The eRA IMPAC II Project

CMUG Requirements Meeting

October 10, 2001

Version 2.0

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1 OVERVIEW

The CMUG has planned several requirements meetings to clarify the requirements for the Committee Management redesign. This document lists the requirements that were discussed at the October 10, 2001 meeting. This meeting was held from 1pm – 4pm in Rockledge 2, Room 9104/9100.

2 REQUIREMENTS

The requirements come from the ERA Business Plan, a bug/enhancement list from Claire Benfer, Committee Management Advocate, and various bugs/enhancements reported by users that have been deferred.

2.1 Chairgrant Selection

2.1.1 Existing Information

User's select a chairgrant on the Committee Administration Screen. If one chairgrant is assigned, it is selected as the default chairgrant when meetings are setup. If more than one chairgrant is assigned on the Committee Administration screen, then no default chairgrant is selected when a meeting is created. If a chairgrant is not selected when attendees are placed on the roster, the chairgrant is not defaulted on the voucher. User's must manually select the chairgrant at the meeting level. If the chairgrant is not defaulted on the voucher, users can update all of the vouchers through the same mechanism they select the chairgrant for the meeting. User's can also select the chairgrant on each voucher.

Suggestions at previous CMUG meetings:

- Allow users to enter start and end dates for the chairgrant on the Committee Administration Screen. The start and end dates for the chairgrant are different than the start and end dates for meetings that the chairgrant will pay.

- Create a mechanism where IC's can specify the criteria for selecting the default chairgrant.

2.1.2 Questions/Additional Information Needed

1. If users enter the start and end dates of a chairgrant on the Committee Admin screen, should the default chairgrant be selected based on the meeting date being within the start and end dates of the chairgrant?

   Yes. Allow the dates to be editable.

2. Why would a chairgrant pay for meetings that are outside of the grants start and end dates? Should the grants start and end dates be different?

   The start and ends dates on the grant are the term of the chair, 7/1 – 6/30. The chair must be an active member of the committee. If there is money left after the term end, it gets transferred to the next grant. It is easier to start the new grant on 10/1 because not all vouchers that should be paid are received by the term end.

3. If a chairgrant is not defaulted for the meeting, do you want some message to display to the user? If so, at what point do you want the message displayed – when the meeting is created, when the meeting is checked as complete??

   No message.

4. If users enter start and end dates for a chairgrant through the Committee Admin screen, can user's select a chairgrant on the meeting data screen or voucher screen that is before or after the date of the meeting? Meaning, the date of the meeting is not within the start and end dates of the chairgrant. If they can, do we warn them and allow them to approve the change?

   Yes, allow the change. No warning message.

5. What is the priority for this enhancement? Should this enhancement be made to the existing system or can it wait for the redesign?

   Release with the December deployment.

Additional changes:

1. *Research and correct the default rates not being populated when a chair is selected on the Meeting Data screen. Plan this release for the December Deployment.*
2. *the Modify the voucher so that the chairgrant must be selected before the voucher is validated. Plan this release for the DecemberDeployment.*

2.2 Rename the Availability Status Code field

2.2.1 Existing Information

At a previous CMUG meeting it was mentioned that the Availability Status Code field should be renamed. The values for this field are: "Available", "Does not want to be notified" and "Deceased". The intended use of this field was so users could indicate if a person was available to serve on a committee, did not want to be notified regarding serving on a committee or to indicate if a person was deceased.

2.2.2 Questions/Additional Information Needed

1. How should the field be renamed?

   Personal Status. Colleen will create a TAR.

2. What is the priority for this enhancement? Should this enhancement be made to the existing system or can it wait for the redesign?

   December Deployment, if approved through the TAR process.

