

**State of Michigan
Child Welfare Financial Specialists
Initiation, Requirements and Design Plan**

General Information

<i>Project ID / Acronym:</i>	CW Financial Specialists	<i>Date:</i>	July 24, 2008
<i>Organizational Title:</i>	DIT/DHS	<i>Modification Date:</i>	
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This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved in the **Error! Reference source not found.** project or who will become involved during the lifecycle.

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1. Overview

1.1 System Background

According to the Section 571 of Public Act 131 of 2007, the Department of Human Services shall establish a title IV-E compliance and accountability office to coordinate compliance with regulations in order to receive title IV-E money.

DHS has been authorized to hire 80 new positions (Child Welfare Financial Specialist) to implement this mandate. To provide these 80 new Child Welfare Financial Specialist, the ability to view and update listed modules in SWSS FAJ; **SWSS Security Profile** and **SWSS FAJ**'s security access rights needs to be enhanced, so the Child Welfare Financial Specialist can be enrolled, Profiled in to **SWSS Security Profile** system, as well be able to view and update initial funding determination as well as re-determinations in **SWSS FAJ**. These enhancements have been combined into one Work Request (2146).

Financial Specialists will be given be given accesses to following SWSS FAJ's modules in order to evaluate title IV-E money.

1. To provide an access right to Child Welfare Financial Specialists with SWSS FAJ, so they can log into SWSS FAJ production and testing application to view and update cases.
2. To provide an access right to Child Welfare Financial Specialists with SWSS FAJ, so they can view original SWSS FAJ, CPS, and CMS.
3. To provide an access right to Child Welfare Financial Specialists with SWSS FAJ, so they can view Child Foster Care, Adoption, and Juvenile Justice Cases.
4. To provide an access right to Child Welfare Financial Specialists with SWSS FAJ, so they can view as well as update Child Foster Care, Adoption, and Juvenile Justice Cases.
5. To provide an access right to Child Welfare Financial Specialists with SWSS FAJ, so they can view and update Child, Member, Legal, Funding, Placement, Payment, Medicaid, Medical Passport, Education, Print 5S, Comments, Case Listing, and Social Work Contacts module.
6. To provide an access right to Child Welfare Financial Specialists with SWSS FAJ, so they can view Central Registry.
7. SEM (Systems Engineering Methodology) will be used to plan, monitor, and complete each stage of the project.
8. The new security rights for Child Welfare Financial Specialists will be for SWSS FAJ only; it will not include ASCAP and Adoption Subsidy.
9. They will also not update the CPS and CMS except for the social work contacts.

1.2 References

Project Charter, Project Plan, Existing SWSS Documentation

2. Maintenance Planning

- The existing Maintenance Plan (SEM-301) for this system has been updated and a copy is attached to this document.
- The Maintenance Plan (SEM-301) has been created for this system and a copy is attached to this document.

Comments:

There will not be any Maintenance Plan needed for this project.

3 Software Configuration Management Planning

- The existing Software Configuration Management Plan (SEM-302) for this system has been updated and a copy is attached to this document.
- The Software Configuration Management Plan (SEM-302) has been created for this system and a copy is attached to this document.

Comments:

For this Project, there will not be any specific, additional component that requires different procedure or handling in relation to versioning in Version Manager, as well as its releases in Test and Production application. See existing CM Plan for SWSS FAJ.

4 Requirements Specification

4.1 Requirements Analysis Technique

Requirement analysis technique was JAD (Joint Analysis Technique) and user interviews.

4.2 System Requirements

Req. No.	Detailed Requirement	Priority	Status	Design Specification	Test Specification	Successful Test Verification	Remarks
4.2.1	<i>Provide the ability for Financial Specialists to be enrolled and profiled in to SWSS Security Profile.</i>	R					
4.2.2	<i>Provide the ability to Financial Specialists to access the Main Menu screen.</i>	R					
4.2.3	<i>Provide the ability to Financial Specialists to access and update the Child and Member module as if they were the assigned Clerks in accordance with the current edits.</i>	R					
4.2.4	<i>Provide the ability to Financial Specialists to access and update the Legal module as current Supervisor.</i>	R					
4.2.5	<i>Provide the ability to Financial Specialists to access and update the Funding module as current Supervisor.</i>	R					
4.2.6	<i>Provide the ability to Financial Specialists to access and update the Placement module as if they were the assigned Worker in accordance with the current edits.</i>	R					

