

Meeting Summary
Functional Area: Credentialing/Sanctioning & Reinstatement



Meeting: BPR Workshop
Date: September 19, 2007
Location: Room 730E

Meeting called by: Angela Burrell

Attendees: Millin Jefferson, Jackie Mines, Brenda Patron, Brenda Lewis, Linda Simmons, Daniel Sekerdy, Donyale Walker, Yulonda Kelley, Beth Pritchett, Linda Ford, Shirley Jeffers, Michael Sherrill, Karen Grim, LaTrice Ampy, Jim Davidson

Preparation for meeting:

Workshop minutes from September 5th and agenda for workshop on September 19th were distributed to team.

Session Goals and Objectives:

Document detailed processes flows (scenarios) for Notices in Driver Improvement, Court Suspension (and Medical if time allows).

Summary:

The following scenarios for the Adult Driver Improvement Program were defined during the workshop:

- ✚ Driver Improvement Probation Only for Individual
- ✚ Violation of Control Period
- ✚ Rapid Point Accumulator/Clinic Required
- ✚ Rapid Demerit Point Accumulator/Clinic Not Required
- ✚ Successful Completion of 18-month Control Period
- ✚ Denial of Driver Improvement Clinic Extension Request
- ✚ Reminder to Customer to Complete Driver Improvement Clinic.
- ✚ First Violation of Probation Period
- ✚ Demerit Point Violation During DI Restricted License
- ✚ Cancellation of DI Restricted License (DI10)

A scenario for Violation of Probation Period –Subsequent was identified but not defined. Karen Grim advised that Millicent Ford is needed for this scenario and she was not in the building on September 19th

Plans for Next Workshop:

Begin defining scenarios for Conviction Processing.

Homework for Next Workshop:

Karen Grim identified several issues she needs to check with the Attorney General's Office on to ensure the agency is enforcing the Driver Improvement statutes correctly.

Karen asked that arrangements be made for both Credentialing teams to meet with her and her staff to give an overview of what has been accomplished in the workshops to date.

LaTrice and Jim will meet with Jackie Branche, Medical Review Services to define scenarios for Notices in Medical. Jackie Mines will define scenarios for the Juvenile Driver Improvement Program before next week's workshop.

The SME's were asked to meet with the areas to determine if the requirement "System shall check customer record for outstanding suspensions, revocations, cancellations, stops and include information in notice" is applicable to the scenarios that have been defined to date.

The SME's were also asked to obtain Va. Code sections for each of the scenarios where appropriate. If any SME needs a list of scenarios defined in previous workshops, they can refer to the workshop minutes previously distributed or contact Jim Davidson or LaTrice Ampy.

A report from EA is attached that shows the Driver Improvement Scenarios defined in the workshop and their linked requirements.

Scenario Report with Requirements

Package: Driver Improvement

Package: Adult

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| Detail: | | | |
| Use Case Name: | Cancellation of DI Restricted License (DI10) | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 9/19/2007 | Modified on: | 9/19/2007 |
| Notes: | Customer is granted restricted driving privileges by the Court based on a suspension imposed in conjunction with a demerit point conviction while holding a DI restricted license 46.2-499 Current: -The court convicts customer of demerit point offense and grants court restriction during suspension period. -System determines customer holds a DI restricted license. -System cancels DI restricted license and imposes remaining DI suspension period | | |

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| | <p>-System generates Cancellation of DI Restricted License Notice -System allows court restriction to be issued at end of DI suspension period. -Customer is placed on 6-month probation at end of suspension period. -Karen is checking for future state.</p> <p>granted the customer restricted privilege after DMV had granted DI restricted privileges</p> |
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Linked Requirements:

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|----------------|--|--------------|-----------|
| Use Case Name: | Demerit Point Violation During DI Restricted License | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 9/19/2007 | Modified on: | 9/19/2007 |

