

October 2016 Meeting minutes

Mesa & CCU meeting

Date:

October 11, 2016

Attendees:

Albert L., Anika W., Greg S., Steve H., Laura R., Barry J.

Highlights:

- Estimated completion of Mesa enrollment to FARE (Feb 1st)
 - Complete Full Integration Testing (Jan 21st)
 - Complete Pre implementation tasks (Jan 21st)
 - Complete Training (Jan 28th)
 - Start batches for cases to production (Feb 1st)
 - Based on aligned load frequency and case count
 - December schedule unknown due to two weeks of AJACS implementation & holidays
- AOC IT commitment to releasing Mesa Batches to JUSTIS/DW & eTIMS
 - Oct 19th & 26th : 1 per week on Wednesday
 - Nov 3rd thru Nov 18th : 1 per week on Thursday
- Alignment of Stage4 schedule through Thanksgiving in place
 1. Loading the initial cases (week of Oct 10th)
 2. Tests during AJACS implementation weeks (Oct 17th thru 28th)
 3. Tests (Oct 31st thru Nov 18th)
 4. Thanksgiving week no batches released by Mesa
- Solutions for adding charges already in FARE as well as how to remove recalled cases from Public access are included in Notes section

Action Items

- AI(Anika): The following scenario needs to be included in Stage 4 testing
 - Recall a case and include the fr_case transaction
 - Confirm it has been removed from PA
 - Resend the case and confirm its presence on PA
- AI(Greg); Resolve financial issues in Mesa's CMS that kept the cases from adding the FARE fees

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Notes

Stage4 tracking spreadsheet will be used as a turnaround document for managing testing

- Contains confidential data and can't be emailed
- Mesa SharePoint site will be used as document share
- **AI:** Greg will provide access to site for Laura, Steve and Barry (**Complete**)

Disposed cases already in FARE

- Cases load to FARE for the first time must be fully disposed
- All additional charges against the case (after first time load) must be sent to FARE
- Undisposed charges sent to FARE will not affect the disposition state of the case
- Additional charges can impact TTEAP eligibility (regardless of disposition state or charge type)
 - If case is TTEAP eligible and new charge is not, the case will be set to TTEAP ineligible

Removing a case from Public Access that has been Recalled from FARE

- To remove from Public Access an additional fr_case transaction whose action code must contain a value of 'D' is required (this acts as a pseudo seal on the case and removes from PA)
- **AI(Anika):** The following scenario needs to be included in Stage 4 testing
 - Recall a case and include the fr_case transaction
 - Confirm it has been removed from PA
 - Resend the case and confirm its presence on PA

Stage4 schedule

- Loading the initial cases
- Tests during AJACS implementation weeks (Oct 17th thru 28th)
- Tests (Oct 31st thru Nov 18th)
- Thanksgiving week
- test schedule

Loading Initial Cases

Stage4 Tracking Spreadsheet (**Complete**)

- Test scenarios for 28 cases were listed on the spreadsheet
- The three cases to be used during the next two weeks are marked in red

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Case loads (Complete)

- 28 cases were sent to Notepad and MQ for input to test DW
 - Financial issues in Mesa's CMS kept the cases from adding the FARE fees
 - **Al(Greg)**; Determine when issue will be ready for testing (Mon Oct 17th)
- **AOC CCU** has manually validated the cases and requested **AOC IT** release to DW & eTIMS Oct 13th
- **AOC IT** validated cases in JUSTIS and released to eTIMS **(Complete with minor Issues)**
 - Meeting on Oct 17th to address minor issues

Tests during AJACS implementation weeks (Oct 17th thru 28th)

- Mesa will generate the transactions necessary toward completing Day 1 requirements for the three cases
- Minimal transactions due to AJACS testing and CCU/IT resources minimal during that time

Tests (Weeks of Oct 31st, Nov 7th & 14th)

- **Mesa** will generate the transaction necessary toward completing Day 1 requirements for the remaining 25 cases (Release one batch Nov 3rd)
- **Mesa** will generate the transaction necessary toward completing Day 2 (Release one batch Nov 10th)
- Checkpoint meeting with **AOC IT** to determine the December schedule (Nov 16th)
- **Mesa** will generate the transactions necessary toward completing Day 3 requirements for the 25 cases (Release one batch Nov 17th)

Thanksgiving week

- **Greg** out. No batches released

Checkpoint meeting with **Mesa** to discuss December schedule:

- Completing stage testing and training (Nov 17th)

January 2017

- Complete Stage testing
- Deliver Training
- Confirm all pre-requisites in progress or completed (Jan 14th)
- Confirm FARE configurations in place as expected (e.g. notices; Jan 21st)
- Confirm case load frequency and case count (Jan 21st)
- Start case load to production (Feb 1st)

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-----End of October 11th meeting-----

Date:

October 5, 2016

Attendees:

Greg S., Steve H., Laura R., Barry J.

Highlights:

- Stage1 successfully ended & Stage 2/3 started September 29th
- October test schedule
 - Stage2/3 estimated completion date October 7th
 - Stage4 preparation is scheduled for completion October 18th
 - Stage4 test to start October 19th
- Project Implementation schedule presentation
 - Delayed until October 11th meeting

Minutes:

Status of the testing phase

- Stage1 successfully ended & Stage 2/3 started September 29th
 - All Stage1 test were completed and validated as per the testing requirements
 - Stage2 started with **Greg** sending 1k cases for loading to data warehouse and releasing to eTIMS

October test schedule

- Stage2/3 will continue until October 7th
 - Payments and notices were released to Mesa during the week
 - 5k cases have been released on Tuesday and Thursday with no issues
 - Thursday we will approve Stage 3 completion
 - Once approved, DW and eTIMS Mesa cases will be deleted (Oct. 7th)
- Stage4
 - **Greg** confirmed cases will be loaded by October 12th
 - **Barry** will request release schedule change to release the batch on October 12th
 - **Greg** will be required to deliver his Stage 3 cases October 18th and 25th
 - First batch releases to DW & eTIMS will be October 19th and 26th
 - **Laura** and **Barry** will be responsible for pre-viewing the releases prior to DW load
 - Meeting with **AOC IT** scheduled on October 28th to determine November test schedule

Implementation schedule

- Delayed until October 11th meeting

Other notes:

- Monday the Supreme court has a holiday
- Laura is out the week of October 11th

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- Greg is out Thanksgiving week and no testing is scheduled

-----End of October 5th meeting-----

CCU & AOC IT meeting

Date:

October 4, 2016

Attendees:

Christi W., Kathir V., Laura R., Steve H., Susann H., Barry J.

Highlights

- The fourth quarter AOC IT implementation schedule has been communicated
 - We now have the Mesa to FARE batch release schedule
- AOC IT has given approval to remove Stage1,2,3 Mesa cases from the JUSTIS/DW and eTIMS test environments on October 7th (pending email from **Barry** on October 6th)
- October thru December test schedule will be Tuesday and Thursday (unless otherwise requested)
- Exceptions: Weeks of October 17th, 24th, Dec 5th, 12th
 - The schedule is for one test on Wednesday afternoon

Minutes

The fourth quarter AOC IT implementation schedule has been communicated

- We now have the Mesa to FARE batch release schedule

Stage 0 thru 3 has gone according to plan

- One week was added to schedule for Mesa to complete their stage 1 preparation
- AOC IT resource requirement has been two to four hours per week as estimated

Stage 4 preparation is underway

- October 7th requirement to remove the Mesa cases from JUSTIS/DW and eTIMS
 - **Susann** communicated the eTIMS data removal will not impact other testing

Stage 4 test schedule for October

- October thru December test schedule will be Tuesday and Thursday (unless otherwise requested)
- Exceptions:
 - Weeks of October 17th, 24th, Dec 5th, 12th
 - The schedule is for one test on Wednesday afternoon

Checkpoint meetings scheduled

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- October 28th: AOC IT Checkpoint1 will determine if we can modify the November schedule
- November 18th: CCU Checkpoint2 will reassess the estimated completion date
- December 16th: AOC IT Checkpoint3 to finalized the first quarter schedule (if necessary)