

Minutes – Pima Superior meetings Feb – Mar 2017

Date:

February 8-15, 2017

Distribution:

Christine R., Patricia M., Sean A., Brittany P., Candace A., Kathir V., Marcus R., Ron O., Steve H., Susann H.

Highlights:

- Two production issues are confirmed as resolved
- Juvenile referrals ready for transition to production by Feb 17
- AGAVE criminal cases for new business validated by Feb 24
- Civil cases decision to include in project or not still pending

Minutes:

Two production issues are confirmed as resolved

- Christine confirmed her team was responsible for the zero balances
- Sean confirmed his process generated negative balances and has been corrected

Juvenile referrals ready for transition to production

- Christine and Patricia have validated that Juvenile is ready for production
- Sean is generating the juvenile file for production ready Feb 16
- Barry will alert AOC IT that there will be a file ready for TIP this week
- Referrals added to production: Feb 17

AGAVE criminal cases for new business validated by Feb 22:

- Sean will generate Cases that exist on TIP that are not in AGAVE by Feb 17
- Christine and Patricia will validate by Feb 22

Civil cases decision to include in project or not still pending

- Data reconciliation is required.
- Cases can be missing SSN, obligation amount or both
- Sean will provide list of AGAVE civil cases that have obligations: Mar 1
- Reconciliation will be based on correction of SSN & obligation: TBD

Three TIP application versions identified

- Version 1: Release 1 containing AGAVE/TIP SSN matches (production)
- Version 2: Juvenile referrals; SSN matches
- Version 3: Criminal new cases

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Date:

February 1, 2017

Distribution:

Christine R., Patricia M., Sean A., Brittany P., Candace A., Kathir V., Marcus R., Ron O., Steve H., Susann H.

Highlights:

Criminal:

- | | |
|---|------------------------------|
| • AGAVE cases identified as referrals that exist in TIP: complete | Production Synchronization |
| • AGAVE cases no longer referrals that exist in TIP: | Manual removal in progress |
| • AGAVE cases identified as referrals that don't exist in TIP: | Added to production : Feb 17 |

Juvenile

- | | |
|---|----------------------------|
| • First reconciliation report delivered | Feb 15 |
| • Reconciliation completed | Added to production: Mar 3 |

Civil

- | | |
|--|-----------------------|
| • Reconciliation report delivered for cases with obligations | Mar 1 |
| • Process to update SSN & obligations | Analysis starts Mar 8 |
| • Added to production | TBD |

Minutes:

AGAVE cases identified as referrals that exist in TIP

- Testing was completed and approved by AOC IT, Pima Technology and Finance on Jan 30
- Production file was applied Jan 31
- AOC CCU and IT confirmed control numbers: Jan 31
- Pima Finance verified the update: Feb 1

AGAVE cases no longer referrals that exist in TIP

- Sean is generating the complete list of AGAVE referrals that have yet to be added to TIP: Feb 2
- Christine and Patricia will validate the list contains only those referrals: Feb 15
- Referrals added to production: Feb 17

AGAVE cases identified as referrals that don't exist in TIP:

- Cases that exist on TIP that are not in AGAVE
- Removing those from TIP requires manual process

Juvenile cases

- Sean will deliver first reconciliation report on Feb 15
- Patricia and Christine estimates two weeks to reconcile; Mar 1
- Referrals added to production: Mar 3

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Civil cases

- Data reconciliation is required.
- Cases can be missing SSN, obligation amount or both
- Sean will provide list of AGAVE civil cases that have obligations: Mar 1
- Reconciliation will be based on correction of SSN & obligation: TBD

Date:

January 25, 2017

Distribution:

Christine R., Patricia M., Sean A., Brittany P., Candace A., Kathir V., Marcus R., Ron O., Steve H., Susann H.

