IT COLLECT "HOW TO" SERIES

The Data Quality Report

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v4

GSA

**General Services Administration
Office of Government-wide Policy**

IT COLLECT

DOCUMENT CHANGE LOG

Version Number	Date	Description
1.0	September 2021	Created IT How-To Data Quality Report document outlining IT Collect data reports.
1.1	October 2021	Added additional summary information for Data Quality Report.
2.0	August 2022	Updated with new BY 2024 Statistics Reports.
3.0	September 2023	Updated with new BY 2025 Statistics Reports.
4.0	October 2024	Updated to reflect new and edited BY 2026 Statistics Reports, as well as other edits, and implemented new How To format.

CONTENTS

1. OVERVIEW

The Data Quality Report (DQR) and Data Staleness Report (DSR) are collections of reports on the quality and completeness of a given Agency's IT Portfolio Management (ITPfM) data submitted to the IT Collect database. This functionality aims to provide users with insight into their IT portfolio's data quality/completeness and data staleness, as well as a better understanding of the composition of their IT portfolio data. These reports provide a variety of metrics ("flags") to help Agencies verify that they have submitted all relevant data points. The Data Quality Report also serves to highlight data instances that potentially fall outside expected norms of ITPfM data. An example of such a check would include highlighting new investments that contain PY or CY funding.

While the Data Quality Report and Data Staleness Report are designed to assist Agencies in monitoring their submitted data, their results do not always necessitate action or a data change. In other words, unlike IT Collect validation errors that block submission, just because a data element is flagged does not mean an Agency must or needs to "fix" the underlying data.

These reports can be pulled in two ways:

1. Available via the **"Data Quality Report" data feed** for authenticated Agency users on the front-end IT Dashboard, which includes results for both Data Quality and Data Staleness Reports
2. Available via the **IT Collect Statistics service** (GET-only) for authenticated Agency users

2. DOWNLOADING THE DATA QUALITY REPORT DATA FEED FROM THE IT DASHBOARD

The "Data Quality Report" data feed combines DQR and DSR results into one file for Agency review, with each row reflecting a flag/result. Flags specific to an individual Investment (service) include its Current UII and Title/Name values ("currentUII" and "serviceName" columns), along with a short name for the relevant flag ("reportingMetrics" column).

Following submission, Agency users can access the DQR from the IT Dashboard data feeds:

1. Navigate to the IT Dashboard: https://itdashboard.gov
2. Sign in
3. Click Data Feeds in the top toolbar
4. Select "IT Portfolio" for Step 1: Domain
5. Select "Data Quality Report" for Step 2: Data Feed
6. Select the desired format to download this data

Note: There is a short delay between data updates being submitted to IT Collect and being reflected on the IT Dashboard, including the Data Quality Report data feed. We recommend waiting 1 hour before pulling this data feed following submission.

3. PERFORMING GET OPERATIONS TO REVIEW DATA QUALITY REPORTS VIA API

The Statistics service provides an array of GET-only reports for reviewing submitted ITPfM data and includes the Data Quality Report (DQR) and Data Staleness Report (DSR), as well as several other reports. This is an option for users looking to run reports for specific flags via APIs (using applications like Postman or API integration with an Agency's Vendor tool). There are two query parameters available when performing a GET operation for these reports, which are listed in the table below.

How to Query the Data Quality and Data Staleness Reports?

Filter	Description	Inputs
report (flag)	Required filter which allows users to designate which report (flag) to run	All available Result Sets outlined below
page	Specifies which page number a user wants to display. The first page will display 200 records, the second the next 200, and so on	Integer value

4. DATA QUALITY & DATA STALENESS REPORT FLAGS

Below are the available DQR and DSR flags, along with their criteria and the fields included in the GET operation response. All flags apply to active Investments (isRetired = false) and, with one exception, all Ledger flags apply to non-Budget Authority Ledger records (ledgerElementStyle != "Budget Authority").

New flags added for BY 2026 submissions are shaded in green, while flags updated for BY 2026 are shaded in yellow.