Additional changes:

1. *Change the wording of "Does not want to be notified" to "Does not want to serve". Colleen will create a TAR.*
2. *On the Person Search Screen, if a user puts their cursor on a person that is deceased or unavailable, display a message box like what is done with the ORI Sanctions. Colleen will create a TAR.*
3. *Add a comment field so users can enter information when they make the available status 'Does not want to serve'. Users can note information such as "This person is on sabbatical until 12/31/2001." Colleen will create a TAR.*
4. *Add a modified by and modified date for the availability status code fields. If this information is easily retrieved from the person history table, then we can provide that information through that mechanism. Colleen will research the person history table and get back with the group.*
5. *Users had concerns about the October Release of the Advanced Person Search automatically filtering out the people that are deceased and do not want to serve. Scarlett will talk to Dr. Bradley.*

2.3 Availability Status Code Business Rules

2.3.1 Existing Information

The following business rules are in the system now:

1. If a user enters deceased as an availability status code, they must enter deceased as the change code.
2. The deceased date must be a past date.
3. If the availability status code is changed to deceased on the role level record, the availability status code on the profile record is automatically updated to deceased.

2.3.2 Questions/Additional Information Needed

1. Should a user have a specific role in order to update the availability status code field?

   No role restrictions.

2. What other business rules should be applied?

   None at this time.

3. What is the priority for this enhancement? Should this enhancement be made to the existing system or can it wait for the redesign?

   N/A.

2.4 Notification to IC CMO when user/owner updates profile

2.4.1 Existing Information

"Notification to IC CMO when user/owner updates a profile of a member serving on their advisory committee."

2.4.2 Questions/Additional Information Needed

1. This notification should come from the Commons II application?

   We need a mechanism to notify when ANY change has been made to a profile, not just when it comes from the Commons II application. It is suggested that we create a report from the person history table. There is a table called person_audits_t that stores detail information regarding changes to person information.

   There are no role restrictions for generating this report.

   The parameters for the report are: IC
   Cmte
   Date Range for the changes

   The layout of the report should include: person_id, first name, last name, what fields changed, who made the change and the date the change happened.

   Sort the report by last name.

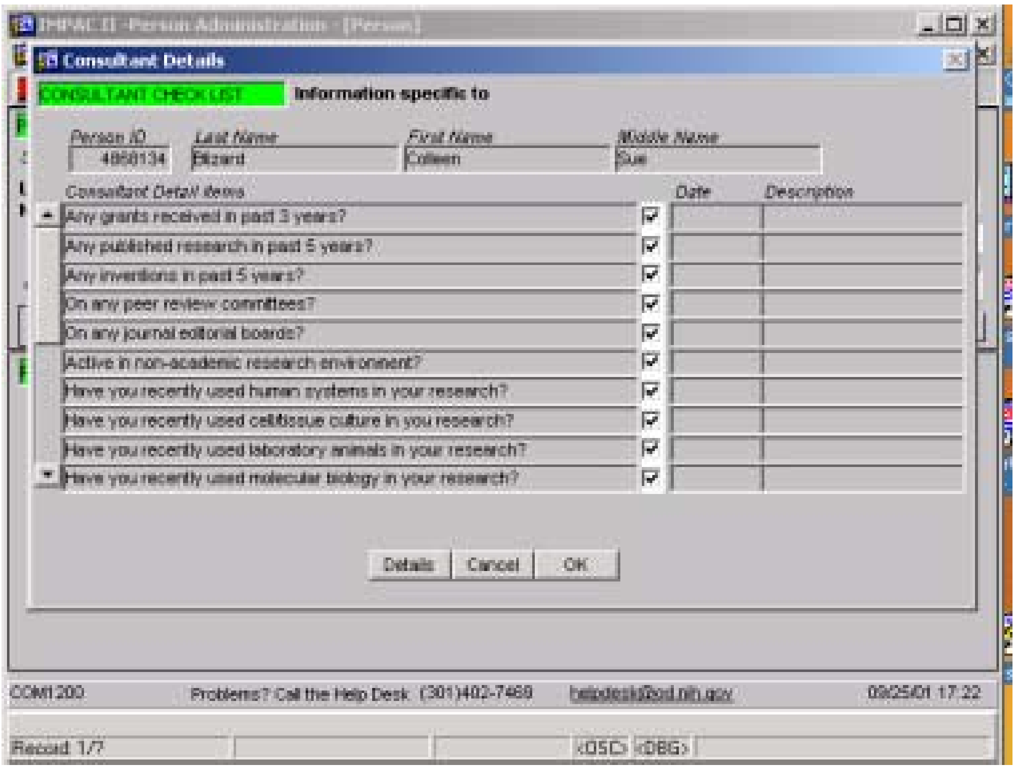
2. What is the priority for this enhancement?

