



## Ohio SACWIS Project

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### Meeting Minutes

**Meeting Name:** RRD Resource Inquiry

**Place:** Air Center Room G179

**Date:** July 19, 2004

**Time:** 9:00am – 4:30pm

#### Participants:

Mike Stubbs DRC Facilitator

Jeff Jaynes ODJFS Timekeeper

Terry Freeman ODJFS

Rhonda Abban ODJFS

Linda Pruitte CCDCFS

Joyce A Wadlington CCDCFS

Alma Nelson MONTCSB

Tim Doyle-Wenger ODJFS Facilitator

Rose Douglas DRC Scribe

Anna M Evans ODJFS

Deborrah Armstrong FCCS

Delanne Thomas CCDCFS

Heidi Shae ODJFS

Ed Wojniak FCCS

#### Observers:

Dan Male ODJFS

David Zimmerman SUMMIT/CSB

Matthew S Hooker GREENE/CSB

Ann Kelly DRC Requirements Lead

Siva Krishnamoorthi Compuware

Marina Koganova ODJFS

Tom Herman ODJFS

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### Summary of Meeting Points

#### Review Action Items from Previous Meetings

- 1. The system should interface with FRED. Status:** It has been determined that SACWIS will not interface with FRED.
- 2. The system should provide functionality that produces automated messaging outside of the system for non-SACWIS users. Status:** A decision on this functionality is pending conversation regarding the accessibility and security for non-ODJFS/CDJFS staff.
- 3. The system should provide functionality for automated classroom monitoring/scheduling for resource training. Status:** Barring an enhancement or change order, this functionality will not be available in SACWIS.



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#### **4. The system should provide functionality to scan documents into the system.**

**Status:** Barring an enhancement or change order, this functionality will not be available in SACWIS.

#### **RM12 Maintain FC\_AD Recruitment Information (UC159)**

Tim Doyle-Wenger began the discussion by reading the requirements allocated to the Maintain Foster Care/Adoptive Home Recruitment. Mike interjected that although the examples in the Use Case identified Foster Care and Adoptive Homes, the recruitment process could be employed for all types of recruited resource providers. The group decided that the requirements needed no changes. Mike Stubbs continued with the Basic Flow scenarios. Mike used screen shots garnered from eWiSACWIS, explaining that the screen shots were “only examples and did not represent the design strategy for Ohio SACWIS. Tim reviewed and discussed the Important and Required Fields identified in the document. The group discussion led to database collection and storage of the initial profile of recruitment information in order to produce mailing lists and various reports. Mike stated that this was a functionality that could be easily reproduced via the reports generated in the system. Tim indicated that the group could discuss in more detail during the JAD sessions. The group decided to change the identifier “events” to “activities. The group discussed and agreed to include an optional field with demographic information in step 5 and 10.

#### **RM01 Maintain Resource Inquiry Information (UC166)**

Tim Doyle-Wenger initiated the discussion by reading the requirements allocated to the Maintain Resource Inquiry Information Use Case. The group agreed to make minor changes to a group of requirements. The wording “other resource inquires” was added to Requirements RFP395, 401, and 465. Based on the processes being identified, the group made the decision to remove the primary requirements RFP400, 464, 465, 466, 467, 476, 476.1, 476.2, and 476.3 from the Maintain Resource Inquiry Information Use Case and added them to the Maintain Resource Home Study Information Use Case. The group added a new requirement RFP400.1, which states, “The system must provide capability to notify individuals that their application has not been accepted.” The group confirmed their satisfaction with the wording and placement of the allocated requirements to the Use Case. Mike Stubbs proceeded to address the Basic Flow, Main Success Scenario 1, and Alternate Flows for Scenario 1. Mike used screen shots garnered from eWiSACWIS, explaining that the screen shots were “only examples and did not represent the design strategy for Ohio SACWIS. The group discussed that information gathered during the inquiry process would be the genesis of information that could pre-fill the “Application for Child Placement” JFS 1691 form and the “Home Study” JFS 1673 form. Tim Doyle-Wenger continued with reviewing the mapping of specific steps in the Important and



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Required Fields portion of this Use Case. Tim reviewed the Special Requirements portion which led the group into exchanging the usage of “applicant” to “inquirer”. The group declared that the Use Case satisfied the requirements attributed to the Resource Inquiry process.

