pennsylvania
DEPARTMENT OF EDUCATION

PDE Data Dictionary Quick Reference Guide

www.PDEDataDictionary.PA.GOV

11/20/2015

PDE Data Dictionary Quick Reference Guide

Table Of Contents

PDE Data Dictionary Quick Reference Guide

Purpose

The PDE Data Dictionary serves multiple purposes providing information to internal and public users. It is the one location where PDE can house and maintain the functional data dictionary for each of the data collections conducted at PDE. The PDE Data Dictionary is a tool that allows data owners and data stewards to record in one place the description/definition of each collection, associated mandates and definitions of each associated data element, as well as mapping of each data element to the database repository data element based on the database used by the collection. Public users have the ability to view the collection details and definitions of data elements by collection without having to log into the PDE Data Dictionary tool. This gives the public a transparent view of data elements PDE is collecting as well as the mandates requiring data collection.

Scope

The following document is a quick reference guide to assist internal PDE Data Dictionary users, (Data Owners, Data Stewards) with the use of the Data Dictionary tool, and the yearly process for reviewing collection data elements and maintaining collections.

PIMS Data Element Yearly Review: Responsibilities

As part of the PIMS Annual Update process, Data Owners/Data Stewards will be asked to review the data elements being requested for their particular PIMS Data Set Collections, with the intent of 1) keeping the PIMS User Manual Data definitions accurate; 2) maintaining the identified list of data elements that the particular collection utilizes (data elements referred to by an office or agency or specific purpose). As part of the actions at the end of the PIMS Annual Update Process, the PDE Data Dictionary must be updated to keep it current. Below are the responsibilities in that process:

1. CDQIT Responsibilities
   a. Prepare the PDE Data Dictionary by:
      i. Rolling collection from 1 year to the next (i.e., 15-16 to 16-17)
      ii. Update any definition changes for PIMS Template field definitions
      iii. Create any new collections, specifically the Collection Details
      iv. Map Collection Details to the appropriate Repository table/field
      v. Manage the Expiration Dates on the collections
2. Data Owners and Data Stewards: Yearly Responsibilities
   a. Update the new Collection Information (Abstract, Mandate, Steward, and Office)
   b. Verify data fields deemed 'Owned' or referred to or used specifically by this Data Owner/Collection Purpose. This is performed at the Collection Detail item level.

PDE Data Dictionary Quick Reference Guide

Quick Reference Areas discussed here:

1. Collection Info - documentation about the high-level collection's information. The screen provides functionalities to:
   - Add a single collection entry
   - Update or edit a collection
   - Remove a collection
   - View a specific collection entry
   - View a set of collection entries
   - Generate a Collection Details Report
2. Collection Item
   - Add a single collection entry
   - Update or edit a collection
   - Remove a collection
   - View a specific collection entry
   - View a set of collection entries
   - Generate a Collection Details Report
3. Collection Item Mapping
   - Map individual Collection Item to a Repository Table/ Data Field
   - Update or edit a mapping
   - Remove a mapping
   - View a specific collection item mapping
   - Generate a Collection Repository Mapping Details Report

PDE Data Dictionary Quick Reference Guide

Collections

The functionality of the Collections tabs consist of the following Data Inventory steps:

1. Load Collections
    a. Describe the collection
    b. Identify the collection mandate
    c. Identify the Data Owner/Data Steward
2. Load Collection Items.
    a. Describe the data field definition/business rule
    b. Identify the collection item as used by a specific data owner
    c. For collections that may use multiple templates, create template levels (presented in a tree view) allowing for respective collection items to be created within the template level.
3. Relate (Map) Collection Item to Repository table and field.

Collection tabs can also address additional Data Inventory steps:

1. Document Collection Cycles
2. Load Validation Rules
3. Relate (Map) Collection Items to SIF specification objects and elements
4. Enter information on the Associated Links to Internet resources on documentation, rules, submission sites, etc. for Collections, Repositories, and Outputs/Reports