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| Notes: | <p>Customer convicted of a demerit point violation that occurred while holding a DI restricted license. 46.2-499</p> <p>Current:</p> <ul style="list-style-type: none"> -DMV receives conviction information for customer holding a DI restricted license. -System determines violation occurred during restricted period. -System allows original DI restriction to remain in effect until restriction ends date. -System calculates suspension period based on offense that occurred during DI restriction: <ul style="list-style-type: none"> • 3 Points violation = 45 days suspension • 4 point violation = 60 day suspension • 6 point violation = 90 day suspension -Suspension period begins 15 days from issuance date. -Six-month probation period begins day after suspension period ends. -Add Advisory Letter conviction change info. -Notice includes \$115 reinstatement fee. -Notice is mailed via Certified Mail. -Customer is not eligible for restrictions during subsequent suspension period. <p>Checking with AG on restricted/suspended period. (concurrent/consecutive)</p> | | |
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Linked Requirements:

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| Use Case Name: | Denial of Driver Improvement Clinic Extension Request | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 9/19/2007 | Modified on: | 9/20/2007 |

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| Notes: | <p>Driver Improvement Clinic Extension Denial Notice is generated to Individuals who have received the Driver Improvement Clinic Notice and have requested an extension to the 90-day deadline to complete the clinic and the request is denied.</p> <p>Current:</p> <p>Individual has received a Driver Improvement Clinic Notice.</p> <ul style="list-style-type: none"> -Individual submits written request for extension to 90-day deadline to complete the Driver Improvement Clinic along with supporting documentation. -DI Technician receives written request and supporting documentation. -DI Technician reviews materials to determine if extension will be granted. | | |
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| | <ul style="list-style-type: none"> -DI Technician denies request -DI Technician prepares manual letter advising customer of denial. -Letter must be approved by DI Supervisor -Letter mailed via first class mail. <p>Future:</p> <ul style="list-style-type: none"> Individual has received a Driver Improvement Clinic Notice. -Individual submits electronic extension request with electronic supporting documentation. -Systems places electronic requests into a queue for DI Technician review. -DI Technician reviews materials to determine if extension will be granted. -DI Technician denies request -DI Technician updates system to indicate extension request denied. -System places denied extension requests into queue for DI Supervisor approval. -System generates denial letter. -Letter mailed via first class mail. <p>-If extension not granted, go to Driver Improvement Clinic Extension Request Denial</p> |
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Linked Requirements:

Name: System shall check customer record for outstanding suspensions, revocations, cancellations, stops and include information in notice

Notes:

Name: The system shall allow an Individual to submit an electronic extension request with electronic supporting documentation.

Notes:

Name: The system shall allow DI Technician to update system to indicate extension request denied.

Notes:

Name: The system shall build electronic queue of Denied Driver Improvement Clinic Extension Requests into queue for DI Supervisor approval.

Notes:

Name: The system shall generate a paper Driver Improvement Clinic Extension Denial Notice

Notes:

Name: The system shall place electronic requests into a queue for DI Technician review.

Notes:

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| Use Case Name: | Driver Improvement Clinic/Probation for Individual | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 8/8/2007 | Modified on: | 9/20/2007 |
| Notes: | <p>Driver Improvement Clinic Notice/Order is generated to individuals who accumulate 12 demerit points within 12 months or at least 18 demerit within 24 months. Notice advises customer of six-month probationary period. 46.2-501</p> <p>Current:</p> <ul style="list-style-type: none"> -System determines Individual who has accumulated 12 demerit points within 12 months and Individual who has accumulated 18 demerit point within 24 months. -If individual completes Clinic for court purposes, Driver Improvement Technician manually updates record. -System generates paper Driver Improvement Clinic Notice in overnight batch. | | |

- Driver Improvement Clinic Notices are delivered to Mail Services.
- Driver Improvement Clinic Notices must be mailed Certified Mail
- If no clinic is completed within 60 days of notice, system generates Courtesy Reminder Notice. (DINO)
- Probation Period begins 15 days after notice issue date.

Future:

- System determines Individual who has accumulated 12 demerit points within 12 months and Individual who has accumulated 18 demerit point within 24 months.
- System checks individual record to determine if Driver Improvement Clinic has been completed in prior 24 months. If Clinic has been completed, go to Alternate Flow
- System generates paper Driver Improvement Clinic Notice in overnight batch.
- If a conviction that generated the Driver Improvement Clinic Notice/Order is changed, the system indicates the Driver Improvement Clinic Notice/Order is in delete mode.
- The system will automatically adjust demerit point balance when changes to conviction are made.
- If a conviction is changed but customer still has demerit points to justify Driver Improvement Clinic Notice/Order, the system will produce a revised Driver Improvement Clinic Notice/Order.
- Clinic Notices must be mailed Certified Mail
- If no clinic is completed within 60 days of notice, system generates Courtesy Reminder Notice. (DINO)
- Probation Period begins 15 days after notice issue date.

