

Meeting Summary
Functional Area: Credentialing/Sanctioning & Reinstatement



Meeting: BPR Workshop
Date: September 26, 2007
Location: Room 730E

Meeting called by: Angela Burrell

Attendees: Jackie Mines, Brenda Patron, Brenda Lewis, Linda Simmons, Daniel Sekerdy, Donyale Walker, Yulonda Kelley, Jill Parrish, Millicent Ford, Karen Grim, Zeta Wade, Karen Chappell, Tully Welborn

Preparation for meeting:

Workshop minutes from September 19th and agenda for workshop on September 26th were distributed to team.

Session Goals and Objectives:

Document detailed processes flows (scenarios) for Notices in Driver Improvement

Summary:

The team reviewed the scenarios previously defined in the Adult Driver Improvement Program. Some revisions/refinements were made to some scenarios. A new scenario was defined for DI Restricted License while holding a Court-Restricted License

Scenarios were defined for the Juvenile Under 18 Program:

- ✚ 1st Offense While Holding a Driver's License or Learner's Permit
- ✚ 2nd Offense While Holding a Driver's License or Learner's Permit
- ✚ 3rd Offense While Holding a Driver's License or Learner's Permit
- ✚ Under age 18 DI Clinic, Does Not Hold a Driver's License or Learner's Permit

One Scenario was defined for Juvenile age 18 or 19 Program

- ✚ Conviction of Violation Committed While 18 or 19

Scenarios were defined for Point Maintenance

- ✚ Annual Safe Driving Point
- ✚ Clinic Safe Driving Points
- ✚ Demerit Points

The team identified the need to hold a sub-team meeting with Millicent, Karen Grim, Jackie Mines, Jill Parrish and Beth Pritchett to clarify some issues raised during the workshop. Meeting has been scheduled for October 15th.

LaTrice and Jim will meet with Jackie Branche, Medical Review Services to define scenarios for Notices in Medical

Plans for Next Workshop:

Begin defining scenarios for Conviction Processing.

Homework for Next 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 18 and Older

Detail:			
Use Case Name:	Amended Convictions		
Status:			
Author:	Credential Team		
Created on:	9/24/2007	Modified on:	9/25/2007
Notes:	Revised conviction information received from the court after original conviction has been posted to customer record. Future: -If a conviction that generated the 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 the Notice, the system will produce a revised Notice.		

Linked Requirements:

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

Notes:

Name: When a conviction is changed but customer still has demerit points to justify the Notice, the system shall produce a revised Notice

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:

Use Case Name:	Demerit Point Violation During DI Restricted License		
Status:			
Author:	Credential Team		
Created on:	9/19/2007	Modified on:	9/25/2007
Notes:	Customer convicted of a demerit point violation that occurred while holding a DI restricted license. 46.2-499 Current: -DMV receives conviction information for customer holding a DI restricted license. -System determines demerit point violation occurred during DI 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:

- 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.
 -Notice includes \$115 reinstatement fee.
 -Notice is mailed via Certified Mail.
 -Customer is not eligible for restrictions during subsequent suspension period.

Checking with AG on restricted/suspended period. (concurrent/consecutive)

Linked Requirements:

Use Case Name:	Denial of Driver Improvement Clinic Extension Request		
Status:			
Author:	Credential Team		
Created on:	9/19/2007	Modified on:	9/28/2007

Notes:

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.

Current:

Individual has received a Driver Improvement Clinic Notice.
 -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.
 -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.

Future:

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.

-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 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:

Use Case Name:	Driver Improvement Clinic/Probation for Individual		
Status:			
Author:	Credential Team		
Created on:	8/8/2007	Modified on:	9/28/2007
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.-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. <p>Future:</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.-System will check customer record to determine if clinic was completed after offense date of conviction that generated Clinic Notice. If Clinic was completed, go to Alternate Flow-System generates paper Driver Improvement Clinic Notice in overnight batch.-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. (Millicent is checking with the AG about probation period beginning even if customer doesn't complete clinic and goes under suspension) <p>Alternate Flow 1: No Clinic is required because record indicates voluntary or court-assigned clinic completion after offense date of conviction that generated Clinic Notice. See Probation Only notice is mailed.</p> <p>Alternate Flow 2: -If amended conviction is received, invoke Amended Convictions Use Case</p>		

The system will allow customer to complete clinic once every 24 months to receive safe driving points.