PDE Data Dictionary Quick Reference Guide

Collection Info Tab

PDE Data Dictionary Quick Reference Guide

Create a new collection
1. Click *Collection Info* to display the Collection Info page.
2. Click *Add Collection*, a pop-up window will be displayed with Create Options.
   a. Select *Add New*, and click *Add Collection*
3. A blank Collection Info form will be displayed. Enter the required collection information:
   a. **Collection Name** – The short name that should be associated with the collection. No need to include a version number. Name can include school year if applicable.
   b. **Abstract** – Enter the text description information that would describe the purpose of the collection and any additional information that should be communicated to the public about the collection.
   c. **Mandate** – Enter the legislative mandate, associated with the collection of this data.
   d. **Ownership:**
      i. **Collection Steward** – Click the *Collection Steward* label and from the pop-up, select the name of the Collection Data Owner and/or Data Steward that should be associated with this collection. To select more than one name click on the first name and then use CTL and click on the second name. Names in this field will be viewable in a Collection Information report.
      ii. **Responsible Office** – Select the office responsible for the data collection
   e. **History Tracking**:
      i. **Effective Date** – The date the collection went into effect
      ii. **Expiration Date** – The date the collection is no longer in effect. Note: some collections run on yearly cycles and collection information and data elements may change each year. In that case the expiration date can be entered which will make the collection information inactive once that date has passed and the new collection information data can be added.
4. Click SAVE

Update Collection Info
1. Click *Collection Info* to display the Collection Info page.
2. Active Only – If checked the Collection Name dropdown will only contain active collections, unchecked and Collection Name dropdown list will show all collections.
3. Click the *Collection Name* dropdown list and select the collection to be updated.
4. Make the updates to the desired fields. Click Save.
   a. Note: If the Collection Name needs to be modified, once you have selected the collection, click the Edit link beside the Collection Name and type over the collection name, click Save. Do not change the version information at the end of the name.

PDE Data Dictionary Quick Reference Guide

Manage Collections

1. Collections can be deactivated in the following two ways:
   a. Entering an Expiration Date
   b. Selecting Inactive in the Status dropdown
2. Remove Collections – Once the Collection has been selected, click the Remove Collection button. Note: This will delete the Collection Info, all Collection Items and any relationships mapped to repository fields for those Collection Items.

Collection Items

PDE Data Dictionary Quick Reference Guide

Add Collection Item Tree

1. After selecting the Collection from the Collection info page, click the Collection Item menu item.
2. Create Options: Select New and Click Add Item and a clear Collection Item form will be displayed.
3. Enter the collection item tree level information:
   a. **Section Number** - Enter 1 to indicate the first level of the tree view
   b. **Item Number** – Enter 0
   c. **Item** - Enter the name of the section for this level of the tree view. Using the tree view is valuable when there are multiple dependent data gathering templates used for a collection. Each template and data element can be defined so show the information in a more organized manner both on the screen as well as on the Collection Detail report.
4. Click Save – The tree level will be displayed in the Collection Item list on the left of the page.

Add Collection Item

1. From the Collection Item page:
   a. Create Options: Select New and Click Add Item and a clear Collection Item form will be displayed.
   b. Enter the collection item information:
      i. **Section Number** - For collection items to be defined within a tree view, enter the tree view level section number, else leave blank.
      ii. **Item Number** – Enter the item number for this data element. It can be as simple as having numbered each data element.
      iii. **Item** – Enter the Collection Item data element name.
      iv. **Required** – select the appropriate state for this data element.
      v. **Prompt** – if desired enter an example.
      vi. **Definition** – Enter the field definition as communicated through user manual or training. Include business rule descriptions and indicate if this data element is utilized specifically by your collection, for example PIMS templates are used for multiple collections, and multiple data owners rely on the same template's use.
      vii. **Ownership:**
         1. **Responsible Office** – from the dropdown list select the appropriate office responsible for this data items's collection.
         2. **Item Steward** – Click on Item Steward and a popup list will be displayed. Select the appropriate data owner/stewards. (use CTL to select more than one name).
      viii. **Mandate** – If the Collection Item data field has a specific mandate, click the Mandate link and select the Mandate from the dropdown list, click add.

ix. **Effective Date** – The date the Collection Item data field began being collected.

x. **Expiration Date** – The data the Collection Item data field was no longer collected. Note: leave the expiration date blank, and allow the History Tracking to be handled at the Collection Info level.

2. Click Save - The new collection item data will be displayed in the Collection Item list on the left of the page beneath the tree level Section Name.

Manage Collection Items

1. Collection Items can be deactivated by Entering an Expiration Date
2. Remove Collection Item – Once the Collection Item has been selected, click the Remove Item button. Note: This will delete the Collection Item and any relationship mapped to repository fields for the Collection Item.

PDE Data Dictionary Quick Reference Guide

Mapping

Mapping Collection Items to Repository

1. Hover over Collection Item tab, and the Mapping menu item will be displayed. Click Map to Repository.
2. In the Left of the window the list of Collection Items is displayed. Select the Collection Item to be mapped. Mapped items are displayed in Black with a (m); unmapped are Red.
3. Mapping the item:
    a. **Repository** - Select the appropriate Data Repository where the table and data item reside
    b. **Table Name** – Select the table name for the data item to be mapped
    c. **Field Name** – Select the Field Name for the data item to be mapped to the Collection Item.
    d. Click Map Item.
4. Removing a mapping:
    a. Select Collection Item to be unmapped.
    b. Click the unMap button.

