



ALABAMA MEDICAID AGENCY

Enterprise Data Governance

Master Data Elements Reference Guide

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Master Data Elements Reference

Purpose and Intent

The Master Data Element Reference Guide will serve in conjunction to Data Management Plan(DMP) and in alignment to the Interface Control Document (ICD). Its primary purpose is to establish a common understanding and standardized terminology for Enterprise Master data elements, ensuring consistency and accuracy across the Enterprise business processes and systems.

The objectives of the Master Data Element Reference Guide include:

- **Standardization:** Define and standardize the key data elements used across different departments and systems within the organization. This helps in promoting a consistent and unified approach to data management.
- **Clarity and Understanding:** Provide clear definitions, descriptions, and contextual information for each master data element, enhancing the understanding of its purpose, usage, and significance. This clarity contributes to improved communication and collaboration among teams.
- **Data Governance:** Support effective data governance by outlining ownership, stewardship, and accountability for each data master element. This helps establish clear roles and responsibilities for maintaining data quality and integrity.
- **Data Quality Improvement:** Serves as an extension to Collibra for identifying and the Data Management Plan will address handling data quality issues. By documenting data element specifications and characteristics, the guide assists in maintaining and improving the overall quality of master data.
- **Integration and Interoperability:** Facilitate seamless integration and interoperability among different systems and applications by providing a common reference point for data elements. This is crucial for ensuring accurate and efficient data exchange across the organization.
- **Facilitation of Data Management Processes:** Assist in the development and enhancement of data management processes, including data profiling, cleansing, and migration, by offering a detailed understanding of the data elements involved and not the source of all information.
- **Decision Support:** Enable better decision-making by providing a centralized repository of information about critical data elements.
- **Change Management:** Support change management initiatives by documenting and communicating changes to data elements, ensuring that all stakeholders are aware of and can adapt to modifications in data definitions or structures.

This Master Data Element Reference Guide will serve as a vital tool for promoting data consistency, understanding, and governance within the agency, contributing to overall data quality and facilitating effective data management practices.



Business Rule and Data Validation Types

The Data Governance Office is committed to ensuring that the definition of master data elements and the business rules that govern the validity of the data are accurate, complete, and consistent with the agency's business needs.

Business Rules Example:

Business Rule: The enrolling provider's DEA number must be registered with DOJ and listed on the enrollment file at Medicaid.

Business Rule: If the provider's parent organization is "active" status, the provider can enroll with Medicaid.

Validation Rule Example:

Validation Rule: First Name = required, if numeric than reject entry

Validation Rule: Medicaid = required, must begin with 500 or 530 with 12 numeric characters or 13 characters that include check digit



Data Element Table

Data Element Name: Identifying name of element.

System of Record: System that stores and manages data element

Asset Type: Categorization of the data element (e.g., customer data, product data).

Element Acceptance Status: Indicates whether the data element is accepted for use.

Committee Approval Status: Indicates the approval status from relevant data.

Data Element Name	Asset Type	System of Record	Element Acceptance Status	Approval Status
RECIPIENT/ELIGIBLE PATIENT ELEMENTS				
MedicaidID	Recipient/Eligible Patient	CARES	Accepted	DGC Approved 10/21
Last Name	Recipient/Eligible Patient	CARES	Accepted	DGC Approved 10/21
First Name	Recipient/Eligible Patient	CARES	Accepted	DGC Approved 10/21
Date of Birth	Recipient/Eligible Patient	CARES	Accepted	DGC Approved 10/21
Gender	Recipient/Eligible Patient	CARES	Accepted	DGC Approved 10/21
Cell Telephone	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
Email Address	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
Ethnicity	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
Home Telephone	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
Mailing City	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
Mailing State	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
Mailing Street	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
Mailing Zip Code	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
Other Phone	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
Race	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
Relationship to Applicant	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22



Data Element Name	Asset Type	Data Type	Element Acceptance Status	Approval Status
Residential City	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
Residential County	Provider Demographics	CARES	Accepted	DGC -> EOC Approved 11/22
Residential State	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
Residential Street	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
Residential Zip Code	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
Work Telephone	Recipient/Eligible Patient	CARES	Accepted	DGC -> EOC Approved 11/22
PROVIDER MASTER DATA ELEMENTS				
Provider Name	Provider Demographics	Provider Management	Accepted	EOC Approved 06/23
Provider Medicaid ID	Provider Demographics	Provider Management	Accepted	EOC Approved 06/23
Provider NPI	Provider Demographics	Provider Management	Accepted	EOC Approved 06/23
Provider Type	Provider Credentials and Svc	Provider Management	Accepted	EOC Approved 06/23
Provider Phone	Provider Credentials and Svc	Provider Management	Accepted	EOC Approved 06/23
Provider Tax Id	Provider Credentials and Svc	Provider Management	Accepted	EOC Approved 06/23
Provider Address	Provider Credentials and Svc	Provider Management	Accepted	EOC Approved 06/23
Provider email & website	Provider Credentials and Svc	Provider Management	Accepted	EOC Approved 06/23
Provider Enrollment Status	Provider Credentials and Svc	Provider Management	Accepted	EOC Approved 06/23
Provider Billing Info	Provider Credentials and Svc	Provider Management	Accepted	EOC Approved 06/23
Provider Specialty Svc	Provider Credentials and Svc	Provider Management	Accepted	EOC Approved 06/23



Group Affiliations	Provider Credentials and Svc	Provider Management	Accepted	EOC Approved 06/23
Service Location	Provider Credentials and Svc	Provider Management	Accepted	EOC Approved 06/23
Provider Contract Status	Provider Credentials and Svc	Provider Management	Accepted	EOC Approved 06/23