Local Agency and Vendor Participants: Brandie Williams, Erin Austin, Jarrod Lathrop, Tony Leonard, Nancy Smith, Nathan Reese, Brian Potter, Raymond Lavallee, Travis Tucker, Michael Van Popering, Johanna VanDorenJackson, Chris Neil, Virginia Heuple, Michelle Kaston, Bill Slate

Welcome
The purpose of this meeting is to answer any immediate questions related to file testing and request feedback from the Committee.

- Clarifications of the Data Dictionary were proposed based on feedback from users developing their EHR files
- These are not a change in the schema or any technical implementations, just clarifications on how information is displayed in the Data Dictionary

Clarification #1 – Mapping of Field Names from Data Dictionary to Schema

- Initial intention of the data dictionary is to display and document the TRAC-IT required fields in a readable format
- Some EHR programs asked if the field names in the Data Dictionary could match the schema exactly, while also mapping to the actual TRAC-IT label
- Example of current display:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entity</th>
<th>VA Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>city</td>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

| Data Dictionary v4 |

- Example of proposed clarification:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entity</th>
<th>VA Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>cityTown</td>
<td>Address</td>
<td>city</td>
</tr>
</tbody>
</table>

| Edited Data Dictionary to reflect Schema name in Column A |

- Question – Will Column H always reflect what was in Column A originally for traceability?
  
  Answer – Column H will reflect the TRAC-IT label, which was previously displayed in Column A.

Group approved making the updates to the Data Dictionary.

Questions?? Email VATRACIT.FileCertification@ssg-llc.com
Clarification #2 – How an object in the scheme refers to another object is displayed in the Data Dictionary

- Example of this scenario is the address of a guardian – the address fields are required for a guardian and are listed in the Data Dictionary

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entity</th>
<th>Required Day 1</th>
<th>Required To Bill</th>
<th>Required 12/11/23</th>
<th>Field Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>city</td>
<td>Guardian</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>See data schema for how to send address fields for guardian</td>
</tr>
<tr>
<td>line1</td>
<td>Guardian</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>See data schema for how to send address fields for guardian</td>
</tr>
<tr>
<td>line2</td>
<td>Guardian</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>See data schema for how to send address fields for guardian</td>
</tr>
<tr>
<td>stateCode</td>
<td>Guardian</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>State - See data schema for how to send address fields for guardian</td>
</tr>
<tr>
<td>zip</td>
<td>Guardian</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>See data schema for how to send address fields for guardian</td>
</tr>
</tbody>
</table>

- Column F asks you to see the schema for how to send the address.
- In the schema, these fields are listed as “current address”

```xml
<Guardian>
  <firstName>GuardianFirstName</firstName>
  <lastName>GuardianLastName</lastName>
  <currentAddress>
    <line1>123 My Street</line1>
    <line2>Line 2</line2>
    <cityTown>ALEXANDRIA</cityTown>
    <zip>22301</zip>
    <stateCode>VA</stateCode>
  </currentAddress>
</Guardian>
```

- Proposal for clarification on the display in the Data Dictionary
  - Add an explanation in the Data Dictionary that helps explain the entity-relations:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entity</th>
<th>Required Day 1</th>
<th>Required To Bill</th>
<th>Required 12/11/23</th>
<th>Field Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>currentAddress</td>
<td>Guardian</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Address - One</td>
</tr>
</tbody>
</table>

- Add a new tab to Data Dictionary or new document to explain these relationships

Group approved adding a new tab to the Data Dictionary explaining these entity-relations.

Questions?? Email VATRACIT.FileCertification@ssg-llc.com
**Open Floor**

Call was opened for questions:

- **Q:** Is there any feedback from programs actively testing?
  - **A:** The feedback we have received is from programs developing their files. No One is actively testing in FTC.

- **Q:** While we are actively working on our extract file, is there a sense of when the second onboarding opportunity be in FY24?
  - **A:** In January, DBHDS will survey the agencies to see who is targeting FY24 for onboarding and then the timing of the next onboarding window will be determined.

- **Q:** There is an open DBHDS RFP related to data warehouse. Is there any impact to this project from the anticipated work related to this?
  - **A:** Not at this time – while DBHDS is part of the overall IT data governance planning happening at DBHDS, TRAC-IT is not included in phase 1 of the data warehouse work.

**UPCOMING EVENTS:**

- Office Hours – August 15th at 2pm
- EHR Committee Meeting – September 14th at 11am

Questions?? Email VATRACIT.FileCertification@ssg-llc.com