
Service	A mechanism to enable access to a set of one or more capabilities, where the access is provided using a prescribed interface and is exercised consistent with constraints and policies as specified by the service description.	VA Directive 6518, Enterprise Information Management

Term	Definition	Reference
Source Database	A database that feeds into a target database. May be an operational database, ODS, data staging area or data warehouse.	DAMA Dictionary of Data management, 2 <sup>nd</sup> Edition 2011
Stakeholder Community	Individuals or groups with an interest in the success of an organization in delivering intended results and maintaining the viability of the organization's products and services. Stakeholders influence programs, products, and services and are influenced by the end result of a program or a project. They include both technical dependencies as well as business owners.	VA OIT Master Glossary
Standard Operating Procedure (SOP)	Are detailed, written, step-by-step instructions on how to perform a given procedure. SOPs set uniform expectations and provide employees with a written reference to common practices, activities, or tasks. Generally, SOPs should be based on evidence, policy, guidance, or organizational initiatives. SOPs are not policy, however, SOPs often implement policy. Licensing, accreditation, and oversight bodies may hold individuals and facilities accountable for following written SOPs.	VHA's Directive Management System Directive
Strategic Asset	An asset that is required by an entity in order for it to maintain its ability to achieve future outcomes.	VA Directive 6518, Enterprise Information Management
Structured Information	Information that is divided up for analysis, and the parts and relationships have been identified so that a computer can process in useful ways. Data, characteristics, key figures, assignments and other attributes are presented in table or diagram form. The use of trees, grids, and other graphics is also usual. Structured information allows for searching, sorting, filtering, highlighting and exceptions can be used as desired on individual attributes.	DoD/VA Interoperability Information Plan Version 2.0
Structured Data Object	An entity within a data store. These entities, in turn, contain attributes that describe the object. Such objects rely on the structure and relationships defined in the data store to assign their meaning. Databases are examples of collections of structured data objects; (DRM usage).	Federal Enterprise Architecture [FEA] Program Data Reference Model [DRM] version 2.0
Subject Matter Experts (SME)	A person with significant experience and knowledge of a given topic or function. (DAMA) Subject matter experts are expert in specific business areas and primary users and/or producers of data. Their active involvement in decision making about data contributes to data quality, completeness and accuracy.	DAMA Dictionary of Data management, 2 <sup>nd</sup> Edition 2011 and VHA OIA Data Quality and Business Architecture programs.

Term	Definition	Reference
System or General Support System	An interconnected set of information resources under the same direct management control which shares common functionality. A system normally includes hardware, software, information, data, applications, communications, and people. A system can be, for example, a local area network (LAN) including smart terminals that supports a branch office, an agency-wide backbone, a communications network, a departmental data processing center including its operating system and utilities, a tactical radio network, or a shared information processing service organization.	VA Directive 6518, Enterprise Information Management
System Manager	The VA official assigned the responsibility for a Privacy Act-covered system of records as identified in the system description that is published in accordance with VA Handbook 6300.5. The health care facility official with the program assignment is responsible for the maintenance of the records at the facility.	<u>VHA Handbook 1605.1, Privacy and Release of Information, May 2006</u>

**I**

Term	Definition	Reference
Technology Architecture	The Technology Architecture is a capabilities perspective of the overall agency EA providing the information about the agency's baseline and target architectures. Examples of elements include: Agency technical reference model documenting technology products in use, aligned to the FEA TRM; Agency standards profile documenting applicable agency technology standards, aligned to the FEA TRM; and Linkage between technology products and standards to service components.	<u>One VA EA Glossary</u>
Trusted	Users and applications can determine and assess the authority of the source because the pedigree, security level, and access control level of each data asset is known and available.	VA Directive 6518, Enterprise Information Management

**U**

Term	Definition	Reference
Understandable	Users and applications can comprehend the data, both structurally and semantically, and readily determine how the data may be used for their specific needs	VA Directive 6518, Enterprise Information Management

**V**

<b>Term</b>	<b>Definition</b>	<b>Reference</b>
Value Set	A uniquely identifiable set of valid concept representations (codes), where any concept representation can be tested to determine whether or not it is a member.	Enterprise Metadata Requirements V 2, Draft June 2010
Veteran Identity	As a domain of CDI, supported by the Master Veteran Index (MVI), Identity data includes: Veteran Name, SSN, Veteran ID, Date of Birth, Date of Death, and Gender.	Draft VA Discussion Paper, Customer Data Integration, December 2012
VA Customer	US Service members, Veterans, and their beneficiaries and representatives.	VA Directive 6518, Enterprise Information Management
VA Identity Services (IdS)	IdS provides enterprise level identity management services allowing the VA to uniquely identify individuals across the enterprise, determine in which VA systems the individual is known, and correlate the associated identifier in those systems. VA IdS facilitates benefits delivery by improving accuracy of person identity data across internal and external systems, allowing for collaboration and more streamlined service delivery. It also provides the ability to achieve a Veteran-centric view of electronic records within the VA and with DoD, which is key to achieving Veterans Relationship Management (VRM) objectives. Identity Services supports the MVI Service which is the authoritative source for persons' identity traits.	VHA OIA Data Quality Program adapted from <a href="#">VA IdS home page</a>
VA Mission Partner	Those with whom the Department of Veterans Affairs cooperates to achieve national goals, such as other departments and agencies of the U.S. Government; state and local governments; non-governmental organizations; and the private sector.	VA Directive 6518, Enterprise Information Management
Visible	Users and applications can discover the existence of data assets through catalogs, registries, and other search services. All data assets (intelligence, nonintelligence, raw, and processed) are advertised or "made visible" by providing metadata, which describes the asset.	VA Directive 6518, Enterprise Information Management