

# Facilities Information Management System

## *Data Validation Lessons Learned*

*(Updated January 2016)*

### Source Documents

- Organization is critical when it comes to source documents. Don't waste time during the validation locating source documents. Have them ready and available at the start of the validation process.
- Be sure to complete the Source Document Worksheet (found on the website) prior to the validation. This ensures that the validation team knows at the beginning of the process who the owner is for the various source documents that will be referenced. Having this information streamlines the process and makes for quicker contact with the source document owner in the event questions arise.
- Please review the data validation guidance to ensure your source documentation is up-to-date for those data elements that require the source documents to be updated annually. A red rating will automatically be received for any of these data elements where the source document is greater than 1 year old. Do not waste time recreating source documents for data elements that do not require annual updates unless the data has changed since the last validation.
- **Very Important:** Keep in mind that a source document is needed for each data element that is being validated. This includes any data element with a 'No' value. Lacking a source document for a data element results in a variance.
- If any of the buildings included in the random sample have a FIMS generated RPV value, be prepared to share the methodology for the creation of the site factor if not using the FIMS default site factor of 1.568.
- Be prepared to share the methodology and the detailed calculations for all OSF Replacement Plant Values.
- If a site is spending more than a month preparing source documents for a FIMS validation, it is suggested they contact Adam Pugh (OAM FIMS System Owner), Mark Gordy (HQ FIMS Support), or Gayle Smith (HQ FIMS Support) to discuss. No site should spending enormous amount of time preparing for a validation.
- Be sure that your processes to collect this data are documented.

### Logistics

- The use of a conference room for the duration of the validation work is preferred. It allows sufficient space for all participants to comfortably participate in the process.
- The use of a laptop or computer is required to be used throughout the process. It enables the validation team to complete the forms as you work through the validation and basically facilitates the entire process leading up to the creation of the scorecard. Connectivity to FIMS is only required for generating the random sample/outlier reports and also for generating the complete information reports used during the walk-throughs. The inbrief, outbrief, and corrective action plan templates can be downloaded from the FIMS website at [https://fimsweb.doe.gov/fimsinfo/data\\_validation.htm](https://fimsweb.doe.gov/fimsinfo/data_validation.htm).
- Sites need to be prepared to provide a laptop/computer in the event that Site security restricts the use of non-government laptops.