



Requirements Specification for

CVAD - CVC Claims Assistant Web Application for SAE

Version 0.2

6/17/2013



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Version Control

Version	Date	Author	Description
v0.1	6/7/2013	Doug Raper	Initial Draft of Requirements
V0.2	6/17/2013	Doug Raper	Updated Functional Requirements, Non-Functional Requirements note, Current work flow in Current System Summary and Use Cases

PROJECT SUMMARY

Project Name	CVAD - CVC Claims Assistant Web Application for SAE		
Estimated Start Date:	6/7/2013	Estimated End Date:	TBD (This date is dependent on the completion date for the CVC – Claims Assistant Web Application and will be delivered at the same time and the SAE effort)
Project Champion	Debbie O’Leary		
Project Manager	Rodney Jordan		
Project Category	AG – CVAD Claim Victims Assistance Division - Crime Victims Compensation for SAE		

OVERVIEW

In Scope

This should include a more detailed definition of what the result of this project will do.

The scope of this effort will include the following components of CVC’s Claims Assistant Web Application specific to SAE (Sexual Assault Examination).

- SAE Main View Information and process
- General Tab Information and process
- Payment Tab Information and process
- Checks Received Information and process
- Restitution Tab Information and process (NEW)



Claimant Address Information and process
Activity Log Tab Information and process.

Out of Scope

This should include a more detailed definition of what the result of this project will not do.

This will not include any additional revisions or updates to an existing project effort for CVAD – CVC Claims Assistant Web Application.

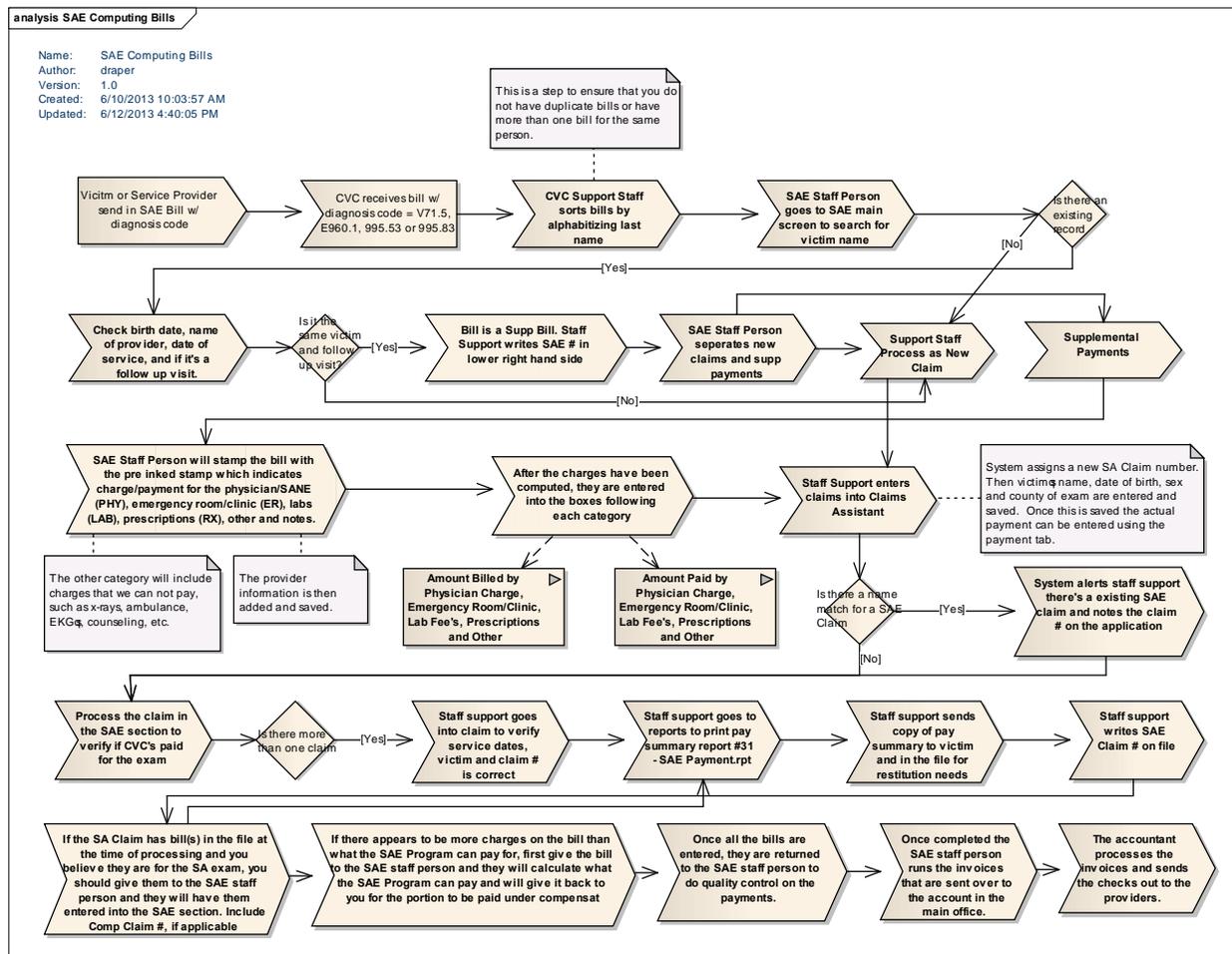
Constraints

This should include anything that could put known limitations on the design options for the requirements. This may include auditing, safety issues, or service agreements.

The delivery of this project effort in regards to development and implementation will be dependent on project effort CVAD – CVC Claims Assistant Web Application. The customer wants implementation for both the CVAD – CVC Claims Assistant Web Application and CVC Claims Assistant Web Application for SAE in the same delivery for production. Both Compensation and SAE claims are required and part of the same CVAD Program; therefore the new Web Application needs include functionality for both Compensation Claims and SAE Claims.

Current System Summary

This should include a description of how the existing system functions to establish a context for the proposed changes or enhancements to the new system.



Definitions

This should include a definition of all terms, acronyms, and abbreviations used within this document.

- SAE – Sexual Assault Examination
- CVC – Crime Victims Compensation
- CVAD – Crime Victims Assistance Division
- AG – Attorney General
- Comp Specialist – Compensation Specialist

Assumptions & Dependencies

This should include any factors the requirements are taking for granted or that the requirements might be dependent upon, such as user business knowledge.

All Non-Functional Requirements will be addressed the same as provided in the CVC Claims Assistant Web Application for Compensation Claims.



BUSINESS REQUIREMENTS

Business Needs

This should include a more detailed definition of the business problem that the project will address and why this project will help solve the business need. This statement should answer the question of why and not how.

Need	Priority (1-5, 5 being the highest)	Description
CVAD needs to replace their existing desktop Claims Assistant Application; which would allow them to provide services more efficiently to victims and victim service providers.	5	We need to provide the current system functionality that exists today with more efficiencies via the web.
Make CVC processes more efficient and save on staff time and resource costs.	5	
Program needs to be more accessible to the public and those needing assistance.	5	
Would help prevent staff from having duplicate work in several areas of claims processing, invoicing and paying claims and can make connections to the State I/3 system that aren't currently in place today.	5	
Electronic application and submission	5	
SAE Tracking, database and electronic bill submission	5	

Critical Success Factors

This should include the understood and accepted elements necessary for the business needs to be met. Provide all current SAE functionality into the same web based application delivered for CVC – Claims Assistant Web Application for Compensation Claims.

Actors

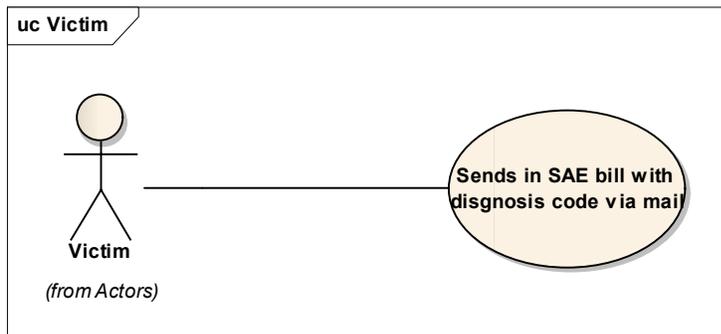
This should include a description of anyone or anything outside the system that interacts with the system as it relates to the business need.

