

ERMIS Data Dictionary

This document describes and references data elements, consideration and definitions utilized in the ERMIS Safety Index Dashboard & Scorecard Reports.

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1.0 ERMIS Definitions

Annual campus expenditures:

- The ERMIS dashboard will use campus expenditure data from Financial Schedule 12C for the previous year. It is understood that there will be several months of lag before the most recent closed fiscal year data will become available to the ERM system. UC Office of the President SME has recommend using prior years' data until such time that the current year information is complete and can be made available to the ERM system (See: Frequency of data updates by source).
- Annual Financial Reports Schedule 12C identifies current funds by expenditures by fund Source by campus and can be obtained via the following link:
<http://www.universityofcalifornia.edu/finreports/index.php>
- Department of Energy Laboratories financial data has been excluded from this file in ERMIS. Each of the 16 locations will be identified by data in the location column. Currently, this information is being compiled manually using the information on Schedule 12C “.pdf” file as the source. For medical centers, the data that will be utilized has been obtained from the row labeled “Sales and Services of Medical Center”. While to calculate the campus financial data, the medical center value was subtracted from the subtotal. The column labeled System wide Program and Administration was used to obtain financial data for the University of California Office of the President (UCOP).

Average NFPA Scores:

- National Fire Protection Association is an international nonprofit organization. Their mission is to reduce the worldwide burden of fire and other hazards on the quality of life by developing and advocating scientifically based consensus codes and standards, research, training and education.
- NFPA survey data is currently collected from the various campuses and medical centers via an excel file.
- ERMIS provides raw and average of the self rating survey data available in the NFPA file from each campus location. A score of 0 is considered the lowest and a score of 3 is the highest.
- <http://www.nfpa.org/>

Claims business area Valley Oaks

- Sedgwick Valley Oaks provides workers' compensation and OSHA data for Safety Index KPI calculation in the form of Valley Oaks extract file. The file will

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have all the information required to build the KPIs for 36 rolling months. ERMIS will manipulate and transform the data required to derive the KPI values for the dashboard.

- The estimated schedule for data extract availability is monthly. This data is expected to be updated into the dashboard by mid-month.
- See: Frequency of data updates by source, Section 3: Sedgwick (Valley Oaks and JURIS)

Claims business area JURIS

- Sedgwick JURIS system contains general liability and property loss claims. Additional background information on the JURIS can be obtained via the following link: <http://www.sedgwickcms.com/ourtechnology.aspx>
- The estimated schedule for data extract availability is monthly. This data is expected to be updated into the dashboard by mid-month.
- See: Frequency of data updates by source, Section 3: Sedgwick (Valley Oaks and JURIS)

Claims with no dollar values:

- Claims with zero dollar values are interpreted to be claims filed.

Corporate Data Warehouse:

- The Corporate Data Warehouse (CDW) is a University of California environment for storage and retrieval of corporate systems data, both current and historical. The goal of the CDW is to provide easy access to integrated, accurate, and timely information through interfaces that facilitate querying and reporting by end users. For additional information on the Information and Resource Communications (IRC) and the Corporate Data Warehouse please see the following link: <http://www.ucop.edu/irc/dd/cdw/welcome.html>
- EMRIS Utilized the following extract from the CDW
 - Equipment, Facilities and Assets
 - Personnel
 - Student
- See Section: 2.0 Corporate Data Warehouse

Data Irregularities:

The Safety Index results are considered to be dynamic and are subject to retroactivity. The identification of data irregularities can be considered as an opportunity to address

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problematic areas and implement corrective solutions. Data irregularities in the ERMIS system are anticipated to be caused by one or more of the following reasons:

- Missing data (resulting in null values). In the Sedgwick Claims system these null values will be replaced with the term “Blank”. Other source systems or data owners may not collect nor report data for a given time span. It is important to note, that some data irregularities are attributed to under reporting of data. Two examples have been provided below:
 - Student Population: UCSF does not report student data during the Summer term.
 - Claims: A zero cost of claims is an indication of an incident or perhaps that a claim was never pursued. It could also be attributed to the timing of the Claims Adjuster in that they may not have set a specific reserve amount at the time the report was generated.
- Data entry source discrepancies and misalignment: These types of irregularities may include department or building codes/naming conventions as they are typically unique from campus to campus. ERMIS, resolves department and building codes in the following ways:
 - Utilizing campus name as an extension when identical departments are encountered. Example:
 - Police – UCI
 - Police – UCLA
 - Utilizing department names as they appear directly from the source systems so they will be familiar to users.
- Incorrect classification or user error (“unknown cause codes”, Miscellaneous buckets), require data source owner notification and correction.

