

ICCM LEAN Event – Data Collection

January 10, 2018

1. Please provide a copy of the reporting form with all data fields or a screenshot of the online reporting form with all data fields and a weblink to the form.
2. Please list all data fields on the form and note data field types if possible.
 - a. List which data fields are required vs optional.
 - b. List which data fields are considered PII, CBI, or otherwise sensitive data?
 - i. Which of these data fields are exempt under the Public Records Act? Explain why the data fields are exempt.
 - ii. Which of these data fields may not be viewed by other agencies or are otherwise restricted? Explain why the data fields are exempt.
 - c. If a data field is a drop-down list of values, what is the data source of those values (ie. List of chemicals)
3. What is the technology behind the form (i.e. electronic PDF, web application form, other)?
4. Is the user required to log in to submit form?
5. How frequently does the user have to enter data in to your system (annually, monthly, etc)?
6. What is the technology used to store and manage the data (i.e. excel, access, vendor provided database, custom application created by your IT staff)?
 - a. If it is a vendor provided database or custom application, what is the specific technology/development language?
7. Does your system perform any automated analysis or calculations of the data that is entered into system? If so, please describe.
8. What types of reports or data outputs are generated from your system?
 - a. Which of these reports or data outputs are required? Explain the specific requirements and the source of the requirements.
 - b. What format is the report or data in (word, PDF, excel, csv, other)?

- c. Whose is the audience or stakeholders of the reports or data exports/data transmissions from your system?
- 9. Does this data populate an external or other internal agency databases?
- 10. Is the public able to access the data directly from your system (i.e. web access vs. records request for information)?
- 11. Do you have a system that collects fees?
 - a. If so, describe the system.
 - b. Does your system use a payment provider? If so, who?
 - c. How often are fees collected?