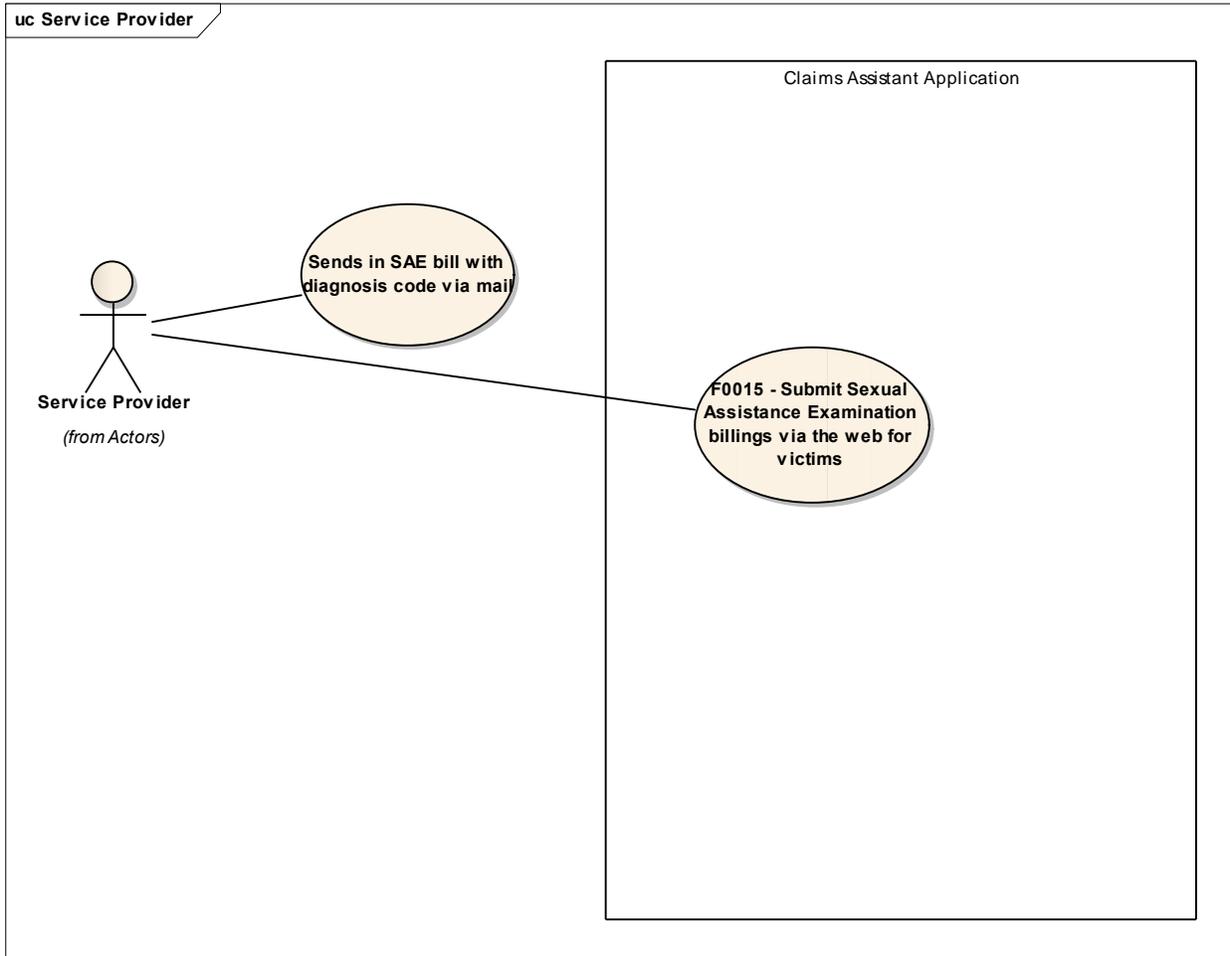
Name	Role	Department	Email	Phone
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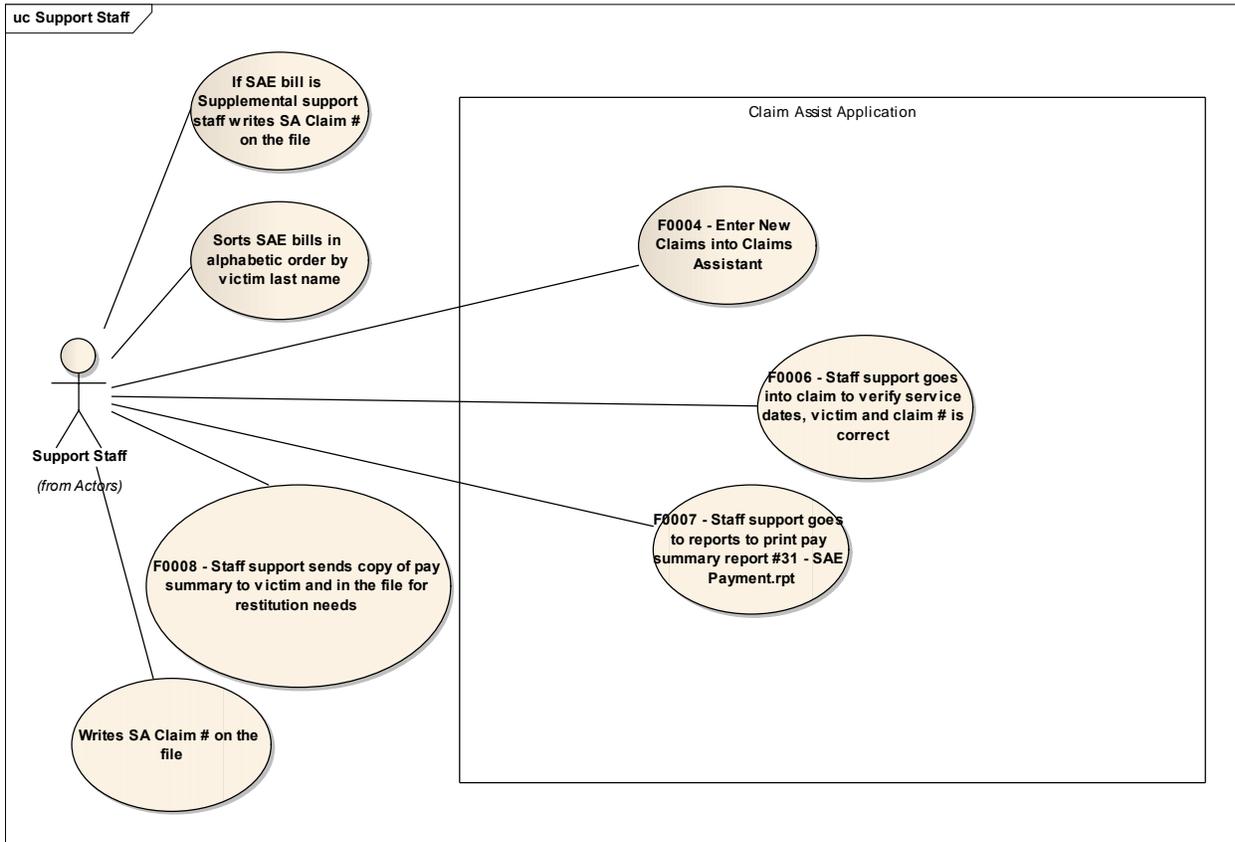
Ruth Walker	SAE Staff Person	CVC		
Anne Thomas	CVC Manager	CVC		
Misc. Personnel	Support Staff	CVC		
	Service Providers	Public		
	Victims	Public		