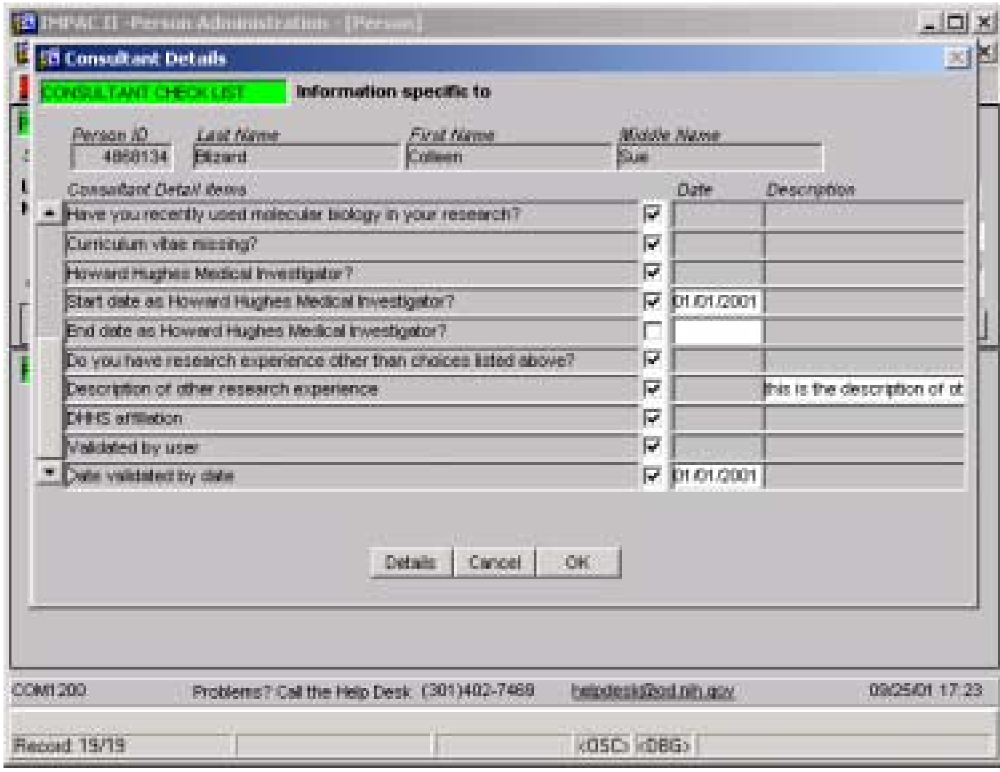
   Redesign.

2.5 Consultant Pop-Up Screen

2.5.1 Existing Information

"Consultant Pop-Up Screen - allow user to enter data into currently locked fields."





2.5.2 Questions/Additional Information

1. Should all elements above be available for edit?
2. Are additional elements needed?
3. Would free-form detail items be helpful?
4. Does a user need a specific role in order to update this data?
5. What is the priority for this enhancement? Should this enhancement be made to the existing system or can it wait for the redesign?

This requirement is not applicable at this time.

2.6 Duplicate Member Report

2.6.1 Existing Information

The requirements for the Duplicate Member Report need to be revisited. The report may or may not be producing the data as expected.

Below is a screen image of the Duplicate Member Report.