PDE Data Dictionary Quick Reference Guide

Reports
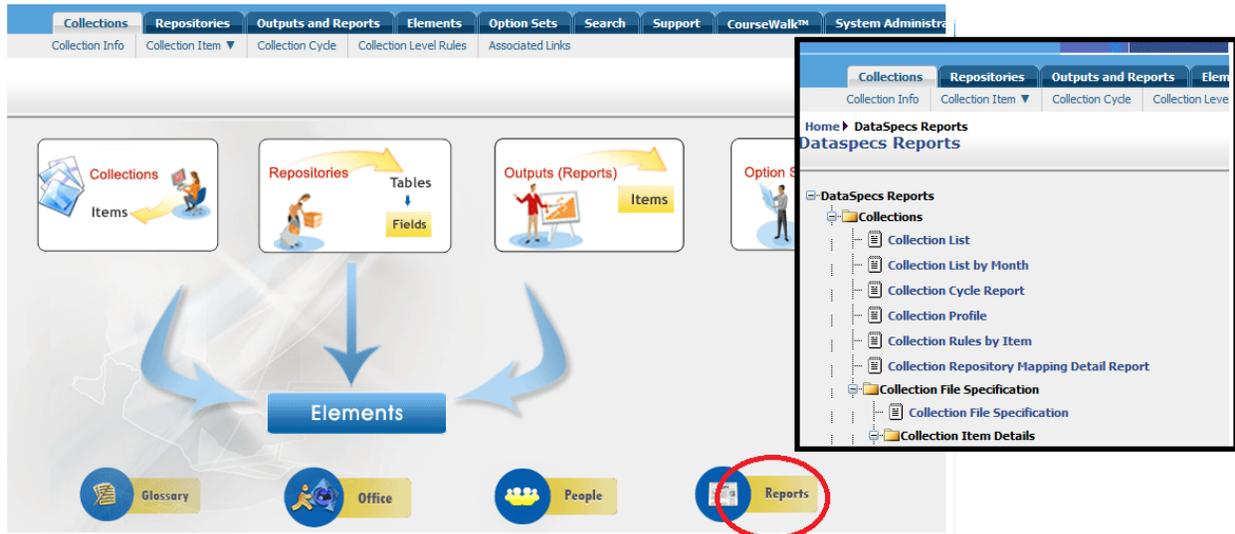
Report for Collection Information

1. From the DataSpecs Home Page, click the Reports icon from the bottom of the page. The reports page will be displayed.
2. Collection List – This report will provide all the Collection Information by Office. It presents in report format the information found on the Collection Info Tab. This report will be available for public viewing
3. Run the report:
   a. Click the Collection List link
   b. Active Only: Choose from All or Active Only collections.
   c. Select Office: Select the Office responsible for collecting data
   d. Click View Report
   e. Contents of the report can be expanded
   f. If user desires to print or export the report:
      i. Select appropriate format, (i.e. PDF, excel)
      ii. Click Export
      iii. Print exported file as desired

Report for Collection Detail Information

1. From the DataSpecs Home Page, click the Reports icon from the bottom of the page. The reports page will be displayed.
2. Collection Item Details – This report will provide all the Collection Item Details for a selected collection. It presents in report format the information found on the Collection Item Tab. Note: this report will be available for public viewing
3. Run the report:
   a. Click the Collection Item Details link
   b. Collection Name: Select the Collection to report
   c. Active Only: further filter the Collection Name list by applying this option

d. Click View Report
e. If user desires to print or export the report:
    i. Select appropriate format, (i.e. PDF, excel)
    ii. Click Export
    iii. Print exported file as desired

Report for Collection Repository Mapping Detail Information

1. From the DataSpecs Home Page, click the Reports icon from the bottom of the page. The reports page will be displayed.
2. Collection Repository Mapping Detail Report – This report will provide all the Collection Item relationship to the Repository, Table, and Field Name for the selected collection. Note: this report is NOT for public viewing
3. Run the report:
    a. Click the Collection Repository Mapping Detail Report link
    b. Collection Name: Select the Collection to report
    c. Click View Report
    d. If user desires to print or export the report:
        i. Select appropriate format, (i.e. PDF, excel)
        ii. Click Export
        iii. Print exported file as desired