

## Minutes – Mesa Muni FARE Integration – weekly meeting

### Date:

August 24, 2016

### Attendees:

Anika, Greg, Albert, Gina, Edna (Mesa)

Steve, Laura, Barry (AOC)

### Agenda:

1. Testing strategy

### Highlights

1. **Laura** and **Steve** have successfully communicated the testing strategy to the **Mesa** implementation team
2. Stage0 testing will begin on Monday
3. **Mesa** has requested a November start date for their cases to be included into FARE
4. The project repository is in draft stage and being testing by the team

### Action Items

1. Schedule a meeting with **Lenny** to discuss Financials
  - a. Include him in testing the payments against cases entered
2. **Mesa** needs to decide how addresses will be displayed and sent when it comes to FARE address functions
3. **Mesa** will to ensure they maintain statuses across transactions
4. Action Item: **Laura** will send the 30 day waiver forms to **Anika** (completed)
5. **Mesa** needs to finalize their decision about how links to the FARE payment website and Public Access will be done on their website
6. **Steve** will send updated Data Flow notes to **Greg** (completed)
7. **AOC** will update the TTEAP BPR in the new section CDSECC-3 with the TR1-TR7 charge assignment

### Minutes:

#### Stage0 Testing

**Mesa** will send the FARE transactions for case adds to **Steve** in a notepad file and **Steve** will review the transactions, add comments and highlight sections needing review and then send the email comments back to the court for review and discussion.

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### Overview on the Charge Table

The Charge Table is used to do the initial load to the Data Warehouse. Once the court sends their charge table extract, AOC reviews the table, add comments and highlight sections needing review and then send the file back to the court for review and discussion.

The court needs to ensure that start and end dates for the same charge do not overlap with another row. **Mesa** will need to begin adding the case type to their tables so they can more easily document TR1-TR7 case type and TTEAP eligibility. **Greg** believes the field exists in their database, but that it just hasn't been either populated or keep current. **Anika** will be working with **Albert** and **Greg** on this part of the project. The AOC Charge table data that **Barry** sent them last week can be used as a reference. The court needs to add TR1 – TR7 to any local ordinance charges that they enter in themselves<sup>1</sup>.

### Q&A

#### Public Access is used for:

1. Case Inquiry
2. TTEAP status
3. Access for cases/charges across multiple courts

#### Description that the public sees when interacting with FARE:

1. Public Access uses the charge table
2. AI: confirm the source for ARS descriptions

#### IVR and Pay By Web (PBW) is used for:

1. Case payments

#### Is there an extensive test template

1. Yes, we have a template to be used for court testing
2. We also identified a list of tests that must be executed

#### Can there be a charge that consist of a 'fee only'

1. Yes

#### Is there a minimum balance transferred

1. No
2. \$35 is included in the balance as part of the minimum
3. If there is a case balance **Mesa** will send an affidavit or service fee
4. AOC: if the TTEAP eligibility is satisfied, it will be included

#### Does FARE distinguish among the different charges

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<sup>1</sup> AOC will update the TTEAP BPR in the new section CDSECC-3 with this data once we get some info from Melanie Cluff.

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1. No., FARE processes all amounts at the case level

### How will all tests be validated

1. **Steve** and **Laura** will validate
2. **Greg** will approve validation
3. Completion of validation will be in writing by all parties

### Desired Estimated Completion Date.

1. November 2016

**End of August 24<sup>th</sup> document**

### Date:

August 17, 2016

**Attendees:** Steve, Laura, Barry (AOC); Greg (Mesa)

### Agenda:

8. Current Documentation Updates
9. CMS to AOC Stage0 Testing
10. Operational questions for Mesa
11. Mesa and FARE website integration
12. Quick Review of Monthly plan

### Minutes:

The group discussed the idea of having two one hour meetings next Wednesday, 24<sup>th</sup> so that both testing requirements and TTEAP can be fully reviewed. The currently scheduled 10:30 a.m. meeting will be for testing and Greg will set a 1-2 p.m. for TTEAP.

Steve reported that the most up-to-date charge table was sent out and we recommend Mesa use that information for their TTEAP table for programming for FARE.

There were some issues with the WebEx, so next Laura reviewed some questions she had for Mesa. Laura has recently reviewed some tests that AOC It performs when working with other courts on various

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projects and she wanted to find out more about Mesa's operations in regarding to interest accrual and joint and several cases. Laura asked if Mesa adds interest accruals on their cases (for example on criminal restitution orders and Greg said the answer was no. Laura then asked if Mesa has joint and several cases in their current database and Greg said that they don't currently, but that they do have programming that can accommodate this situation. Steve mentioned that we are asking because we want to ensure that if a payment was taken on one case, that the other case would see an adjustment. Greg said he would like to test this and Laura will put together some requirements regarding this scenario (ACTION ITEM).

Laura then asked about Mesa and FARE website synchronization. Currently, some other courts have a redirect from their payment portals to the FARE website so that if a FARE case number is entered in their court payment portal, the FARE website ([www.azcourtpay.com](http://www.azcourtpay.com)) is automatically opened so the user can utilize that website. Greg stated planned on this functionality had not started yet and that there needs to be more discussion at the court and city level. The group will discuss this further next week.

Steve let Greg know that credit bureau reporting is no longer a compliance tool of the FARE Program. We will be providing him with updated Business Requirements as well as example notices with updated language. Some TTEAP and Web/IVR Payments sections of the Business Requirements have been updated too. We will get him the updated documents as soon as they have been finalized. The Web/IVR payment section has been updated with language that defines the 2-3 business days from when payments are made to the deposit into the court's bank account. We will review all of these more thoroughly at next week at the afternoon meeting.

As we get closer to implementation, there will be further discussion in detail on Validation of Debt, updating the court's FARE profile and other updates.

Regarding Stage 0 testing, Steve let Greg know that the first stage of integration testing would be some Case Add testing. Cases would be added into test FARE and then sent via WordPad/NotePad to Steve for review to see if there is any major issues with Case Add. There would also be a Charge Table extract as well for review. Via WordPad/NotePad as well. Doing some preliminary checks on MQ headers.

At this time, Steve asked for questions or suggestions for change and Greg did not have any. There were no future action items. Greg said the timing of next week's meeting is timely as he is about ready to begin some preliminary integration testing.

The group then reviewed next week's meetings – August 24<sup>th</sup>, Testing Discussion at 10:30 a.m. and Business Requirements and Stage 0 Testing at 1 p.m.

*End of August 17<sup>th</sup> document*

## Minutes – Mesa Muni FARE Integration – weekly meeting

### Date:

August 10, 2016

### Attendees:

Greg S., Barry J.

### Highlights:

- Mesa/AOC alignment that no meetings or discussions from team outside of weekly meeting
- We aligned on the primary agendas for our weekly meetings until September end
- Greg estimates unit testing will complete by 9/15 (could be impacted by weekly discussions)

### Next Steps:

- Work with Steve and Laura to prepare the test strategy for IT review
- IT reviews and completes their tasks duration estimates
- Project Plan update and review August 31<sup>st</sup> weekly meeting
- Complete the integration of TTEAP eligibility into the TTEAP requirements document
- Complete the artifact repository implementation

### Minutes:

- Greg agreed that having the AOC team refrain from ad-hoc calls and discussions will help him better manage the information flow

We will use our weekly meetings for our technical and status discussions:

- Wed. (8/10): Project plan discussion:
- Wed. (8/17): Current documentation updates &: CMS to JUSTIS preliminary test plan
- Wed. (8/24): Testing strategy: (At Mesa)
- Wed. (8/31): Status meeting
- Wed. (9/7): Leadership
- Wed. (9/16): Training
- Wed. (9/23): Pre-implementation deliverables

We rescheduled the project plan review until first status meeting.

Greg will secure MS Project and I will provide the plan in a non-pdf format (my version doesn't offer PDF 'save' option)

Greg estimates his unit testing will complete by 9/15

He will work with Laura to ensure he is including the tests required by AOC

He will request Steve's assistance in validating his case data

Barry will update the project plan to provide a estimated completion date to Christi

Misc: Greg out of office time will be thanksgiving

**End of August 10<sup>th</sup> document**