Duplicate Members Report

IC Name: PHS_ORG_NAME

Committee Name: National Advisory Mental Health Council, NAMHC

Profile Person Id	# of Dups	Name	SSN	SRA	Flex	Grp	Start Date	End Date
2435024	3	Steinberg, Jane A.		MOAC		grou	01/01/2000	01/01/2001

Committee Name: National Institute of Mental Health Special Emphasis Panel, ZMH1

Profile Person Id	# of Dups	Name	SSN	SRA	Flex	Grp	Start Date	End Date
2435027	2	CINQUE, JULIUS J.		MOAC		grou	01/01/2000	01/01/2001

Committee Name: colleen's test IRG, CIRG

Profile Person Id	# of Dups	Name	SSN	SRA	Flex	Grp	Start Date	End Date
2067367	2	AGGARWAL, LEILA K	294562699	MOAC		grou	01/01/2000	01/01/2001
1969616	4	BARDEGUEZ, ARLENE D.	583982600	MOAC		grou	01/01/2000	01/01/2001
1878881	2	BLIZARD, DAVID A	007648619	MOAC		grou	01/01/2000	01/01/2001
2066539	7	FRENZEL, ELIZABETH M	472541294	MOAC		grou	01/01/2000	01/01/2001
2300959	4	HOWARD, ALLISON E		MOAC		grou	01/01/2000	01/01/2001

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2.6.2 Questions/Additional Information

1. What are the requirements for this report?
2. What data should be displayed on the report?
3. What parameters should be used to generate this report? Currently, we prompt for the year and the IC.
4. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

   It was discussed that this report is not used. It will be removed from the menu for the December Deployment.

2.7 Non-Published Meetings Valid Vouchers Report

2.7.1 Existing Information

The requirements for the Non-Published Meetings Valid Vouchers Report need to be revisited. Below is a screen image of this report. The report may or may not be producing data as expected.

Non-Published Meetings with Validated Vouchers Report

IC NAME NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM, AA

COMMITTEE NAME (ACRONYM): AA

SRA Desig	Flex Code	Group Code	Start Date	End Date	Roster Attached	Applications Attached
			11/11/2001	11/16/2001	Y	N

COMMITTEE NAME (ACRONYM): AABSC

SRA Desig	Flex Code	Group Code	Start Date	End Date	Roster Attached	Applications Attached
		TT	09/01/2001	09/01/2001	Y	N
		YY	09/10/2001	09/10/2001	Y	N

IC NAME NATIONAL INSTITUTE ON AGING, AG

COMMITTEE NAME (ACRONYM): JUDYS1

SRA Desig	Flex Code	Group Code	Start Date	End Date	Roster Attached	Applications Attached
SRA			04/02/2001	04/02/2001	Y	N

COMMITTEE NAME (ACRONYM): TOODLE

SRA Desig	Flex Code	Group Code	Start Date	End Date	Roster Attached	Applications Attached
			06/07/2001	06/07/2001	Y	N
			06/08/2001	06/08/2001	Y	N

IC NAME NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES, AI

COMMITTEE NAME (ACRONYM): CFS

SRA Desig	Flex Code	Group Code	Start Date	End Date	Roster Attached	Applications Attached
		56	08/01/2001	08/01/2001	Y	N

IC NAME CENTER FOR BIOLOGICS EVALUATION AND RESEARCH - BACTRIAL PRODUCTS, BJ

COMMITTEE NAME (ACRONYM): FOPIRG

SRA Desig	Flex Code	Group Code	Start Date	End Date	Roster Attached	Applications Attached
		PP	09/02/2001	09/02/2001	Y	N

IC NAME NATIONAL CANCER INSTITUTE, CA

COMMITTEE NAME (ACRONYM): NCI

SRA Desig	Flex Code	Group Code	Start Date	End Date	Roster Attached	Applications Attached
GRB	A		04/21/2001	04/23/2001	Y	N

IC NAME NATIONAL HEART, LUNG, AND BLOOD INSTITUTE, HL

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2.7.2 Questions/Additional Information

1. What are the requirements for this report?

   Kate Whelan tested this report prior to the requirements meeting and it is producing the expected results.

2. What data should be displayed on the report?

   No additional data is necessary.

3. What parameters should be used to generate this report? Currently, we prompt for the year.

   Add the following parameters:

   IC

   Cmte

4. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

   Redesign.