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 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:

Use Case Name: Driver Improvement Probation Only for Individual

Status:

Author: Credential Team

Created on: 9/19/2007 **Modified on:** 9/28/2007

Notes: 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.

Current:

- 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.
- System generates Probation Only notice.
- Probation Only Notice is mailed via Certified Mail

Future:

- 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.
- System generates Probation Only notice.
- Probation Only Notice is mailed via Certified Mail

Two Notices:

Already been to clinic and on probation. Not eligible for safe driving points.

Already been to clinic and on probation. Eligible for safe driving points.

Alternate Flow:

-If amended conviction is received, invoke Amended Convictions Use Case

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:

Use Case Name:	Extension to Complete Driver Improvement Clinic		
Status:			
Author:	Credential Team		
Created on:	8/8/2007	Modified on:	9/28/2007
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> <p>-If extension not granted, go to Driver Improvement Clinic Extension Request Denial</p>		

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:

Use Case Name:	Issuance of DI Restricted License while holding a Court-Restricted License		
Status:			
Author:	Credential Team		
Created on:	9/26/2007	Modified on:	9/28/2007
Notes:	Issuance of a DI Restricted License while holding a Court-Restricted License Current: -Customer has restricted driving privileges granted by the court. -Customer violates Probation Period in Driver Improvement Program. Eligible for DI Restricted Driver's License. -System generates First Violation of Probation Period Notice. Future: -Customer has restricted driving privileges granted by the court. -Customer violates Probation Period in Driver Improvement Program. Eligible for DI Restricted Driver's License. -System generates First Violation of Probation Period Notice. -ISSUE RESTRICTED LICENSE -Customer applies for restricted license via the DL1M with appropriate documentation. -CSC Teller updates system with DI100 information -System calculates DI restricted driver's license begin date with date of application -System calculates DI restricted driver's license end date (DI restricted driver's license period = DI suspension period) -System produces completed DI100 -Invoke Driver's License Reissue Use in Issue/Renew -DI Restricted License runs concurrently with court-imposed restrictions. -Restrictions issued by DMV must match court-imposed restrictions. If no match, system prevents issuance of DI restricted license until issue is resolved. CSC Teller advises customer to obtain matching restrictions. -System generates notice advising customer to obtain matching restrictions. -CSC Teller provides notice to customer at time of application.		

Linked Requirements:

Name: The system shall calculate DI restricted driver's license begin date with date of application

Notes:

Name: The system shall calculate DI restricted driver's license end date (DI restricted driver's

license period = DI suspension period)

Notes:

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

Notes:

Name: The system shall produce a First Violation of Probation Period Notice

Notes:

Use Case Name:	Multiple Violations of Same Probation Period		
Status:			
Author:	Credential Team		
Created on:	9/24/2007	Modified on:	9/28/2007
Notes:	<p>Customer is on six-month probation period and is convicted of multiple demerit point violations that occurred during the same probation period.</p> <p>Current:</p> <ul style="list-style-type: none">-Customer is serving suspension/restricted license period based on first violation of probation period. (See other bubble)-DMV receives conviction of demerit point violation that occurred during original probation period.-System imposes another suspension based on demerit point.-Second suspension period begins 30 days from issuance date of notice.-Customer applies for restricted license via the DL1M with appropriate documentation.-CSC Teller manually completes paper DI100 form, updates the system with DI restricted begin and end date and appropriate restriction codes.-CSC Teller issues completed DI100 to customer to carry with DI restricted license.-System validates restricted begin and end date equals correct suspension period.-Six-month probation period begins day after suspension/DI restricted license period ends.-Notice is mailed via certified mail.-Customer is eligible for DI restricted license during suspension period.-DI suspension/restricted license period runs concurrent with previous suspension/restricted license period if that suspension has not yet terminated. <p>Future:</p> <ul style="list-style-type: none">-Customer is serving suspension/restricted license period based on first violation of probation period. (See other bubble)-DMV receives conviction of demerit point violation that occurred during original probation period.-System imposes another suspension based on demerit point. <p>ISSUE RESTRICTED LICENSE</p> <ul style="list-style-type: none">-Customer applies for restricted license via the DL1M with appropriate documentation.-CSC Teller updates system with DI100 information-System calculates DI restricted begin date with date of application and DI restricted end date is recalculated based on begin date.-System produces completed DI100-CSC Teller issues completed DI100 to customer, along with DI restricted license.-Six-month probation period begins day after second suspension/DI restricted period ends.		

