HAWAII HEALTH SYSTEMS C O R P O R A T I O N *"Touching Lives Everyday"* **Policy**	**Department:** Information Technology Department	**Policy No.:** **ITD 0031**
		Revision No.: N/A
	Issued by: Barbara Kahana Vice President & CIO	**Effective Date:** 10/04/04
Subject: ***Data Conversion***	**Approved by:** Thomas M. Driskill, Jr. President & CEO	**Supersedes Policy:** N/A
		Page: 1 of 2

I. **PURPOSE:** This policy is to establish controls to maintain a secure and stable computing environment. Data Conversion Management procedures will be coordinated with business owners to ensure that data changes to system databases does not contribute to unnecessary downtime or computing errors.

HHSC must be prepared to manage the various new data standards the government is intending to release over the coming years. Adherence to this policy will help ensure minimal disruption.

II. **POLICY:** Data conversion management procedures shall be developed to ensure that changes to system data are performed with a clear plan designed to minimize downtime, reduce risk for unplanned downtime, avoid loss of data, and identify and correct incomplete conversions that may lead to diminished data integrity. Every data conversion project will commence with a detailed plan incorporating the following sections:

A. Introduction

This section shall clearly describe the purpose of the conversion and what type of data is being converted from and to.

B. Risks

This section shall describe the complexity of the conversion, and clearly identify risk levels (high, medium, low). Risks associated with the following shall be included:

- Conversion program failure to execute
- Conversion program failure before completing the conversion
- Conversion program converts data incorrectly
- Unable to recover database to original state after failed conversion
- Conversion errors not discovered until after an application is put back into production, leading to data integrity issues

C. Risk Reduction Steps

This section shall describe the steps to be taken to reduce the identified risks. These steps shall include:

- Testing of conversion the program
- Backup and recovery steps
- Post conversion data integrity checks to ensure that conversion was performed correctly
- Measurements to ensure conversion completion
- Responsibilities of IT and business owners to validate, test, and convert data

D. Procedure

The procedure section shall provide instruction regarding the performance of steps to be taken, which shall include:

- Documentation of requirement and project initiation
- User notification
- Conversion testing steps, including validation, measurements, responsibilities, etc.
- Backup processes
- Execution of conversion and monitoring processes
- Validation of conversion completeness and integrity
- Notification to Users of completion and resumption of production status
- Detailed recovery process in case of failure