



SJGH Data Integrity Guidelines

Version 1.0

May 22, 2017

Prepared By:
Kur Song

Revision History

Date	Version	Author	Description
5/18/2017	1.0	Kur Song	Original document

DRAFT

Table of Contents

REVISION HISTORY	2
1. INTRODUCTION.....	4
1.1. PURPOSE.....	4
1.2. SCOPE.....	4
1.3. ASSUMPTIONS AND CONSTRAINTS	4
1.4. DEFINITIONS, ACRONYMS, AND ABBREVIATIONS.....	4
1.5. REFERENCES	4
2. GUIDELINES.....	4
2.1. ACCURACY.....	4
2.2. VALIDITY	4
2.3. RELIABILITY.....	4
2.4. INTEGRITY	ERROR! BOOKMARK NOT DEFINED.
2.5. CONFORMITY	4
2.6. DATA LINEAGE	5
2.7. ROLE BASED ACCESS	5
3. DEVELOP ENTERPRISE-WIDE DATA GOVERNANCE.....	5
3.1. DATA OWNER COUNCIL	5
3.2. DATA STEWARDSHIP	5
3.3. EXECUTIVE TEAM	5
APPENDIX A: CLINICAL INFORMATICS ARCHITECTURE	6
APPENDIX B: DATA GOVERNANCE INFRASTRUCTURE	7
APPENDIX C: DATA WAREHOUSE ARCHITECTURE	7

1. INTRODUCTION

1.1. Purpose

This document will serve as the guidelines for data integrity at SJGH.

1.2. Scope

These guidelines apply to data from both inpatient and outpatient settings, which are used for the purposes of external and internal tracking, reporting, and analysis.

1.3. Assumptions and Constraints

N/A

1.4. Definitions, Acronyms, and Abbreviations

Item	Description
SJGH	San Joaquin General Hospital

1.5. References

N/A

2. GUIDELINES

2.1. Accuracy

Data must clearly represent its associated activities and interactions. Unique data should be captured only once as close to the point of activity as possible in order to increase its degree of accuracy. Data must be within documented minimum and maximum range.

2.2. Validity

Data must suitably reflect what it intends to measure. Data must be collected and utilized in compliance with internal and external requirements. Collection and manipulation must be performed within set and defined rules. Data not within defined rules must be reported to data governance for discussions and actions.

2.3. Reliability

Finalized data must be consistent over time and not change without documented reason(s).

2.4. Conformity

Conforming logic must follow recorded set rules as defined in data governance.

2.5. Data Lineage

Data can be traced from source system, acquisition layer, integration layer, and presentation layer. See appendix A for the clinical informatics architecture.

2.6. Role Based Access

Data access is dependent on set roles documented in data governance.

3. DEVELOP ENTERPRISE-WIDE DATA GOVERNANCE

Data governance (DG) is the overall management of the availability, usability, integrity, and security of the data employed at SJGH. See appendix B for the data governance infrastructure.

3.1. Data Owner Council

Data owner council identifies, defines, and implements approaches that address strategic direction. Assures security, privacy, and compliance of the data.