Alternate Flow:
-If amended conviction is received, invoke Amended Convictions Use Case

Linked Requirements:

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:
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

Current:
-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.

Future:
-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 produces follow up customer record with clinic requirement to produce reminder if clinic is not completed within 60 days of issuance of notice.
Notes:

Use Case Name: Subsequent Violation of Probation Preceded by Control Period

Status:

Author: Credential Team

Created on: 9/26/2007 Modified on: 9/26/2007

Notes:
Subsequent Violation of Probation Period immediately preceded by Control Period.

Linked Requirements:

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:
Citizen has successfully completed the 18-month control phase. Courtesy letter mailed via first class mail.

Current
- 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.

Future
 - 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
 -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:

Use Case Name:	Successful Completion of Probation Period in Driver Improvement Program (DI-12)
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Status:	
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Author:	Credential Team
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Created on:	8/8/2007	Modified on:	9/28/2007
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Notes: 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.

Current:

-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

Future:

-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

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:

Use Case Name:	Violation of Control Period		
Status:			
Author:	Credential Team		
Created on:	9/19/2007	Modified on:	9/24/2007
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-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. <p>Alternate Flow:</p> <ul style="list-style-type: none">-If amended conviction is received, invoke Amended Convictions Use Case		

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:

Use Case Name:	Warning to Individual About Demerit Point Accumulation		
Status:			
Author:	Credential Team		
Created on:	8/8/2007	Modified on:	9/24/2007
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. <p>Alternate Flow:</p> <ul style="list-style-type: none"> -If amended conviction is received, invoke Amended Convictions Use Case 		
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 when an Individual has accumulated 8 demerit points within a 12-month period or 12 demerit points in 24 months			
Notes:			
Name: The system shall generate an Advisory Letter Notice 46.2-495			
Notes:			

Package: Juvenile 18 or 19

Detail:			
Use Case Name:	Conviction for Violation Committed While 18 or 19		
Status:			
Author:	Credential Team		
Created on:	9/26/2007	Modified on:	9/28/2007
Notes:	<p>Customer convicted of a demerit point, safety belt or child restraint violation committed while 18 or 19. 46.2-334.02. Clinic required.</p> <p>Current:</p> <ul style="list-style-type: none"> - Juvenile has been convicted of a demerit point, safety belt of child restraint violation committed while 18 or 19. - DMV requires the juvenile to complete an eight-hour driver improvement clinic 		

within 90-days of the notice

- System generates Clinic Notice in overnight batch.
- \$115 reinstatement fee
- 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)
- No probation period required.

Future:
 Juvenile has been convicted of a demerit point, safety belt of child restrain violation committed while under the age of 18.

Alternate

- If conviction brings customer into adult clinic requirement based on demerit points, go to Adult Clinic Use Case.
- System will check customer record to determine if clinic was completed after offense date of conviction that generated Clinic Notice. If Clinic was completed, go to Alternate Flow
- System generates paper Under Age 18 DI Clinic Notice in overnight batch.
- Clinic Notices must be mailed Certified Mail
- If no clinic is completed within 60 days of notice, system generates Courtesy Reminder Notice. (DINO)
- If customer fails to complete a clinic within 90 days of issuance of notice, system suspends customer driver's license.

Note: If customer is convicted of multiple offenses issued on the same occurrence (one law enforcement stop), notice will include information on all convictions.

Linked Requirements:

Name: The system shall determine when Juvenile has been convicted of a demerit point, safety belt of child restraint violation committed while under the age of 18

Notes:

Name: The system shall generate Clinic Notice in overnight batch.