4.2.7	<i>Provide the ability to Financial Specialists to access and update the Provider module as if they were the assigned Worker in accordance with the current edits.</i>	R					
4.2.8	<i>Provide the ability to Financial Specialists to access and update the Payment module as if they were the assigned Worker in accordance with the current edits.</i>	R					
4.2.9	<i>Provide the ability to Financial Specialists to access and update the Medicaid as if they were the assigned Worker in accordance with the current edits.</i>	R					
4.2.10	<i>Provide the ability to Financial Specialists to access and update the Education as if they were the assigned Worker in accordance with the current edits.</i>	R					
4.2.11	<i>Provide the ability to Financial Specialists to access and update the Social Work Contacts as if they were the assigned Worker in accordance with the current edits.</i>	R					
4.2.12	<i>Provide the ability to Financial Specialists to access and update the Comments module as if they were the assigned Worker in accordance with the current edits.</i>	R					
4.2.13	<i>Provide the ability to Financial Specialists to access and update the Medical Passport module as if they were the assigned Worker in accordance with the current edits.</i>	R					
4.2.14	<i>Provide the ability to Financial Specialists to access and update the CIMS Transaction as if they were the assigned Worker in accordance with the current edits.</i>	R					
4.2.15	<i>Child Welfare Financial Specialists will be provided an ability to access the Case</i>	R					

	<i>Listing module with a unique set of new edits.</i>						
4.2.16	<i>Provide the ability to Financial Specialists to view and print SWS001, SWS002, SWS003, and SWS008 as current supervisor security level.</i>	R					
	<i>Provide the ability for Financial Specialists to be enrolled in to SWSS Security Profile.</i>						
SC-4.1.1	All valid SWSS users must be assigned a load number.						
4.2.1SC-4.1.1.1	Financial Specialist will only be assigned a load number (this load number will work as an identification or designation for a Financial Specialist) for the district/districts within a county or counties that they are responsible for.	R					
UT-1.4.1.5.1.1	When a county is selected, the following things must happen:						
UT-1.4.1.5.1.1.1	The District field on this screen must be loaded with a list of districts assigned to the selected county. District number must sort this list.						
4.2.1UT-1.4.1.5.1.1.1.1	The ability to select the county or counties, and respective districts for the financial specialist.	R					
UT-1.4.1.5.1.1.2	The Alternate field on Screen 2 must be loaded with a list of active staff profiles that have been assigned load numbers containing the selected county number. This list must be sorted by last name, then by load number (for multiple load numbers cases).						

4.2.1UT - 1.4.1.5. 1.1.2.1	The Alternate field on Screen 2 of ADD Staff Profiles in “SWSS Staff Profile” must be loaded with a list of Financial Specialists profiles that have been assigned load numbers of county or counties. Those Active Financial Specialists will work as an Alternate Financial Specialist too. This list must be sorted by last name, then by load number (for multiple load numbers cases).	R					
UT- 1.4.1.5. 3	Section number						
UT- 1.4.1.5. 4	Unit number						
UT- 1.4.1.5. 5	Worker number						
4.2.1UT - 1.4.1.5. 3.1	Financial Specialist will be given Section number.	R					
4.2.1UT - 1.4.1.5. 4.1	Financial Specialist will be given Unit number.	R					
4.2.1UT - 1.4.1.5. 5.1	Financial Specialist will be given worker number.	R					
UT- 1.4.1.6	Worker Security Level						
4.2.1UT - 1.4.1.6. 1	For Financial Specialists, worker or supervisor security level will be selected in Worker Security Level list box.	R					
UT- 1.5.1	There must be a mechanism to grant access to SWSS programs to the current staff profile: (details follow)						
4.2.1UT -1.5.1.1	For the Financial Specialists, there will be an additional check box named CWFS to	R					

	check.						
4.2.1UT - 1.5.1.1. 1	Once the CWFS Check box is checked, they will be given update access to Adoption, Child Foster Care, and Juvenile Justice cases only.	R					
UT- 1.5.5	Provide multiple mechanisms for quickly assigning an Alternate staff profile to the current staff profile.						
4.2.1UT -1.5.5.1	Provide multiple mechanisms for assigning an Alternate Financial Specialists staff profile (Alternate Financial Specialist as well as current Supervisor will work as Alternates) to the current Financial Specialists staff profile.	R					
UT- 1.5.7	Provide multiple mechanisms for assigning a Supervisor to the selected username.						
4.2.1UT -1.5.7.1	Provide multiple mechanisms for assigning a Supervisor to the selected Alternate Financial Specialists.	R					
4.2.1UT - 1.5.7.1. 1	Alternate Financial Specialist's Supervisors will be all the supervisors who are profiled as the supervisor of Financial Specialists.	R					
UT- 1.5.9	The Utilities module must allow any one county to have multiple adoption supervisors.						
????	There must be a separate screen for assigning Financial Specialists the County or Counties with the respective District or Districts.	R					
	<i>Provide the ability to Financial Specialists to access the Main Menu screen</i>						

4.1.1.1 MM- 1.1.2.2. 4.5	The set of programs the user has access to (Foster Care, Adoption, Juvenile Justice, Provider Management, Adoption Subsidy).						
4.2.2.M M- 1.1.2.4. 5.1	The Financial specialists will be given access to Original SWSS FAJ and not ASCAP and Adoption Subsidy.	R					
MM- 1.1.2.2. 4.6	The program that the selected case is assigned to (Foster Care, Adoption, Juvenile Justice).						
4.2.2.M M- 1.1.2.2. 4.6.1	The Financial Specialists will be given access and update rights to Foster care, Juvenile Justice cases, and Adoption cases for the county or counties they are responsible for.	R					
MM- 1.1.2.2. 4.7	The user's security level in relation to the case.						
4.2.2.M M- 1.1.2.2. 4.7.1	The Financial Specialists will be able to view Foster care, Adoption, Juvenile Justice case, and also be able to update Foster Care, Adoption, and Juvenile Justice case.	R					
MM-4.2	The "Main Menu" module will determine the current user's update access to the selected case for the selected module in the following manner:						
4.2.2.M M-4.2.1	If the User is a Financial Specialist, they can view everything in the SWSS FAJ, and that includes Original SWSS FAJ, CPS, and CMS.	R					
4.2.2.M M-4.2.2	If the User is a Financial Specialist, they can view any non –high Profile Foster care,	R					

	Adoption, and Juvenile justice case.						
MM-4.3	The “Main Menu” module will determine a user’s access to “Corrections Mode” after a valid SWSS case has been selected. Once the user’s update access has been determined (See MM-4.2 to start), the following requirements determine if the user is allowed to activate/inactivate “Corrections Mode”: (details follow)						
4.2.2.M M-4.3.1	Specialists will be allowed to do corrections on Active cases and not the closed foster care, Adoption, and juvenile justice cases.	R					
	<i>Provide the ability to Financial Specialists to access and update the Child and Member module as if they were the assigned Worker in accordance with the current edits.</i>						
	<i>Provide the ability to Financial Specialists to access and update the Legal module as Current Supervisor.</i>						
LE-4.33.1	If the appeal has been resolved, notify the adoption supervisor and worker, via email, of the results of the appeal.						
4.2.4LE -4.33.1	If the appeal has been resolved, notify the Financial Specialists, adoption supervisor and worker, via email, of the results of the appeal.	R					

LE-4.33	If an order type of “Termination” is entered after the case has been accepted by the adoption unit, notify both the adoption supervisor and adoption worker that termination of parental rights has occurred, the date of the hearing, and if an appeal has been filed. (This must be done automatically via email if possible).						
4.2.4LE-4.33.1	If an order type of “Termination” is entered, notify the Financial Specialists that termination of parental rights has occurred, the date of the hearing, and if an appeal has been filed. (This must be done automatically via email if possible).	R					
4.2.4.1 Ticklers:	Provide the facility of ticklers to notify Financial Specialists when a worker enters an order type 7 in legal, check for the same date as the placement begin date.	R					
	<i>Provide the ability to Financial Specialists to access and update the Funding module as current Supervisor.</i>						
FD-1.1.4	It must allow the worker to view the details of a Funding determination highlighted from the list by allowing access to the View screen through the view Button.						
4.2.5FD-1.1.4.1	It must allow the Financial Specialists to view the details of a Funding determination highlighted from the list by allowing access to the View screen through the view Button.	R					
FD-1.1.5	It must allow the user to view but not modify all the funding determination screens for a						

	highlighted determination.						
4.2.5FD -1.1.5.1	It must allow the financial Specialists to view and modify all the funding determination using initial and redeterminations button.	R					
FD-1.1.8	The screen must check for user's privileges and based on that allow update or View-only access to the worker.						
4.2.5FD -1.1.8.1	Financial Specialist can be able to view and update the initial and redeterminations as permitted by current edits.	R					
4.2.5FD -1.1.11	If the user is a Financial Specialist, s/he must have the ability to delete a redetermination in corrections mode using initial and redeterminaton button.	R					
FD-4.17 Ticklers :	The Funding process must generate a tickler at the end of every determination that reminds the worker of the next due date of re-determination. This requires calculation of the next re-determination due date. The re-determination date is calculated as the last day of the month resulting from adding 6 months to the current determination date.						
FD-4.17.1 Tickler s:	Financial Specialists must be sent a tickler for Initial determinations as well as redeterminations.	R					
FD-4.17.1 . 1Tickle rs:	Financial Specialists must be sent an Initial tickler within 30 days of kid's registration to foster home. Financial Specialists must be sent a redetermination tickler; the re-determination date is calculated as the last day of the month resulting from adding 6 months to the current determination date.	R					
FD-4.20.1	The user must be able to access the correction mode and correct a completed funding						

