**Slide 1**

Welcome to Data Analysis 101 Training!

Let’s get started.

**Slide 2**

What is Data and Why is it important? Data is a collection of information that can be manipulated, organized, and processed. Data is important because it is used to:

* 1. Make informed decisions about VR&E business processes
  2. Tracking of performance metrics and goals
  3. Finding more efficient ways to provide services to Veterans
  4. Forecasting end of year performance

**Slide 3**

Quantitative data is in the form of a unique numerical value. Examples would be count, measure, room temperature, and the height of a person.

Qualitative Data is in a non-numerical form, such as words, images, or observations. Qualitative data can be observed and recorded. Examples would be hair color, eye color, etc.

Pro Tip: Not all numbers are quantitative data sources. Some examples of qualitative numbers include years, dates, height and weight.

Remember, quantitative data can be used for statistical analysis, or calculations such as average scores or number of times an answer was given.

**Slide 4**

Data format is the definition of the structure of data within a database or file system that gives the information its meaning.

There are two different types of data formats, to include structured and unstructured data.

Structured data is usually defined by rows and columns, similar to a blank Excel page. In an Excel spreadsheet, you can easily create columns or rows to sort and filter data.

Unstructured data includes audio or video objects, but these data sources may need additional software or devices to read the data back to you. For instance, a video would need video playback software.

**Slide 5**

The four pillars of data help an organization make data-driven decisions. There are four pillars to data analytics: descriptive, diagnostic, predictive and prescriptive.

The descriptive pillar is the most basic level of analytics. This is the basic review of dashboards and reports.

The diagnostic pillar helps us ask the ‘what’ of the data. An example is if a chart is trending up or down.

The predictive pillar combines information from the descriptive and diagnostic pillars to predict and test the decisions for success and how they work together.

The last and most advanced level of data analytics is prescriptive data where we get into the ‘why’ of analytics. This is where our data-driven decision-making takes place.

**Slide 6**

The Privacy Act of 1974 is the governing document for data privacy and ethics. The VA 6500 Handbook establishes the roles and responsibilities and identifies the privacy officer. It is a defensive duty of a Privacy Officer to assist in mitigating damage when PII is compromised. Please find the link to your privacy officer in the PowerPoint.

**Slide 7**

Data spillage is a security incident when confidential information is released to an untrusted or unauthorized environment. We see examples of data spillage in our everyday lives such as a bank breach or a stolen laptop. If you believe data spillage has occurred, first contact your supervisor. You and your supervisor will work together for notification to the Privacy Officer.

**Slide 8**

Here we have provided some links to commonly accessed data sources to include OBIEE and eVA. Embedded in the PowerPoint is a link to a PDF of the VR&E Report Guide, which will further describe the reports in OBIEE. Information on how to join the MS Teams External Repository team has also been illustrated.

**Slide 9**

This video shows you how to get into an OBIEE report, using the percent active caseload as an example. Selecting the right report from the dropdown, we then land on the national results page. Up in the left-hand side, you can see the various tabs supported in this report. Each tab can also be exported to Excel, as shown in the video.

For more information on the Percent Active cases report, and many others, please refer to the VR&E Report Guide embedded PDF on slide 8.

**Slide 10**

The attached video illustrates how to access e-VA reports to view your own performance data and how you are comparing against those in your office. You can export the scheduled assignments to Excel on the main landing page. The client’s tab will have additional categories you can sort by to view your caseload.

**Slide 11**

This video illustrates how to join the Strategic Analysis External Repository for access to data and the VR&E Report Guide.

**Slide 12**

This slide illustrates how to export data from CWINRS into an Excel Spreadsheet.

Point 1 identifies the need to choose a case station.

Point 2 identifies the need to choose a case manager.

Point 3 identifies the apply button to generate the information of the case manager and station.

Once the information is applied and the list is generated, point 4 illustrates the export feature. Once this button is pressed an Excel Spreadsheet will open with the information, which can then be sorted, filtered and changed, as needed.

**Slide 13**

This slide illustrates the 10 most accessed reports in OBIEE, nationally. The top accessed report, percent active caseload, is frequently used for identifying aging cases.

**Slide 14**

It is important to understand the measurable metrics for the VR&E program. Here we have provided a timeline of aging cases per status and the suggested OBIEE report to review the days in each status. Additional information on OBIEE reports can be found on the embedded VR&E Report Guide, embedded on slide 8.

**Slide 15**

There are many common errors to watch for when preparing your data. Errors can include inconsistent spelling, using acronyms, inconsistent date formatting, or pulling data that has not been updated, all of which can impact the outcomes of your data.

In OBIEE, it is important to wait for a report to fully download. Be mindful of the spinning arrow in paratheses in the top right corner of your screen- you want to make sure that has stopped moving for the report to be fully downloaded.

Be mindful of the report you are pulling and if it is the report that includes your intended information. Refer back to the VR&E Report Guide if you are unsure what the report is intended for.

Use your resources! You can always check your data in OBIEE against information in CWINRS.

**Slide 16**

Once your data is downloaded, you can use Excel functions to manipulate your data to your needs. Here is an illustration of how to access some of the top 10 functions showing both the function bar and the ‘insert function’ feature in Excel.

**Slide 17**

Here we have provided the top 10 Excel functions for collecting data. The top 2 are the sort and filter features, which are the quickest and easiest way to organize your data.

**Slide 18**

We have numerous data analysis tools available to us, which are important to help organize and uncover insights into our data. OBIEE is the most commonly used data collection tool in VR&E and will provide insights into all kinds of useful data! Excel is the most commonly used data analysis tool, allowing for quick access to information in spreadsheets.

**Slide 19**

When preparing your data for presentation, here are 6 helpful points to successfully tell the story of your data-driven decision-making.

**Slide 20**

Now that you understand the types of data, how to collect the data, how to organize the data, and how to present the data, you are now on the path to data fluency! Please keep in mind the 4 outcomes when reaching data fluency. Data fluency will help you have better decision-making, efficient communication, alignment, and accountability and foster a learning culture.