Notes:

Name: The system shall update customer record to requires the juvenile to complete an eight-hour driver improvement clinic within 90-days of the notice

Notes:

Package: Juvenile Under 18

Detail:			
Use Case Name:	1st Offense (Juvenile) (DI20) DL/LP Holder		
Status:			
Author:	Credential Team		
Created on:	9/26/2007	Modified on:	9/28/2007
Notes:	<p>Juvenile has been convicted of a demerit point, safety belt of child restrain violation committed while under the age of 18. Required to attend a Driver Improvement Clinic (8 Hour classroom) 46.2-334.01 (Does not pertain to individuals that do NOT hold a driver's license or learner's permit.</p> <p>Current:</p> <ul style="list-style-type: none"> - Juvenile has been convicted of a demerit point, safety belt of child restrain violation committed while under the age of 18. 		

- DMV requires the juvenile to complete an eight-hour driver improvement clinic within 90-days of the notice
- System generates Under Age 18 DI Clinic Notice in overnight batch.
- \$115 reinstatement fee
- 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)

-Notice is mailed via certified mail.

Future:

Juvenile has been convicted of a demerit point, safety belt of child restrain violation committed while under the age of 18.

-System will check customer record to determine if clinic was completed after offense date of conviction that generated Clinic Notice. If Clinic was completed, go to Alternate Flow (remove points)

-System generates paper Under Age 18 DI Clinic Notice in overnight batch.

-Clinic Notices must be mailed Certified Mail

-If no clinic is completed within 60 days of notice, invoke Reminder to Customer system generates Courtesy Reminder Notice. (DINO)

-If customer fails to complete a clinic within 90 days of issuance of notice, system suspends customer driver's license.

Note: If customer is convicted of multiple offenses issued on the same occurrence (one law enforcement stop), notice will include information on all convictions.

Note: No safe driving points awarded.

Linked Requirements:

Name: Driver Improvement Clinic Notices shall be mailed Certified Mail

Notes:

Name: The system shall determine when Juvenile has been convicted of a demerit point, safety belt of child restraint violation committed while under the age of 18

Notes:

Name: The system shall generate Under Age 18 DI Clinic Notice in overnight batch

Notes:

Name: The system shall suspend an individuals' driver's license if he fails to complete a clinic within 90 days of issuance of 1st Offense for Juvenile Notice

Notes:

Name: The system shall update customer record to requires the juvenile to complete an eight-hour driver improvement clinic within 90-days of the notice

Notes:

Name: Under Age 18 DI Clinic Notice shall be mailed Certified Mail

Notes:

Use Case Name: 2nd Offense (Juvenile) DI 21 DL/LP Holder

Status:

Author: Credential Team

Created on:	9/26/2007	Modified on:	9/28/2007
Notes:	<p>Juvenile has been convicted of a 2nd demerit point, safety belt or child restraint violation committed while under the age of 18 46.2-334.01. 90 day suspension</p> <p>Current:</p> <ul style="list-style-type: none"> -Individual has been convicted of a 2nd demerit point, safety belt or child restraint violation committed while under the age of 18 -Driving privilege suspended for a period of 90 days. -Suspension period begins 15 days from issuance date of notice. (DI-21A) -Suspension period must run consecutive to other suspension/revocation period. (DI-21B) -System generate order -Mail via certified mail -Notice includes \$115 reinstatement fee <p>RESTRICTED DRIVING PRIVILEGE</p> <ul style="list-style-type: none"> -Customer can petition the Juvenile Court for restricted license for (A) only restriction to and from work. -If Court grants restriction, take DC-578 to customer service center -CSC Teller must collect the reinstatement \$115. -CSC Teller updates system to add restriction to record -DMV does not issue DI restricted license. -Customer drives on DC-578 <p>Future:</p> <ul style="list-style-type: none"> -Juvenile has been convicted of a 2nd demerit point, safety belt or child restraint violation committed while under the age of 18 -Driving privilege suspended for a period of 90 days. -Suspension period begins 15 days from issuance date of notice. (DI-21A) -Suspension period must run consecutive to other suspension/revocation period. (DI-21B) -System generate order -Mail via certified mail <p>RESTRICTED LICENSE ISSUE</p> <ul style="list-style-type: none"> -Customer can petition the Juvenile Court for restricted license for (A) only restriction to and from work. -If Court grants restriction, the court will electronically submit DC-578 to DMV -System automatically updates customer record to add "A" only (to and from work) restriction. -CSC Teller must collect the reinstatement \$115. -DMV does not issue DI restricted license. -Customer drives on DC-578 <p>Note: If customer is convicted of multiple offenses issued on the same occurrence (one law enforcement stop), notice will include information on all convictions.</p>		
Linked Requirements:	Name: The notice shall be mailed via certified mail.		