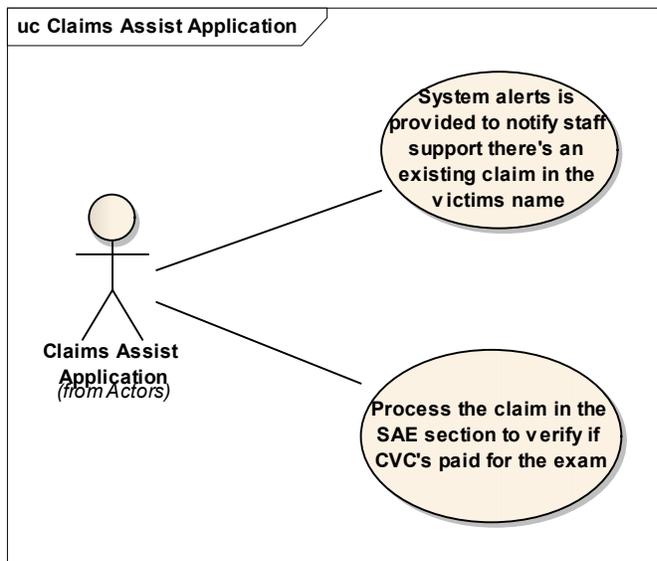
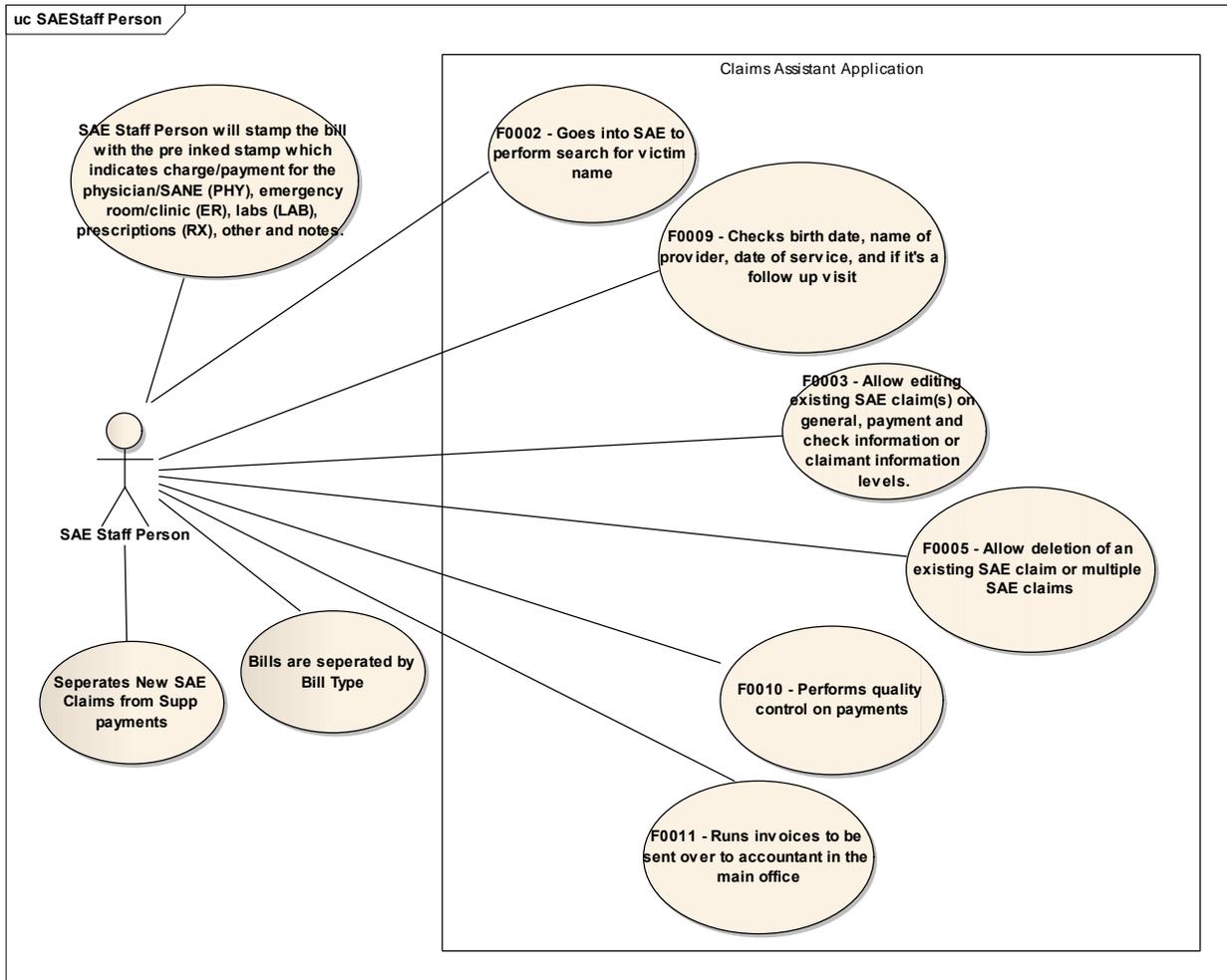
Business Use Cases