3.2. Data Stewardship

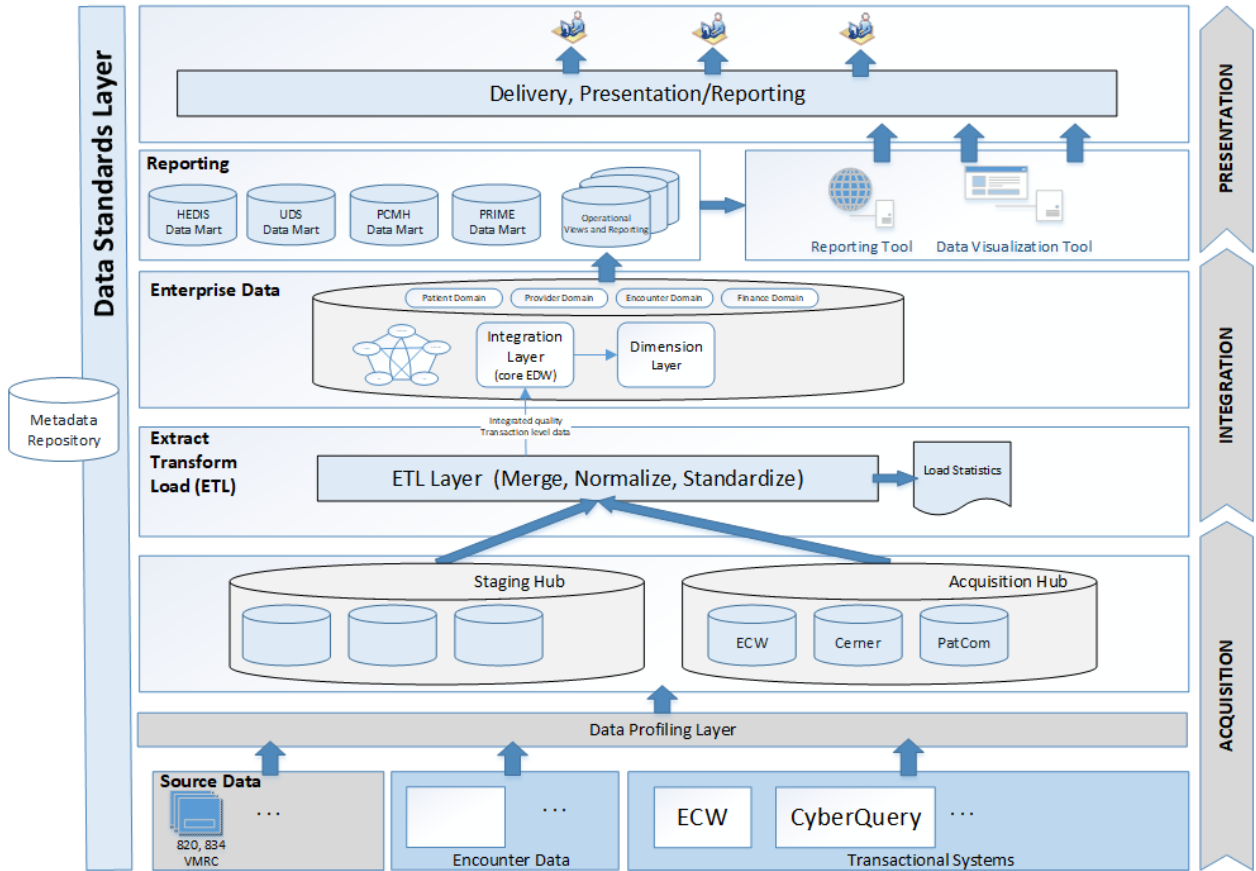
Data stewards define and drive data quality. Apply data policies and processes in business processes.

3.3. Executive Team

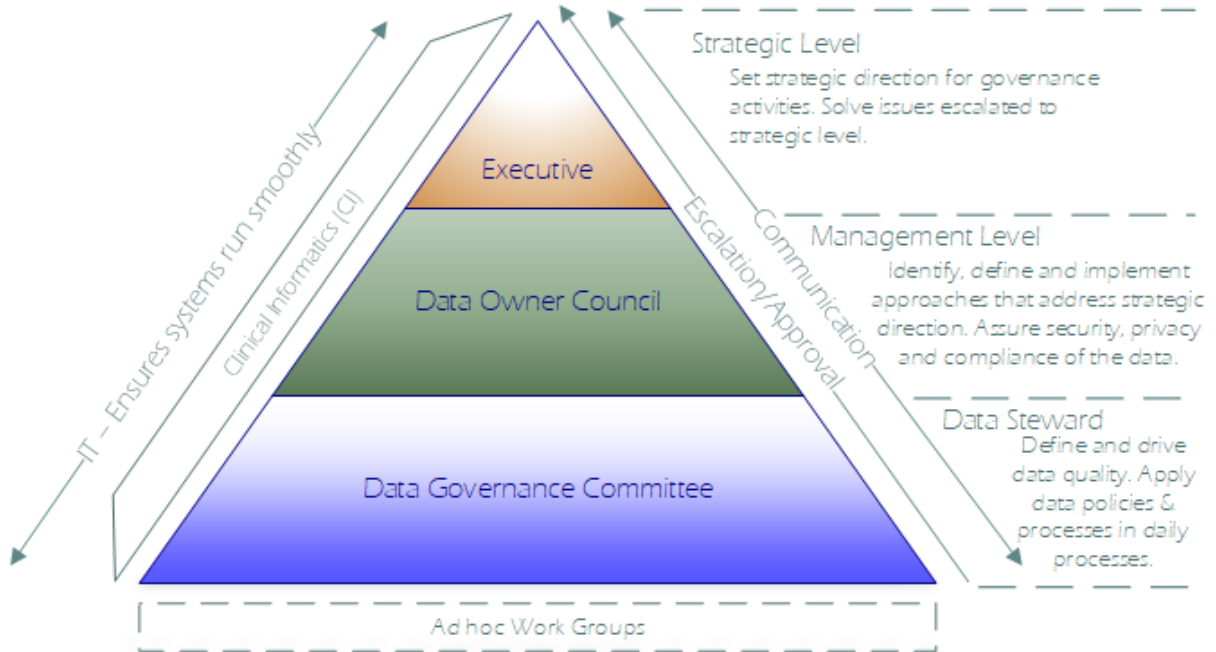
Executive team sets strategic direction for governance activities. Solves issues escalated to strategic level.

APPENDIX A: CLINICAL INFORMATICS ARCHITECTURE

Clinical Informatics Architecture



APPENDIX B: DATA GOVERNANCE INFRASTRUCTURE



APPENDIX C: DATA WAREHOUSE ARCHITECTURE

Data Warehouse Architecture

Enterprise Data Warehouse