Alternate Flow:

No Clinic is required. See Probation Only notice is mailed.

Linked Requirements:

Name: Driver Improvement Clinic Notices shall be mailed Certified Mail

Notes:

Name: System shall check customer record for outstanding suspensions, revocations, cancellations, stops and include information in notice

Notes:

Name: The system shall adjust demerit point balance when changes to conviction are made.

Notes:

Name: The system shall determine Individual who has accumulated 12 demerit points within 12 months and Individual who has accumulated 18 demerit point within 24 months.

Notes:

Name: The system shall generate paper Driver Improvement Clinic Notice

Notes:

Name: When a conviction is changed but customer still has demerit points to justify Driver Improvement Clinic Notice/Order, the system shall produce a revised Driver Improvement Clinic Notice/Order.

Notes:

Name: When a conviction that generated the Driver Improvement Clinic Notice/Order is changed, the system shall put the the Driver Improvement Clinic Notice/Order is in delete mode.

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| Use Case Name: | Driver Improvement Probation Only for Individual | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 9/19/2007 | Modified on: | 9/20/2007 |

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| Notes: | <p>Customer accumulates 12 or more demerit points in 12 months or 18 or more demerit points in 24 months; however, the customer has already completed a driver improvement clinic.</p> <p>Current:</p> <ul style="list-style-type: none"> -Normally this would require a customer to complete a driver improvement clinic, but this customer has already completed a driver improvement clinic within two years of the offense date that generated the probation only notice. -Probation Period begins 15 days from issuance date of notice. -Put in Advisory Letter conviction change info. -System generates Probation Only notice. -Probation Only Notice is mailed via Certified Mail <p>Future:</p> <ul style="list-style-type: none"> -Normally this would require a customer to complete a driver improvement clinic, but this customer has already completed a driver improvement clinic within two years of the offense date that generated the probation only notice. -If a conviction that generated the Probation Only Notice is changed, the system indicates the Probation Only Notice is in delete mode. -The system will automatically adjust demerit point balance when changes to conviction are made. -If a conviction is changed but customer still has demerit points to justify Probation Only Notice, the system will produce a revised Probation Only Notice. -Probation Period begins 15 days from issuance date of notice. -System generates Probation Only notice. -Probation Only Notice is mailed via Certified Mail <p>Two Notices:</p> <p>Already been to clinic and on probation.</p> <p>Already been to clinic and eligible for safe-driving points and on probation</p> | | |
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| Linked Requirements: | | |
| Name: Probation Only Notice shall be mailed via Certified Mail | | |
| Notes: | | |
| Name: The Probation Period shall begin 15 days from issuance date of Probation Only Notice | | |
| Notes: | | |
| Name: The system shall generate Probation Only Notice | | |
| Notes: | | |
| Name: When a conviction is changed but customer still has demerit points to justify Probation Only Notice, the system will produce a revised Probation Only Notice. | | |
| Notes: | | |

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| Use Case Name: | Extension to Complete Driver Improvement Clinic | | |
| Status: | | | |
| Author: | Credential Team | | |

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| Created on: | 8/8/2007 | Modified on: | 9/20/2007 |
| Notes: | <p>Driver Improvement Clinic Extension Notice is generated to Individuals who have received the Driver Improvement Clinic Notice and have requested and received an extension to the 90-day deadline to complete the clinic.</p> <p>Current:</p> <p>Individual has received a Driver Improvement Clinic Notice.</p> <ul style="list-style-type: none"> -Individual submits written request for extension to 90-day deadline to complete the Driver Improvement Clinic along with supporting documentation. -DI Technician receives written request and supporting documentation. -DI Technician reviews materials to determine if extension will be granted. -If granted, DI Technician determines amount of extension time based on supporting documentation. -DI Technician updates system to show extension time granted. -DI Supervisor reviews granted extensions. -System generates Driver Improvement Clinic Extension Notice. -Notice is mailed via first class mail. <p>Future:</p> <p>Individual has received a Driver Improvement Clinic Notice.</p> <ul style="list-style-type: none"> -Individual submits electronic extension request with electronic supporting documentation. -Systems places electronic requests into a queue for DI Technician review. -DI Technician reviews materials to determine if extension will be granted. -If extension granted, DI Technician determines amount of extension time based on supporting documentation. -If extension not granted, go to Alternate Flow -DI Technician updates the system to indicate if extension has been granted and amount of time of extension. -System places granted extension requests into queue for DI Supervisor approval. -System generates Driver Improvement Clinic Extension Notice. -Notice is mailed via first class mail. <p>Alternate Flow:</p> <ul style="list-style-type: none"> -If extension not granted, go to Driver Improvement Clinic Extension Request Denial | | |

Linked Requirements:

Name: System shall check customer record for outstanding suspensions, revocations, cancellations, stops and include information in notice

Notes:

Name: The system shall allow an Individual to submit an electronic extension request with electronic supporting documentation.

Notes:

Name: The system shall allow the DI Technician to update system with variable extension periods

Notes:

Name: The system shall build a queue of extensions granted by DI Technician for DI Supervisor approval.

Notes:

Name: The system shall generate a Driver Improvement Clinic Extension Request

Notes:

Name: The system shall place electronic requests into a queue for DI Technician review.

Notes:

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| Use Case Name: | First Violation of Probation Period | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 9/19/2007 | Modified on: | 9/20/2007 |
| Notes: | <p>Customer is convicted of a demerit point violation that occurred during the six-month probation period. Customer eligible for restricted license.</p> <p>Current:</p> <ul style="list-style-type: none">-DMV receives conviction information for customer who is on six-month probation period.-System determines that offense occurred during probation period.-System calculates suspension period based on offense:<ul style="list-style-type: none">• 3 Points violation = 45 days suspension• 4 point violation = 60 day suspension• 6 point violation = 90 day suspension-Suspension period begins 30 days from issuance date.-Notice is mailed via Certified Mail.-Six-month probation period begins day after suspension period ends.-Add Advisory Letter conviction change info.-Notice includes \$115 reinstatement fee. <p>Future:</p> <ul style="list-style-type: none">-DMV receives conviction information for customer who is on six-month probation period.-System determines that offense occurred during probation period.-System calculates suspension period based on offense:<ul style="list-style-type: none">• 3 Points violation = 45 days suspension• 4 point violation = 60 day suspension• 6 point violation = 90 day suspension-Suspension period begins 30 days from issuance date.-Six-month probation period begins day after suspension period ends.-Add Advisory Letter conviction change info.-Notice includes \$115 reinstatement fee.-Notice is mailed via Certified Mail. <p>Alternate Flow:</p> <ul style="list-style-type: none">-Customer has outstanding suspension, revocation, cancellation.-System generates notice advising customer not eligible for DI restricted license until outstanding suspension, revocation, cancellation has been cleared. | | |
| Linked Requirements: | | | |

Name: The First Violation of Probation Period Notice shall be mailed via certified mail.

Notes:

Name: The suspension period shall begin 30 days from issuance date of First Violation of Probation Period Notice

Notes:

Name: The system shall adjust demerit point balance when changes to conviction are made.

Notes:

Name: The system shall calculate the suspension period based on offense:

- 3 Points violation = 45 days suspension
- 4 point violation = 60 day suspension
- 6 point violation = 90 day suspension

Notes:

Name: The system shall determines when a demerit point conviction was committed during a probation period.

Notes:

Name: When a conviction is changed but is still a demerit point violation, the system will recalculate the suspension period based on changed conviction.