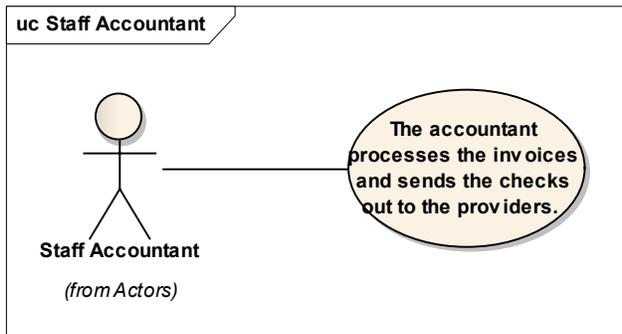
This should include a description of the system's behavior at it responds to a request from an actor.





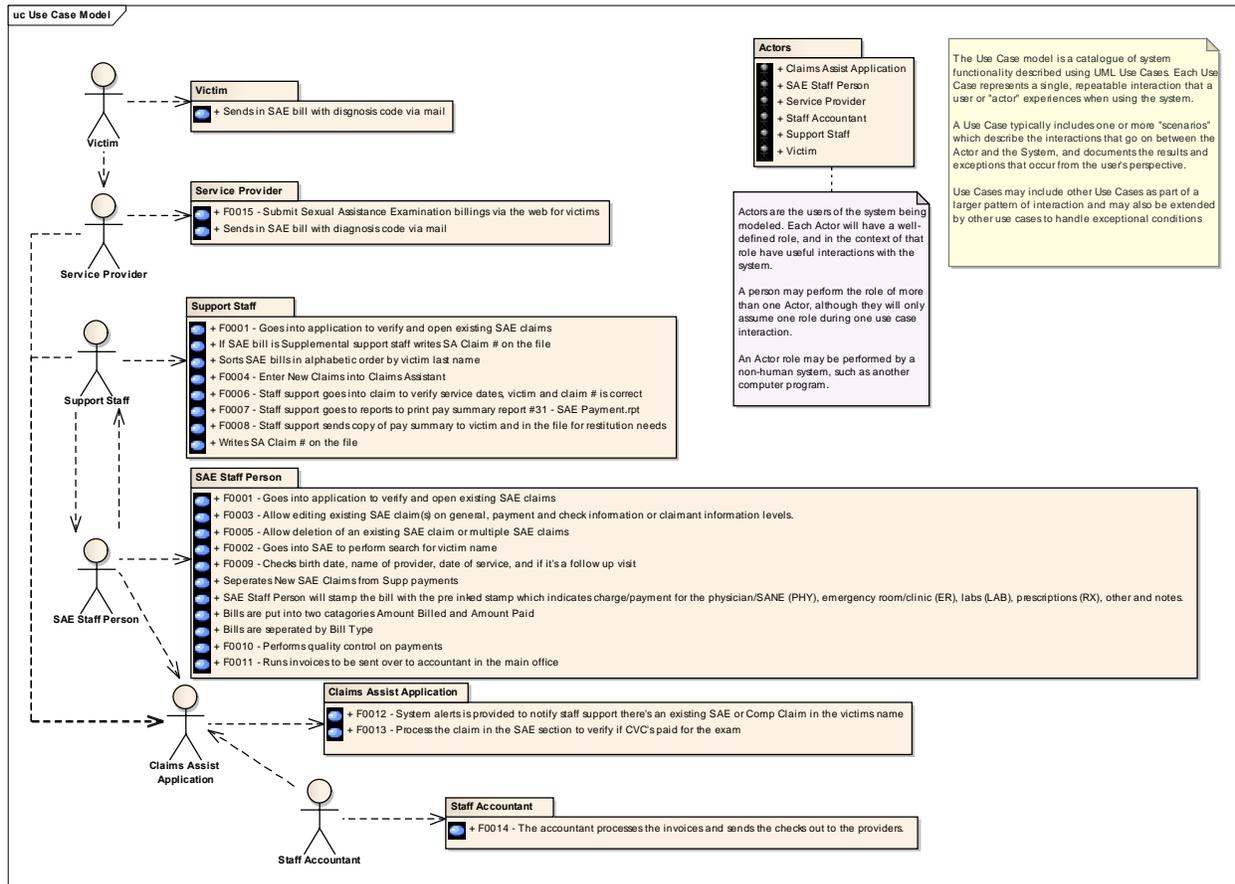






Use Case Diagrams

This should include any diagrams or illustrations that will help in understanding the business use cases listed in this document.





Notes & References

This should include any notes taken during the business requirements gathering or references to other documents that might be used in this document, such as historical information or a gaps analysis document.

FUNCTIONAL REQUIREMENTS

Functional Requirements Detail

This should include all requirements that capture the functionality that must exist to answer the business requirements. These requirements should answer the question of what.

Requirement ID	Description
F0001	Application needs to provide a view of existing claims with the following criteria and open a claim or multiple claims. SAE Claim# Created Date First Name (victim) Last Name (victim) Compensation Claim # and/or SAE Claim # for the victim, if applicable.
F0002	Application needs to allow a staff to search/find existing claims by first three position of the service provider or victims first name, last name and by city name or a combination of all of fields.
F0003	Application needs to allow SAE Staff Person to edit or update an existing SAE claim at the general claim information, payment information, check information or claimant information levels.
F0004	Application needs to allow a support staff to enter a new SAE claim and assign claim # in the same format as the existing CVC Claims Application – SA##-####
F0005	Application needs to allow SAE Staff Person to delete an existing SAE claim or multiple existing SAE claims.
F0006	Application needs to allow a support staff to verify services dates, victims, and claims #'s are correct.
F0007	Application needs to allow support staff to generate a pay summary report #31 (SAE Payment.rpt)
F0008	Application to allow support staff to send a copy of the payment summary report #31 to the victim
F0009	Application needs to allow a SAE staff to verify birth date, name of service provider, date of service, and if the claim is a follow up visit
F0010	Application needs to allow for SAE Staff to perform a quality control audit
F0011	Application needs to allow for creation of invoices and being



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	sent over to CVC Financial Account
F0012	Application needs to provide alerts to support staff when there is existing SAE or Comp Claim in the victim's name
F0013	Application needs process the claim in the SAE section to verify, if CVC's paid for the exam
F0014	Application needs to allow financial accountant process the invoices and sends the checks out to the providers.
F0015	Application needs to allow victims and/or service providers to submit billing for adding SAE Claims.
F0016	Application needs to ability to track, scan, categorize and maintain database of bar-coded SAE kits into system to support new SAE kit tracking method