### **RM01 Maintain Home Study Information (UC314)**

Tim Doyle-Wenger led the reading of the requirements allocated to the Maintain Resource Home Study Information Use Case. Various changes were made and incorporated regarding the language used in the requirements. Noted in RFP396 were additional forms used in the Home Study process (e.g. JFS 1385) and a reference included to OAC business rule 5102: 2-42-18. Mike Stubbs informed the group that a list of business rules was being delivered to the design/development and did not need to be captured in the wording of this specific requirement. RFP416 was removed from this use case and moved to the Maintain Licensing Activities use case. The group discussed RFP451 and 452, maintaining that religion and education should be stand alone fields. Tim explained that during the SRD process some data elements were grouped together based on how information had been captured in current business practices. Mike stated that this did not necessarily influence how the fields would be mapped during the design process. The requirements RFP464, 465, 466, 467, 476, 476.1, 476.2 and 476.3 were added to this use case. The group confirmed their satisfaction with the wording and placement of the allocated requirements to this use case. Tim continued with the review of the Use Case Description and Characteristic Information revealing no changes. Mike Stubbs addressed the Basic Flow and the Main Success Scenarios. Mike used screen shots garnered from eWiSACWIS, explaining that the screen shots were “only examples and did not represent the design strategy for Ohio SACWIS. The group discussed adding a notation to item number 7 which reads “\*MEPA prohibits any reference to racial or cultural profiling”. Items 15, 16, and 17 were deleted, in addition to the Alternate Flow Scenario. Mike reviewed the Special Requirements and the group decided to remove the first requirement based on the requirement not falling into the Home Study process. The group declared that the Use Case satisfied the requirements attributed to the Home Study process.

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### **Action Items**

1. Tim will check AFCARS for mapping of primary caregiver and secondary caregiver. This issue will be revisited in the JAD session during the review of AFCARS.



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### Parking Lot

1. **Will SACWIS users be able to search other State systems during the determination process?** The SRD has identified that SACWIS must interface with 4 State systems (CRIS-E, SETS, MMIS and WEBCHECK). What is being determined is what information will be gathered (or delivered) to and from the state system and what point in the SACWIS process. The Requirements team responsible for Interface(s) has been notified that specific information gathered during the inquiry process from CRIS-E, SETS, and WEBCHECK is critical to the applicant determination phase.
2. **When a provider has an expired license, can a SACWIS user reactivate a record without creating a new record?** The functionality of SACWIS should provide users the capability to view/update all resource history under one resource record as opposed to having multiple resource records for the same individual(s).
3. **In the Maintain FC/AD Recruitment who is considered a Recruiter?** The use case is not identified a job title. Instead, the use case is a identifying a SACWIS functionality. The actor, "Recruiter" implies a SACWIS user who enters recruitment activity information. Counties will be able to determine which workers fall into this category.
4. **Will FRED become obsolete?** Responding to the Parking Lot Issue of FRED functionality, Terry Freeman brought up the possibility of FRED becoming obsolete by SACWIS. Mike Stubbs stated that this issue has not been clearly defined by the SACWIS Project or by ODJFS. Mike surmised that the fate of FRED will probably be more defined as the JAD sessions clearly outline SACWIS training requirements/functionality. Tim Doyle-Wenger added that there may be a data conversion plan of FRED brought forth during the JAD sessions.
5. **How will the individual reports on recruitment differentiate?** Mike Stubbs explained that he was creating a spreadsheet to represent mock ups of all of the data fields and elements that would be needed for reports. He stated that he intended to deliver the mockups prior to the JAD sessions and asked the group to deliver feedback and suggestions as well.

### Issues

No new issues were identified during the meeting.