Notes:

Name: The suspension period shall begin 15 days from issuance date of notice. (DI-21A)

Notes:

Name: The suspension period shall run consecutive to other suspension/revocation period. (DI-21B)

Notes:

Name: The system shall determine an individual has been convicted of a 2nd demerit point, safety belt or child restraint violation committed while under the age of 18

Notes:

Name: The system shall suspend the driving privilege of an individual convicted of a 2nd demerit point, safety belt or child restraint violation committed while under the age of 18 for a period of 90 days

Notes:

Use Case Name:	3rd Offense (Juvenile) (DI22) DL/LP Holder		
Status:			
Author:	Credential Team		
Created on:	9/26/2007	Modified on:	9/28/2007
Notes:	<p>Juvenile has been convicted of a 3rd demerit point, safety belt or child restraint violation committed while under the age of 18 46.2-334.01. 1 year revocation or until customer turns 18, whichever is longer. Not eligible for restrictions.</p> <p>Current:</p> <ul style="list-style-type: none">-Juvenile has been convicted of a 3rd demerit point, safety belt or child restraint violation committed while under the age of 18-Driving privilege revoked for one year or until customer reaches 18, whichever is longer.-Revocation period begins 15 days from issuance date of notice. (DI-22A)-Revocation period must run consecutive to other suspension/revocation period. (DI-22B)-System generate order-Mail via certified mail-Notice includes \$115 reinstatement fee <p>Future:</p> <ul style="list-style-type: none">-Juvenile has been convicted of a 3rd demerit point, safety belt or child restraint violation committed while under the age of 18-Driving privilege revoked for one year or until customer reaches 18, whichever is longer.-Revocation period begins 15 days from issuance date of notice. (DI-22A)-System generate order-Mail via certified mail-Notice includes \$115 reinstatement fee-No sanction is imposed on 4th and subsequent offenses committed while under the age of 18. <p>Note: If customer is convicted of multiple offenses issued on the same occurrence (one law enforcement stop), notice will include information on all convictions.</p>		

Linked Requirements:

Name: The system shall electronically issue the order.

Notes:

Name: The system shall prohibit the issuance of a sanction on 4th and subsequent offenses. committed while under the age of 18.

Notes:

Name: The system shall revoke driving privileges for one year or until customer reaches 18, whichever is longer.

Notes:

Name: The system shall revoke for one year a juvenile convicted of a 3rd demerit point, safety belt or child restraint violation committed while under the age of 18 .

Notes:

Name: The system shall run the revocation period consecutive to other suspension/revocation period. (DI-22B)

Notes:

Name: The system shall send the notice via certified mail

Notes:

Name: The system shall start the revocation period 15 days from issuance date of notice. (DI-22A)

Notes:

Use Case Name:	Under Age 18 DI Clinic (DI20) No DL/LP		
Status:			
Author:	Credential Team		
Created on:	9/26/2007	Modified on:	9/28/2007
Notes:	<p>Customer under 18 that does not hold a DL/LP and accumulates 9 demerit points within 12 months or 12 demerit points within 24 months. Does not include child restrain and safety belt violations. 46.2-498(B)</p> <p>Current: NOTHING</p> <p>Future: -System determines Individual under the age of 18 who does not hold a DL/LP and has accumulated 9 demerit points within 12 months or has accumulated 12 demerit point within 24 months. -System will check customer record to determine if clinic was completed after offense date of conviction that generated Clinic Notice. If Clinic was completed, go to Alternate Flow -System generates paper Driver Improvement Clinic Notice in overnight batch. -Clinic Notices must be mailed Certified Mail -If no clinic is completed within 60 days of notice, invoke Reminder to Customer to Complete Driver Improvement Clinic (DINO) -Probation Period begins 15 days after notice issue date. (Millicent is checking with the AG about probation period beginning even if customer doesn't complete clinic and goes under suspension)</p> <p>Alternate Flow 1: No Clinic is required because record indicates voluntary or court-assigned clinic completion after offense date of conviction that generated Clinic Notice. See Probation Only notice is mailed.</p> <p>Alternate Flow 2: -If amended conviction is received, invoke Amended Convictions Use Case</p>		

