# USER ACCEPTANCE TEST TEAM DESCRIPTIONS

| TEAM # | TEAM NAME | TEAM DESCRIPTION |
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| 1 | INTAKE and ASSESSMENT/INVESTIGATION | MANAGE INTAKES: View/record/delete intakes; perform/record screening decisions; link new intakes to existing case records; create new cases; assign cases; record case profiles.<br><br>PERSON MGMT: Conduct person record searches; record or view client demographic information (basic person profiles, education profiles, medical profiles, financial profiles, military, employment, health insurance, etc.).<br><br>ASSESSMENT/INVESTIGATION: View/record case information; manage case activity logs (view or record case activity details); view/record safety assessments; record safety factors and safety considerations; record family assessments; conduct specialized A/Is; view, record & monitor safety plans; record safety plan activities; record investigation findings & dispositions on assessment tools; record assessment tool authorizations or approvals; generate reports & other print collaterals. |
| 2 | CASE MANAGEMENT | View/record case information; manage case activity logs (view or record case activity details); view/record supervisory case conference notes; record case plans; view/record case services or case service information; record removal & placement information; conduct Ongoing A/Is; record case reviews/SARs; record independent living plans; record visitation plans; manage placement record information (leaves, termination, etc.); record reunification assessments; record case closure information; generate all associated case notifications; view/record placement & service authorizations; generate reports & other print collaterals. |
| 3 | ADOPTION/COURT | ADOPTION: Create, secure and/or close adoption cases; view/record case member details, recruitment activities/sibling information, and Child Study Inventory (CSI) Facesheets; perform adoptive placement searches; record pre-adoptive placement staffings and/or matching conference information; record placement decision and placement/finalization checklist information.<br><br>COURT: Record/track court activities; view/create/record legal statuses, legal actions, complaints, motions, subpoenas, court hearing information, court rulings, and court-related notifications; view/print court calendars; generate reports & other print collaterals. |

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| **4** | **RESOURCE** | Manage provider record information; view/create/update recruitment plans, recruitment events and provider inquiry records; view/record information on both ODJFS & non-ODJFS providers; view/record/update home studies (home study activities: provider credentials, child acceptance characteristics, placement criteria, capacity information, etc.); record home study dispositions & approvals; record certification recommendation decisions (approvals, denials, etc.); find providers, view provider details, and match provider services with clients; record/track provider CA/N investigations, rule violations & corrective action plans; record/track/view provider training information; view/record/update ICPC/ICAMA cases; generate reports & other print collaterals. |
| **5** | **FINANCE** | Record/view standardized service costs, agency services & provider contracts; view client FCM eligibility & reimbursability histories; determine IV-E eligibility; view client adoption subsidy eligibility histories; determine adoption subsidy eligibility; re-determine IV-E eligibility, reimbursability and adoption subsidy eligibility; view/record client contributions, benefits accounts & payments; view/generate payment requests, aggregate requests into rosters, & disburse payments; record re-imbursement information; view/create payment adjustment records & agency repayment plans; view/record Medicaid applications and HMO enrollments; exchange data with SETS, MMIS, CRIS-E and the State Auditor's Office; view MMIS histories and/or CRIS-E information; generate associated financial management notifications; generate reports & other print collaterals . |
| **6** | **ADMIN./SECURITY** | Screen structure/format & user interface; system navigation; on-line support tools; system log-on & off; search, filter & sort techniques; generate reports & other print collaterals; execute/store/view AFCARS, NCANDS, CFSR & C-POE reports; view/manage workload, ticklers, messages and/or alerts; save new records and record updates; perform record deletes; review, route and/or approve tasks & work items; complete/close work item assignments; perform audit trails; view/record worker information; record worker job roles; view/record/update training plans, events or attendance; view worker work item assignment histories; worker set-up/access to the system (create IDs, assign security levels---based on profiles and user groups). |
| **7** | **CONVERSION** | Establish/disseminate conversion protocols; assist counties in prepping data for conversion and in managing other conversion activities; assist counties in reviewing/identifying duplicate records; Help counties plan for the conduction of data conversion dry run exercises; view/verify accuracy of county legacy system converted data; produce/view conversion error reports and summaries of county converted data; generate validation reports for data categories (Addresses, Person IDs, Resource IDs, caseloads, etc.). |