

# Enterprise Data Management (EDM) Data Stewards

The purpose of this document is to describe the functions of the DMV Data Steward in the EDM environment.

## What is Enterprise Data Management (EDM)?

The Enterprise Data Management (EDM) platform is a Commonwealth technology service that takes person identifying information from different data sources and matches the records that represent the same person. Some records can be automatically matched by EDM, but some potential matches are not enough alike for EDM to be sure. These potential matches will be put in a web-based work queue for agency data stewards to review.

## What is data stewardship?

The Data Steward is the person who will be monitoring, reviewing and resolving tasks in the source system.

Data stewardship data management tasks are defined as:

1. **Potential Linkage** (Agency Data Steward) – The Data Steward will review a group of records from different sources that have a high likelihood of representing the same person and update the source system to improve the record match.
2. **Potential Duplicates** (Agency Data Steward) – The Data Steward will review a group of records from the same data sources that have a high likelihood of representing the same person and update the source system to improve the record match.
3. **Potential Overlays** (Enterprise Data Steward) – The Data Steward will review a group of records that indicate the data was overlaid by another person's record. An overlay occurs after a member is updated, where two different members share the same record from the same source. The Data Steward will determine which data belongs to the member originally assigned the Source ID. Typically, the most recent information applies to the member who overlaid the original.
4. **Review Identifier** (Enterprise Data Steward) – The Data Steward will review a group of records that indicate the data involved are sharing an identifier that should normally be unique. Review Identifier tasks have a low or negative score. The source system should be updated to improve the data integrity.

**\*Note** – When resolving data integrity issues the source system should **always** be updated. At this time, please do not use Inspector to update records. This initial exercise is a data clean-up exercise and should occur in the source system only.

## Enterprise Data Management (EDM) Data Stewards

### Using Inspector

IBM Initiate Inspector is an integrated data stewardship platform integrating three functionalities into a single platform: data resolution, relationship and data management. This tool is based on the premise that understanding relationships in data helps data stewards to manage and resolve quality issues.

Follow these steps to view tasks in Inspector:

Steps	Actions
1	Log into Inspector (place url link here)
2	Go to “Inbox” – This is your work queue
3	Identify the task to work and then select “Inspect” by selecting the magnify glass  <b>*Note</b> – It is a best practice to work the highest composite scores first. The theory is the higher the score the easier the task to resolve. The lower the composite score the more research a task will require. The theory is by updating the higher composite score tasks the lower composite scores will eventually remedy themselves.
4	Review and research (if applicable) the data you are viewing by: 1. Looking in the DMV system for potential duplicate person 2. If many duplicate people exist, automate process to remove duplicates
5	Reconcile with source system

### Inspector User Guide



InspectorUserGuide.p  
df

## Enterprise Data Management (EDM) Data Stewards

### Resolving Discrepancies in DMV Source System

DMV will log into Inspector and go to the “Inbox” to identify what records are in Clerical Review for further inspection. Once DMV has reviewed a task and made a determination that records do or do not represent the same record, the next step is to resolve the task in the source system.

The two task types DMV will need to resolve are:

#### Potential Duplicate

A Potential Duplicate is assigned when two or more records from the same source appear to be the same record. For example, different Source IDs are assigned. However, the names and Social Security numbers are similar, while other attribute values are identical.

#### Potential Overlay

A Potential Overlay is the most serious of the four data issues. When this task is assigned, one record's attributes have been overlaid by another record's attributes within the same source system.

#### Reporting Errors to EDM Support Team

A VITA Customer Care Center (VCCC) ticket should be opened for all EDM errors encountered. A ticket can be opened by calling 866-637-8482 or by sending an email to [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) .

## Enterprise Data Management (EDM) Data Stewards

### Frequently Asked Questions (FAQ)

- **Why is this data clean-up exercise important?**  
Accurate data is fundamental in making consistent conclusions.
- **Who updates my work queue?**  
The Enterprise Data Steward will be updating your work queue with a process in Inspector called Tags.
- **Is there any documentation on Inspector?**  
Yes, Inspector has a detailed user guide. A copy of the document is attached in the section labeled “Using Inspector”
- **Who do I call with questions?**  
Carrie McDermott is the VITA EDM Analyst assigned to answer your EDM questions.  
Phone – 804 416-6041  
Email – [carrie.mcdermott@vita.virginia.gov](mailto:carrie.mcdermott@vita.virginia.gov)

DRAFT