2.8 IPF Codes Report

2.8.1 Existing Information

This requirement comes from the ERA Requirements Business Plan, section 5.14. It is entered in BugCollector as item CM2280. The requirement is as follows:

“A report displaying the IPF codes of a city, state, or institution of a member. Specifications/Display fields: IPF Code, City, State, Institution”

2.8.2 Questions/Additional Information Needed

1. What are the parameters for this report?
2. Do we display information for only one member? A group of members?
3. Do we display only the IPF code, city, state and institution on the report? What other data is needed? What layout do you want for the report?
4. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

It was decided that this will be discussed at a later meeting. Colleen include screen prints of the Conflict Screen and associated reports from the Peer Review system.

Kay Valeda is concerned about who can see the conflict data. We can set up a cm_conflict_role and only give that role to specified users.

2.9 Committee Lists Report

2.9.1 Existing Information

This requirement comes from the ERA Requirements Business Plan, section 5.14. It is entered in BugCollector as item CM2281. The requirement is as follows:

“A report to capture committee type, appointment authority, and agency.

Specifications/Display fields:

Committee Type = NAC, PAC, BSC, IRG, SEP

Appt. Auth. = President, Secretary, Assistant Secretary, NIH Director, IC Director or Designee, OD Office Head, Other, Agency Head Other than NIH

View ICs = NIH Only, Non-NIH, All”

2.9.2 Questions/Additional Information Needed

1. What are the parameters for this report?

   Cmte Type, including an All option

   Appt. Authority, including an All option

   View IC’s (NIH Only, Other than NIH, All)

   Active / Non-Active / All

   Date Range (cmtes will be selected if they are active in this time frame)

2. Do we display data for all committee types or allow the user to select a specific committee type or both options? This is a parameter?

   See above

3. Do we display data for all appt. auth types, a specific type or both? This is a parameter?

   See above

4. Is View IC’s a parameter?

   See above

5. What data do we display on the report? Committee Title?

   Acronym

   Title

   Cmte Type

   DFO

   Date Established

   Sort by Cmte Type, Cmte Title

6. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

   Redesign.

2.10 Comments on Meeting Maintenance Screen/Meeting Roster

2.10.1 Existing Requirement

This requirement is in a document provided by Claire Benfer on 3/5/01. It is BugCollector item CM1988. The requirement is as follows:

"Meeting Roster Report / Meeting Maintenance Screen - Add 'Comments' field for user to type in a comment. For Example, "Regular Members may be appointed from the BRT-A or BRT-B Subcommittee." This 'Comment' should print out on the Meeting Roster Report and should appear on the Roster when uploaded."

A screen image of the meeting roster is on the following page.

2.10.2 Questions/Additional Information Needed

1. Should this field be on the Edit Meeting Maintenance Screen?
2. How large should this comment field be?
3. Are there any role restrictions on who can add/edit this comment?
4. Where should this field appear on the Meeting Roster?
5. Should this field appear on the roster that is attached to the summary statements?
6. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

Since this request is to modify the meeting roster which is attached to summary statements, it must be brought before the RPC and EPMC. Who will do this?

MEETING ROSTER
Behavior and Social Science of Aging Review Committee
National Institute on Aging Initial Review Group
NATIONAL INSTITUTE ON AGING
NIA-S

October 11, 2001

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* Temporary Member. For grant applications, temporary members may participate in the entire meeting or may review only selected applications as needed.

Consultants are required to absent themselves from the room during the review of any application if their presence would constitute or appear to constitute a conflict of interest.

