NDE Data Request Process

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12/30/2010

End-User Initiates a Data Request

- End-User identifies a need for Student Data
- End-User contacts NDE's Data Request (DR) Manager in APAC
- NDE's Data Request Manager discusses the End-User's data needs
- The End-User downloads and completes a Data Request Form
- The End-User submits the completed Data Request Form to the Data Request Manager

Data Request Manager Records DR

- The Data Request Manager determines whether existing/alternate data sources can fulfill the Data Request
- If the Data Request can be fulfilled with existing/alternate data sources
  - The Data Request Manager logs the Data Request in the Data Request Application
  - The Data Request Manager uploads the data source(s) into the Data Request Application's Customer Data Files on-line folder
- If the Data Request requires a new data source or file, the Data Request Manager enters the Data Request into the Bighorn
  - Creates a new Data Request Task in the Data Request Application
  - Sets the Priority and Date Due
  - Assigns it to the IT Director

Data Request Application

Nevada Department of Education

Data Requests Site

This Site: Data Requests

Bighorn | Assessment | AYP | Nutrition | NDE | Count Day | Validation | Bug Tracker | Files | Applications | Data Collaborative | CTE | Data | Teacher Data | DashBoard | NCCRC

Bighorn > Applications > Data Requests

Data Request Fulfillment Application

Data Request Fulfillment Application - A demo Web Pa
created by stsdev

Data Request	Title	School Year	Last Time Run	Status	Validation
Get Data	Get Time-Related Criteria for NEAP Reports	1011		InActive	Validate
Get Data	CTE DROP OUT AND NON RETURN COUNTS	1011		Pending	Validate
Get File	38-2010 Linda Heiss	1011	1/5/2011 1:32:53 PM	Ready	Validate
Get File	52-2010 Luis F Gamboa	1011		Pending	Validate
Get Data	55-2010 Janice Russell	1011	1/5/2011 1:50:59 PM	Pending	Validate

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Customers' Data Files

Title	File Name	Date Created	Type	File Size
38-2010 Linda Heiss	DataRequest_38-2010 Linda Heiss.zip	1/5/2011 1:36:27 PM		10.30 MB
57-2010 Leslie James -- Original Request	DataRequest_57-2010 Leslie James -- Original Request.zip	1/5/2011 2:02:26 PM		298 bytes
60-2010 Carol Crothers	DataRequest_60-2010 Carol Crothers.zip	1/5/2011 1:47:59 PM		10.30 MB

Data Source Task Initiation

- IT Staff provides a work estimate and plan to IT Director
- IT Director evaluates the Data Request and work estimate
- IT Director decides whether to approve the development of a new data source to fulfill the Data Request
- If approved
  - IT Director generates a PMO Data Source Task and assigns it to an IT staff member to develop the data source
  - PMO notifies the IT staff member of the Data Source Task
- If **not** approved
  - IT Director closes the Data Request
  - Notifies the Data Request Manager who notifies the End-User

Data Request Administration

- Data Request Manager determines whether the End-User possesses an appropriate Bighorn account.
  - If yes, the Data Request Manager verifies the End-User's account is assigned roles and permissions to access the Data Request Application
  - If no, the Data Request Manager requests the End-User's account be assigned roles and permissions to access the Data Request Application
- Data Request Manager enters administrative and control information into the Data Request Application
- Data Request Application generates work progress and task timeliness notifications periodically

Data Source Development

- IT Staff member develops the new Data Source or file
- IT Staff member enters the Data Source or file name into the Data Request Application
- PMO notifies the Data Request Manager that the Data Request fulfillment is ready
- The Data Request Manager executes the Data Request and verifies the fulfillment file
  - If **not** correct, the Data Request Manager coordinates remedial action
  - If correct, the Data Request Manager notifies the End-User

Data Request Fulfillment

- Data Request Manager notifies the End-User that the Data Request may be fulfilled
- End-User logs into Bighorn and navigates to the Data Request Fulfillment Application
  - If a new data source was created a "Get Data" button will be displayed
  - If an existing/alternate data source was uploaded a "Get File" button will be displayed
- End-User clicks on the "Get Data" or "Get File" button displayed in the Data Request Application
- Data Request Application creates/identifies the fulfillment data file
- End-user downloads his/her fulfillment data file from the Data Request Application's Customer Data Files on-line folder
  - End-User clicks on the file name's hyperlink
  - End-User follows the industry-standard file download dialog/process

Data Request Control and Closeout

- Data Request Manager asks End-User for feedback
- End-User validates the fulfillment data file and enters note about it in the Validation Comment Box in the Data Request Application
- When End-User is satisfied, Data Request Manager closes the Data Data Request