**Data Catalog**

**Information Collection Note**

***Ministry of Health, eHealth Africa***

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| 0.1 | Qing Gong | 2018.01.05 | draft |
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### Step 1: Interviews

The subsystem leads or directors of the organization unit shall be interviewed to understand the systems, data, and data collection process.

[Sample Interview Questions](https://docs.google.com/a/ehealthnigeria.org/document/d/1YaUMasucUzKOL4cbtQqOkcQ2NK6xVQu0C_LLN4g8Anw/edit?usp=sharing)

### Step 2: Document Interview Results

Information collected from the interviews shall be documented.

[Sample Information Documentation](https://docs.google.com/spreadsheets/d/1M5xFD1M3-9w-dkfk4ej3rbNP6DP81MxTb7SgOfmeALo/edit?usp=sharing)

### Step 3: Obtain Metadata

For datasets from HIS subsystems, the metadata of the subsystem shall be collected. It is also a good practice to have a demo of the subsystem to better understand the subsystems and data.

[Metadata Collection Status](https://docs.google.com/document/d/1A28pMo0egy4bNcELJvo0wJTOm1UCOEmLvjyYt48pNcc/edit?usp=sharing)

### Step 4: Present Metadata

It is good to present the metadata of subsystems in a way that is easy for viewers to read and understand. Depending on the structure and formats of different metadata, the way of representing the metadata shall be decided respectively.