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|  | Description: Hawaii, state seal - vector image  State of Hawai`i  Hawai`i Annual Code Challenge - HACC    *Data Submission Procedure*  August 1, 2016  Version 0.01  **DRAFT** |

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Revisions

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# Purpose

The purpose of this procedure is to assist departments in presenting their challenge(s), requirements, and data in an organized manner which can be easily understood by the Code Challenge Teams.

# Scope

The information provided by the departments may not define the entire challenge/problem/issue. Therefore, the outcome of the HACC may be a proof of concept or prototype for a citizen-facing application (web/mobile/other).

# Terms and Definitions

**Data Flow Diagram (DFD):** A DFD is a graphical representation of the “flow” of data. It can also be used to visualize data processing and show what kind of information will be input and output from the system, where the data will come from and go to, and where the data will be stored.

**HACC:** Hawaii Annual Code Challenge.

# Department, Code Challenge Team & HACC TEAM Responsibilties

Departments will:

* Provide the Code Challenge Teams with sufficient information to understand the challenge/problem/issue at hand.
* Processing requirements, constraints, limitations, etc.
* Define the desired results at the end of the HACC.

Code Challenge Team will:

* Review the information provided by the department,
* Request additional clarification from the department,
* Understand the desired results,
* Create additional datasets and/or data, as needed.
* Create a unique, innovative solution.

HACC Team will:

* Provide guidance to the departments in documenting their data and processing requirements.
* Store the department’s challenge documentation and data in the HACC – GitHub site.
* Facilitate collaboration between the department and Code Challenge Team.

# PROCEDURE

## Constraints and Limitations

* Test data should be used unless data is available on public accessible sites, such as data.hawaii.gov or geodata.hawaii.gov.
* Test data should not have any personal or sensitive information which could be connected to an individual.
* Test data should be limited to 1000 entries.

## Challenge Data Sheet

The Challenge Data Sheet is the first tab in the HACC - Dataset Informational Spreadsheet. It consists of the following fields:

* ID#: Challenge identification number assigned by the department to uniquely identify challenge. Example: PSD#1
* Challenge: Description of challenge.
* Department Challenge Sponsor: business process owner, functional process owner, or subject matter expert who among other things will provide challenge(s) and data.
* Contact Information Phone and email: Phone number and email address of Department Challenge Sponsor.
* Department IT Contact: Department IT staff member who can respond to questions concerning how the data was prepared, extracted, etc.
* Contact Information Phone and email: Phone number and email address of Department IT point of contact.
* Data Available: Data available for the Code Challenge Teams. Possible sources include but are not limited to:
* Data available on public accessible sites, such as data.hawaii.gov
* GIS data on public accessible sites, such as geodata.hawaii.gov
* Test data provided by the department
* Metadata of the data (e.g., characteristics of the data, such as date format)

Note: If the data is available in a public accessible site, such as data.hawaii.gov or geodata.Hawaii.gov please provide the URL or other information required to access it.

* Comments: Special processing, anything the Code Challenge Teams should be aware of.

## 5.3 Challenge Requirements

The Challenge Requirements is the second tab in the HACC - Dataset Informational Spreadsheet. It consists of the following fields:

* Current Challenges: Problems/issues/challenges which the department currently face and wish to have addressed in the HACC solution.
* What the department would like: Possible solution(s) that could address the problems/issues/challenges. The Code Challenge Teams will take these solutions under advisement but may design their own innovative idea.
* For use by: Who will use or benefit from this improvement.
* Comments/Notes: Special processing, anything the Code Challenge Teams should be aware of.

## 5.3.1 Describing the Challenge and Desired Outcome

Departments can provide additional information, such as data flow diagrams (DFD).

Information should be submitted with the HACC - Dataset Informational Spreadsheet and must clearly identify which challenge it belongs too. This is especially important if the department is submitting multiple challenges.

For example refer to Attachment 10: New Visitation site flowsheet.

## 5.4 Other Information

The departments may submit other information for use by the Code Challenge Teams. They include but are not limited to:

* Important information on the dataset, such as file keys. Example: Employee ID Number is the key to the Employee Master file.
* Table of data edits.
* Samples of current inputs (e.g., manually entered forms) and output (e.g., screen prints) with areas of improvement identified.
* Samples of desired outputs, such as markup reports, schedules, screens.
* Special audit and security concerns.
* Future contingencies.

Information should be submitted with the HACC - Dataset Informational Spreadsheet and must clearly identify which challenge it belongs too. This is especially important if the department is submitting multiple challenges.

For examples refer to:

Attachment 6: Visitation Policy

Attachment 7: Visitor Dress Code

Attachment 8: Visiting Procedures

Attachment 9: Visitor information

# Where to send HACC - Dataset Informational Spreadsheet & Other Information

Send completed HACC - Dataset Informational Spreadsheets, datasets, and any other information that will be made available to the Code Challenger Teams to [hacc@hawaii.gov](mailto:hacc@hawaii.gov)

# References and Attachments

Attachment 1: Visit documents

Attachment 2: Scheduling Criteria in PSD-OCCC HACC – Dataset Informational Spreadsheet

Attachment 3: Visitation Calendar in PSD-OCCC HACC – Dataset Informational Spreadsheet

Attachment 4: Offender Tracking Dataset (test data) in PSD-OCCC HACC – Dataset Informational Spreadsheet

Attachment 5: Metadata for Offender Tracking Dataset (test data) in PSD-OCCC HACC – Dataset Informational Spreadsheet

Attachment 6: Visitation Policy

Attachment 7: Visitor Dress Code

Attachment 8: Visiting Procedures

Attachment 9: Visitor information

Attachment 10: New Visitation site flowsheet