

Meeting Summary
Functional Area: Credentialing/Sanctioning & Reinstatement



Meeting: DI Hearing Sub Team Meeting
Date: June 23, 2008
Time: 2 pm – 4 pm
Location: CRM131

Meeting called by: Angela Burrell

Attendees: Millicent Ford, Shirley Jeffers, Brenda Patron, Ronnie Hall, Angela Burrell, Natalya Khabinsky

Preparation for meetings:

Agenda for the sub team meeting on June 23 was distributed to team.

Session Goals and Objectives:

Document detailed process flow (scenario) for Issue DI Hearing

Summary:

- ❖ The team reviewed and defined scenario and requirements for Identify candidates for DI Hearing
Scenario included:
 - ✚ Identify candidates for DI hearing
- ❖ The team identified a number of issues that should be resolved later:
 1. Check for number of days customer has to respond – Millicent
 2. Criteria for selecting customers for DI hearing should be defined later – Millicent

Plans for Next Workshop:

Angela will contact all attendees to schedule for Receive Petitions work session

Homework for Next Workshop:

A report from EA is attached that shows scenarios defined and their linked requirements. Please review and provide feedback ASAP.

Scenario Report with Requirements

Package: Identify candidates for DI hearing

Detail:			
Use Case Name:	Identify candidates for DI hearing		
Status:	Scripted		
Author:	Credential Team		
Created on:	6/23/2008	Modified on:	6/23/2008
Notes:	This process is used to identify unsafe drivers and to take administrative actions - suspend or revoke 46.2-402, 408 Current:		

- System generates report monthly of drivers with 30 or more demerit points (offense date of the last conviction within past 3 months)
- Driver services/driver monitor managers select drivers with most points (50 or higher)
- Driver services/driver monitor managers review selected drivers' records to determine how many have one of the following: three or more violations of DI probations, at least one violation of DI probation after rapid point violator suspension or at least one demerit point conviction while under rapid point violator suspension
- Conviction processing Technician compiles documents and prepares the summary of selected drivers - list of history for all convictions, accidents and DI actions
- Driver services/driver monitor manager evaluates summary and create justification for recommended action for hearing officer
- Driver services/driver monitor manager submits recommendation to the hearing officer along with related documents
- The hearing officer sends out a notice of the hearing to a customer
- Customer has days to respond
- Customer responds in ... days
- See Alt Flow: Customer does not respond
- Hearing officer schedules hearing date
- Invoke Formal Hearing process
- Process Ends

Alt Flow: Customer does not respond
 -DMV conducts hearing in customer absence
 -Return to Normal Process

Future:
 -System will generate queue monthly of customers who meet two or more of the define criteria(30 or more demerit points, accidents with related convictions (involving death, injury or property damage), major convictions, including CDL violation) (offense date of the last conviction within past 3 months)
 -Driver services/driver monitor manager reviews the queue and determines which customer will go for hearing
 -Driver services/driver monitor manager selects customers for hearing
 -Driver services/driver monitor manager prepares justification for selected drivers
 -System creates record for hearing officer
 -Invoke Work Flow
 -System generates queue for hearing officer
 -Invoke Schedule hearing
 -Process Ends

Note: Criteria for queue should be decided later
 Note: System should be able to keep history of above process with users comments

Linked Requirements:

Name: System shall allow Driver services/driver monitor manager to review the queue and determine which customer will go for hearing

Notes:

Name: System shall allow Driver services/driver monitor manager electronically prepare hearing justification

for selected drivers

Notes:

Name: System shall allow Driver services/driver monitor manager to enter notes why customer was not selected for hearing

Notes:

Name: System shall allow Driver services/driver monitor manager to select customers for hearing

Notes:

Name: System shall create record for hearing officer

Notes:

Name: System shall generate queue monthly of customers who meet two or more of the define criterias

Notes: Criterias will be defined later