SCREEN DESCRIPTIONS

Description
<p>SAE MAIN VIEW FOR CLAIMS</p> <p>SAE Main view needs to provide all existing SAE claims in the application with the following columns:</p> <p>SAE Claim# Created Date First Name (victim) Last Name (victim) Compensation Claim # and/or SAE Claim # for the victim, if applicable.</p> <p>NEW: Application needs to compare the victim's name and DOB to verify if there's an existing Comp or SAE Claim for the victim. CVC needs to know this for potential duplication needs.</p>
<p>SAE Claim Numbers need to be in the same format as existing application. SA##-####</p>
<p>Specific claim number tied to SA claims and not mixed in other claim #'s.</p>
<p>The new application will need to allow for adding new SAE claim(s).</p>
<p>CVC needs functionality to add new SAE claims or multiple claims for a victim(s)</p>
<p>The new application will need to allow for opening and existing SAE claim(s).</p>
<p>CVC needs functionality to open SAE claim or multiple claims for a victim(s) to edit or update general claim information, payment information, check information or claimant information.</p>
<p>CVC needs functionality to delete new SAE claims or multiple claims for a victim(s)</p>
<p>CVC needs functionality to find existing a SAE claim or multiple claims for a victim(s)</p>
<p>To have capability to search by first three positions of the first name or last name of the victim name or service provider name and also by city.</p>
<p>CVC needs functionality to take the user to existing outstanding warrant numbers queue or docket.</p>
<p>This is needed to allow viewing existing warrants for current claims and to create a new warrant</p>



for claim.
CVC needs functionality to allow users to batch print multiple claims for a victim(s) Letter Catagories (drop down) 1. Letters Listing 2. Check box with each letter name and description 3. Batch Printing option <ul style="list-style-type: none">• Checkbox with Begin Claim Number and end Claim Number Buttons: Preview, Print and Cancel• E-mail option to attach letter and send out.
CVC needs functionality to allow users to access and print multiple invoice(s) by claim for a victim(s) See – Batch Print for requirements needs.
CVC needs functionality to access and print letters – Need to be template in the CVC’s local drive for modification needs. See – Batch Print for requirements needs.
GENERAL INFORMATION TAB The following fields are need to display for an existing or new claim. SAE Claim # (SA##-####) Received Date (mm/dd/yyyy hh/mm/ss/am or pm) Last Name (victim) First Name (victim) Middle Initial Suffix DOB (mm/dd/yyyy) Gender (male/female) County of Exam (drop down) Age Based on Exam: Child 0 -12, Teen 13-17, Adult 18-54 and Senior 55+ Save button Cancel button This information needs to be captured and saved for existing claims edit process and new claims.
<i>Payments General Tab - Information (Existing claim w/ payment(s))</i> The following fields are need to display for an existing claim. Provider Information (Static fields for Payment Window) Payment To (Provider listing with drop down) Type (drop down) Date Bill Received (mm/dd/yyyy)



<p>Heading = Payment History Provider Name Received Date (mm/dd/yyyy) Type Payee Total Total Paid Warrant #</p> <p>Add, Delete and Open button. Save and Cancel button Reprint SAE Invoice button with instructions to say 'Select the Payment to reprint an invoice then click on the 'Reprint SAE Invoice' button</p> <p>This information needs to be captured and saved for existing claim payment edit process and new claims to allow for payments.</p>
<p><i>Payments General Tab -Information (New claim w/out payment(s))</i></p> <p>The following fields are need to display for a new claim.</p> <p>Provider Information (Static fields for Payment Window) Payment To (Provider listing with drop down) Type (drop down) Date Bill Received (mm/dd/yyyy)</p> <p><i>Payment Section:</i> Physician's Amount Requested Physicians' Amount Paid Ed/Clinic Amount Requested Ed/Clinic Amount Paid Lab Amount Requested Lab Amount Paid Prescription Amount Requested Prescription Amount Paid Other Amount Requested Other Amount Paid Total Amount Requested Total Amount Paid</p> <p><i>Warrant Section:</i> Warrant Number Warrant Date</p> <p><i>Status Section:</i> Status (drop down) Status Date (mm/dd/yyyy)</p>



<p><i>General Section:</i> Service Date (mm/dd/yyyy) Patient # Other Description Comments (text box)</p>
<p><i>Payments Provider Tab w/ General Information (New claim w/out payment(s))</i></p> <p>The following fields are need to display for a new claim.</p> <p>Provider Information (Static fields for Payment Window) Payment To (Provider listing with drop down) Type (drop down) Date Bill Received (mm/dd/yyyy)</p> <p>Show by Provider Type (drop down) Provider (drop down listing of provider from the provider DB with Add option for a new provider) General Information: Vendor Number Tax Id Service Type Qualification Note (text box)</p> <p>Address Phone Information: Payment To (Provider listing with drop down) This needs to be static when adding a new claim and payment. Type (drop down) This needs to be static when adding a new claim and payment. Date Bill Received (mm/dd/yyyy) This needs to be static when adding a new claim and payment.</p> <p>Address Line1 City/State/Zip County Email Phone Type Area Code Number Extension, if applicable</p>
<p><i>Payments Provider Tab w/ Provider Contact Information (New claim w/out payment(s))</i></p> <p>The following fields are need to display for a new claim.</p> <p>Provider Information (Static fields for Payment Window) Payment To (Provider listing with drop down) Type (drop down)</p>



