

Requesting Assistance for Cross-Systems Data Integration from the Data Management Office (DMO)

Overview

The Data Management Office (DMO), housed in the Office of the Deputy Managing Director of Health and Human Services, will seek costs for reimbursement for any proposal that requires that the DMO integrate, de-identify and/or transform data from multiple sources. This city policy includes both integration of more than one internal city data source or a match of city source data with external source data.

Activities for reimbursement

- Proposal review, requirements gathering, and approval;
- Data extraction, integration, cleaning, transformation, de-identification;
- Negotiation of data sharing agreements;
- On-going consultation as required after data transfer for analysis.

Factors that influence cost in addition to activity area

- The number of sources included in the request
- The number of source tables included in the request
- The number of data elements included from each table
- The number of non-city data sources included in the request¹
- The number of data transformations requested or required
- De-identification procedures requested or required

¹ Data integration requests to the Data Management Office that include non-city data require significant work to define the project purpose, the roles of the city and the investigator, and to negotiate a data license agreement acceptable to all parties and data transfer to the City. In addition, staff require additional time to understand and integrate external data sets. Requestors should be aware that requests including external data significantly increase project costs.

Process for making a request for cross-systems data integration

1. Go to Data Management Office Services: Research and follow procedures to submit a proposal.
2. Contact james.moore@phila.gov or kai.chandler@phila.gov about the request and attach a copy of the research proposal (see step #1 above).
3. City of Philadelphia departments included in the request will be contacted to ensure that there is support for the proposal.
4. If the project has support, a Project Quote will be sent to the requestor. If the request is denied, a written response will be provided.
5. The requestor must agree to the Project Quote from the Data Management Office (DMO) in writing.
6. A sub-award agreement will be negotiated and executed between the requestor's organization and the Data Management Office (DMO). The City of Philadelphia's Law Department will review and approve the terms.
7. The sub-award agreement will provide details for deliverables, milestone dates, procedures for acceptance of the completed deliverables, and the payment of funds for work completed.²

² The activities of city staff are quoted by areas of activity, cost per activity is derived from estimated hours and a blended wage rate for involved staff.
Office of the Deputy Managing Director of Health and Human Services
Data Management Office (DMO)

Project Quote: Request for Integration Services

Project Name:

Prepared By: Data Management Office (DMO)

Date:

List Agencies Contributing Source Data:

Summary of Request Proposal:

Data Requirements Assessment

of CARES sources:

of CARES tables:

of CARES data elements:

of external data sources:

of external data source tables:

of external data source data elements:

Briefly describe the complexity of the project and contingencies:

Explain decision to accept or reject request:

Item #1: Project Approval and Preliminary Planning

| Activities | Due Date | Cost |
|--|----------|------|
| Submit a research project request and negotiate the terms and conditions of a data license agreement | | |
| Define a project plan, roles, and deliverables and negotiate the terms and conditions of a subcontract award | | |

Item #2: Data Integration

| Activities | Due Date | Cost |
|------------|----------|------|
|------------|----------|------|

Project Initiation and Data Preparation

| | | |
|--|--|--|
| 1.1 Requirements gathering | | |
| 1.2 Metadata analysis | | |
| 1.3 Review/acquire external (Non-city) file/develop data model | | |
| 1.4 Data profiling/cleansing | | |
| 1.5 Internal status meetings/reports | | |
| 1.6 Configuration management | | |

Data Linkage and Transformation

| | | |
|--|--|--|
| 2.1 Initial data set integration | | |
| 2.2 Report match statistics, data quality approach | | |
| 2.3 Construct queries for pre/post analysis | | |
| 2.4 Develop filter rules for result set(s) layout | | |
| 2.5 Determine physical file structure for integrated result sets | | |
| 2.6 Preliminary analysis of result sets | | |
| 2.7 Develop acceptance test plan | | |
| 2.8 Perform data transformation | | |
| 2.9 Prepare final result set(s) | | |

File acceptance and data release

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|-----------------------------------|--|--|
| 3.1 File review and acceptance | | |
| 3.2 DLA negotiation and execution | | |
| 3.3 Data transfer | | |

Item #3: Consultation, Analytic Plan

| Activities | Due Date | Cost |
|------------|----------|------|
|------------|----------|------|

| | | |
|--|--|--|
| Participate on conference calls as required | | |
| Participate in meetings to share and interpret results and report findings | | |
| Ongoing Project Communication | | |

Summary of Invoice

| | | |
|----------------------|----|----|
| Activity Costs | | \$ |
| Indirect (10%) | | \$ |
| Project Total | \$ | |