Notes:

Name: When a conviction that generated the the First Violation of Probation Period Notice is changed, the system shall put the delete mode Notice is changed, the system indicates the Notice is in delete mode

Notes:

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| Use Case Name: | Rapid Demerit Point Accumulator/Clinic Not Required | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 9/19/2007 | Modified on: | 9/20/2007 |
| Notes: | <p>Customer accumulated 18 or more demerit points in 12 months or 24 or more demerit points in 24 months. Customer is suspended for 90 days, followed by 6-month probation period. Previously attended clinic (DI-04) 46.2-506</p> <p>Current:</p> <ul style="list-style-type: none">-System determines customer who has accumulated 18 or more demerit points in 12 months or 24 or more demerit points in 24 months.-System checks for Clinic attendance in past two years of offense date of most recent conviction.-Clinic completed, system generates Rapid Point Accumulator/No Clinic Required Order.-System suspends customer driving privilege for 90 days 15 days from issuance date.-Customer is placed on six month probation after 90-day suspension period ends.-Reinstatement fee is \$85.-System generates notice.-Notice is mailed via certified mail. <p>Future:</p> <ul style="list-style-type: none">-System determines customer who has accumulated 18 or more demerit points in 12 months or 24 or more demerit points in 24 months.-System checks for Clinic attendance in past two years of offense date of most recent conviction.-Clinic completed, system generates Rapid Demeri Point Accumulator/No Clinic | | |

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| | <p>Required Order.</p> <ul style="list-style-type: none"> -If a conviction that generated the Rapid Point Demerit Accumulator Notice is changed, the system indicates the Notice is in delete mode. -The system will automatically adjust demerit point balance when changes to conviction are made. -If a conviction is changed but customer still has demerit points to justify Rapid Demerit Point Demerit Accumulator Notice, the system will produce a revised Rapid Demerit Point Accumulator Notice. -System suspends customer driving privilege for 90 days 15 days from issuance date. -Customer is placed on six month probation after 90-day suspension ends. -Reinstatement fee is \$85. -System generates notice. -Notice is mailed via certified mail. |
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Linked Requirements:

Name: Notice is mailed via certified mail.

Notes:

Name: The system shall automatically adjust demerit point balance when changes to conviction are made.

Notes:

Name: The system shall -check for Clinic attendance in past two years of offense date of most recent conviction.

Notes:

Name: The system shall determine customers who have accumulated 18 or more demerit points in 12 months or 24 or more demerit points in 24 months.

Notes:

Name: The system shall suspend customer driving privilege for 90 days 15 days from issuance date.

Notes:

Name: When clinic is completed, system shall generate Rapid Demeri Point Accumulator/No Clinic Required Order.

Notes:

Name: When a conviction is changed but customer still has demerit points to justify Rapid Demerit Point Demerit Accumulator Notice, the system will produce a revised Rapid Demerit Point Accumulator Notice.

Notes:

Name: When a conviction that generated the Rapid Point Demerit Accumulator Notice is changed, the system indicates the Notice is in delete mode.

Notes:

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| Use Case Name: | Rapid Point Accumulator/Clinic Required | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 9/19/2007 | Modified on: | 9/20/2007 |
| Notes: | <p>Customer accumulated 18 or more demerit points in 12 months or 24 or more demerit points in 24 months. Customer is suspended for 90 days, followed by 6-month probation period. Must attend clinic (DI-15) 46.2-498</p> <p>Current:</p> | | |

-System determines customer who has accumulated 18 or more demerit points in 12 months or 24 or more demerit points in 24 months.
-System checks for Clinic attendance in past two years of offense date of most recent conviction.
-No clinic completion, system generates Rapid Point Accumulator/Clinic Required Order.
-System suspends customer driving privilege for 90 days 15 days from issuance date.
-Customer is placed on six month probation after 90-day suspension period ends.
-Reinstatement fee is \$85.
-System generates notice.
-Notice is mailed via certified mail.

Future:

-System determines customer who has accumulated 18 or more demerit points in 12 months or 24 or more demerit points in 24 months.
-System checks for Clinic attendance in past two years of offense date of most recent conviction.
-No clinic completion, system generates Rapid Point Accumulator/Clinic Required Order.
-If a conviction that generated the Rapid Point Accumulator Notice is changed, the system indicates the Notice is in delete mode.
-The system will automatically adjust demerit point balance when changes to conviction are made.
-If a conviction is changed but customer still has demerit points to justify Rapid Point Accumulator Notice, the system will produce a revised Rapid Point Accumulator Notice.
-System suspends customer driving privilege for 90 days 15 days from issuance date.
-Customer is placed on six month probation after suspension ends.
-Reinstatement fee is \$85.
-System generates notice.
-Notice is mailed via certified mail.