	determination or redetermination while the case is in a registered state/status.						
4.2.5FD - 4.20.1.1	The Financial Specialists must be able to access the correction mode and correct a completed funding initial determination or redetermination while the case is in a registered state/status.	R					
4.2.5.1	Once Financial Specialists starts evaluating the Title – IV-E money, workers will be locked out from funding module.	R					
	<i>Provide the ability to Financial Specialists to access and update the Placement module as if they were the assigned Worker in accordance with the current edits.</i>						
PL-4.7	There must be a mechanism to update a placement.						
4.2.6PL -4.7.1	Financial Specialists must be able to update a placement.	R					
PL-4.21	There must be a mechanism to allow the user to update an unlicensed relative placement with the relative’s MPS information should they become licensed or enrolled at a later date.						
4.2.6PL - 4.21.1.1	There must be a mechanism to allow the Financial Specialists to update an unlicensed relative placement with the relative’s MPS information should they become enrolled at a later date.	R					
PL-4.25	There must be a mechanism to delete placements.						
4.2.6PL -4.25.1	Financial Specialist will be able to delete placements as	R					

	permitted by current edits.						
PL-1.1	There must be a mechanism to correct placements. There are three fields that cannot be changed in the normal update procedure once the case is active in SWSS.						
PL-1.1.1	Placement begin date						
PL-1.1.2	Placement end date						
PL-1.1.3	Living arrangement code						
4.2.6PL-1.1.1	Financial Specialists will not be able to change Placement begin date, placement end date, Living Arrangement code in the normal update procedure once the case is active in SWSS, but they will be able to update in correction mode.	R					
PL-1.1.1	The user must be able to add placements.						
4.2.6PL-1.1.1.1	The Financial Specialists must be able to add placements as permitted by current edits.	R					
PL-1.1.2	The user must be able to delete placements.						
4.2.6PL-1.1.2.1	The Financial Specialists must be able to delete placements as permitted by current edits.	R					
PL-1.1.3	The user must be able to perform these functions on a registered case without being in corrections mode.						
4.2.6PL-1.1.3.1	The Financial Specialists must be able to perform these functions on a registered case without being in corrections mode.	R					
4.2.6.1 Ticklers:	Provide the facility of ticklers to notify Financial Specialists when a placement changes, that has a new episode indication. Check legal for an order type of 7 on the same date as the placement begins						

	date.						
	<i>Provide the ability to Financial Specialists to access and update the Provider module as if they were the assigned Worker in accordance with the current edits.</i>						
4.2.7.1	Financial Specialist will be able to print ADD Prov.2351	R					
4.2.7.2	Financial Specialists will not be able to do Add Service Prov.	R					
4.2.7.3	Financial specialist will be able to accept the home for the youth.	R					
	<i>Provide the ability to Financial Specialists to access and update the Payment module as if they were the assigned Worker in accordance with the current edits.</i>	R					
	<i>Provide the ability to Financial Specialists to access and update the Medicaid module as if they were the assigned Worker in accordance with the current edits.</i>	R					
	<i>Provide the ability to Financial Specialists to access and update the Education module as if they were the assigned Worker in accordance with the current edits.</i>	R					

	<i>Provide the ability to Financial Specialists to access and update the Social Work Contacts module as if they were the assigned in Worker accordance with the current edits.</i>	R					
	<i>Provide the ability to Financial Specialists to access and update the Comments module as if they were the assigned Worker in accordance with the current edits.</i>	R					
	<i>Provide the ability to Financial Specialists to access and update the Medical Passport module as if they were the assigned Worker in accordance with the current edits.</i>	R					
	<i>Provide the ability to Financial Specialists to access and update the CIMS Transaction module as if they were the assigned Worker in accordance with the current edits.</i>	R					
	<i>Child Welfare Financial Specialists will be provided an ability to access the Case Listing module with a unique set of new edits.</i>	R					
CL -1.1	A screen must exist for supervisors and clerical						