Linked Requirements:

Name: The system shall determine Individual under the age of 18 does not hold a DL/LP
Notes:

Name: The system shall determine Individual under the age of 18 has accumulated 9 demerit points within 12 months or has accumulated 12 demerit point within 24 months.
Notes:

Name: The system shall satisfy the requirement to complete a Driver Improvement Clinic when the customer completed a Clinic after the offense date of conviction that would generate Clinic Notice
Notes:

Package: Point Maintenance

Detail:			
Use Case Name:	Annual Safe Driving Point		
Status:			
Author:	Credential Team		
Created on:	9/26/2007	Modified on:	9/27/2007
Notes:	<p>Good point assigned for each full calendar year that customer holds a valid driver's license without being convicted, suspended, revoked, cancelled or driver's license expires. 46.2-494</p> <p>Current:</p> <ul style="list-style-type: none">-SSG initiates run across customer file in first quarter of calendar year.-System identifies customers who held a valid driver's license for full calendar year without being convicted, suspended, revoked, cancelled or driver's license expired.-System updates customer record to award one safe-driving point.-System checks customer record for oldest demerit conviction on record with an offense within 2 years.-System uses safe-driving point to offset demerit point on record.-System checks customer record for point balance.-If records shows 5 safe-driving points, no additional safe-driving point awarded.-If record shows no active demerit points, but less than 5 safe-driving points, system awards one safe-driving point. <p>Future:</p> <ul style="list-style-type: none">-System initiates run across customer file on March 1 of each calendar year.-System identifies customers who held a valid driver's license for full calendar year without being convicted, suspended, revoked, cancelled or driver's license expired.-System updates customer record to award one safe-driving point.-System checks customer record for oldest demerit conviction on record with an offense within 2 years.-System uses safe-driving point to offset demerit point on record.-System checks customer record for point balance.-If records shows 5 safe-driving points, no additional safe-driving point awarded.-If record shows no active demerit points, but less than 5 safe-driving points, system awards one safe-driving point.		

Alternate Flow:
 -If system has awarded safe-driving point and DMV receives demerit point conviction that occurred during previous calendar year, the system will post conviction and adjust point balance.

Linked Requirements:

Use Case Name:	Clinic Safe Driving Points		
Status:			
Author:	Credential Team		
Created on:	9/26/2007	Modified on:	9/27/2007

Notes:
 Good points assigned for completion of Driver Improvement Clinic. 46.2-498. Safe driving points awarded once every 24 months.

Current:
 -Customer completes Driver Improvement Clinic.
 -DMV is notified of completion (electronic or paper).
 -Clinic completion is posted to customer record.
 -System checks customer record to determine if customer has been awarded Clinic Safe Driving Points within the past 24 months.
 -If points previously awarded within 24 months, no additional point awarded.
 If points not previously awarded, safe points awarded up to a maximum balance of 5 safe points.

Future:
 -Customer completes Driver Improvement Clinic.
 -DMV is notified of completion (electronic or paper).
 -Clinic completion is posted to customer record.
 -System checks customer record to determine if customer has been awarded Clinic Safe Driving Points within the past 24 months.
 -If points previously awarded within 24 months, no additional point awarded.
 If points not previously awarded, safe points awarded up to a maximum balance of 5 safe points.

Linked Requirements:

Use Case Name:	Demerit Points		
Status:			
Author:	Credential Team		
Created on:	9/26/2007	Modified on:	9/26/2007

Notes:
 Penalty point associated with a traffic conviction 46.2-492. Applies to federal, out-of-state and Virginia convictions.

Current:
 -Conviction is received by DMV (electronic tape or paper)
 -Conviction is posted record.
 -System assigns demerit point based on severity of offense (3,4, or 6 points on each offense) See CSS Table 1211.
 -Demerit point remains valid for two years from offense date.

Future:
 -Conviction is received by DMV (electronic or paper)
 -Conviction is posted record.

-System assigns demerit point based on severity of offense (3,4, or 6 points on each offense) See CSS Table 1211.
-Demerit point remains valid for two years from offense date.
-System will provide capability to change demerit points assigned to conviction type.

Alternate Flow:

-how to handle old conviction data received from the court.

Linked Requirements: