

## STANDARDIZATION OF ASSET STATUS CODES USED IN DIRECTLINE AND IMPORTED TO SBCTC DATA WAREHOUSE

### BACKGROUND AND PURPOSE

#### What is DirectLine?

The State Board pays for a software application known as DirectLine provided by Megamation. All colleges use this database system for their physical asset reporting and facility management including work orders and other activities. DirectLine is recognized as the master data record for all building and room details for the college system.

Data from DirectLine is used frequently to report facility-related statistics to Washington legislators and other state agencies. This data is used for capital budget requests as well as annual reports collected by our Institutional Research team.

#### How are Status codes used?

All buildings, rooms, and equipment in DirectLine have a **Status** code to determine if the item is in service, temporarily out of service, or no longer exists. Without accurate and standardized values in the **Status** field, it is difficult and sometimes impossible to retrieve an accurate data set. Colleges have used different codes to indicate the same **Status**. Some colleges have inconsistently used the codes in their data.

Data is copied from DirectLine and imported into our SBCTC data warehouse on a monthly basis. Once the college data is pooled in our data warehouse, conflicts and redundancy occur.

#### Who was involved in developing this proposal?

On the recommendation of the State Board Capital Director, Wayne Doty, the DirectLine User Group evaluated the current state of our data and approved a standardized set of values for the **Status** field. The DirectLine User Group consists of two representatives from the Budget Accounting and Reporting Council (BAR) and two from the Operations and Facilities Council (OFC) as well as Cheryl Bivens, the user group facilitator and DirectLine/SBCTC liaison. Both commissions have a shared interest in DirectLine and data warehouse records.

#### What was the process used by the working group?

1. Determine current **Status** code values used in DirectLine by all colleges.
2. Evaluate and identify redundancy, conflicts, and extraneous values.
3. Identify a global set of values to be used by all colleges.
4. Work individually with the colleges and DirectLine to update their data.

#### CONTACT INFORMATION

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## CURRENT STATE OF STATUS CODE FIELD

### Colleges don't use the same set of values

The table below represents all **Status** codes used for buildings from our data warehouse.

Code	Description
A	Active
AB	Abandoned In Place
AC	Active
ACTIVE	Active
	In Service
D	Demolished
	DISPOSED
	Operating Deficient
DE	Demolished
DEMO	Demolished
DISPOSED	DISPOSED
I	Not Installed
IN	IN
	In Service
	In Service (DO NOT U
	Inactive
	Installed
INACTIVE	Inactive
	Inactive now
INSTALLED	Installed
INUSE	Available for Use/Op
NA	No Longer Available
NEW	(NEW)
NI	Not Installed
NOTINUSE	Not useable/Non-oper
O	Operating
OP	Operating
OPER	OPERATIONAL
OS	Out of Service
OTHER	OTHER
OUTOFSERVIC	Out of Service
R	Removed
	Retired
RE	Redundant
REDUNDANT	Redundant

RET	Retired
RETIRED	Retired
S	Out of Service
U	Under Repair

### PROPOSED REVISIONS OF STATUS CODE FIELD

The working group discussed all **Status** codes and agreed upon the following for buildings, rooms, and equipment records:

Code	Description	Notes
Active	Active	Any asset currently owned or in use by the college
Inactive	Inactive	Any asset retired or disposed
Demo	Demolished	Used for a building that has been torn down
TOS	Temporarily out of service	Building or equipment temporarily offline for renovation or repairs. Will be returned to service.

#### What is the process to finalize this proposal?

The DirectLine User Group is seeking approval from the Data Governance committee. Once approved, each college will be assisted in updating their DirectLine data.

#### How do we implement this proposal?

Cheryl will work with DirectLine and individual colleges to accurately crosswalk their data. DirectLine will revise the **Status** code drop-down options and make it a global table to assure consistency in the future.