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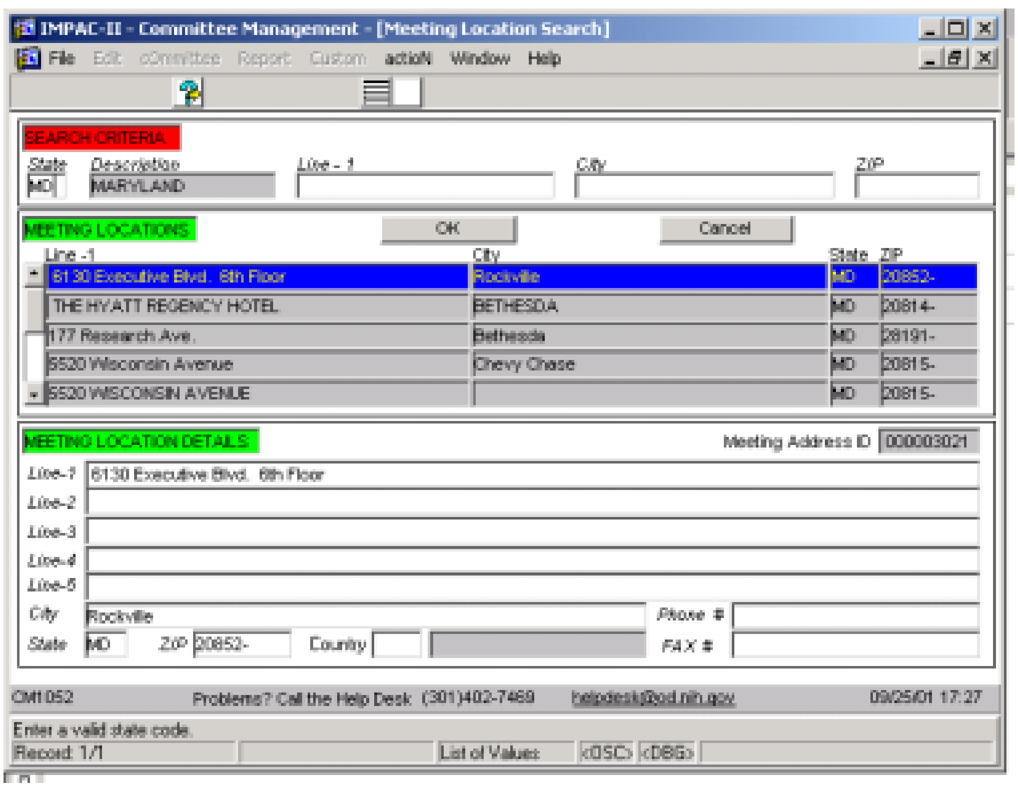
2.11 Meeting Location Redesign

2.11.1 Existing Information

This requirement comes from the ERA Requirements Business Plan, section 5.8. It is entered into BugCollector as CM1860. The requirement is as follows:

"The Meeting Location database stores addresses that print out on Federal Register notices. Currently, there is no method to correct addresses if a typo is made. This has resulted in users reentering addresses and creating multiple entries with essentially the same data. The database continues to grow due to the inability to delete incorrect data.

It has become extremely difficult and time consuming to search and locate meeting locations due to the large database. Consequently, many users simply create a new address each time. The database needs a total redesign in order to effectively use the functionality. The redesign will enable users to navigate, locate and retrieve meeting data easier without having to sort through a lot of erroneous data."



If we allow editing of the data as it is now, users could edit meeting location information that may be correct for their meeting but will be incorrect for another meeting that this same location is selected.

2.11.2 Questions/Additional Information Needed

1. Should users enter the address for every meeting and not have an LOV to pick from?

   Users will pick from an LOV but will have the option to enter the meeting location information for the meeting. If the user does enter the meeting location information it will NOT update the LOV. The LOV will be centrally maintained by the HelpDesk.

   Scarlett Gibb will coordinate will Colleen Blizard to get a copy of the current meeting location database. Scarlett will clean up the data in the database in preparation for using it as the LOV once CM is redesign. The structure of the address fields will change to the following:

   Hotel/Organization

   Building

   Street Address

   City

   State

   Zip

   County

   Phone #

   FAX #

2. If an LOV is provided, we could copy the address from the LOV into the 'meeting', not keep the reference to the LOV and allow users to edit as necessary. If an address is not in the LOV, we could give the users an opportunity to add the address. If we do this, should users have a specific role in order to add, edit or delete the addresses from the LOV? If we decide on an LOV that copies the data to the meeting record, the existing data in the system could be converted to this format. The existing meeting address LOV can then be edited to remove the duplicates.

   Meeting Location information will be copied from the Meeting Location LOV to the meeting record. Users will then be able to update this information as necessary. The LOV will display more meeting location information to aid users in finding the correct address. There will be a button, similar to what is currently on the Meeting Data, Add/Edit Meeting pop-up screen, to allow users to access the LOV.

