

## Testing Requirements for non-ACAP Courts

### Notes about Testing's Batch Processing

The Scottsdale/FARE Program Testing Process strives to mimic the "live" FARE process. However, there are certain aspects of testing that do not mimic the "live" FARE process and this section describes those situations.

When the Court goes live with FARE, financial and status transactions (such as sealed case and recall from FARE) will be processed real-time and case updates (such as demographics) will be processed nightly in batch. Since testing handles all transactions in a nightly batch, testing some items on the same case on the same day will cause issues.

This cannot happen the same day .....	....as this.
Recalling a case	Performing any financial transaction
Receipting a FARE IVR or Web payment	Performing any financial transaction
Recalling a case	Assigning the case back into FARE
Sealing a case	Performing any financial transaction

### Stage Zero – Pre-Testing Validation

**Charge Table:** The Court sends the charge/statute table extract to the AOC for testing of formatting of the table's structure and data. AOC staff will provide feedback on any issues that arise so the Court can make corrections. This may take several cycles to ensure all data is formatted correctly (for example, there are no overlapping date ranges for the same charge, etc.).

Regarding local charges, the court should set their tables to use the charge case types below. There are statistics run that use these values when reporting on certain case types and whether they are local or statewide statutes. The TTEAP eligibility flag still needs to be set based on the civil or criminal traffic designation but the actual charge case type should be one of these:

- NC1 for non parking civil traffic
- NC 2 for local parking
- CM1 for criminal misdemeanor
- R99 for Other Criminal

**Case Add and MQ Headers:** The Court sends a small sample of test cases (about 10-15 cases) onto AOC for the purpose of testing Case Add and MQ Headers in a high-level way. These cases will be sent using Notepad or similar application and will not be loaded into the Data Warehouse. This step is to ensure that the Case Add transactions are in the proper sequence for each case sent and that transactions are basically formatted correctly (for example, the MQ header's data and time). This step may take several cycles to ensure the Case Add sequence and MQ headers are correct.

## Stage One - Charge Table and Case Add Testing

**Charge Table:** The Court sends the charge/statute table extract to the AOC in preparation of the CMS functionality testing. This information is then compiled in the Data Warehouse and will be used during the testing process. All charges sent during Case Add and Functionality testing will be compared against this table.

**Case Add:** The Court sends test cases onto AOC for the purpose of testing Case Add functionality. Expectations for the Court includes:

- 1) All transactions have been correctly formatted for the attributes listed in *FARE JUSTIS Information Flow*. All data within transactions meets the format and length parameters (for example, for Fr\_Cscrg transactions, Case Number 4 will contain 10 or less integers).
- 2) Case Add transactions will be in correct order for each case. See *Sample Case Add Data Transactions* for examples of case adds.
- 3) Test cases selected for Case Add Testing will be batched together by case age ranges (based on filing date) listed below (# of cases to be determined by Court and AOC):
  - a. Oldest case – 1999
  - b. 2000 – 2009
  - c. 2010 – 2016
- 4) Court needs to ensure that the following case types are included (as much as feasible) in each date range batch above during the Case Add Testing in order to ensure that the Fr\_Cscrg transactions are adequately teste):
  - A. Civil traffic case with charge/s never amended
  - B. Civil traffic case with at least one charge amended prior to or on date of disposition
  - C. Criminal traffic case with charge/s never amended
  - D. Criminal traffic case with at least one charge amended prior to or on date of disposition
  - E. Criminal traffic case with an FTA charge (but no criminal misdemeanor charges)
  - F. Case with criminal charges and either a criminal traffic or civil traffic charge
  - G. Criminal case (any amount of charges, with or without amendments)
  - H. Local ordinance case (with any amount of charges, with or without amendments)
- 5) Court needs to send 3 cases, any date range, with more than 5 charges

## Stage Two and Three - High Volume Case Load Testing

The high volume case load testing entails the Court sending approximately 5,000 cases a day, for two to three days, to the AOC (who will then release the batches onto Xerox, the FARE Program vendor). Because of the large number of cases, any Case Add issues that were not caught in Stage One should be found at this stage. Any issues that arise will be resolved by the Court or the decision could be made to move particular case types (case age, charge type, etc.) to be handled in another future release.

## Stage Four – Unit Testing

**FARE Functionality (between Court and Data Warehouse):** This testing allows the AOC to view the transactions and ensure the programming is correctly interfacing with the Data Warehouse tables and displaying correctly on Public Access and eTims®. The Court must ensure that the items listed below are tested at least twice on different test cases. The AOC will complete Testing Scenario Templates for each case and the Court document tests done, pass/fail results, etc. If the Court wishes to also conduct other cases, it is requested they complete templates for those cases as well for documentation purposes.

