The Data Management Process at MCHP

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1. Formulate the Request and Receive the Data

| Check the data sharing agreements | Liaise with the source agency to acquire available data, data model diagram, data dictionary, documentation about historical changes in data content, format, and structure, data quality reports | Prepare the data request letter | Receive the data and associated documentation |

2. Become Familiar with Data Structure and Content

| Review provided documentation | If required, create a data model for the original data | If receiving test data, test it and send feedback to the source agency |

3. Apply SAS Programs

| Apply Normalization or De-normalization as required — Normalization can be defined as the practice of optimizing table structures by eliminating redundancy and inconsistent dependency | Apply data field and SAS format standards | Install on SPD server (This includes indexing, sorting and clustering) | Create Metadata | If there is a problem, liaise with the source agency |

4. Evaluate Data Quality

| Test the installed data using standardized protocol | Identify solutions to address deficiencies in data quality | Prepare data quality report for addition to standard documentation |

5. Document Data

Including original documents, data model diagram, SPDS data dictionary, history, file variations and structural changes, revisions and common problems and data quality report, where available

6. Release Data to Programmer(s) and Researcher(s)

Meet with programmer(s) and researcher(s) to present data structure and content