Division of Workers' Compensation
EAMS Electronic Adjudication Management System
CA Department of Industrial Relations

EAMS External User Advisory Group

Present Term Solution

Meeting Date	2/04/2010	**Time**	1-4 p.m.		
Meeting Location	DWC offices, 1515 Clay Street, Oakland CA, 13th floor DOSH training room	**Dial-In #**	1-877-588-1924	**Participant Code**	2719678

AGENDA:

- 1-1:30 p.m. Review project scope
- 1:30-2 p.m. Define terms
- 2-3 p.m. Establish requirement session ground rules and schedule
  - Dates; book dates for first week of March. Change some of the Feb. sessions. To hold two meetings per week on Mondays and Thursdays.
  - Use of Web n R whenever possible for future sessions beginning with Feb. 10
- 3-3:15 p.m. Break
- 3:15-4 p.m. Questions/answers

SCOPE:
See Present Term Solution document

SFTP BULK FILING MILESTONES:

- List of technical use cases
- Determine type of XML (Legal or Standard) i.e., the general XML structure
- Define the data stream fields for headers, trailers, forms, transactions and packets
- XML schema development & forms schema development
- Error and response structure
- Security related requirements
- Training

TERMS: comments on terminology to Robert Gilbert by 10 am on 2/8 and he will send out to everyone by 12 pm on 2/8. IS will send diagrams of packet, transaction and form to help define these terms. Review on 2/8.

Terminology	
Artifact	
Bandwidth	The amount of information or data that can be sent over a communications channel in a given period of time. The higher a channel's bandwidth, the more information it can carry.
Batch process	A process that runs within EAMS to move transactions from the holding tank to appropriate databases

Boundary	The separation point between network segments. Boundaries are usually set by devices that control the data, such as routers and gateways.
Bulk filing	The ability to file one or more packets in a single transaction
Carrier sense	The ability of a network device to "listen" to the network to determine if any other devices are trying to transmit data.
Carrier sensing multiple access with collision detection	An Ethernet communication protocol in which devices check the network to see if it is clear before transmitting data.
Collision	A situation in which two or more network devices send data at the same time.
Collision detection	The ability of network nodes to sense when there is a collision. When collisions occur, the nodes simply wait to re-transmit the information
Data	Information is transmitted or processed digitally. In data transmission, a "1" or "0" represents the most fundamental unit of information in a digital system.
Digital signature	
Electronic signature	
Error response	The response from DWC to containing errors in transaction
Firewall	A piece of hardware or software that protects a network from unwanted content or unauthorized users.
Form	
Form header	Information about things such as last modified date, character encoding, sender name, transaction ID and more
Form trailer	Information about things such as last modified date, character encoding, sender name, transaction ID and more
Header	A data field within a packet that includes the IP addresses of the sender and the receiver
Industry standard	A universally accepted set of guidelines for the operational quality of a device or process
Infrastructure	The physical equipment that makes up the network. The most important part of PLC network infrastructure is the transmission medium
Input/output device	A device connected to the input/output section of a PLC. Inputs are usually sensors while outputs are usually devices that perform a mechanical action
Interface	A hardware device that connects two separate pieces of equipment. RS-232 cable can be used as an interface between computers and printers

Megabit	One million bits. A bit is a single numerical unit in the binary number system
Message	The instructions contained in a data packet
Moving document	A document that requires action
Multiple access	A type of network access in which each node on the network has the same right to transmit data packets as any other node.
Packet	A ~~moving~~ ~~document~~ form plus required attachments Are all 6 documents on our list considered moving documents? Application is not a moving document Lien, C&R, Stip and DOR are moving document
Packet header	A data record within a packet that includes the high level information of the bulk filing submitter
Packet trailer	Information such as last modified date, character encoding, sender name, transaction ID and more
Protocol	The standards and rules used by PLCs and other network devices to interact with each other. In many respects, protocols are the language that network devices use to communicate
Router	A network device that determines where information packets should go and sends them to their destination by the shortest, most efficient route.
SFTP	Secure File Transfer Protocol, used for uploads and downloads on the internet, for text and for binary, over TCP/IP.
S signature	Signature of filer on the form in the format of S JOHN JONES
S signature verification	Verification signed by the person whose S Signature is on the form – the required language to be provided by DWC
Switch	A network hardware device that allows different nodes on the network to communicate with each other. Switches have the ability to selectively forward data packets to a specific destination.
Transaction	One or more packets delivered in a single transmission between the submitter and DWC
Transaction error	An error in the format of the transaction
Transaction error response	The response from DWC to containing transaction errors
Transaction header	Information such as last modified date, character encoding, sender name, transaction ID and more

Transaction trailer	Information such as last modified date, character encoding, sender name, transaction ID and more
Transmission	Transfer of files across a network
Transmission error	An error on the transmission network
Transmission medium	The means by which data travels through a network. Typically this is some type of cable, although wireless networks are becoming increasingly common
Validation error	Errors found in the initial transaction related to edits, such as field length
Validation error response	Response from DWC to submitter containing all validation errors
Wet signature	

REQUIREMENT SESSION PROCESS GROUND RULES:

- Come prepared (agreed)
    - Questions & comments to Robert by 10am the day after session. Robert will distribute answers and notes by noon.
- DIR/DWC will define plan of approach and will tackle one issue at a time based on the plan (agreed)
- Meetings location reminders will be provided (agreed with additions below)
    - Put meeting location in bold and in subject line
    - Locations will be posted on EAMS calendar and kept current
- First half hour of each session refresh previous session (agreed)
- As each section of plan is completed sign off will take place (agreed)
- Areas that have been signed off will not be revisited (agreed with additions below)
    - Robert Gilbert will have flexibility to re-examine or further examine issues that have been signed off
    - Will have change control process ie Issue Tracker
- Dependencies (based on changes) will be addressed at end of process (agreed with additions below)
    - Add some flexibility in this ground rule and let Robert Gilbert make decision to deal with dependencies as it comes up or put in parking lot to deal with it later
- Business requirements will be captured first, followed by technical requirements (agreed)
- Feedback will be solicited by group (agreed)
    - Everyone participates in session dialogue
    - Will try to respect timeline and consolidate opinion as much as possible; one spokesperson will represent their group in official document and to make commitment
    - Robert Gilbert has the right to control amount of time spent on discussion and feedback
- Each group will be provided two minutes for comments (facilitator can extend) (agreed with additions below)
    - Group will be respectful of each other and time, and provide feedback concisely
    - If discussion goes on for too long, facilitator will make decision to end or extend discussion
- A timekeeper will be selected from the group for each session (agreed with additions below)
    - Julia Burns volunteered to be timekeeper
- A parking lot will be provided for out of scope issues(agreed with additions below)
    - Two: short term and long term parking lots
- Phones on vibrate—leave room if call must be taken (agreed)
- 15 minute break at 2:30 pm (agreed with additions below)
    - Facilitator may decide on belaying break time if group is in the middle of great discussion

- All questions/comments following meeting go to Robert Gilbert by 10 a.m. the day following session (agreed)
- Robert Gilbert will distribute notes from session by noon (agreed)
- The group will publish our standards when finished
- Try to meet in rooms with wi-fi

Additionally, advised the group the present term solution is based on the following assumptions:

ASSUMPTIONS:

- From the DWC perspective, SFTP process will mimic eForms in the way they are processed into EAMS
    - OCR filer do not need to become e-filer; being an e-filer is not pre-requisite for SFTP
    - This assumption is from DWC process, but come to DWC from different source, ie. SFTP
- Use S signature as signature verification on any document that requires only one signature
    - Will still need wet signature on documents that require more than one signature, ie. settlement documents
    - Digital signatures are not a part of the present term solution, but will be a part of the Access project
- In business rule write up, clarify which documents need wet signature and which are OK with S signature