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Data Architecture Analysis and Documentation



The Project

The County Department of Human Services (DHS) maintains a data repository of client information drawn from several state and local transaction systems.

This repository is used to gather statistics for annual budgeting and monthly reporting, as well as ad hoc requests for information.

The categories and sources for the statistical information were arrived at through business analysis done about five years ago as a part of a major transaction system replacement effort.

This project encompassed the gathering of requirements for the categories of statistics to be collected (usually programs), and the sources and rules for gathering and verifying those statistics. Detailed specifications were created for the extracting of business information used in the DHS Reports.



The Solution



Review the statistical components of existing reports that are created from a variety of manual and automated processes.

Interview the Division Chiefs responsible for each report to ascertain the actual producer of each report

Interview each producer to determine the source of the statistics provided. In most cases, there were different individuals responsible for the statistics for each program.

For each program:

- Determine the specific methodology for producing each number.
- Identify any transaction sources, manual counting or individual spreadsheets
- Record any manipulation of the base numbers supplied by the original source
- Describe any review or validation process used to confirm the final submitted statistics

For each program, document the description of the sources and methodology for producing the monthly statistics.

Review the current DHS Data Warehouse method for producing statistics for the same (or related) programs and document it.

Analyse the methodology for each program and recommend and document automated processes to enhance, replace or update the current processes.

CYQUENT
USA

11140 Rockville Pike, Suite 550F,
Rockville, Maryland 20852
United States of America
Ph: +1-240-292-0230

CYQUENT
INDIA

33 Millers Tank Bund Road,
Bangalore 560052
India
Ph: +91-80-43-01-0010