Event, claim and cause relationship considerations:

- Events can result in more than one claim. Each claim can be represented by one or more Causes. There is not always a one to one relationship between Event(s), Claim(s) and Cause(s) as one Event could be attributed to multiple Causes.
- Key Performance Indicators 2-5, each display the number of Events on the dashboard screen. These reports display the number of Claims upon drill through reporting as indicated in the column header.

Fiscal Year:

- Identifies the Fiscal Year the row of data belongs to.

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Fleet Size:

- A group or means of transport acting together or under one control.
- Values include: Passenger & Light Truck, Trucks, Buses, Vans, Motor Scooter, Motor Cycles and Electric Cars.
- See: Total Fleet Size

Frequency of data updates by source:

- The table below represents the frequencies and types of data extracts obtained by ERMIS for reporting purposes.

| Data Source | Monthly | Semiannually | Annually |
|--------------------------------|----------------|---------------------|-----------------|
| Sedgwick Systems – Valley Oaks | X | | |
| Sedgwick Systems – JURIS | X | | |
| CDW – Personnel | X | | |
| CDW – Student | | X | |
| CDW – EFA | | | X |
| Financial Schedule 12C | | | X |
| NFPA File | | | X |

General claims exclusion criteria:

- Willful Body claims are in the extract file and should be excluded using the Cause Description of Willful Body
- Employment Liability claims are in the extract file and should be excluded using the Line Code of GL & the Coverage Code of PI
- Employment Liability incidents are in the extract file and should be excluded using the Claim Status of I, Line Code of GL [Column 8] and Non-Litigated EPL that contains a value
- The Regents and National Laboratory should be excluded

General location grouping criteria:

- UCOP (includes ANR)
- National laboratory and The Regents data is not in the extract file.
- If separately categorized, Agricultural and Natural Resources (ANR) data should be rolled into UC Office of the President data
- If separately categorized, Langley Porter Psychiatric Institute should be rolled into UC San Francisco Medical Center
- If separately categorized, Neuropsychiatric Hospital & Institute and Santa Monica Medical Center should be rolled into UCLA Medical Center.

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- If separately categorized, Mount Zion Medical Center should be rolled into UC San Francisco Medical Center

GL Events:

- General Liability Events
- See: General claims exclusion criteria

Key Performance Indicator (KPI) definitions and formulas:

| ID | Base KPI | Base KPI Business Purpose | Data Source | Business Rule / Formula | Other Potential KPI Formulations |
|----|---|--|--------------------|---|--|
| 1 | Workers' compensation incidents relative to FTE | Show relationship between workers compensation incident and FTE trends | Valley Oaks CDW | Total number of claims / Total number of FTE for each campus Claims types: Med Only, Indemnity, Incident/First Aid, Med-CAE, Future Medical and First Aid Unpaid | 1) Total dollars claims / Number of hours worked 2) Total number claims / Number of hours worked 3) Total dollars claims / Total number of FTE |
| 2 | Vehicle events relative to fleet size | Show relationship between vehicle events and fleet size trends | JURIS CDW | Total number of vehicle events / Total fleet size (Include ALL vehicles i.e. dump trucks, golf cart etc – by type of vehicle.) | 1) Total dollars vehicle events / Total fleet size |
| 3 | GL events* relative to outer gross square footage** | Show relationship between general liability events and outer gross square footage** trends | JURIS CDW | Total number GL events* / Total outer gross square footage** for campus location | 1) Total dollars GL events* / Total outer gross square footage** |
| 4 | GL events* relative to student population | Show relationship between general liability events and student population trends | JURIS CDW | Total number GL events* / Total student population | 1) Total dollars GL events* / Total student population |
| 5 | GL events* relative to annual campus | Show relationship between general liability events and annual campus | JURIS | Total number GL events* / annual campus expenditures | 1) Total dollars GL events* / Annual campus expenditures |

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| ID | Base KPI | Base KPI Business Purpose | Data Source | Business Rule / Formula | Other Potential KPI Formulations |
|----|---|---|---|--|---|
| | expenditures | expenditure trends | | | |
| 6 | Property losses relative to annual campus expenditures | Show relationship between property losses and annual campus expenditure trends | JURIS | Total dollars property losses / Annual campus expenditures | 1) Total number property losses / Annual campus expenditures |
| 7 | Property losses relative to outer gross square footage ** | Show relationship between property losses and outer gross square footage trends | JURIS CDW | Total number property losses / Total outer gross square footage** by campus | 1) Total dollars property losses / Total outer gross square footage** by campus |
| 8 | NFPA emergency management compliance | Show NFPA emergency management compliance assessments by location | Current – excel file Future - WBCR survey populates data warehouse | Average self-assessment by location, where '3' equals green, '2' yellow, '1' orange, and '0' red | 1) Self-assessment indicator averages by campus (0,1,2,3) |
| 9 | OSHA recordable rate | Show the OSHA Recordable Rate | Valley Oaks CDW | (Number of OSHA recordable cases x 200,000)/ Sum(annual number of hours worked) | None |
| 10 | OSHA lost time rate | Show the OSHA lost time rate | Valley Oaks CDW | (Number of OSHA lost time cases x 200,000)/ Sum(annual number of hours worked) | None |
| 11 | OSHA lost time days rate | Show the OSHA lost time days rate | Valley Oaks CDW | (Number of OSHA lost time days x 200,000)/ Sum(annual number of hours worked) | None |

* Excludes employer liability, ** Outer Gross Square Footage @100% = OGSF100 converted to acres.

Location target values:

- Target or reference KPI values are to be provided by each location once an understanding of trends and reasonable goals have been established. Updates to

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campus targets or threshold changes are to be communicated directly to ERMIS support via email at (emily.breed@ucop.edu).

- Changes to targets will be uploaded to the database by the administrator as necessary. The ERMIS system currently utilizes enterprise averages as a reference place holders for customized targets.
- See: Score Card Color Indicator

Loss Amount:

- Utilizes Reserve Amount or Event_Total_Incured
- See: Total dollar property losses, Total dollar GL event, Total dollar claims

Monthly dashboard KPI results consideration:

- The ERMIS KPI ratios are calculated using the sum total of the actual values for the given month. Using KPI #4 as an example, the formula would be: (Sum of events for the given month / Sum of student population for the given month). The formula would apply to both the campus and enterprise level reports. Among the reasons for this approach is that calculating the KPI ratios across multiple month time intervals and multiple campus locations can be considered inaccurate and subject to interpretation. The variation in KPI results can occur because the inputs (the numerator & denominator values) utilized in these calculations can be tabulated differently (utilizing Actual, Averages or Sum Total formulas).
- For the purposes of ERMIS, the KPI ratio inputs have been kept simple and are generated as a snapshot, based on a actual values and single user selected (month & year) point in time. Historical ratios would also be generated as snapshots. When interpreting time dependant data it is important to recognize the dynamic or static nature of the information being evaluated.

NFPA:

- National Fire Protection Association (<http://www.nfpa.org/>)
- NFPA is an international nonprofit organization. Their mission is to reduce the worldwide burden of fire and other hazards on the quality of life by developing and advocating scientifically based consensus codes and standards, research, training and education. See: Average NFPA Scores

Number of hours worked:

- Utilize HOURS_PAID_PAY_PER from the personnel extract file at a desired organization level

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OGSF (outer gross square footage):

- OGSF100 is the sum of Basic Gross Area Total and Covered Unenclosed Gross Area. Basic Gross Area is the sum of all area, finished and unfinished, on all floors of an enclosed structure, i.e., within the environmentally controlled envelope, for all stories or areas which have floor surfaces.
- While covered unenclosed gross area is the sum of all covered or roofed areas of a building located outside of the enclosed structure, i.e., the environmentally controlled envelope, for all stories or areas which have floor surfaces.
- This information is obtained from the CDW Equipment and Building extract file. See: Total number of acres (or square feet), Outer Gross Acre

OSHA (Occupational Safety and Health Administration):

- Occupational Safety and Health Administration
- OSHA and its state partners have approximately 2100 inspectors, plus complaint discrimination investigators, engineers, physicians, educators, standards writers, and other technical and support personnel spread over more than 200 offices throughout the country. This staff establishes protective standards, enforces those standards, and reaches out to employers and employees through technical assistance and consultation programs. (www.osha.gov)
- OSHA Standards:
(http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=11264&p_tabl e=STANDARDS)

OSHA Lost Time

- The term lost time case means a nonfatal traumatic injury that causes any loss of time from work beyond the day or shift it occurred; or a nonfatal nontraumatic illness/disease that causes disability at any time.
- $(\text{Number of OSHA lost time cases} \times 200,000) / \text{Sum}(\text{annual number of hours worked})$
- 200,000 = base for 100 full-time equivalent workers (working 40 hours per week, 50 weeks per year).
- Data obtained from Valley Oaks and CDW data sources

OSHA Lost Time Days Rate

- The term lost time case means a nonfatal traumatic injury that causes any loss of time from work beyond the day or shift it occurred; or a nonfatal nontraumatic illness/disease that causes disability at any time.

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- (Number of OSHA lost time **days** x 200,000)/ Sum(annual number of hours worked)
- 200,000 = base for 100 full-time equivalent workers (working 40 hours per week, 50 weeks per year).
- Data obtained from Valley Oaks and CDW data sources

OSHA Recordable Rate

- The term lost time case means a nonfatal traumatic injury that causes any loss of time from work beyond the day or shift it occurred; or a nonfatal nontraumatic illness/disease that causes disability at any time.
- (Number of OSHA **recordable cases** x 200,000)/ Sum(annual number of hours worked)
- 200,000 = base for 100 full-time equivalent workers (working 40 hours per week, 50 weeks per year).
- Data obtained from Valley Oaks and CDW data sources

Outer Gross Acres:

- See: OGSF, Total number of acres

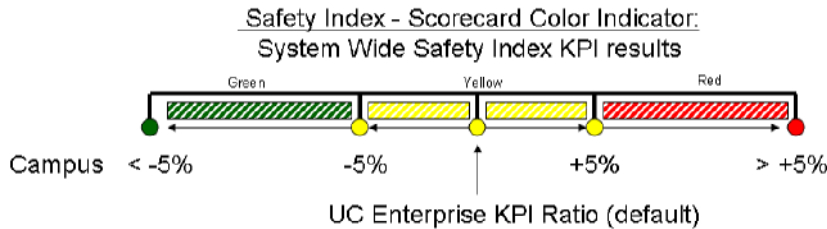
Property Losses:

- Property claims which are identified with a code PR.
- See: Total dollar property losses

Scorecard color indicator:

- By default the scorecard color indicator (red, yellow and green dots) shall be defined by comparing campus (location) KPI results to the respective UC enterprise KPI result. The UC enterprise KPI results will serve as the standard bench mark unless otherwise specified. The graphic below defines how these measures will be calculated.

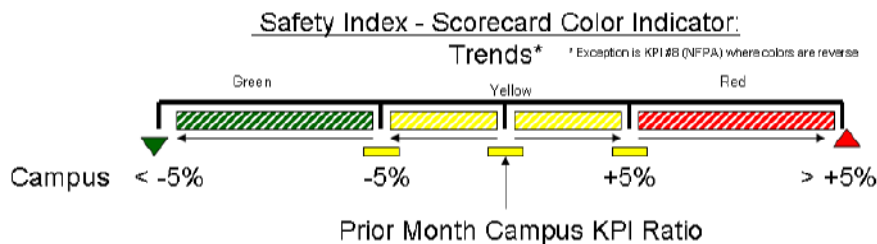
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- The system shall display a yellow indicator if the campus KPI score is between (+/-) 5% from the respective UC enterprise KPI
- The system shall display a red indicator if the campus KPI score is greater than 5% from the respective UC enterprise KPI
- The system shall display a green indicator if the campus KPI score is less than 5% from the respective UC enterprise KPI
- The system shall reverse the scorecard indicator color for KPI #8 (NFPA Emergency Management Compliance)

Scorecard trend color indicator:

- By default, the scorecard trend color indicator (red, yellow and green triangles) shall be defined by comparing the current campus (location) KPI results against those from the prior month respectively. The prior month KPI results will serve as the standard bench mark for each KPI ratio unless otherwise specified. The graphic below defines how these measures will be calculated.



- The system shall display a yellow trend indicator if the campus KPI score is between (+/-) 5% from the prior month campus KPI result
- The system shall display a green trend indicator if the campus KPI score is less than 5% from the prior month campus KPI result
- The system shall display a red trend indicator if the campus KPI score is greater than 5% from the prior month campus KPI result
- The system shall reverse the trend indicator color for KPI #8 (NFPA Emergency Management Compliance)

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Student Population:

- See: Total student population

Time frame:

- Incident_Date (indicates the date of loss)

Total dollar claims:

- Include incidents
- Claim types should be categorized as below:
 - Medical
 - Indemnity = Indemnity, Medical-CAE, Future Medical
 - First Aid = First Aid Paid, First Aid Unpaid
 - Record_only – label as Incident
- Include ANR claims under UCOP
- Ignore claim status
- Use Reserve_Amount

Total dollars GL event:

- General liability claims are identified with code GL
- Include incidents
- Include ANR claims under UCOP
- Include coverage codes: Bodily Injury, Property Damage.
- Use Event_Total_Incurred
- Exclude Cause Description = "Willed Body"
- Exclude Employer Practice Liability; EPL is defined as:
- Coverage Code = PI (Personal Injury) OR
- Claim Status = "I" AND Non Litigated EPL IS NOT BLANK AND Non Litigated EPL IS NOT EQUAL "Entered in Error"

Total dollars property losses:

- Property claims are identified with code PR
- Include Incidents
- Include ANR claims under UCOP
- Use Event_Total_Incurred
- Include all dollar amount regardless of deductible

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Total fleet size:

- Values include: Passenger & Light Truck, Trucks, Buses, Vans, Motor Scooter, Motor Cycles and Electric Cars.
- Retrieve all Equipment records where the first two characters of Equipment_Class_Code are either 'J2' or 'J3' and Equipment_Class_Code equals 'J0084' but not 'J2090'.
- Utilizes prior years' data until such time that the current year information is complete and can be made available to the ERM system

Total number of FTE:

- Utilize TIME_DISTRIB_ACTUAL from personnel extract file at desired organizational level

Total number GL event:

- General liability claims are identified with code GL
- Include incidents
- Include ANR claims under UCOP
- Include coverage codes: Bodily Injury, Property Damage.
- Use events for counts vs. claims
- Exclude Cause Description = "Willed Body"
- Exclude Employer Practice Liability; EPL is defined as:
- Coverage Code = PI (Personal Injury) OR
- Claim Status = "I" AND Non Litigated EPL IS NOT BLANK AND Non Litigated EPL IS NOT EQUAL "Entered in Error"

Total number of acres (or square feet):

- An acre is the name of a unit of area in a number of different systems. One acre comprises 4,840 square yards or 43,560 square feet (which can be easily remembered as 44000 square **feet**, less 1%). Conversion from square feet to acres was needed to ensure the KPI ratio results were significant.
- Utilizes prior years' data until such time that the current year information is complete and can be made available to the ERM system
- UCOP will utilize the following fixed value for OGSF = 991,000 square feet
- ANR will utilized the following fixed value for OGSF = 502,000 square feet
- See OGSF

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Total number of claims:

- Include incidents
- Claim types should be categorized as below:
 - Medical
 - Indemnity = Indemnity, Medical-CAE, Future Medical
 - First Aid = First Aid Paid, First Aid Unpaid
 - Record_only – label as Incident
- Include ANR claims under UCOP
- Ignore claim status

Total number of property losses:

- Property claims are identified with code PR
- Include Incidents
- Include ANR claims under UCOP
- Use Event_Number vs. claims

Total number of vehicle events:

- Auto claims are identified with code AU
- Count Event_Number
- Include Incidents
- Include ANR claims under UCOP
- Ignore claim status
- Does not match fleet types with vehicle involved in event

Total student population:

- Student data is provided to CDW by the campus end of every semester hence is not available at monthly level. Care should be taken when rolling up student headcount.
- Department student data not available. All data is at campus level only.
- The extract file includes undergraduate and graduate students.
- The extract file excludes health science residents.
- The terms are defined as indicated below:
 - Fall – September through December
 - Spring – January through June
 - Summer – July through August
- Student data is provided to CDW by the campus end of every semester hence is not available at monthly level. Care should be taken when rolling up student headcount.
- Department student data not available. All data is at campus level only.

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- The extract file includes undergraduate and graduate students.
- The extract file excludes health science residents.

WC Claims

- Workers Compensation Claims is a form of insurance that provides compensation medical care for employees who are injured in the course of employment, in exchange for mandatory relinquishment of the employee's right to sue his or her employer.
- See: Key Performance Indicator (KPI) definitions and formulas

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2.0 Corporate Data Warehouse

- The Corporate Data Warehouse (CDW) is an environment for storage and retrieval of corporate systems data, both current and historical. The goal of the CDW is to provide easy access to integrated, accurate, and timely information through interfaces that facilitate querying and reporting by end users. For additional information on the Information and Resource Communications (IRC) and the Corporate Data Warehouse please see the following link:
<http://www.ucop.edu/irc/dd/cdw/welcome.html>

Corporate Data Warehouse business area – (Equipment, Facilities and Assets)

- The CDW Equipment, Facilities and Asset (EFA) data is updated annually and the ERMIS system will receive data feeds via an EFA extract file respectively. At any point in time, 36 rolling months of data will be available in ERMIS, as provided by the EFA extract file. See: Frequency of data updates by source grid.
- Equipment and Facilities information is tracked at the campus level, however lower levels of information such as Division, Department and Unit are not available in the EFA CDW. The EFA CDW has data for 10 campuses, 5 medical centers and UCOP. Currently the data is tracked by both Fiscal Year and by Calendar Year (also called EFA_Year).
- There will be two separate data extract files from the EFA CDW, one with building data and the second with equipments and facilities data because the required data differs in granularity.
- In the Equipment extract file, a value for sub-location code has been included. This column is used in conjunction with the location code to identify the 10 campuses, 5 medical centers and UCOP. To identify the 16 locations multiple queries must be used to extract data for each location type. The logic is a varied combination of sublocation_code, Location_1 (location code) and affiliation_code. For example, Sublocation_Code=3 identifies a medical center. In another example, while Location_1=04 and Sublocation = 02 identifies UCOP, Location_1=04 alone has a description of Los Angeles. This information was gathered via interview with the data owner and is not currently available in the file, as further integration analysis will be conducted when the final extract file is received.
- To identify ANR data, separate logic is required which is not available in the EFA CDW data source extract. ANR information is part of the UC Davis Inventory files which are not currently part of ERMIS. As a result ANR information is currently rolled in to the UCOP.

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2.1 CDW Building File Data Extract:

| Description | Field Name | Format (Data Type, Size) | Position in file |
|-----------------------------------|------------------|--------------------------|------------------|
| Building Number (CAAN) | Building_Number | Alphanumeric 5 | 1 |
| Location | LOCATION_1 | Alphanumeric 2 | 2 |
| Location Description | Location_1_Title | Alphanumeric 15 | 3 |
| Campus Function Affiliation Code | Affiliation_Code | Alphanumeric 1 | 4 |
| Building Functional Category Code | Category_Code | Alphanumeric 1 | 5 |
| Fiscal Year | EFA_Year | Alphanumeric 4 | 6 |
| OGSF100 | OGSF_100 | Numeric 9 (9V0) | 7 |

2.2 CDW Equipment File Data Extract:

| Requested Data Element | Column Name | Format (Data Type, Size) | Position in file |
|---|------------------------------|--------------------------|------------------|
| Property Number | Property_Number | Alphanumeric 9 | 1 |
| Building Number (CAAN) | Building_Number | Alphanumeric 5 | 2 |
| Equipment Classification Code | Equipment_Class3_Code | Alphanumeric 3 | 3 |
| Equipment Classification Code Description | Equipment_Class3_Description | Alphanumeric 40 | 4 |
| Equipment Classification Code Subtype | Equipment_Class5_Code | Alphanumeric 5 | 5 |
| Equipment Classification Code Subtype Description | Equipment_Class5_Description | Alphanumeric 80 | 6 |
| Location | LOCATION_1 | Alphanumeric | 7 |

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| | | | |
|------------------------|------------------|--------------------|----|
| | | 2 | |
| Location Description | Location_1_Title | Alphanumeric 13 | 8 |
| Sub-Location Indicator | Sublocation_Code | Alphanumeric 1 | 9 |
| Fiscal Year | Fiscal_Year | Alphanumeric 4 | 10 |
| Calendar Year | EFA_Year | Alphanumeric 4 | 11 |

2.3 CDW Building and Equipment Data Elements:

Building Number:

- The unique building identifier across several system-wide asset and equipment inventory systems. Also known as the Capital Asset Account Number (CAAN).

Building Functional Category Code:

- Code indicating the type of building based upon the predominant current use of space within the building, e.g. 'R' for Residential.

Campus Function Affiliation Code:

- Code indicating the administrative unit with which a building is affiliated in facilities inventory reports.

EFA Year:

- EFA_Year is same as the calendar year.

Equipment Classification Code:

- A code indicating the classification of an equipment item.

Equipment Classification Code Description:

- Description of the equipment item.

Equipment Classification Code Subtype:

- Sub category of different types of equipment under the Equipment Classification Code.

ERMIS Data Dictionary

Equipment Classification Code Subtype Description:

- Description of Equipment classification code subtype.

Location_1:

- Location/Campus Code - Code indicating a campus, major affiliated institution, or U.S. government-owned/contractor-operated laboratory of the University. See Sub-Location Indicator.
- The Equipments and Facilities Data Extract file will provide Equipment and Facilities related information for 16 locations
 - 10 Campuses
 - 5 Medical Centers
 - Langley Porter Institute should be rolled into UC San Francisco Medical Center
 - Neuropsychiatric Hospital & Institute and Santa Monica Medical Center should be rolled into UCLA Medical Center.
 - UCOP (Include ANR)
 - National laboratory data is not required in the extract file

LOCATION_1_Title:

- This is the description of Location_1 codes.

Property Number:

- A sequential number assigned by campus Inventory departments which uniquely identifies an item of equipment.

Sub-Location Indicator:

- Code indicating that an equipment item is associated with the general campus, a university-wide program, or a medical center.
- No national laboratory data is required in the extract file.
- For the Equipment Extract File, all rows pertain to Campus Location except those with Sublocation Code of '3' which identifies Medical Centers and Sublocation Code of '2' which identifies UCOP (this last rule only applies if the Location Code is '04').
- For the Building Extract File, the location assignment rules are:
 - If the Functional Affiliation Code is equal to 'S' , the location is "UCOP"
 - If the Building Category Code is equal to 'M' , the location is a Medical Center
 - Otherwise the location is a Campus.

ERMIS Data Dictionary

2.3 CDW Personnel File Data Extract:

| Description | Field Name | Format(Data Type, size) | Position in file |
|------------------------|---------------------|-------------------------|------------------|
| Fiscal Year | FISCYR | Number 4 | 1 |
| Calendar Month | MONTH | Number 2 | 2 |
| Calendar Year | CALENDAR YEAR | Number 4 | 3 |
| Location | LOCATION_1 | Alphanumeric 2 | 4 |
| Location Description | LOCNM_13 | Alphanumeric 30 | 5 |
| Division | ORG_1_CODE | Alphanumeric 7 | 6 |
| Division Description | ORG_1_TITLE | Alphanumeric 30 | 7 |
| Department | ORG_2_CODE | Alphanumeric 7 | 8 |
| Department Description | ORG_2_TITLE | Alphanumeric 30 | 9 |
| Unit | ORG_3_CODE | Alphanumeric 7 | 10 |
| Unit Description | ORG_3_TITLE | Alphanumeric 30 | 11 |
| FTE | TIME_DISTRIB_ACTUAL | (nnnnnnn.nnnn) | 12 |
| Hours Worked | HOURS_PAID_PAY_PER | (nnnnnnnnn.nn) | 13 |
| Headcount | HEADCOUNT | (nnnnnnnnn) | 14 |

2.4 CDW Personnel Data Elements:

TIME_DISTRIB_ACTUAL:

- Monthly FTE count - The time charged to a distribution, expressed as a decimal fraction of full time (full time = 1.0000).

HOURS_PAID_PAY_PER:

- Hours Paid for Month - The number of hours paid per pay period within a distribution.

ERMIS Data Dictionary

LOCATION_1:

- Location/Campus Code - Code indicating a campus, major affiliated institution, or U.S. government-owned/contractor-operated laboratory of the University.

LOCNM_13:

- Descriptive name of the location/campus.

ORG_1_CODE:

- Code indicating the campus and the department to which an account number is assigned.

ORG_1_TITLE:

- The name of the organizational group to which an account number is assigned. Names are assigned by the campuses.

ORG_2_CODE:

- Code indicating the campus and the department to which an account number is assigned.

ORG_2_TITLE:

- The name of the department to which an account number is assigned. Assigned by campuses.

ORG_3_CODE:

- Code indicating the campus and the organizational unit to which an account number is assigned

ORG_3_TITLE:

- The name of the organizational unit to which an account number is assigned. Names are assigned by campuses.

FISCYR:

- Identifies Fiscal Year the row data belongs to.

CALENDAR YEAR:

- Calendar year the row data belongs to.

MONTH:

- Calendar Month the row data belongs to.

ERMIS Data Dictionary

HEADCOUNT:

- Headcount by location, division, department, and unit for the time period.
- Headcount may be double counted across division/department/unit because people work for more than one unit at a time.

2.5 CDW Student Data Extract File:

| Requested Data Element | Column Name | Format(Data Type, Size) | Position in file |
|--|------------------------|-------------------------|------------------|
| Campus Code | CAMPUS_REGISTERED_CODE | Alphanumeric 2 | 1 |
| Campus Name | CAMPUS_NAME | Alphanumeric 15 | 2 |
| Academic Year | YEAR_REGISTERED_AY | Number 4 | 3 |
| Term registered name. FALL, SPRING or SUMMER | TERM_REGISTERED_NAME | Alphanumeric 6 | 4 |
| Fiscal Year | FISCAL_YEAR | Number 4 | 5 |
| Calendar Year | YEAR_REGISTERED_CY | Number 4 | 6 |
| Student Headcount | HEADCOUNT | Number 6 | 7 |

2.6 CDW Student Data Elements:

CAMPUS_REGISTERED_CODE:

Code indicating the campus at which the program/major is offered

CAMPUS_NAME:

Code indicating the campus at which the program/major is offered

TERM_REGISTERED_NAME:

Is the name of the term the student is registered in e.g. Fall, Spring or Summer. Summer and Fall data is available at the same time.

ERMIS Data Dictionary

YEAR_REGISTERED_AY:

The academic year during which the student is registered for classes.

FISCAL_YEAR:

Fiscal Year the record belongs to

YEAR_REGISTERED_CY:

Calendar Year the record belongs to

HEADCOUNT:

Total number of students at each location for the term.

