

**EAMS ACCESS PROJECT**  
*External Access Requirements Definition*  
*Agenda & Meeting Minutes*

<b>Project:</b>	<b>EAMS ACCESS SFTP SOLUTION</b>
<b>Meeting:</b>	EAMS Access SFTP Solution Technical Requirements am Meeting

<b>Date-Time-Location:</b>	February 08, 2010 1:00PM – 4:00PM 13th Floor Conference Room
<b>Invitees:</b> <i>(attendees in bold)</i>	Andrea Coletto, Brenda Ramirez, Brian Schwabauer, Camilla Wong, Carolyn McPherson, Dale Clough, Dan Jakle, Danny Teklehaimano, Denise Spelzini, Denise Yip, Dr. George Rothbart, Eric Knight, Gary Gallanes, Gina Gariitson, Jake Greenwell, Joel Hecht, Jose Gonzales, Joshua Bright, Julia Burns, Justin Geiger, Katherine Borlaza, Kim Lincoln-Hawkins, Linda Atcherley, Lorie Kirshen, Marc Glaser, Margo Hattin, Martin Dean, Matt Herreras, Oleg Katz, Paul Defrances, Pete Harlow, Renee Sherman, Richard Brophy, Ron Weingarten, Ryan Hitchings, Sandy Trigg, Sean Blackburn, Steve Cattolica, Tara Lewis, Yvonne E. Lang, CKV Sa, Talat Khorashadi, Robert Gilbert; Dave Cohen;
<b>Optional Attendee:</b>	
<b>Facilitator / coordinator:</b>	Robert Gilbert
<b>Next scheduled meeting:</b>	Feb. 11, 2010

<b>Meeting Objectives:</b>	Requirements Definition of the selected use case requirements
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<b>Agenda</b>		<b>Time</b>	<b>Duration</b>	<b>Owner</b>
1.	Open meeting: Review previous meeting minutes	1:30		Robert Gilbert
2.	Review submitted questions/comments	1:35		
3.	Business requirements evaluation: <ul style="list-style-type: none"> <li>An overview of the current filing process. All questions/comments are to be held until the overview has completed.</li> </ul>	1:40		Business Requirements Team
4.	Break	3:00		
5.	Finalize business requirements evaluation	3:10		Business Requirements Team
6.	Discuss Bulk Filing milestones	3:20		
7.	Technical detail requirements evaluation	3:30		

Problem: concern over filing multiple documents. Parking lot issue. Can bundle multiple

<b>1.</b>	<p><b>Questions and comments:</b></p> <ul style="list-style-type: none"> <li>• Form: needs definition</li> <li>• Form header and form trailer: will work with tech team to get definition</li> <li>• Header: Will remove IP address from definition</li> <li>• PLC will be removed</li> <li>• Login: Cannot provide with login, but can provide hard copy of what the e-form looks like – if want send request to Robert. E-form looks different, but requires same information</li> <li>• Wet signature: No – because then it is a digital signature that can be copied and defeats the purpose. Concern that this issue should be discussed further as it can affect ability to bulk file</li> <li>• Digital signature: will add proposed definition</li> <li>• Electronic signature: will add proposed definition</li> <li>• Will begin with business requirements</li> <li>• /s/ signature: our system does not accept special characters so cannot have slashes</li> </ul>	<p>DIR DIR DIR</p> <p>DIR</p>
<b>2.</b>	<p><b>Comments Business Requirements (Section of Document entitled “From the External Requirements List”):</b></p> <ul style="list-style-type: none"> <li>• Add to definitions “required” or “permissive” (do not have to give data, but if does it is captured) and “mandatory” (it will be rejected if no data) and “conditional” (dependant on another field that may be given)</li> <li>• Why isn’t answer included? They are required by law, but DWC doesn’t see many volume-wise. There is a possibility that other forms will be included.</li> <li>• Deletion of packets and dependencies – tech will add to this later.</li> <li>• Chart with each form, signatures required, attachments, visual – could be added to requirements</li> <li>• OCR filing by sftp trading partner: want as additional source, not sole way of filing. DWC trying to enforce something it doesn’t need to – there may be certain times when want to file singly. Send in questions on comments on this issue. If settling at district office, should be able to submit docs immediately. Same with e-filing. Should be added. No filing of duplicates would be ok rule. We will table and come back to this issue. Comments should be sent for DWC to consider.</li> <li>• Application rule of 5: xml schema validation should not allow transmission of additional or inappropriate documents therefore rule not necessary.</li> <li>• Application POS and verification and lien POS and verification should be the same.</li> <li>• Lien bills must be scanned in together as one document</li> <li>• Should be itemized billings as opposed to statement of charges.</li> </ul>	<p>DWC</p> <p>DIR DWC</p> <p>(Kathy and Joel)</p>

3.	<p><b>Preliminary Discussion on technical documentation:</b></p> <ul style="list-style-type: none"> <li>• Read this document for Thursday. CKV gave overview. Bulk milestones will be covered. Working documents will be specifications for bulk filing.</li> <li>• Use case has assumptions and activities. Something has already happened and something else will happen in response. Breaks down activities – written down tasks with assumptions and activities. Add definition of use case to terminology. Story board roles.</li> <li>• DWC packet is the envelope with payload. Payload contains transaction – form and attachment. Only one form per transaction. Payload not standard terminology. Trading partner will send ftp transaction to EAMS. DWC will send initial acknowledgment of receipt within 15 seconds. Once processed, two more notices from DWC summary of what was filed and errors list. Batch runs every two hours, so will receive info within 2 hours. Need to allow trading partners to pick up notices.</li> <li>• Batch: What constitutes a transactions vs. batch. Robert will publish terminology on Wed. One transmission from trading partner can have 100 forms to DWC. If want two forms for one case, may want to group them together.</li> <li>• Make a use case diagram to help explain</li> <li>• Can trading partner delete an error? If not, could re-submit.</li> <li>• At end of technical sessions, can go through doc so can go through use cases and develop format. Schema is a subset of use cases.</li> </ul>	<p>CKV</p> <p>Robert</p> <p>CKV</p>
4.	<p><b>Parking Lot Issues:</b></p> <ul style="list-style-type: none"> <li>• Wet signatures</li> <li>• Business Rule re ability to file both sftp and OCR</li> </ul>	
5.	<p><b>Misc:</b>          Post documents on web for discussion          Next meetings: 2/16 (Tues.), 2/18 (Thurs.), 2/22 (Mon.), 2/24 (Wed.) 2/26 (Friday).</p>	