

EAMS ACCESS PROJECT
External Access Requirements Definition
Agenda & Meeting Minutes

Project:	EAMS ACCESS SFTP SOLUTION
Meeting:	EAMS Access SFTP Solution Technical Requirements Meeting

Date-Time-Location:	March 3, 2010 1:00PM – 3:00PM Room 10, 2 nd Floor
Invitees:	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;
Optional Attendee:	
Facilitator / coordinator:	Robert Gilbert
Meeting Minutes taken by:	Janet Tsao
Next scheduled meeting:	Mar. 11, 2010 1:00PM – 5:00PM Alice Hamilton Room, 18 th Floor

03/03/10 Meeting Objectives:	Discuss web access proposal and business rules.
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Agenda 03/11/10		Time	Duration	Owner
1.	Open meeting: Review previous meeting minutes	1:10		Robert Gilbert
2.	Review submitted Questions/Comments			Robert Gilbert
3.	Review final Web access business rules			Susan Gard
4.	Security standard for SFTP filing			Jim Wang / Susan Gard
5.	Break		10	
6.	SFTP business rules			Chuck Ellison

03/18/10 Meeting Topics:	SFTP business rules
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1.	Open meeting: Review previous meeting minutes	Robert Gilbert
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	Participants agreed to accept minutes of Feb 26 session and dispense with reading of the minutes.	
2.	<p>Review submitted Questions/Comments</p> <p>Business rules questions will be put on the standard questions and comments format and will be posted on the forum.</p> <p>Last set of questions and comments from Feb. 24 has been posted on the forum; however there are no responses yet. When responses are prepared, they will be posted on the forum and participants will be notified.</p>	Robert Gilbert
3.	<p>Review and discuss Web access proposal</p> <p><u>EAMS current general access page</u></p> <ul style="list-style-type: none"> • It was down yesterday morning. Problems with the general access page should be reported to EAMS helpdesk. • The site went down intermittently for 3 days and has been brought up. We have not been able to pinpoint the cause. <p><u>What's the difference between closed and inactive case?</u></p> <ul style="list-style-type: none"> • Closed case means final decision posted. • Inactive case means activity on case with zero pending action. <p>We will build new page for web access. No change will be made to the general access page.</p> <p><u>Search capabilities / constraints</u></p> <ul style="list-style-type: none"> • Search results limited to 50. If there are more than 50 results, it will say there are more than 50 results, but it won't show how many more. • Search criteria will be EAMS case number or name of injured worker. • Participants agreed to add date of injury as additional refining search criteria in addition to date of birth, city and zip code. • Having other search criteria may help find additional claims of same injured worker for purpose of apportionment. • Active, inactive, archived cases will be included in the search results. • This is an ADJ case tool. Search result may return that there is a DEU case, but no information will be provided. • We will add hearing date, time and type to information returned. <p>We envision drop down menu for "reason for request field".</p> <p><u>Time out</u></p> <ul style="list-style-type: none"> • Ten minutes inactivity timeout. • If timed out, then must input information again. • Recommendation for a one minute time out warning. Group agreed. 	Susan Gard
	Review Web access proposal – continued	

	<p>There is no validation or vetting process.</p> <p><u>Term of service</u> Recommendation was made to update term of service to discuss prohibition of BOT, which can be used for gaming the system. The group agreed.</p> <p><u>Case events</u></p> <ul style="list-style-type: none"> • Case event return results will be bounded by 6 month currency. • Case event description may be mapped to one or more event codes. • DWC has more work to do on mapping to ensure that event descriptions are mapped to all appropriate event codes. • DWC will review description to be more inclusive. • DWC will address the issue of multiple event codes associated with date of each event. 	
<p>4.</p>	<p>Review and discuss Web access business rules</p> <p>Add one minute warning to timeout.</p> <p>Start with ten minutes of inactivity for time out. If there are requests for longer period of inactivity for time out, DWC will take into consideration.</p> <p>Comments on business rule should be sent to Robert Gilbert by 10 a.m. Mar. 9.</p> <p>No comments on case events until after internal team does additional work.</p>	<p>Susan Gard</p>
<p>5.</p>	<p>Body part codes list</p> <p>Add version number.</p>	<p>Susan Gard</p>
<p>6.</p>	<p>Review SFTP business rules</p> <p>See document posted on DWC forum – proposed present term solution business rules for SFTP filing.</p> <p>Unify the terms in business rules with terminology in PTS technical requirement</p> <p>BR-01. Change word “filing” to “submission”.</p> <p>BR-02. Submission date will comply with 15 day business rule. Any document submitted on holiday, Saturday or furlough day will be deemed submitted as of next business day.</p> <p>BR-03. Spell out UDQ, which stands for unprocessed document queue. Contact UDQ operator for un-archiving cases. Need minimum of two points of contacts with different email addresses.</p> <p>Business rules we are crafting now will be in the trading partner agreement. There will be no surprises.</p>	<p>Chuck Ellison</p>

	<p>Review SFTP business rules - continued</p> <p>BR-04. Recommendation to create a file on SFTP folder for “planned outages” as a drop off file and users will pick up. This is a technical requirement.</p> <p>Typically a planned outage lasts 1 to 1.5 hours during lunch. Average of 1 hour per month during lunch hour for internal user servers. You can still drop off package.</p> <p>Recommendation to have back up SFTP server in case primary goes down.</p> <p>BR-05. Software certification. Rule applies to all SFTP trading partners. DIR IS will provide list of codes that need to be certified and what certification will be required.</p> <p>BR-06. DIR IS requirements have not been developed. When they are developed, it will be posted on the DWC forum.</p> <p>BR-08. Draft copy is posted on forum as Appendix E.</p> <p>BR-09. Removed the word “however” from this rule.</p> <p>BR-10. Responses stopped at BR-10.</p> <p>The formal responses will be provided in questions and comments document. DWC will update the next version of business rules for SFTP filing document to include group discussions and comments.</p>	<p>Chuck Ellison</p>
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