Data Hub Tips

Below are some tips to help you navigate the system more successfully.

Adding New Person's Record

Before adding your first new person record, we'd suggest you take a few minutes to view the tutorial video we have posted at http://www.ucc.org/research/data-hub.html named "How to Add a New Person." This video may answer some questions you have.

- Before adding a new record, always search using the Transfer feature to ensure the record does not already exist within the Data Hub attached to another conference. If you find the person does exist in another conference or association, simply request a record transfer from this screen.
- Do not use too much in the search criteria when searching for a person. For example, if you are searching for Bob Greensmith and you enter Bob in the first name field and Greensmith in the last name field, you will not locate his record if his first name within the Data Hub is Robert. It is always best to search only by last name. In cases where too many records are returned using only last name, then add part of the first name or various forms of the first name. (In this case, you may want to try searching for Robert Greensmith or R Greensmith.)

Updating a Person's Record

- When making any sort of update to a person's record within the Data Hub, it is always a good idea to view all tabs associated with their record to ensure everything is up-to-date.
  - For example, when adding a new position you should also check the Specialty Codes tab to ensure this still correct.
  - When updating standing from Member in Discernment to Full Standing in the UCC, you should ensure their Member in Discernment tab reflects that they've completed this process. (After entering an Outcome and the date it was reached, the record will appear at the bottom of the screen under "Previous Discernment Processes.")

Members in Discernment

How did all my Members in Discernment get added to the Data Hub? I never provided People Update Forms for these individuals.

Last fall the MESA team requested you provide them a list of all your Members in Discernment and individuals with Privilege of Call. This was in preparation for the launch of the new Profiles system at the beginning of this year. All individuals who request an account within the Profiles system must have a Data Hub ID #. In order to accomplish this, MESA forwarded these lists you returned to them to have their Data Hub record created.

How do we handle Members in Discernment who are licensed in other conferences?

It has recently come to our attention that some Members in Discernment are licensed in conferences other than the conference that is overseeing their MID process. In cases such as this, the standing field for this individual should be Licensed and not Member in Discernment, and the record should be attached to the conference in which they are licensed. If you receive record transfer requests for these individuals, please approve the record transfer so the conference in which they are licensed can maintain their record. When a licensure ends for a Member in Discernment, their standing should be changed back to Member in Discernment and the record transferred back to the conference overseeing their MID process.

Transferring People Records

This process does not replace the official procedure to transfer standing between conferences/associations that is already in place and executed by Committees on Ministry. This is simply an administrative function to transfer a record after the standing transfer has taken place.

- Before approving a record transfer request for an individual from your conference, look at their record to ensure it is up-to-date based on your records. For example, were they a MID that you have ordained and are now transferring their standing to another conference? If so, make sure you update their standing and complete their MID tab to show this process has been completed. Were they a pastor at one of your churches, but you forgot to list the year their call ended and mark this pastorate inactive? After updating their record, then you can go back to the Transfer screen to approve the transfer.

- Do not reject a record transfer request you receive without contacting the conference that sent you the request to discuss why you cannot accept the record transfer request. If another setting has initiated the transfer of a record and your Committee on Ministry has not acted on that request, it's ok to leave the record in the transfer section of the Data Hub until your COM has completed its work.

- As a point of information, an individual may be attached to your conference that does not have any standing in the UCC. This can be the result of a variety of reasons: they were licensed within your conference in the past, they were a lay person serving a church in your conference, or they may have been added to the Data Hub for some unknown reason several years ago. If they are still marked as Active but are not serving in a setting, you should mark them as Inactive.

Frequently Asked Questions

What do I do with Christian Church (Disciples of Christ)—also referred to as "DOC"—clergy who we have approved to circulate a profile? How do I add them to the Data Hub appropriately?

First, do a search from the transfer screen to ensure a record doesn't already exist for them. If one doesn't exist, proceed to the People Screen and Add New Person. Enter all the information you have available for this individual. Their standing should be <u>No UCC Standing</u> since they will not receive Ordained Ministerial Partner Standing until they have a call within the UCC. On the comments tab, add a comment that indicates they are a DOC clergy person who has been authorized to circulate a profile. <u>After they receive a call to a local church, be sure to update their record and comments tab appropriately</u>. If they do not receive a UCC call or are no longer authorized to circulate a profile, mark their record inactive by un-checking the Active box on the Main Info tab. Also, delete the comment indicating they were authorized to circulate a profile.

Why are there selections in the Standing field that aren't actual authorizations in the UCC?

This field is a required field within the Data Hub. As such, something must be selected. We recognize many of these are not authorizations but rather statuses for the individual. If a person does have authorization, that should always supersede any status. The authorizations are Full Standing in the UCC, Commissioned Minister, Congregational Christian Standing, Dual Standing, Licensed, and Ordained Ministerial Partner Standing.

When should I mark a person's record inactive on the Main Info tab?

When a person no longer has any authorization or status (Member in Discernment, Privilege of Call, Resigned Standing with or without Bias, Terminated, Suspended, No UCC Standing, etc.) and is no longer serving in any setting within the UCC. This does not delete their record, but moves them to an inactive status; you can re-activate an individual's record at any time if they should have authorization or status.

How do I see these Inactive people records?

Just above the search return results is a drop down box that reads "Active People Only." Click the arrow and select "Inactive People Only" or "All People."

The Data Hub looks "odd" or I can't see all the information in some of the fields. How do I fix this?

> This is not a function of the Data Hub working improperly, rather it is Microsoft products not playing well together. The most likely issue is in your compatibility settings. In order to resolve this, open Internet Explorer and select Tools, then Compatibility View Settings. In the box below "Websites you've added to Compatibility View" you will likely see one of following: ucc.org, yb.ucc.org, or datahub.ucc.org. Click on it and select Remove. This should resolve your issue. If this does not resolve your issue, try adding ucc.org (or datahub.ucc.org) to your list of websites.

What is the purpose of the orange "Report data discrepancy" button?

> This button is for viewers who notice incorrect data within the Data Hub to notify you. You will receive an email when a person submits this. We ask that you verify the information they are reporting to you before updating the Data Hub.

We hope these tips are helpful to you as your continue to use the system and become more familiar with the new features / processes.

Center for Analytics, Research and Data (CARD)
700 Prospect Avenue East
Cleveland, OH 44115-1100