Highlights:

- **Patricia** confirms
 - Existing production TIP database will not be initialized prior to Release 1 update
 - Pima S. is aware of \$9 fee required to be paid for each referral processed by DOR and rejected by Pima S. (during referral audit)
 - Production referral updates will be delivered weekly on Friday
- **Christine** confirms manual updates (juvenile only) are continuing and will until automation is complete
- Release1: Update existing criminal TIP referrals when balances incorrect
 - Transition to production alignment between Pima S. and AOC complete
 - **Sean** delivering final test file by Jan 26
 - Estimated delivery of first production file Feb 3
- Release2: Include new criminal referrals as per Pima S. criteria
 - Testing and reconciliation in progress with estimated completion Feb 3
- Release3: Civil and Juvenile cases added to TIP
 - Implementation strategy confirmed. Estimated start: TBD

Status:

Release1: Update existing TIP referrals when balances incorrect

Transition to production alignment between Pima S. and AOC complete

- Final test estimated delivery by Jan 30 –Thursday.
- Final AOC review of test by Jan 31
- Change request approvals completed by AOC CCU & IT teams by Feb 2
- AOC IT provides production file destination target by Feb 2
- Pima S. delivers first production file by Feb 3

Pima S. delivering final test file by Jan 26

- Final test provided by Pima S. will include total population of Release 1 referrals
 - Approximately ~34k records
 - Confirm files will not exceed 20k records
 - Confirm files don't contain duplicates
- Reconciliation on-going test results have been successful
 - Estimated completion of final reconciliation is Jan 30

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Production

- Production weekly delivery would be weekly (Friday)
 - Beau will send confirmation report weekly

Release2: Include new referrals as per Pima S. criteria

Testing and reconciliation in progress with estimated completion Feb 3

- Criteria is 90 days delinquency and SSN doesn't exist on TIP database
- Pima IT in progress of generating test file that will include new and Release 1 referrals by Jan 25
- Reconciliation to validate the referrals complete by Feb 10
- Testing will start Feb 13
- Inclusion into production Feb 20..
- Prod for Feb 3.

Release3: Civil and Juvenile cases added to TIP

- Implementation strategy confirmed in the Jan 4 minutes. Estimated start: TBD
- Testing will be discussed at Feb 1st meeting

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Date:

January 4, 2017

Attendees:

Christine R., Patricia M., Sean A. (unable to attend), Barry J.

Distribution:

Brittany P., Candace A., Kathir V., Ron O., Steve H., Susann H. ;

Current Milestone:

Release 1 Implementation: Update DOR/TIP production with AGAVE balances when AGAVE & DOR/TIP SSNs match

Agenda:

1. Confirm milestone targets hit for this week
2. Change request completion
3. Discuss strategy for Civil and Juvenile case automation to TIP
4. Discuss SSN validation strategy progress

Highlights:

Project Milestones status:

1. Program modification to isolate Release 1 referrals (**Sean A.**; ECD: Dec 28)
 - a. **Confirming completion today (Sean)**
2. Confirm Release 1 referral file in TIP format with FTP process in place (**Sean A.**; ECD: Jan 6)
3. **Patricia & Christine** confirms data ready for TIP testing
4. Barry has provided information on enhancing the ability to validate SSNs
5. **Patricia & Christine** provided strategy for civil and Juvenile cases once criminal is in production

Minutes:

Release 1 file to TIP

Patricia and Christine confirmed **Sean** delivered release 1 file

- Confirmed at 89% accuracy
- Data is ready for test environment
- Will continue to reconcile to increase accuracy percentage for production

Sean will confirm his file is ready for TIP testing

- Format is consistent with layouts provided
- FTP process is ready for file delivery in test (if needed)

Enhance the ability to validate SSN

Barry has researched the possibility of:

- Sending high volume batch files for SSN validation to a 3rd party
- Providing an Application interface allowing IT to validate SSNs prior to generating TIP input files

Barry sent the Reuters documents to **Patricia** for review

- **Patricia** will determine their ability to use
- **Patricia** will start the procurement process to start a new contract with them (if necessary)
- **Patricia** has communicated the Application Program Interface that Reuters provide is the preferred option
- **Reuters'** rep stated the interface is possible and will discuss with their IT staff toward scheduling a meeting to determine feasibility. He Didn't provide documentation.