   The following fields will be added to the meeting_agendas_t table:

   Hotel/Organization

   Building

   Street Address

   Room Number or Meeting Room

   City

   State

   Zip

County

Phone #

FAX #

Note that the Room Number or Meeting Room field is not in the LOV. This is because it will be unique for each meeting and should be entered at the meeting level.

3. What is the priority for this enhancement? Should this enhancement be made to the existing system or can it wait for the redesign?

   Redesign.

2.12 Meetings with Withdrawn Applications

2.12.1 Existing Information

This requirement comes from the ERA Requirements Business Plan, section 5.7. It is entered into BugCollector as CM1859. The requirement is as follows:

"Currently, when an application is withdrawn from a review meeting the application no longer shows. But within the CM Module the connection is still there, it just doesn't show. If the meeting ends up being cancelled completely, the CM Module will not allow it to be deleted because there is still that connection.

The system needs to create a holding area for these withdrawn applications to be transferred. Thus allowing all child records to be separated from the meeting file, and ultimately allow the empty meeting file to be deleted. This will enable users to navigate, locate and retrieve meeting data easier without having to sort through a lot of inaccurate data."

2.12.2 Questions/Additional Information

1. Should the option to move a withdrawn application to a holding area be placed on the Meeting Data screen, List of Applications canvas?
2. What is the priority for this enhancement? Should this enhancement be made to the existing system or can it wait for the redesign?

It was suggested by Ev Sinnett that this functionality be placed in the Review application. Since the requirements meeting, this issue was discussed at the RUG meeting as well as discussions at Logicon. There is an automatic process that handles certain items when an application is withdrawn. This procedure will be modified so that an application withdrawn before the meeting is held will be deleted from the meeting so that users can delete the meeting.