	workers to specify what they want to see in the list of cases.						
4.2.15C L -1.1.1	A screen must exist for Financial Specialists too to specify what they want to see in the list of cases.	R					
4.2.15C L - 1.1.1.3	For Financial Specialists, there will be an additional list box named CW Funding Loads, that will contain all load numbers within the districts of county or counties for which Financial Specialist has responsibility for.	R					
4.2.15C L - 1.1.1.3. 1	For Alternate Financial Specialists, there will be an additional list box named Alternate Caseloads that will contain all load numbers within the districts of 83 counties and not county 84 (Grand Tower).	R					
4.2.15C L - 1.1.1.3. 1.1	The load no. in the list boxes will be sorted on the basis of counties and then sorted by alphabetically.	R					
CL - 1.1.3	A list box containing all program codes.						
4.2.15C L - 1.1.3.1	For Financial Specialist, the list box for Program codes will contain the cases from ADPT, CFC, JJ, and not CPS program codes.	R					
CL - 1.2.1	The case listing screen must display a list of cases.						
4.2.15C L - 1.2.1.5	For the Financial Specialists and their Back Ups / Alternate Financial Specialists, the list on case listing screen will contain cases based on the criteria selected in the pre-case listing screen and that are high profile too.	R					
4.2.15C L - 1.2.1.5.	There must be an additional field on the Case Listing screen named, CONF* to	R					

1	indicate whether a case is confidential or not.						
CL - 1.2.5	There must be a mechanism to display the user's list of closed cases.						
4.2.15C L - 1.2.5.1	For Financial Specialists, There must not be a mechanism to display the user's list of closed cases.	R					
CL - 1.2.8	The Case Listing screen must provide a mechanism to display Case Listing case summary of the case selected.						
4.2.15C L - 1.2.8.1	For the Financial Specialist, the Case Listing screen must not provide a mechanism to display Case Listing case summary of the case selected.	R					
4.2.15C L - 1.2.8.2.1	There must be a mechanism to Print (Print Button) all the case listing displayed on to Case Listing screen.	R					
4.2.16	<i>Provide the ability to Financial Specialists to view and print SWS001, SWS002, SWS003, and SWS008 as current supervisor security level.</i>	R					
4.2.16.1	Financial Specialists will be able to view and print these reports as usual worker, but they will be able to view and print all the information within district or districts of assigned county or counties.	R					

4.3 System Test Requirements

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Req. No.	Detailed Requirement	Priority	Status	Design Specification	Test Specification	Successful Test Verification	Remarks

4.4 Acceptance Test Requirements

Req. No.	Detailed Requirement	Priority	Status	Design Specification	Test Specification	Successful Test Verification	Remarks
							"Tab to add row"

4.5 Functional Baseline

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5 Functional Design

- The existing Functional Design document (SEM-501) for this system has been updated and a copy is attached to this document.
- The Functional Design document (SEM-501) has been created for this system and a copy is attached to this document.

Comments:

"Click HERE and Type"

6 System Design

- The existing System Design document (SEM-604) for this system has been updated and a copy is attached to this document.
- The System Design document (SEM-604) has been created for this system and a copy is attached to this document.

Comments:

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7 Conversion Planning

7.1 Purpose and Scope

"Click HERE and Type"

7.2 Conversion Activities

This section should describe the detailed activities, resources, and schedule associated with the conversion.

"Click HERE and Type"

7.3 Conversion Requirements

"Click HERE and Type"

Data Cross Reference

File Name	Data Element	Picture	Destination Table	Destination Element
"Click Here"				"Tab to add row"

"Click HERE and Type"

8 Test Planning

8.1 Objectives, Scope, and Responsibilities

"Click HERE and Type"

Resource Name	Role
"Click HERE and Type"	"Tab to add row"

8.2 Test Environment

"Click HERE and Type"

8.3 Important Functionalities (Modules) to be tested

Module No.	Functionalities/Features	Suitable Testing Types
"Click Here"		
		"Tab to add rows"

8.4 Testing Procedures

"Click HERE and Type"

8.5 Test Execution

"Click HERE and Type"

9 Test Reports

Function / Requirement Tested	Testing Type	Pass/Fail	Approval
"Click Here"			
			"Tab to add rows"

10. Initiation, Requirements and Design Plan Approval

The signatures relay an understanding of the purpose and content of the document by those endorsing it.

Approve

Approve with Modifications

Reject

Comments:

"Click [HERE](#) and Type"

	Name / Title	Initial Signoff	Date	Final Signoff	Date
Client Sponsor					
DIT Sponsor					
Project Manager					