Testing Requirements for non-ACAP Courts

NOTE: Examples of Transactions for All the Testing Requirements below are in the *Grouped Testing Scenarios with Transactions* document.

Notes about Testing's Batch Processing

The FARE Program Implementation 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 – Current
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 to ensure that the Fr_Cscrg transactions are adequately tested):
    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
6) Court needs to ensure that fr_obgtn transactions have $49 FARE Delinquency Fee but no Special Collections Fee in appropriate fields.

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 Conduent, 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: This testing allows the AOC to view the transactions and ensure the programming is correctly interfacing with the Data Warehouse tables, 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.

Phase 1 – Party Information

1. Addressing/Phone numbers
    a. Adding a new primary address
    b. Reporting an address as Bad (from the court)
    c. Adding a new phone number
    d. Conduent suppling a skip-traced address
    e. Conduent marking an address as Bad
2. Person Information
    a. Adding a DL #
    b. Deleting a DL # and not replacing it with another DL#
    c. Adding an SSN (DW only validates the correct number of digits)
        i. Case with no restitution
        ii. Case with restitution
    d. Deleting an SSN (DW only validates the correct number of digits) and not replacing it with another SSN
    e. Adding a DOB
    f. Deleting a DOB and not replacing it with another DOB

Phase 2 – Financial Transactions – Special Collections Triggering and Court, DSO and FARE Web Payments

NOTE: Testing scenarios in Financial Phases 2-5 should include financial activities on both Enhanced (but not yet assigned) and Assigned cases to ensure the Collections Fee is correctly accounted for.

1. Receipt of Special Collection Trigger and assessment of 19.5% Special Collections Fee
2. Adding different types of payments
    a. Court payments
    b. DSO payments
    c. Paying case off in full with a court payment
    d. Paying case off in full with a DSO payment
3. FARE website payments (Transmitted from AOC to Court)
    a. Partial payment
    b. Paying case off in full

Phase 3 – Financial Transactions – Voiding

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 FARE website payment
f. Voiding a payment made on a case before the case went into FARE

Phase 4 – Financial Transactions - Receivables

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)

Phase 5 – Financial Transactions – Other Payment Types

Adding different types of payments

a. Cash bond payment
b. Surety bond payment
c. Bond forfeitures - forfeiting to fines/fees
d. Reversing a bond forfeiture
e. Exonerating a bond (ensure bond doesn't go to fines and fees)

Phase 6 - 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

Phase 7 – FARE CAP

1. FARE CAP Entry
2. Defendant defaults on FARE CAP payment plan
3. FARE CAP Re-Entry
4. FARE CAP Completion Example
5. Last payment on case reversed
6. FARE CAP Revoked (First payment on case reversed)

1) Recall/Reassignment for Enhanced FARE – Enrolled in FARE CAP

Reassigning a case to FARE after a recall (must be at least one day apart) – The transactions should be in the required Case Add order and the fr_party transaction needs to have the recall flag set back to N. Case currently does not have the collection fee assessed (waived because of FARE CAP Enrollment).

When resending the case to FARE in the assigned status while enrolled in FARE CAP, the collection flag must be = “N”, the recall must = “N”, and the TIP flag must be “N”.

2) Recall/Reassignment for Enhanced FARE – Enrolled in FARE CAP, but recalled per judge’s order.

When a court determines a case in the FARE CAP program needs to be recalled per a judge’s order and the case will not be immediately sent back in to FARE then the court needs to reset the statuses for the case to be a collections assigned case so when the case is reassigned to FARE at a later date the case is in a collections status.

Reassigning a case to FARE after a recall (must be at least one day apart) – The transactions should be in the required Case Add order and the fr_party transaction needs to have the recall flag set back to N. Case currently does not have the collection fee assessed (waived because of FARE CAP Enrollment). Because the recall was due to a judge’s order, the statuses will reflect the assigned to FARE stage, and the collection fee will be reassessed. When resending the case to FARE in the assigned status (after the trigger event), the collection flag must be = “Y”, the recall must = “N”, and the TIP flag must be “Y” or “R” depending on the SSN # existing and whether restitution is owed on the case. If there is no SSN, the flag = “N”.

Phase 8 – Recalling Cases from FARE

1. Recalling a case from FARE
    a. Reassigning a case to FARE after a recall (must be at least one day apart)
        i. Note: Ensure the fr_party transaction is sent to remove the recall status
    b. Performing a financial activity after sending the case back to FARE

2. Reassignment for Enhanced FARE – Delinquent Status (prior to collection trigger)

    Reassigning a case to FARE after a recall (must be at least one day apart) – The transactions should be in the required Case Add order and the fr_party transaction needs to have the recall flag set back to N. Case is not assigned to collections (so the 19.5% special collection fee has not been assessed). When resending the case to FARE in the delinquent status (before the trigger event), the collection flag must be = “Q”, the recall must = “N”, and the TIP flag must be “Y” or “R” depending on the SSN # existing and whether restitution is owed on the case. If there is no SSN, the flag = “N”.

3. Reassignment for Enhanced FARE – Assigned Status (after the collection trigger and the assessment of the 19.5% collection fee)

    Reassigning a case to FARE after a recall (must be at least one day apart) – The transactions should be in the required Case Add order and the fr_party transaction needs to have the recall flag set back to N. Case is assigned to collections and the 19.5% has been assessed. When resending the case to FARE in the assigned status (after the trigger event), the collection flag must be = “Y”, the recall must = “N”, and the TIP flag must be “Y” or “R” depending on the SSN # existing and whether restitution is owed on the case. If there is no SSN, the flag = “N”.

Phase 9 - Statuses

1. Standard Contract Status (not a FARE CAP case)

   a. Adding a payment plan to a case/adding a Contract Status
   b. Defaulting a payment plan and resetting the Contract Status to "N"
2. Web/IVR Removal
   a. Adding Web/IVR removal status
   b. Removing Web/IVR removal status
3. Collection Suspension
   a. Adding Collection Suspension status
   b. Removing Collection Suspension status
   c. Suspend Until date (if programmed into CMS)
   a. Indefinite suspend (if programmed into CMS)
4. Case sealing
   a. Sealing a case

Phase 10 – Inbound Transactions

1. MVD Rejects
   a. MVD Reject Type A = Duplicate, Hold Already in Place (AOC to test and send to Court)
   b. MVD Reject Type B = Bad data, data is missing or in incorrect format
   c. MVD Reject Type C = Exact Record not found, possible match returned (AOC to test and send to Court)
   d. MVD Reject Type N = Record Not Found (AOC to test and send to Court)
   e. MVD Reject Type R = R.I.P. Deceased Indicator on This Record (AOC to test and send to Court)
2. Notices
   a. Adding a notice sent (AOC to transmit to court) – Notice #1, Notice #3, Notice #5, Notice #30 and Notice #31
3. TTEAP
   a. Adding a TTEAP hold (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®

Phase 11 – Other Testing (if applicable to court)

1. 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 and receipt transactions for both cases are sent to FARE (ensuring payment case displays 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 and FARE cases receives transaction for adjustment (ensuring that payment cases displays 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 and receipt transactions for both cases are sent to FARE (ensuring that payment case displays receipt information and case not directly receipted on shows adjustment)

2. 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.
3. 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 to test penny-rounding errors that may occur.