

Meeting Summary
Functional Area: Credentialing/Sanctioning & Reinstatement



Meeting: BPR Workshop
Date: June 11, 2008
Time: 9:30 am – 12pm
Location: CRM730E

Meeting called by: Angela Burrell

Attendees: Jane Ward-Solomon, Jackie Branche, Millicent Ford, Greg Hopper, Jamie Habecker, Terry Witt, Nancy Saunders, Natalya Khabinsky, Angela Burrell, Jim Davidson, Sandy Linton, Cindy Sussan, Yulonda Kelley-Porter, Judy Vesely, Martha Freeland, Robin Brown, Mary Bassett

Preparation for meetings:



Agenda for workshop on June 11th was distributed to team.

Session Goals and Objectives:

Discussion with the Department of Blind and Visually Impaired about the exchange of information between the two agencies

Summary:

Reviewed and revised previously defined scenario for receiving information from DBVI and drafted scenario for sending information from DMV to DBVI. Scenarios included:

-  Notify Individual of Vision Requirements (DBVI)
-  Report Individuals to DBVI

Jane Ward-Solomon had several suggested revisions for the MED-04, Customer Vision Report. Jackie Branche will meet with Scott Boyer to discuss those suggestions.

Jane also had some suggested revisions for the MD-06, which is the correspondence sent to individuals reported to DMV by DBVI. She suggested that the font size be increase as this piece of correspondence is sent to individuals who are legally blind or visually handicapped. Another suggestion was to include language requesting the customer bring a copy of any vision report that they may have submitted to DBVI within the last 90 days.

Millicent Ford will meet with Doug Mack, IT Security Director, regarding the methods of the exchange of data between DBVI and DMV, and between DMV and members of the Medical Advisory Board.

Plans for Next Workshop:

All scenarios relating to the exchange of information with DBVI and DMV have been identified and scripted. Next week, the team will begin meeting with VSA and MVDB to discuss sanctions applied against dealers and salespersons.

Homework for Next Workshop:

A report from EA is attached that shows scenarios defined, their linked requirements as it applies to the above scenarios. Share this information with your co-workers so they may review and provide feedback.

Scenario Report with Requirements

Package: Medical Review

Use Case Name:	Notify Individual of Vision Requirements (DBVI)		
Status:	Scripted		
Author:	Credential Team		
Created on:	10/24/2007	Modified on:	6/12/2008
Notes:	<p>This process is used to notify individuals of vision requirements who have been reported by the Department for the Blind and Vision Impaired (DBVI) as being legally blind or visually handicapped 46.2-221 (MD-06)</p> <p>Current:</p> <ul style="list-style-type: none"> -DBVI submits an electronic (word document) listing via e-mail monthly to DMV for individuals age 14 or older who are legally blind or visually handicapped that have not previously been reported (name, date of birth, SSN, gender, address, indicator indicating visually handicapped or legally blind) -Medical Review Manager prints electronic listing and delivers to Medical Review Evaluator/Support Staff -Medical Review Evaluator/Support Staff manually updates system to show individual was reported by DBVI <p>Alt Flow: No record found</p> <ul style="list-style-type: none"> -System generates Blind/Visually Handicapped Notice in overnight batch -Mail Clerk mails Blind/Visually Handicapped Notice via first class mail -System allows 30 days for individual to comply <p>Alt Flow: No record found</p> <ul style="list-style-type: none"> -Medical Review Evaluator/Support Staff creates customer record -Invoke Create Party -Return to Normal Process <p>Future:</p> <ul style="list-style-type: none"> -DBVI submits an electronic listing monthly to DMV for individuals age 14 or older who are legally blind or visually handicapped that have not previously been reported (name, date of birth, SSN, gender, address, indicator indicating visually handicapped or legally blind) -System matches listing information to records of individuals with driver's license/learner's permit -See Alt Flow: No record found -See Alt Flow: Possible Non-Match <p>Alt Flow: Individual 14 and older without driver's license/ID card (Millicent checking)</p>		

- System updates customer record to show individual as either legally blind or visually handicapped
- System generates Blind/Visually Handicapped Notice in overnight batch (includes Medical Review Brochures, return envelope)
- Invoke Communicate with Party
- Mail Clerk mails Blind/Visually Handicapped Notice and applicable Medical Review Brochures via first class mail
- System default to allow 30 days for individual to comply with vision requirement
- System allows Medical Review Manager to override 30 day compliance deadline
- Invoke Suspend Customer for Failing to Comply with Vision Requirements

Alt Flow: No record found

- System builds queue of individuals not found on system
- Medical Review Evaluator/Support Staff creates customer record
- Invoke Create Party
- Medical Review Evaluator/Support Staff updates customer record to show individual as either legally blind or visually handicapped

Alt Flow: Possible Non-Match

- System builds queue of possible non-matches (SSN discrepancy, spelling errors, etc)
- Medical Review Evaluator/Support Staff researches system to find appropriate customer record

Alt Flow: Individual 14 and older without driver's license/ID card (Millicent checking)

Linked Requirements:

Name: System match DBVI listing information to customer records on system

Notes:

Name: System shall build queue of individuals not found on system

Notes:

Name: System shall allow Medical Review Manager to override 30 day compliance deadline

Notes:

Name: System shall allow the Department for the Blind and Vision Impaired (DBVI) to submit electronic listing for individuals age 14 or older who are legally blind or visually handicapped (name, date of birth and address) 46.2-221

Notes:

Name: System shall default to allow 30 days for individual to comply with vision requirement

Notes:

Name: System shall generate Blind/Visually Handicapped Notice in overnight batch

Notes:

Name: System shall mail Blind/Visually Handicapped Notice and applicable Medical Review Brochures

Notes: Not required by statute but currently mailed via first class mail. Statute requires "written notice:"

Name: System shall update customer record to show individual as either legally blind or visually handicapped
Notes:

Use Case Name:	Report Individuals to DBVI		
Status:	Scripted		
Author:	Credential Team		
Created on:	6/11/2008	Modified on:	6/12/2008
Notes:	<p>This process is used to report individuals to DBVI who has been refused a driver's license solely or partly because of failure to pass the Department's visual examination (annual report) 46.2-221</p> <p>Current:</p> <ul style="list-style-type: none">-System report is run annually (calendar year) that identifies individuals (put in matching criteria here) See Linda Holsclaw-Disk is provided to DBVI annually <p>Future:</p> <ul style="list-style-type: none">-System produces electronic listing of individuals (put matching criteria), including those individuals who have satisfied and MD06 order <p>Pre CSI PIO: Convert current word document submitted by DBVI into a flat file (format to be determined)</p> <p>Pre CSI PIO: Report to DBVI on a monthly basis rather than annually</p> <p>PIO/LIO: Provide DBVI listing of individuals reported to DMV by DBVI who have obtained a driver's license, including any restrictions on the driver's license</p>		

Linked Requirements:

Name: System produces electronic listing of individuals (put matching criteria)
Notes: 46.2-221

Name: System shall produce electronic listing of those individuals previously reported to DMV by DBVI and has obtained a driver's license (including restrictions)
Notes:

