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| **BVTI DATA DEVELOPMENT PLAN** | | **Sensitivity:** | Confidential Audit Work Paper |
| **Data Design & Development** | | **Client:** | Click here to enter text. |
| **Preparer:** | Click here to enter text. |
| **Date Prepared:** | Click here to enter a date. |
| **A. Define Objective:** | |  |  | | --- | --- | | **Evaluation Question:** | Click here to enter text. | | **Timing:** | Select if one-time☐ or reoccurring ☒:  Time Frame: Choose an item. | | **Unit of Analysis:** | Click here to enter text. | | **Repository:** | Click here to enter text. | | | |
| **B. IDENTIFY DATA** | |  |  | | --- | --- | | **Information System/Source** | **Data elements/field(s)** | | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | | | |
| **C. DESIGN INFORMATION PRODUCT** | |  |  | | --- | --- | | **PRIMARY/ UNIQUE KEY ELEMENTS(S):** | Click here to enter text. | | **SECONDARY ELEMENTS:** | Click here to enter text. | | **LOCATION OF METADATA:** | Click here to enter text. | | | |
| **D. DESIGN DATA ACCESS** | Security Handbook establishes the foundation for comprehensive information security program to protect the confidentiality, integrity, and availability of information created, processed, stored, aggregated, and transmitted by information systems and business processes. Use of this form for data development on client data must comply with requirements in that handbook. It is each auditors’ responsibility to 1) determine if any of the following types of data are used in development activities described in this plan and to 2) ensure that data is handled appropriately during all steps of the data development process:     |  |  | | --- | --- | | **SENSITIVITY ASSESSMENT (Check ALL that apply)** | | | ☐ Sensitive personal information (SPI) also referred to as personally identifiable information (PII). | ☐ Individually Identifiable health information that identifies the individual or a reasonable basis exists to believe the information can be used to identify the individual. | | ☐ Protected health information maintained in any protected form under the HIPAA Privacy and Security Rules, 45 CFR, Parts 160, 164 | ☐ Privacy-protected information that is individually identifiable personal information protected under Federal law. | | ☐ Regulatory/Program specific information that the VA may not release or may release only in very limited, specified situations. | ☐ Administratively Confidential Information- Information used in the daily operation of the VA that cannot be classified as Sensitive or Public. | | | |
| **E. Data Transformation pROCEDURES** | |  |  | | --- | --- | | **SELECT DATA TRANSFORMATION MEDIUM(S):** | Click here to enter text. | | **DESCTRIBE DATA TRANSFORMATION PROCEDURES:** | Click here to enter text. | | **Describe data cleansing PROCEDURES:** | Click here to enter text. |  |  |  |  | | --- | --- | --- | | Does any Meta Data change in these procedures? | ☐Yes | ☐ No | | \*If Yes (Meta Data does change), please provide details for each of the data fields, rows, names that change in the section to the right. | |  |  | | --- | --- | | **Original** | **New** | | Enter here. | Enter here. | | Enter here. | Enter here. | | Enter here. | Enter here. | | Enter here. | Enter here. | | | | | |
| **E. EVALUATE QUALITY** | Per Data Quality Handbook, information disseminated should be objective, unbiased, and accurate in both presentation and substance by establishing processes for reviewing and substantiating the quality of that information. Procedures outlined in this Plan and in the associated TeamMate repository help to ensure information in this plan meets these standards. Completion of reliability procedures is indicated by signoff and review by an Auditor using TeamMate’s audit logging capabilities. Furthermore, consistent tracking and versioning of this and other plans will ensure that a defined audit log exists for each plan so the resulting data products can be recreated and relied upon to support data-driven decisions.   |  |  |  | | --- | --- | --- | | **DATA RELIABILITY** | | | | **To verify data reliability, Auditors performed the following:** | | ☐Extracted data from the source  ☐Considered controls over data preparation  ☐Reconciled results with other sources  ☐Other, please describe: | | Per AICPA Audit Standards, AU-C §520.05-8, auditors have determined this analysis to be: | | | | ☐ | Suitable for the given assertions, based on reliable data, and resulting models are sufficiently precise to identify material misstatements; OR | | | ☐ | If analytical procedures identify inconsistent fluctuations or information that differs from expected values by a significant amount, auditors 1) inquired of management, or 2) performed other audit procedures. | | | | |
| **E. Load Data** | Note that data structure must comply with all applicable standards of the destination system. Be sure to research this in advance as a component of data development, and adopt a data design and structure that is as consistent as possible with the system that will store data after it has been developed. This should comply with all applicable NIST standards and requirements.   |  |  |  |  | | --- | --- | --- | --- | |  | **DESTINATION** | **TYPE** | **ACCESS CONTROL CAPABILITY** | | ☐ | Database  Click here to enter text. | Database | Users, roles, tables, records, rows | | ☐ | Data Warehouse  Click here to enter text. | Database | Users, roles, tables, records, rows | | ☐ | TeamMate | Database, file | Users, roles | | ☐ | Analytic Library on G Share Click here to enter text. | Database, file | Restrict users outside OOD | | | |