2.13 Cascade Parent Committee Changes to its Subcommittees

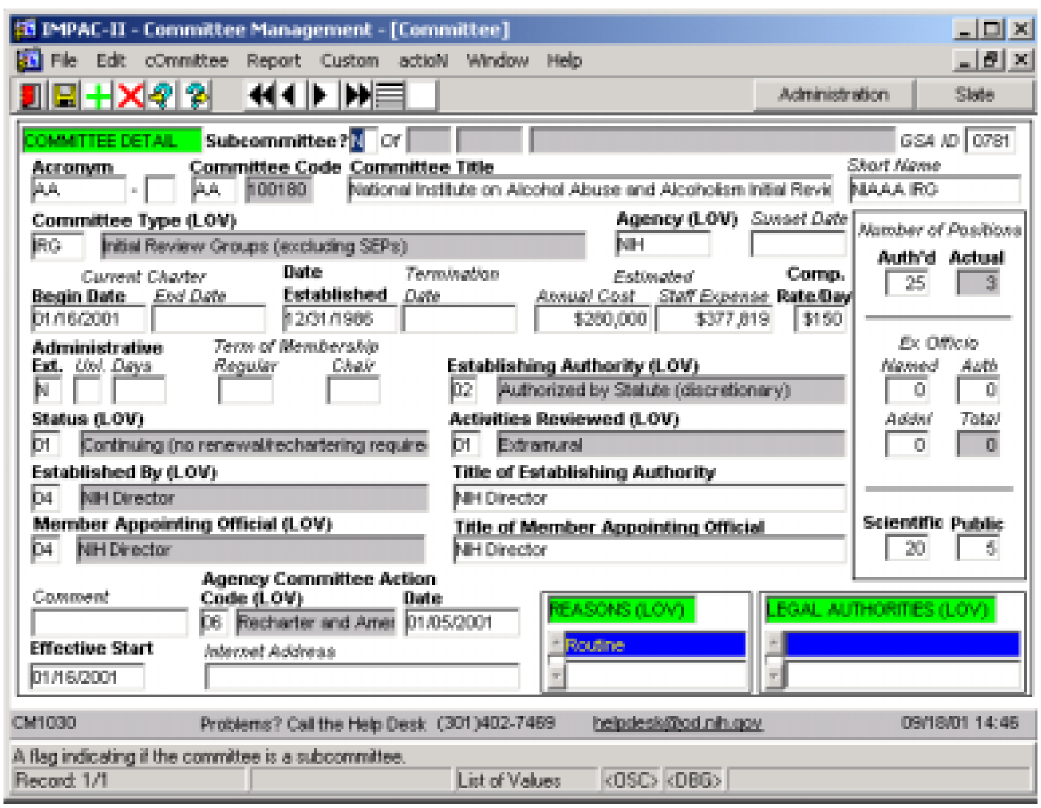
2.13.1 Existing Information

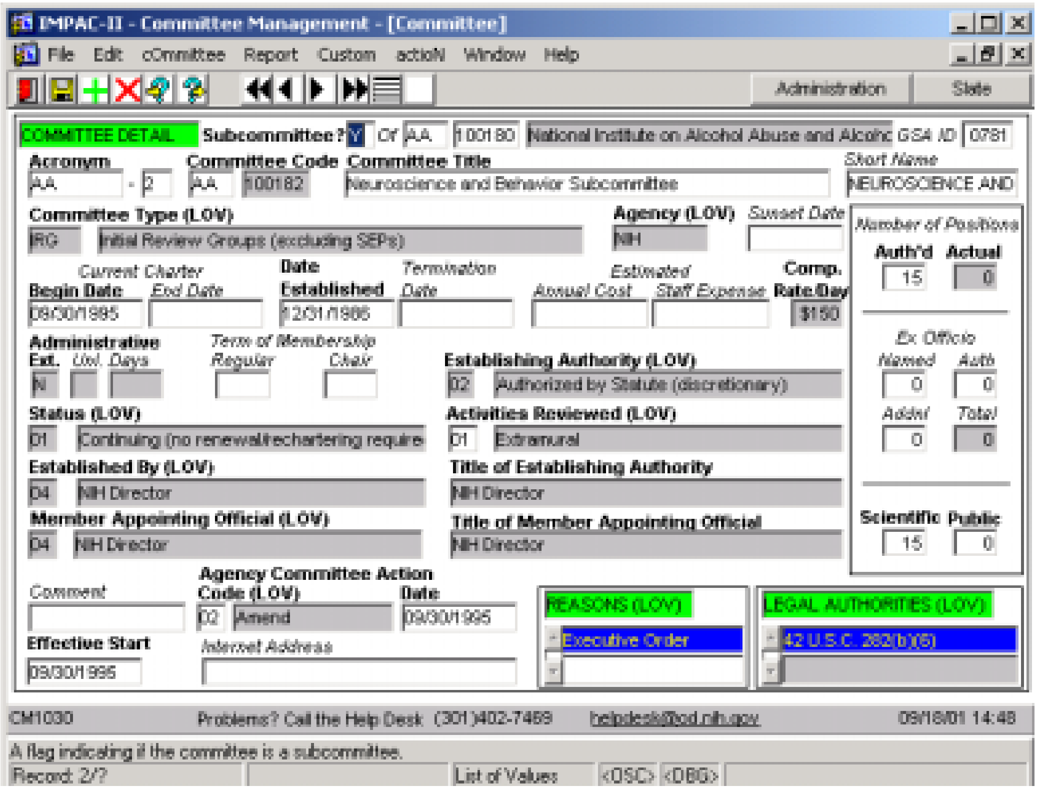
This requirement is in a document provided by Claire Benfer on 3/5/01. It is BugCollector item CM1983. The requirement is as follows:

"CM1030 – Committee Screen. Cascade changes made to Parent Committee record to subcommittee records."

2.13.2 Questions/Additional Information Needed

Below are screen images of the Committee Screen (CM1030) for a parent and one of its subcommittees.





1. Do all fields on the Committee Screen cascade to the subcommittee?

The following fields can be cascaded from the parent to the subcommittees:

Committee Type

Agency

Comp-Rate/Day

Administrative Ext, Unl and Days fields

Establishing Authority

Status

Activities Reviewed

Established By

Title of Establishing Authority

Member Appointing Official

Title of Member Appointing Official

2. Do we prompt the user before cascading the changes or automatically cascade the changes?

Yes

3. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

   Redesign