Public Reports User Group

April 22, 2008

Participants
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eSMR2 and Discharger Reported Violations
The group discussed the new Electronic Self Monitoring System (eSMR2) and its requirement for dischargers to complete the violation tab. These self reported violations create violation records in CIWQS. The group was concerned that there would be incidences that should not be violations but needed discussion. The group therefore initially thought that these self-reported violations should be created with the status of "potential" not "violation." The group did want to see more about the system and requested that a demo or mock-ups of the eSMR screens be shown during the next meeting.

Data Resolution Process
See process and form below

ACL Report
The group reviewed the proposed Administrative Liabilities Report. The group wanted to see additional information about Supplemental Environmental Projects, potentially through information in the fund.

Next Meeting
May 9, 8:15-9:45 am
Topics:
- eSMR Review and
- Program "masks" to make more sense to the public.

Public Reports – Data Resolution Procedures

This document outlines the process for reporting and resolving data issues identified in California Integrated Water Quality System (CIWQS) public reports. It is limited to the interaction with CIWQS and does not dictate regulatory program functions.

Data issues generally fall into the following three categories:
1. Data entry errors
2. Data interpretation conflicts
3. Report errors

The first type includes transposing numbers or making incorrect links[1]. The second type includes such situation where the caseworker has determined there is a violation, but the discharger does not think there is a violation. The third type of error involves programming and refresh problems of the report that is displaying the information.

The process begins when a data issue is identified in the CIWQS public reports. The problem is then submitted to the Water Board using an online form. A mock-up of the form is shown on page three of this document. The online form automatically generates an email that includes the reported information.

The email will go to an email box that an assigned student checks. The student confirms the reported issue, creates an issue in Mantis, and investigates it. The student works with the appropriate Regional CIWQS Coordinator to determine if the issue is a data entry error or a data interpretation conflict.
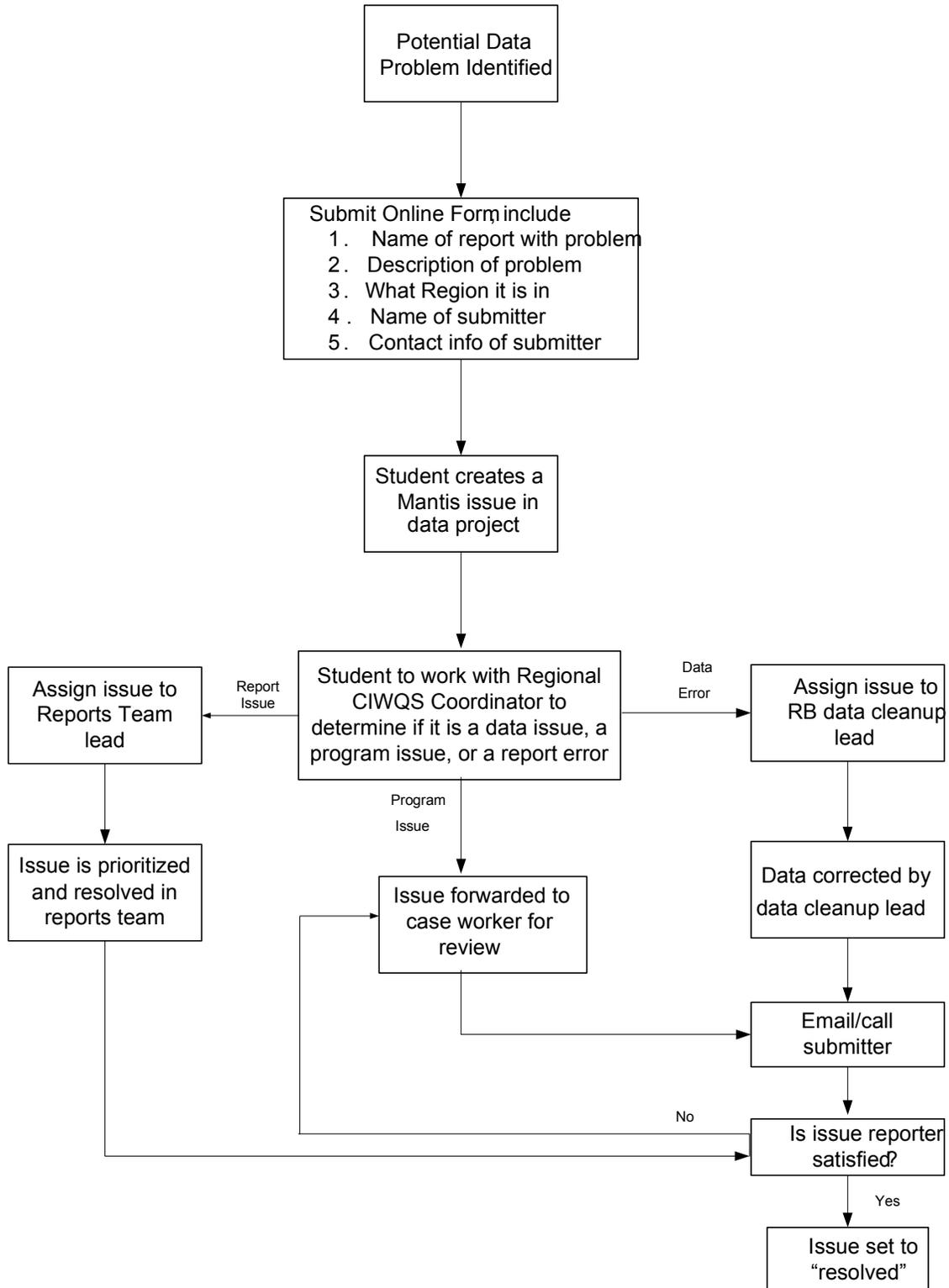
If it is a data entry error, the issue is assigned to the data cleanup lead at the regional board to correct. The data cleanup lead or designee emails the issue reporter so the reporter can confirm the issue is resolved.

If it is a data interpretation conflict, the issue is assigned to the caseworker. The caseworker investigates and sends an email to the issue reporter. If appropriate, the caseworker changes the data. If the caseworker verifies that the record/data is in fact correct, no change will be made and the issue is considered resolved.

The process is illustrated in the diagram below.

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[1] In CIWQS, data is recorded by linking records together using various, designated role/relationships that describe why the records are linked together.

Process Diagram

Potential Data Problem Identified

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Submit Online Form, include
1. Name of report with problem
2. Description of problem
3. What Region it is in
4. Name of submitter
5. Contact info of submitter

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Student creates a Mantis issue in data project

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Student to work with Regional CIWQS Coordinator to determine if it is a data issue, a program issue, or a report error

Report Issue → **Assign issue to Reports Team lead** → **Issue is prioritized and resolved in reports team**

Data Error → **Assign issue to RB data cleanup lead** → **Data corrected by data cleanup lead**

Program Issue → **Issue forwarded to case worker for review**

Email/call submitter

Is issue reporter satisfied?

No → (back to Email/call submitter)

Yes → **Issue set to "resolved"**

Online Form

Please complete this form to report any _data quality_ issues or questions in a CIWQS Report. CIWQS Help Center staff will log the issue and follow-up with an email containing the issue ID number for your reference.

CIWQS Data Issue Tracking System

CIWQS Login Screen

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* Name:

* Phone number: **Email Address:**

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*Scroll through list to select a Category:

DATA: incorrect or missing values, migration issues
QUESTION: about data quality

* Report Name (e.g. MMP Report, Interactive Violation Report, etc):

Summary:

* Description (be sure to include the record ID and the steps to navigate):

Submit

-Include separate field for record ID (and include what this is)