Linked Requirements:

Name: Notice is mailed via certified mail.

Notes:

Name: The system shall adjust demerit point balance when changes to conviction are made.

Notes:

Name: The system shall check for Clinic attendance in past two years of offense date of most recent conviction.

Notes:

Name: The system shall determine customers who has accumulated 18 or more demerit points in 12 months or 24 or more demerit points in 24 months.

Notes:

Name: The system shall generate Rapid Point Accumulator/Clinic Required Order.

Notes:

Name: The system shall suspends customer driving privilege for 90 days 15 days from issuance date.

Notes:

Name: When a conviction is changed but customer still has demerit points to justify Rapid Point Accumulator Notice, the system will produce a revised Rapid Point Accumulator Notice.

Notes:

Name: When a conviction that generated the Rapid Point Accumulator Notice is changed, the system indicates the Notice is in delete mode.

Notes:

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| Use Case Name: | Reminder to Customer to Complete Driver Improvement Clinic. | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 9/19/2007 | Modified on: | 9/20/2007 |
| Notes: | <p>Clinic reminder notice is generated 30 days prior to clinic deadline to remind customer to complete the clinic. Applies to all clinic notices except Rapid Point Accumulator</p> <p>Current:</p> <ul style="list-style-type: none">-System produces follow up customer record with clinic requirement to produce reminder if clinic is not completed within 60 days of issuance of notice.-Reminder notice is mailed via first class mail. <p>Future:</p> <ul style="list-style-type: none">-System produces follow up customer record with clinic requirement to produce reminder if clinic is not completed within 60 days of issuance of notice.-Reminder notice is mailed via first class mail. | | |
| Linked Requirements: | | | |
| Name: Reminder notice is mailed via first class mail. | | | |
| Notes: | | | |
| Name: The system shall produce follow up customer record with clinic requirement to produce reminder if clinic is not completed within 60 days of issuance of notice. | | | |
| Notes: | | | |

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| Use Case Name: | Successful Completion of 18-month Control Period | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 9/19/2007 | Modified on: | 9/20/2007 |
| Notes: | <p>Citizen has successfully completed the 18-month control phase. Courtesy letter mailed via first class mail.</p> <p>Current</p> <ul style="list-style-type: none">- Customer has completed the 18-month control phase without any demerit point convictions being added to the driving record-System generates Control Period Ends Notice-Notice mailed via first class mail. <p>Future</p> <ul style="list-style-type: none">- Customer has completed the 18-month control phase without any demerit point convictions being added to the driving record-System will check customer record for outstanding suspensions, revocations, cancellations, stops and include information in notice-System generates Control Period Ends Notice | | |

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| | -Notice mailed via first class mail. |
| Linked Requirements: | |
| Name: System shall check customer record for outstanding suspensions, revocations, cancellations, stops and include information in notice Notes: | |
| Name: The system shall determine Individual who has completed the 18-month Control Period in the Driver Improvement Program without being convicted of a demerit point offense that occurred during the control period. 46.2-500 Notes: | |
| Name: The system shall generate paper Control Period Ends Notice. Notes: | |

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| Use Case Name: | Successful Completion of Probation Period in Driver Improvement Program (DI-12) | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 8/8/2007 | Modified on: | 9/20/2007 |
| Notes: | <p>Control Period Begins Notice (DI-12) is generated to Individual who has completed the six-month probation period in the Driver Improvement Program. Notice advises customer if convicted of demerit point offense during control period, the customer will go back under probation.</p> <p>Current:</p> <ul style="list-style-type: none"> -System determines Individual who has completed the six-month probation period in the Driver Improvement Program. -Control Period begins day after Probation Period ends. -System generates paper Control Period Begins Notice (DI-12) 30 days after Probation Period ends. -Notice is mailed via first class mail <p>Future:</p> <ul style="list-style-type: none"> -System determines Individual who has completed the six-month probation period in the Driver Improvement Program. -Control Period begins day after Probation Period ends. -System generates paper Control Period Begins Notice (DI-12) 30 days after Probation Period ends. -System will check customer record for outstanding suspensions, revocations, cancellations, stops and include information in notice (DI13) NEED TO ADD TO OTHER NOTICES, SUSPENSIONS, CANCELLATIONS, ETC. -Notice is mailed via first class mail | | |