1. Assigning cases to FARE and adding FARE receivables (needs to be done once for all test cases)
2. Adding/Modifying receivables
  - a. Adding restitution
  - b. Adding fines and fees
  - c. Add an item/event that has an associated receivable (example: adding a Warrant with a warrant fee)
  - d. Suspending restitution
  - e. Suspending other fines and fees (not restitution)
3. Adding different types of payments
  - a. Court payments
  - b. DSO payments
  - c. Cash bond payment
  - d. Surety bond payment
  - e. Bond forfeitures - forfeiting to fines/fees
  - f. Paying case off in full with a court payment
  - g. Paying case off in full with a DSO payment
4. Voiding different types of payments
  - a. Voiding DSO payments
  - b. Voiding court payments from a previous day
  - c. Voiding a court payment on the same day
  - d. Dishonoring court payments and adding NSF fees to cases after dishonorment
  - e. Voiding a payment made on a case before the case went into FARE
  - f. Reversing a bond forfeiture
  - g. Exonerating a bond (bond doesn't go to fines and fees)
5. Charges
  - a. Adding a new disposition to a charge (modifying original disposition)
  - b. Making a change to the court's statute table , sending through a Fr\_chrg transaction (to document the change) and then amending a case with that charge and adding a receivable to the charge
6. Contract Status
  - a. Adding a payment plan to a case/adding a Contract Status
  - b. Closing a payment plan and adding a case back into FARE
7. Addressing/Phone numbers
  - a. Adding a new primary address
  - b. Reporting an address as Bad (from the court)
  - c. Adding a new phone number
8. Person Information

- a. Adding a DL #
  - b. Deleting a DL # and not replacing it with another DL#
  - c. Adding a SSN (DW only validates the correct number of digits)
  - d. Deleting a SSN (DW only validates the correct number of digits) and not replacing it with another SSN
9. Recall
- a. Recalling a case from FARE
  - b. Reassigning a case to FARE after a recall (must be at least one day apart)
  - c. Performing a financial activity after sending the case back to FARE
10. Web/IVR Removal
- a. Adding Web/IVR removal status
  - b. Removing Web/IVR removal status
11. Collection Suspension
- a. Adding Collection Suspension status
  - b. Removing Collection Suspension status
  - c. Suspend Until date (if programmed into CMS)
  - d. Indefinite suspend (if programmed into CMS)
12. Case sealing
- a. Sealing a case
13. Joint and Several Restitution Cases (J&S)
- a. Two related J&S restitution cases are placed into FARE, then payment is made on one case (ensuring that both cases display receipt information and case not directly receipted on shows adjustment)
  - b. Two related J&S restitution cases with one in FARE and one non-FARE, then payment is made on non-FARE case (ensuring that both cases display receipt information and case not directly receipted on shows adjustment)
  - c. Two related J&S restitution cases are placed into FARE, then DSO payment is made on one case (ensuring that both cases display receipt information and case not directly receipted on shows adjustment)
14. Batch check processing – Does the court have a batch process for TIP checks? If so, then there needs to be a test where a test batch check for FARE and non FARE cases have a batch check receipted against them.
15. Other Collection Agency - Does the court have another collection agency they are currently working with? If so, then there needs to be a test where a batch check is receipted against FARE, non FARE and other collection agency cases. And, could those cases be subsequently referred to FARE? If so, then there needs to be a test of the referral process for a collection agency case to FARE.
16. Balances and decimals places - Did the court's systems ever calculate and hold balances to the third decimal place (\$0.001)? If so, then there needs to be a test of cases with that type of balance in order to test penny-rounding errors that may occur.

#### [FARE Functionality/Case Event Testing \(between Court, Data Warehouse and eTims®\)](#)

This testing allows the AOC to test how data transmits from the Data Warehouse back to the courts. This ensures that the court can receive case events and updates that would be sent by Xerox on payments, TTEAP and addresses.

17. MVD Rejects

- a. MVD Reject Type A = Duplicate, Hold Already In Place (AOC to test and send to Court)
- b. MVD Reject Type C = Exact Record not found, possible match returned (AOC to test and send to Court)
- c. MVD Reject Type N = Record Not Found (AOC to test and send to Court)
- d. MVD Reject Type R = R.I.P. Deceased Indicator On This Record (AOC to test and send to Court)

18. Notices

- a. Adding a notice sent (AOC to transmit to court) – Notice #1, Notice #3 and Notice #5

19. FARE website payments (to be done in Stage 4 - Transmitted from AOC to Court)

20. IVR payments (to be done in Stage 4 – Transmitted from AOC to Court) – NEW, added 9/28/2016

21. TTEAP

- a. Adding a TTEAP hold (to be done in Stage 4 - AOC to transmit to Court) and event to appear in CMS
- b. Adding TTEAP waiver granted – release to appear in CMS and eTims®
- c. Removing a TTEAP hold and release to appear in CMS and in eTims®

22. Addressing/Phone numbers

- a. Xerox reporting an address as Bad (AOC to transmit to Court)
- b. Xerox adding a new address found by skip tracing (AOC to transmit to Court)