

EZ-Audit Release 1.01 Functional Design Meeting
5/15/2003

Attendees: Ti Baker, Dyon Toney, Sherry Quade, Joe Jenkins, Melanie Greiner, Matt Portolese, Seth Sinclair

Requirements Reviewed:

GEN	Need capability to record when a school is placed on administrative stay and to "stop the clock" when necessary.	The system will enable users to record when a school is placed on administrative stay. The system will stop the resolution clock for a school placed on administrative stay.	7
RES	Need submissions set to 'resubmit' after completion of both the CA & FS?	The system will set a submission to "resubmit" after the completeness status has been indicated for both the Compliance Audit and Financial Statement when at least one is marked as "incomplete."	7
SCR	When selecting "Screened Incomplete" and clicking save the user should receive message "Are You Sure". When yes is selected, the school should then be prompted to resubmit.	The system will display an alert to notify a Case User that when selecting "Screened = Incomplete" for a submission, the school will be required to resubmit.	7
RES	DDIF - Screen should not clear when an edit/error occurs.	The system will retain all values on the DDIF page when the user encounters a system-generated error.	20
WAI	Waiver screen needs the capability to capture Exemption information.	The system will provide fields to capture Exemption information on the Waiver Resolution screen.	29
QC	Need a quality control page.	The system will provide a "quality control" page with fields to capture the date the submission is QC'd, the name of the reviewer, and comments/findings.	QC
QC	Need a QC role.	The system will provide a QC role with access to the quality control tracking page for all submissions.	QC
QC	Restrict write access to QC Users only.	The system will provide write access to the quality control page only to users designated with the role of "QC User."	QC

Review of Previous Design Session (5/13/2003) Materials

- Code Findings page changes accepted
- Ed Admin page changes accepted
 - Selected MSS with Reports column added

DDIF Page Will Retain Values:

- The system will retain all values on the DDIF page when a system generated error occurs

Completeness Status Set to "Resubmit":

- If the Compliance Audit or Financial Statement is (or both are) determined to be incomplete, the system will set a submission to "Resubmit." This will occur only after completeness has been indicated for both.

“Screened Incomplete” Alert:

- ❑ If “Screened = Incomplete” is selected for a submission, the system will display to the user a page with text stating: “You have deemed this (FS or CA) to be incomplete. By selecting incomplete, the school will be required to resubmit. The school will be notified once both portions of the submission are reviewed.”
 - A “continue” option and a “cancel” option will be presented.
 - If the user selects “continue,” they will be returned to their Home Page
 - If the user selects “cancel,” they will be returned to the Submission Summary page

Administrative Stay

- ❑ Administrative stay is FSA driven and is submission specific
- ❑ The following fields will be displayed on the Submission Summary page for administrative stay:
 - 2 sections: Financial Statement, Compliance Audit
 - 4 fields: Begin Date, End Date, Reasons (drop-down box – values to be provided by FSA), and Notes
- ❑ A record on Administrative Stay will stay in the user queue
- ❑ Administrative Stay does not affect notifications and should not prevent the school from submitting anything in the future
- ❑ When a submission is taken off of administrative stay, the resolution clock should resume, not reset

Capture Exemption Info on the Waiver Resolution Screen

- ❑ Resolution Screen will be dynamically driven by either Waiver or Exemption (labels/options will be different)
- ❑ Exemptions cover one fiscal year. For exemption resolution the user will select the FY end that the exemption applies to and the system will display a calculated next due date

QC Page/Role

- ❑ Goals of QC to determine both the quality of data entry and acceptability of submission
- ❑ All submissions will be QC’ed – all need to go directly to a QC Queue
- ❑ Consider capturing greater level of detail to satisfy OMB requirements
- ❑ Anticipating that the page will need two sections – 1 with QC/acceptability questions for the compliance audit and one with QC/acceptability questions for the financial statement
- ❑ Need to discuss if this will require separate roles (FS QC and CA QC) and separate queues
- ❑ If a submission is already flagged, there may not be a need for the QC user to have to answer any acceptability questions on for the Financial Statement since it will be sent to case anyway
- ❑ Short-term fix requires an external Lotus Notes database (outside project scope) to capture specifics

Design Questions/Comments:

- ❑ Can we add a status note in the queue for schools on Administrative Stay, possibly even with Start Date? (Brian will do a LOE estimate)
- ❑ What questions should be included on QC page? (Ti to follow-up with content specifics, Seth to follow-up with LOE for any additional tech requirements)