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| Linked Requirements: | |
| Name: System shall check customer record for outstanding suspensions, revocations, cancellations, stops and include information in notice Notes: | |
| Name: The system shall begin probation period 15 days from day of issuance of Driver Improvement Clinic Notice Notes: | |

Name: The system shall determine Individual who has completed the six-month probation period in the Driver Improvement Program

Notes:

Name: The system shall generate paper Control Period Begins Notice (DI-12) 30 days after Probation Period ends

Notes:

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| Use Case Name: | Violation of Control Period | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 9/19/2007 | Modified on: | 9/20/2007 |
| Notes: | <p>Customer violates the 18 month control period by being convicted of a demerit point offense that occurred during the Control Period. Customer is placed on six-month Probation Period. 46.2-500</p> <p>Current:</p> <ul style="list-style-type: none">-Customer (Adults) received a traffic violation during the 18-month control phase-Customer placed on probation for six-months-Put Advisory Letter conviction change info.-System generates Violation of Control Period Notice (DI-01)-Notice is mailed via certified mail. <p>Future:</p> <ul style="list-style-type: none">-Customer (Adults) received a traffic violation during the 18-month control phase-Customer placed on probation for six-months-System generates Violation of Control Period Notice (DI-01)-Notice is mailed via certified mail. | | |

Linked Requirements:

Name: The system shall generate Violation of Control Period Notice (DI-01)

Notes:

Name: The system shall place customer on six-month probation when convicted of a demerit point offense that occurred during 18-Control Phase

Notes:

Name: Violation of Control Period Notice shall be mailed via certified mail.

Notes:

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| Use Case Name: | Violation of Probation Period - Subsequent | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 9/19/2007 | Modified on: | 9/19/2007 |
| Notes: | Need Millicent for this scenario | | |
| Linked Requirements: | | | |

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| Use Case Name: | Warning to Individual About Demerit Point Accumulation | | |
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| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 8/8/2007 | Modified on: | 9/20/2007 |
| Notes: | <p>Advisory Letter Notice is generated when an Individual accumulates 8 demerit points within a 12-month period or 12 in 24 months. 46.2-495</p> <p>Current:</p> <ul style="list-style-type: none"> -System determines when an individual has accumulated 8 demerit points within a 12-month period or 12 in 24 months. -Demerit Point Accumulation is based on offense date. -If one of the convictions that generated the notice is dismissed, the conviction and notice are to be deleted. -Receive an amended abstract from the Court to delete or change conviction. -Staff delete or change conviction -System generates Advisory Letter Notice. <p>Future:</p> <ul style="list-style-type: none"> -System determines when an individual has accumulated 8 demerit points within a 12-month period or 12 in 24 months. -System generates Advisory Letter Notice. -If a conviction that generated the Advisory Letter Notice is changed, the system indicates the Notice is in delete mode. -The system will automatically adjust demerit point balance when changes to conviction are made. -If a conviction is changed but customer still has demerit points to justify Advisory Letter, the system will produce a revised Advisory Letter. | | |
| Linked Requirements: | | | |
| <p>Name: System shall check customer record for outstanding suspensions, revocations, cancellations, stops and include information in notice</p> <p>Notes:</p> | | | |
| <p>Name: The system shall adjust demerit point balance when changes to conviction are made.</p> <p>Notes:</p> | | | |
| <p>Name: The system shall determine when an Individual has accumulated 8 demerit points within a 12-month period or 12 demerit points in 24 months</p> <p>Notes:</p> | | | |
| <p>Name: The system shall generate an Advisory Letter Notice 46.2-495</p> <p>Notes:</p> | | | |
| <p>Name: When a conviction is changed but customer still has demerit points to justify Advisory Letter Notice, the system will produce a revised Advisory Letter Notice</p> <p>Notes:</p> | | | |
| <p>Name: -When a conviction that generated the Advisory Letter Notice is changed, the system shall put the Advisory Letter Notice in delete mode</p> <p>Notes:</p> | | | |

Package: Juvenile