<p>Date Bill Received (mm/dd/yyyy)</p> <p>Contact1 Name (Provider first name and last name) Title Address City/State/Zip Phone Type Area Code Number Extension</p> <p>Contact2 Name (Provider first name and last name) Title Address City/State/Zip Phone Type Area Code Number Extension</p> <p>Save and Cancel button</p>
<p><i>Payments Provider Tab w/ Medical Records Information (New claim w/out payment(s))</i></p> <p>Provider Information (Static fields for Payment Window) Payment To (Provider listing with drop down) Type (drop down) Date Bill Received (mm/dd/yyyy)</p> <p>Name (first and last name) Title Address City/State/Zip Phone Type Area Code Number Extension</p> <p>Save and Cancel button</p>
<p><i>Payments Letter Tab -Information (New claim w/out payment(s))</i></p> <p>The following fields are need to display for a new claim.</p> <p>Letter Information: Payment To (Provider listing with drop down) This needs to be static when adding a new claim and</p>



<p>payment.</p> <p>Type (drop down) This needs to be static when adding a new claim and payment.</p> <p>Date Bill Received (mm/dd/yyyy) This needs to be static when adding a new claim and payment.</p> <p>When clicking on the Letter application needs to provide existing letters, if applicable.</p> <p>Options to Print and Open Letter(s)</p>
<p>Restitution Tab</p> <p>SAE needs to have a same format requirements and information as the existing restitution tab for Compensation Claims. New tab for restitution to add a list of offender and criminal case #'s.</p> <p>See restitution tab for comp claims on all requirement details.</p>
<p>Time out – Need to have a prompt to the user for the timing out of session. This will allow the user to save current work. Save button.</p>

Diagrams

This should include any diagrams or illustrations that will help in understanding the functional requirements listed in this document.

Notes & References

This should include any notes taken during the business requirements gathering or references to other documents that might be used in this document, such as historical information or a gaps analysis document.

NON-FUNCTIONAL REQUIREMENTS

Performance Requirements

This should include a description of any requirements relating to the speed of the system, such as response time and stress support.

Requirement ID	Description
	Same as CVC Claims Assistant Web Application for Compensation Claims.

Security Requirements

This should include a description of any requirements relating to the security of the system, such as virus protection and firewalls.

Requirement ID	Description
	Same as CVC Claims Assistant Web Application for Compensation Claims.



Configuration Requirements

This should include a description of any requirements relating to the configuration of the system, such as hardware and operating systems.

Requirement ID	Description
	Same as CVC Claims Assistant Web Application for Compensation Claims.

Storage Requirements

This should include a description of any requirements relating to the storage volume of the system, such as number of active users and memory.

Requirement ID	Description
	Same as CVC Claims Assistant Web Application for Compensation Claims.

Compatibility Requirements

This should include a description of any requirements relating to the compatibility of the system, such as backward compatibility and existence with other systems.

Requirement ID	Description
	Same as CVC Claims Assistant Web Application for Compensation Claims.

Reliability Requirements

This should include a description of any requirements relating to the reliability of the system, such as up time and unexpected errors.

Requirement ID	Description
	Same as CVC Claims Assistant Web Application for Compensation Claims.



Training Requirements

This should include a description of any requirements relating to the training of users of the system, such as programs and responsible groups.

Requirement ID	Description
	Same as CVC Claims Assistant Web Application for Compensation Claims.

DATA REQUIREMENTS

Data Input

This should include a description of any data that is placed into or updated by the system.

Requirement ID	Description
	Same as CVC Claims Assistant Web Application for Compensation Claims.

Data Output

This should include a description of any data that is a result of the system's processes.

Requirement ID	Description
	Same as CVC Claims Assistant Web Application for Compensation Claims.

Data Flow Diagrams

This should include any diagrams or illustrations that will help in understanding the flow of data through the system.

Requirement ID	Description
	Same as CVC Claims Assistant Web Application for Compensation Claims.



Data Constraints

This should include anything that could put known limitations on the design options for the data or data storage. This may include conversion processes or recipients of the data.

Requirement ID	Description
	Same as CVC Claims Assistant Web Application for Compensation Claims.

Data Security

This should include a description of how sensitive the data is and the degree to which the data should be secured.

Requirement ID	Description
	Same as CVC Compensation Claims Requirements

APPROVAL

Executive Authorization

This should include sign offs for all stakeholders and/or team members that are authorized to approve the requirements. They are stating that these requirements are complete and address the business needs. This could include the Project Manager, Business Analysts, Developers, End Users, Business Managers, etc.

Janell Melohn, Director – Crime Victim Assistance Division Date

Anne Thomas, Administrator – Crime Victim Assistance Division Date