

Process for Addressing Outstanding Data Integrity Issues In RESULTS

Introduction:

Regulations under both the Forest Practices Code of BC Act, and the Forest and Range Practices Act require major licensees to report annual silviculture accomplishments to the Ministry of Forests and Range (MFR). Prior to 2002, annual silviculture reporting was largely paper-based and data was entered into the MFR corporate information management systems by district staff. Between 2002 and 2007, MFR contracted data service providers to enter paper-based silviculture information into RESULTS. As of June 1, 2005, electronic reporting of silviculture information is mandatory for all major license holders.

Since responsibility for submitting information to RESULTS shifted to the licensees, the accuracy, completeness and quality of the information has increased considerably when compared with past practices and historical information. **We are very thankful for the major licensees' continuous effort and cooperation that has allowed the MFR to achieve the success we have shown to date and the level of data integrity.** That being said, MFR does recognize that for a variety of reasons there may be issues with historical data in RESULTS. To address issues with historical information MFR has provided a four-point approach:

- 1) Initially populate the RESULTS database with the most efficient data source;
- 2) Complete a wide-reaching data clean-up project;
- 3) Provide training and support services to Licensees and MFR staff;
- 4) Provide a documented approach to address outstanding data issues that are identified subsequent to the data cleanup project.

Since extensive work has already been done with #1, #2 and #3, the following section provides a documented approach to address any outstanding data issue referenced in item #4 (above).

Approach:

- 1) Licensee identifies an issue with RESULTS data (i.e. missing information, incomplete information, incorrect information, etc).
- 2) Licensee determines whether or not the issue falls within the "critical" missing data element category.

A "critical" issue is defined by the MFR as a data constraint that prevents a licensee from completing future annual silviculture accomplishment reporting (basic compliance reporting) as well as data elements required by legislation. Depending on file currency and accuracy in the district office, the licensees may be required to supply the most current and up-to-date information required to remedy the situation (e.g. Site Plan, map, disturbance history, etc.)

Examples of critical data elements:

- Missing Standard units;
- Missing or Erroneous Elements of stocking standards i.e. species, densities, minimum heights;
- Missing Disturbance;
- Missing Forest Cover;
- Missing Planting;
- Missing Milestones;
- Missing Tenure in FTA;
- Missing Opening in RESULTS.

Examples of non critical data elements: (updates are considered best practice but not mandatory)

- Missing Historical Silviculture Activities that were never entered into RESULTS i.e. brushing, spacing, survey, site prep.

*Note that the type of information required will depend on the nature of the identified issue e.g. missing disturbance reporting will also require denuded forest cover update if not already supplied. FG milestone will require updated FG forest cover.

- 3) With the information to address the issue at hand there are 3 options to consider:
 - a. Option 1: Licensee addresses the issue directly. This is by far the most efficient method as supplying all the proper supporting documentation, forms and maps to district often requires more time than doing the update yourself.
 - i. If the issue is with attribute information (text/number fields): Almost all attributes can be updated online directly into RESULTS, with no data uploading tools or special software required. In this case the licensee would add/correct the missing/incorrect information directly in RESULTS.
 - ii. If the issue is related to spatial information: Spatial information can only be submitted to RESULTS via ESF using an XML/GML format that meets MFR schema requirement. In this case the licensee would convert their spatial information (shapefile) into the correct XML/GML format, likely using specialized software.
 - b. Option 2: The licensee hires a data service provider to address the issue and make the necessary submission(s) on their behalf.
 - c. Option 3: The licensee contacts the MFR District RESULTS Coordinator and works with district staff to resolve the data issue. The district may have to confirm with the licensee that the information is the most current and up-to-date or the licensee may be required to provide the information themselves in order to facilitate the update. Once the work complete, the MFR will notify the licensee.

Note that due to MFR workload, priorities and varied expertise in districts across the province, clients may experience delays with resolution of issues. The MFR is fully aware that certain missing data elements will prevent licensees from being able to complete successful submissions. When considering whether a licensee may be in non-compliance, Compliance and Enforcement (C&E) staff will consider the impact that missing historical data has on the ability of the major licensees to successfully report their silviculture accomplishments.

Communication Flow:

The purpose of this section is to direct clients to the proper resources for assistance and to ensure that issues are dealt with in a timely fashion. We recommend that clients follow the steps below in communicating to the various resources available. Many of the issues can easily be resolved within your own organization or at the district level. Contacting HQ staff prior to making any attempts to resolve with your peers or with district staff may result in undue delays. We are also trying to build capacity with regard systems and information management in the districts, and for that reason it is important that district staff are kept in the loop and are actually the ones to seek out assistance from HQ as much as possible.

- 1) Peers;
- 2) District RESULTS Coordinator;
- 3) Data Integrity Specialist Team;

- 4) APPHELP – Once all of the above are exhausted, it is critical that you contact APPHELP as an alert will be created and the issue will be tracked. If APPHELP staff are unable to resolve the issue, they will assign to the appropriate database analyst and/or business expert. Please do not contact Branch staff directly.
- 5) HQ Business Experts.

Resources:

District RESULTS Contact: http://www.for.gov.bc.ca/his/results/Contact_List.pdf

Data Integrity Specialist Team: Contact District

APPHELP: FORHISP.APPHELP@gov.bc.ca

Online Business Documentation: <http://www.for.gov.bc.ca/his/results/business.htm>

Online Training Material: <http://www.for.gov.bc.ca/his/results/trainingMaterials.htm>

Online User Access Policy: <http://www.for.gov.bc.ca/his/results/accesspolicy.htm>