DQR & DSR Investment (Service) Level Flag Set

Flag	Sub-Flag	Criteria	Response Fields
uIIsNotUpdatedCurrentBudgetYear	N/A	An Investment that has not been updated in the current budget year (which typically begin in mid-September)	agencyId agency currentUII

Flag	Sub–Flag	Criteria	Response Fields
uIIsNotUpdatedCurrentTimePeriod	N/A	An Investment that has not been updated in the current submission time period (denoted by the Time Period ID field)	agencyId agency currentUII
missingCioRatings	N/A	A Major (investmentType = 01) Investment that does not have any CIO Ratings reported	agencyId agency currentUII
missingContracts	N/A	A Major, Non–Major, or Standard (investmentType = 01, 02, or 05) Investment that does not have any Contracts reported	agencyId currentUII title
missingProjects	N/A	A Major (investmentType = 01) Investment that does not have any Projects reported	agencyId currentUII title
newServicesWithCYPYFunding	N/A	A "New" Investment (changeInStatus = 10) that reports CY or PY funding	year (ledger) amount (ledger) agencyId (ledger) currentUII agency agencyId (service)
eliminatedInvestmentsWithCYBYFunding	N/A	An "Eliminated" Investment (changeInStatus = 06, 07, 08, or 09) that reports CY or BY funding	year (ledger) amount (ledger) agencyId currentUII agency title agencyId (ledger)
missingCostPools	missingAllCostPools	An Investment with no Cost Pools funding (i.e., no Ledgers aligned to Cost Pools)	agencyId currentUII changeInStatus
	missingPreviousYearCostPools	An existing Investment (changeInStatus != 10) with no PY Cost Pool funding (i.e., no PY Ledgers aligned to Cost Pools)	agencyId currentUII changeInStatus

Flag	Sub–Flag	Criteria	Response Fields
	missingCurrentYearCostPools	An Investment that is neither "New" nor "Eliminated" (changeInStatus != 10, 06, 07, 08, or 09) with no CY Cost Pool funding (i.e., no CY Ledgers aligned to Cost Pools)	agencyId currentUII changeInStatus
	missingBudgetYearCostPools	An Investment that is not "Eliminated" (changeInStatus != 06, 07, 08, or 09) with no BY Cost Pool funding (i.e., no BY Ledgers aligned to Cost Pools)	agencyId currentUII changeInStatus
missingITTowers	missingAllITTowers	An Investment with no IT Tower funding (i.e., no Ledgers aligned to IT Towers)	agencyId currentUII changeInStatus
	missingPreviousYearITTowers	An existing Investment (changeInStatus != 10) with no PY IT Tower funding (i.e., no PY Ledgers aligned to IT Towers)	agencyId currentUII changeInStatus
	missingCurrentYearITTowers	An Investment that is neither "New" nor "Eliminated" (changeInStatus != 10, 06, 07, 08, or 09) with no CY IT Tower funding (i.e., no CY Ledgers aligned to IT Towers)	agencyId currentUII changeInStatus
	missingBudgetYearITTowers	An Investment that is not "Eliminated" (changeInStatus != 06, 07, 08, or 09) with no BY IT Tower funding (i.e., no BY Ledgers aligned to IT Towers)	agencyId currentUII changeInStatus
missingFundingSources	missingAllFundingSources	Investments with no funding (i.e., no Ledgers with Funding Source information reported)	agencyId currentUII changeInStatus
	missingPreviousYearFundingSources	An existing Investment (changeInStatus != 10) with no PY funding (based on Ledgers with Funding Source information reported)	agencyId currentUII changeInStatus

Flag	Sub–Flag	Criteria	Response Fields
	missingCurrentYearFundingSources	An Investment that is neither "New" nor "Eliminated" (changeInStatus != 10, 06, 07, 08, or 09) with no CY funding (based on Ledgers with Funding Source information reported)	agencyId currentUll changeInStatus
	missingBudgetYearFundingSources	An Investment that is not "Eliminated" (changeInStatus != 06, 07, 08, or 09) with no BY funding (based on Ledgers with Funding Source information reported)	agencyId currentUll changeInStatus
missingTechnicalSolutions	missingAllTechnicalSolutions	Investments with no Technical Solutions funding (i.e., no Ledgers aligned to Technical Solutions)	agencyId currentUll changeInStatus
	missingPreviousYearTechnicalSolutions	An existing Investment (changeInStatus != 10) with no PY Technical Solution funding (i.e., no PY Ledgers aligned to Technical Solutions)	agencyId currentUll changeInStatus
	missingCurrentYearTechnicalSolutions	An Investment that is neither "New" nor "Eliminated" (changeInStatus != 10, 06, 07, 08, or 09) with no CY Technical Solution funding (i.e., no CY Ledgers aligned to Technical Solutions)	agencyId currentUll changeInStatus
	missingBudgetYearTechnicalSolutions	An Investment that is not "Eliminated" (changeInStatus != 06, 07, 08, or 09) with no BY Technical Solution funding (i.e., no BY Ledgers aligned to Technical Solutions)	agencyId currentUll changeInStatus
missingBudgetYearBudgetAuthority	N/A	An Investment that that is not "Eliminated" (changeInStatus != 06, 07, 08, or 09) with no Budget Authority data for the current BY (i.e., no BY Ledgers that are	agencyId currentUll changeInStatus title

Flag	Sub–Flag	Criteria	Response Fields
		"Budget Authority" Ledger Element Style)	
cioRatingsInRedOverThreeMonths	N/A	Investments with a High Risk or Moderately High Risk CIO Rating (cioRating = 1 or 2) for more than 90 days	title currentUII agencyId
cioRatingsInRedOverOneYear	N/A	Investments with a High Risk or Moderately High Risk CIO rating (cioRating = 1 or 2) for more than 365 days	title currentUII agencyId date (CIO rating) rating (CIO rating) agencyId (CIO rating)
missingOperationalAnalyses	N/A	A Major (investmentType = 01) Investment that does not have any Operational Analysis data reported	agencyId currentUII title
projectLifecycleLedgerExcess	N/A	Investments for which the sum of the projectedTotalCost values for its Projects (regardless of projectStatus) exceeds the sum of the Investment's active Ledgers across all years	agencyId currentUII title projectLifecycleCost ledgerLifecycleCost
UIIsToBeRetired	N/A	"Eliminated" Investments (changeInStatus = 06, 07, 08, 09) that are not yet Retired (isRetired = false)	changeInStatus currentUII title agencyId
majorInvestmentsMissingMetrics	N/A	A Major (investmentType = 01) Investment that does not have any Metrics data reported	agencyId title currentUII

Flag	Sub–Flag	Criteria	Response Fields
missingStrategicResultsMetrics	N/A	A Major (investmentType = O1) Investment that does not have at least three active (isRetired = false) Strategic and Business Results Metrics (performanceMeasurmentCategory = Strategic and Business Results)	agencyId title currentUll
missingStrategicResultsMonthlyMetrics	N/A	A Major (investmentType = O1) Investment that does not have at least one active (isRetired = false) Strategic and Business Results Metric (performanceMeasurmentCategory = Strategic and Business Results) with a Monthly frequency (reportingFrequency = Monthly)	agencyId title currentUll
missingCustomerSatisfactionMetrics	N/A	A Major (investmentType = O1) Investment that does not have at least one active (isRetired = false) Customer Satisfaction Metric (performanceMeasurmentCategory = Customer Satisfaction)	agencyId title currentUll

DQR Portfolio Level Flag Set

In addition to the Investment–level flags listed above, the Data Quality Report also includes flags to check compliance with CDM System IDs reporting across the full IT Portfolio, as Agencies are required by OMB to map their entire CDM System ID Validation List against one or more ITPfM Investments.

Flag	Sub–Flag	Criteria	Response Fields
missingCDMSystemIDs	N/A	A CDM System ID from the Agency's Validation List that has not been reported for any ITPfM Investment	agency systemId

5. OTHER STATISTICS REPORTS: API ONLY

In additional to the above DQR and DSR flags that are available via the IT Dashboard data feeds or via API GET operations, there are several other reports available via API only Statistics functionality.

TBM Discrepancy Report

This report displays a list of Investments with either a Cost Pool or IT Tower funding total for a given year that is greater than a plus or minus 5% delta than the funding amount total. All Investments displayed in this report are active (isRetired != false) and the funding amount totals do not include Budget Authority ledgers (ledgerElementStyle != "Budget Authority"). Below are the available filters, individual result sets, and descriptions Agencies will see in the report:

Filter	Description	Inputs
report	Only one result set is available for the TBM Discrepancy Report	tbm-discrepancy-report
page	Specifies which page number a user wants to display. The first page will display 200 records, the second the next 200, and so on	Integer value

Result Set	Description
funding_total	Total Funding amount ($M) for a given year
cost_pool_total	Total Cost Pool amount ($M) for a given year
cost_pool_deviation	% Difference between Cost Pool total and Funding total for a given year
it_tower_total	Total IT Tower amount ($M) for a given year
it_tower_deviation	% Difference between IT Tower total and Funding total for a given year

Portfolio Report

This report displays all non-retired (isRetired = false) Investments for each time period. This report is intended for Agencies to see how many Investments (Services) they have submitted across their portfolio. Below are the available filters for this report:

Filter	Description	Inputs
report	Only one result set is available for the Portfolio Report	PortfolioReport
page	Specifies which page number a user wants to display. The first page will display 200 records, the second the next 200, and so on	Integer value