ERMIS Data Dictionary

3.0 Sedgwick (Valley Oaks and JURIS)

- Valley Oak Systems (VOS) – This system contains claims litigation, workers’ compensation, safety, and loss control information.
- JURIS - This system contains general liability and property loss claims. Additional background information on the JURIS can be obtained via the following link: <http://www.sedgwickcms.com/ourtechnology.aspx>

3.1 Valley Oaks System File Data Extract:

| Field Name | Column # (Position in file) | Description | Data Type |
|--------------------|--------------------------------|--|-----------------|
| INSURED_NAME1 | 1 | Location/Campus, Med center | Alphanumeric 50 |
| ORG1_CODE | 2 | Division information of CDW | Alphanumeric 10 |
| ORG2_CODE | 3 | Department information of CDW | Alphanumeric 10 |
| ORG3_CODE | 4 | Unit information of CDW | Alphanumeric 10 |
| ORG1_DESC | 5 | Campus Name | Alphanumeric |
| ORG2_DESC | 6 | Division Name | Alphanumeric |
| ORG3_DESC | 7 | Department Name | Alphanumeric |
| INCIDENT_DATE | 8 | This is the date loss occurred. All date/FY calculation should use this date | Date |
| CLAIMANT_TYPE_DESC | 9 | Identifies claim types. This column is identified to be used as Claim_Type | Alphanumeric 30 |
| CLAIM_CAUSE_CODE | 10 | Code for claim cause. This column is being used along with Description | Number 3 |
| CLAIM_CAUSE_DESC | 11 | Description associated with Claim Cause Code | Alphanumeric |
| INCIDENT_TYPE_CODE | 12 | Types of incidents that cause loss. This data is identified to be used for drill paths | Number 3 |
| OSHA_LOSS_DAYS | 13 | OSHA Loss Days should be used instead of OSHA Restricted Days. | Number 5 (3,2) |
| RESERVE_AMOUNT | 14 | Use this for Workers’ Comp. This has information on Total Claim Incurred – i.e. Claim_Total_Incurred | Number 7 (5,2) |
| INCIDENT_TYPE_DESC | 15 | Incident Description. Use this | Alphanumeric 50 |

ERMIS Data Dictionary

| Field Name | Column # (Position in file) | Description | Data Type |
|--------------|--------------------------------|---|----------------|
| | | one for Incident description | |
| CLAIM_NUMBER | 16 | Identifies an OSHA case uniquely | Alphanumeric 9 |
| OSHA_CODE | 17 | OSHA Indicator (Identifies this case as an OSHA claim). | Number 2 |

3.2 JURIS System File Data Extract:

| Field Name | Column Number (Position in file) | Description* | Data Type |
|----------------------|-------------------------------------|---|-----------------|
| ACCOUNT_NAME | 1 | Location/Campus name | Alphanumeric 50 |
| FILE_NUMBER | 2 | File Number | Alphanumeric 18 |
| STRUCTURE LEVEL 03 | 3 | Division | Alphanumeric |
| STRUCTURE LEVEL 04 | 4 | Equivalent to Org2 in Valley Oaks (Department Code). | Alphanumeric 50 |
| STRUCTURE LEVEL 04 | 5 | Equivalent to Org2 in Valley Oaks (Department). | Alphanumeric 50 |
| EVENT_NUMBER | 6 | ID for each accident or loss | Alphanumeric 10 |
| LINE_CODE | 7 | Claim Category | Alphanumeric 2 |
| DATE_OF_LOSS | 8 | The date incident occurred. Use this for date related calculations i.e. FY etc. | Date Timestamp |
| NON-LITIGATED EPL | 9 | Cause Code of Employer Liability | Alphanumeric |
| EVENT_TOTAL_INCURRED | 10 | Dollar amount associated with the loss | Decimal |
| CAUSE_CODE_DESC | 11 | Cause Code Description | Alphanumeric |
| COVERAGE CODE | 12 | Further breakdown of Claims from Line Code | Alphanumeric 2 |
| CLAIM STATUS | 13 | Claim or Incident | Alphanumeric 1 |

***Notes:**

Claim Status (G) = {C = Claim, I = Incident, O = Open}

Line Code (H) = {PR = Property, GL = General Liability, AU = Vehicle Accident, FA = Fine Arts, which can be included with PR}

ERMIS Data Dictionary

Coverage Code (I) = {BD = Building, BI = Bodily Injury, CL = Collision (Auto), CM = Comprehensive (Auto), CN = Contents (Property), FD = Fidelity (Property), OT = Other (Property), PD = Property Damage}

Non-Litigated EPL (F) = {DFEH, EEOC, Entered in Error, FEHA, Grievance, Other Agency Claim, Written Complaint}

3.3 Valley Oaks and JURIS Data Elements:

Number of OSHA recordable cases:

- Use incident date
- Count all OSHA cases (Sedgwick to provide the logic)

Annual number of hours worked:

- Utilize HOURS_PAID_PAY_PER from personnel extract file at the desired organization level

Number of OSHA lost time cases:

- Count all OSHA cases with OSHA_Loss_Days > 0

Number of OSHA lost time days:

- Count all OSHA cases Sum of OSHA_Loss_Days