Civil and Juvenile TIP automation strategy

Christine and Patricia described the strategy as follows:

1. Identifying the civil and juvenile types
2. Tip referral candidates
3. Reconciliation process

Identifying the civil and juvenile types

- Civil court ID number are C022
- Juvenile court ID number is 1000

Tip referral candidates

- Civil business rules are the same as criminal
 - 60 days non-payment
- Juvenile
 - 90 days non-payment
 - IF already on TIP and AGAVE, SSNs must be equal
 - Reconciliation will confirm AGAVE balance correct when not the same as TIP

Reconciliation Process

- Business receives TIP file from AOC IT and AGAVE file from Pima IT
- Business owns ensuring every SSN on AGAVE qualified for referral has an entry on TIP
- Business owns confirming the AGAVE is correct when SSN match and balances don't
- Technology is going to overlay the TIP balance with Agave balance when the SSNs are equal

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- Technology will populate the AGAVE dates that identify civil and Juvenile tip referrals
- Set tip cases to zero when AGAVE identifies completion or removals

-----End of January 4 minutes-----

Date:

December 28, 2016

Attendees:

Christine R., Patricia M., Sean A., Barry J.

Distribution:

Brittany P., Candace A., Kathir V., Ron O., Steve H., Susann H.

Current Milestone:

Release 1 Implementation: Update DOR/TIP production with AGAVE balances when AGAVE & DOR/TIP SSNs match

Agenda:

5. Confirm milestone targets hit for this week
6. Change request completion

Highlights:

Project Milestones status:

4. Program modification to isolate Release 1 referrals (**Sean A.**; Status: **Yellow**; ECD: Dec 28)
 - a. **Awaiting completion end of day today**
5. **Patricia & Christine** confirms AGAVE has correct amount when DOR/TIP matches on SSN
 - a. **Completed**

Action Items:

6. Patricia M is the owner of the IT change request and will complete this week

Minutes:

IT corrects SSNs loaded on AGAVE to synch it with the SSNs with DOR/TIP

- Significant amount of SSNs that were correct on DOR/TIP and not Revenue Results (previous TIP synch program)
- They were resolved on RR and not AGAVE (Pima S. CMS)
- IT has now corrected the AGAVE SSNs

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Christine & Patricia (Milestone 2)

- Confirms AGAVE has the correct amount with they have DOR/TIP matches on SSN

Wednesday end of day today (Milestone 1)

- **Sean** will complete the task of ensuring his synchronization program outputs only those cases that have matching SSNs on DOR/TIP and balances are not equal

Friday Jan 30th

- **Patricia** will complete IT change request and send to **Barry**

Tuesday Jan 10th

- **Patricia & Christine** will validate **Sean's** program is behaving as expected

Next Steps:

1. **Patricia & Christine** will validate **Sean's** program is behaving as expected (Jan 4)
2. AOC processes IT change request (Jan 10)
3. AOC copies the DOR/TIP production database to test (Jan 11)
4. AOC provides Excel spreadsheet reflecting the copied database (Jan 11)
5. **Patricia, Sean** and **Christine** request IT provide access to test TIP (Jan 11)
6. **Sean** generates TIP formatted referrals with AGAVE balances to update DOR/TIP (Jan 11)

End of December 28, 2016 report

Date:

December 21, 2016

Attendees:

Christine R., Patricia M., Sean A., Barry J.

Distribution:

Brittany P., Candace A., Kathir V., Ron O., Steve H., Susann H.

Current Milestone:

Release 1 Implementation: Update DOR/TIP production with AGAVE balances when AGAVE & DOR/TIP SSNs match

Agenda:

7. Confirm milestone targets hit for this week
8. Review Status Report

Highlights:

Project Milestones is as follows:

7. Program modification to isolate Release 1 referrals (Sean A.; Status: **Yellow**; ECD: Dec 28)
8. Validate Release 1 data (Patricia M.; Status **Yellow**; ECD: Jan 9)

Status Report was reviewed

1. Report will be used as progress document
2. Status description are as follows
 - a. **Green**: milestones will complete by their expected target date
 - b. **Yellow**: Tasks/Milestones target date is changed but does not delay the phase completion date
 - c. **Orange**: Tasks/Milestones target date is changed and delays the phase completion date
 - d. **Red**: project needs to stop due to issue that prevents continuation
 - e. **Blue**: completed tasks

Action Item:

3. Determine owner to complete IT change request to allow for TIP testing

Next Steps

4. CCU review of TIP file and Change Request
5. Discuss civil & juvenile cases

Minutes:

Milestone Review

Program modification to isolate Release 1 referrals

(Owner: **Sean A.**, Status: **Yellow**; Completion date changed from **Dec 22** to **Dec 28**)

1. Sean confirms AGAVE/TIP synchronization program will be ready for Release1 validation (Dec 28) as follows:
 - a. Program will generate file and referrals based on layouts provide in 2015
 - b. Program generates referrals for cases that exist on both AGAVE and DOR/TIP
 - c. They match on SSN and their balances are not equal
 - d. TIP referrals will use the balance from AGAVE
 - e. Status changed from green to yellow based on delay of deliverable from Dec 22 to Dec 28

Validate Release 1 data

(Owner: **Patricia M.**, Status: **Yellow**; Completion date changed from **Jan 5** to **Jan 9**)

2. Patricia & Christine determined that more reconciliation needs to occur to confirm AGAVE can be the source for all balances when the AGAVE/TIP referrals have equal SSNs
3. Completion will be Dec 28

Complete Change Request

4. Document engages IT to start testing
5. We have yet to confirm if Patricia or Sean owns its completion (Action item)

Next Steps

CCU review of TIP file and Change Request

6. CCU approves the Change Request
7. CCU will ensure file and its contents are ready for IT testing

Discuss civil & juvenile cases

8. What is the strategy for transitioning these cases to production

Civil and Juvenile TIP automation strategy

Christine and Patricia described the strategy as follows:

9. Identifying the civil and juvenile types
10. Tip referral candidates
11. Reconciliation process

Identifying the civil and juvenile types

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- Civil court ID number are C022
- Juvenile court ID number is 1000

Tip referral candidates

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 - Reconciliation will confirm AGAVE balance correct when not the same as TIP

Juvi has SSNs

Civil doesn't

Agave has a bench code

What do we do when Juvi and Criminal has same ids

Juvi can be cut in 2 weeks (Sean) (business)

Civil:

Information to be implemented in agave to view the SSNs

9 weeks.

List of AGAVE civils that don't have SSN.

Oddities is you have point of txn and time payment.

Most civil txns are paid immediately.

Payments depayed goes into the time payment area.

Generate list that have obligations that don't have SSNs

Not in TIP,

SSNs and not obligations (accounting group may have a spreadsheet)

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Obligations and SSNs present

No SSNs and obligations haven't

Criminal:

- AGAVE cases identified as referrals that exist in TIP: Synchronization complete
- AGAVE cases no longer referrals that exist in TIP: Manual removal in progress
- AGAVE cases identified as referrals that don't exist in TIP: Added to production : Feb 17

Juvenile

- First reconciliation report delivered Feb 15
- Reconciliation completed Added to production: Mar 3

Civil

- Reconciliation report delivered for cases with obligations Mar 1
- Process to update SSN & obligations Analysis starts Mar 8
- Added to production TBD

Minutes:

AGAVE cases identified as referrals that exist in TIP: Synchronization complete

Release1:

Completed as of Jan 31

Release 2:

Sean is releasing the

Middle of tax season and our civil cases have incomplete data

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How can we start the reconciliation now and still finish criminal and juvi