

Project:	EAMS ACCESS SFT SOLUTION
Meeting:	EAMS Access SFTP Solution Meeting
Date-Time-Location:	July 1, 2010 1:00 – 4:00PM Room 11, 2 nd Floor (rescheduled from 6/25)
Invitees:	Andrea Coletto, Brenda Ramirez, Brian Schwabauer, Camilla Wong, Carolyn McPherson, Dale Clough, Dan Jakle, Danny Teklehimano, Denise Spelzini, Denise Yip, Dr. George Rothbart, Eric Knight, Gary Gallanes, Gina Gariitson, Jake Greenwell, Joel Hecht, Jose Gonzales, Joshua Bright, Julia Burns, Justin Geiger, Katherine Borlaza, Kim Lincoln-Hawkins, Linda Atcherley, Lorie Kirshen, Marc Glaser, Margo Hattin, Martin Dean, Matt Herreras, Oleg Katz, Paul Defrances, Pete Harlow, Renee Sherman, Richard Brophy, Ron Weingarten, Ryan Hitchings, Sandy Trigg, Sean Blackburn, Steve Cattolica, Tara Lewis, Yvonne E. Lang, CKV Sa, Talat Khorashadi, Robert Gilbert; Dave Cohen; Dan Jakle; Jose Gonzales; Denise Yip; Illicena Elliott; Susan Ambriz; Eric Knight; Jake Greenwell; Danny Teklehimano; Beatrice Yao; Ryan Hitchings; Denise Spelzini; Felicia Black; Amit Khosla; Paul Defrances; Lorie Kirshen; Ritzesh Sawhney; Peter Melton; Sam Morris; Sivakumar Ponnuswamy, Bob Bradshaw, Mokhtar Moussaoui
Optional Attendee:	
Facilitator / coordinator:	Ira Phillips
Meeting Minutes taken by:	Peter Melton
Next scheduled meeting:	To be determined

Agenda 06/25/10		Owner
1. Open meeting	<p>Opening remarks: We'll be looking at the business rules and the technical specifications today. Please refer to the appropriate documents that were sent before the meeting.</p> <p>One change to agenda: we're moving the project development timeline to the first item so that the business side people don't have to stay until the end of the meeting.</p>	Ira Phillips

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2.	<p>Project development timeline</p> <p>Reference: PTS External User Strawman Timeline PDF dated 7/1/10</p> <p>This document shows suggested tasks, you can add/delete depending on your needs. For instance, not all groups will add all 6 forms. This is for all external users. Dates are on the right hand column. Each organization will have to make up their own schedule. Everything up to ID 415 (labeled External User Strawman Timeline in blue) is DWC. Everything after is external users. The dates there are just placeholders and external partners will determine the real dates.</p> <p>Question (Martin Dean). No indication of dependencies. How are they marked? Answer: We can't establish it for all, each company has its own project lifecycle. Some groups are not going to do all 6 forms, The idea is here is a suggested timeline.(in 106 days) Susan Gard: It coincides with our own project development timeline, so you have an understanding of the tasks we're doing with what you're doing. Martin: How do we develop to schemas that haven't been released? Answer: There will be a biweekly technical developers meeting (as was sent in a previous invite). CKV says the schemas are complete. The biweekly meetings will have more detail. Pete: Will the schemas change between now and November? No Martin: whose responsibility is ID 443 (Deliver the UAT test plan)? Answer: DWC with input from the various organizations. DWC will deliver the UAT test data.</p> <p>Martin suggests adding a column to show who is responsible for what. Action item: DWC will add this column to the spreadsheet.</p> <p>Action item: DWC will send a legend with explanations for acronyms such as UAT, SW, etc.</p> <p>Eric Knight suggests since we're entering into a parallel process between DWC and externals, add a graph that breaks down ownership. Action item: DWC will add this graph.</p> <p>Action Item: DWC needs internal discussion about how we will do the UAT testing</p> <p>Joel Hecht: Anything in the timeline re certification of external users? Action item: DWC will determine the method and timeline and report back to the group.</p>	Dave Cohen

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3.	<p>User account management</p> <p>Reference: SFTP trading partner agreement dated June 2010</p> <p>Susan introduces John Russell from DIR, our internal resource for external users.</p> <p>We're using this Word doc just as instruction, but we'll ask you to fill out a spreadsheet. Sections A ("Trading Partner Information") and B ("Trading Partner Administrator and Contact Information") is the info we want from you as filers.</p> <p>Section A questions: Josh Bright: SCIF has 62 separate UANS, so do you want 62 sign ins or just 1? Answer: If all 62 locations file through 1 gateway, we want 1 trading agreement. If you want to file through 62, we need 62 trading agreements. If you have multiple locations and you want to consolidate, we'll give you a new UAN for that location if needed. Pete: Do you need anything from software developers? Only if you file. Kim Lincoln-Hawkins: Re folder: it by filer or by entity? Goes back to the consolidation question. It will be entity's responsibility to parse it out. Brenda Ramirez suggests specifying office or business in the language. Question: What is a quasi UAN? Lien claimants or any other entity that's not a claims administrator or representative that wants to file electronically.</p> <p>Section B: If you get locked out on your password, you will retain it.</p> <p>Brian Schwabauer: What's the intent of administrator and alternate admin? Chuck answers: We want 2 points of contact on SFTP filing. We need to know that transactions are genuine and the persons named have authority. Similar to e-forms trial arrangement. Brenda: question on hours of operation. Can we submit outside of that? The problem is that OTECH may shut down during for maintenance. Action item: John Russell says he will check whether OTECH has denial of service</p> <p>Martin: how will you know a file transfer will make it or not? Jim Wang suggests writing in to your code not to send after 7:55. Brian suggests a buffer. We'll inform people if we know of a planned outage.</p> <p>Josh advises DWC to make the contract between DWC and the entity, not the individual administrators. Action item: Josh Bright will send us some suggested language.</p> <p>Martin asks why Third Party Filers must provide client list. In case there is an issue with a filer. Note possible implications re: list of clients being revealed under a Public Records Act request.</p>	<p>Susan Gard / Chuck Ellison / John Russell</p>

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4.	<p>Secure file transfer (SFT)</p> <p>Reference: PTS File Transfer Solution Upgrade PowerPoint dated July 2010</p> <p>Susan: This is new in the tech specs. When we first started this process, we wanted to have our own SFTP server. But we determined that OTECH has SFT and is a better way to go.</p> <p>Brenda: seeks clarification on security Any special software required? Any standard SFTP client should suffice.</p> <p>(10 minute break.)</p>	Jim Wang
5.	<p>Technical specifications questions</p> <p>Reference: EAMS PTS Bulk Filing Technical Specifications V2 dated June 10, 2010</p> <p>Questions about hours of operation and whether files sent later will go through. John Russell will be checking with OTECH.</p> <p>Question: Brenda: Will you build on this for the permanent solution? Will this help during the next step? Susan: Yes. From the beginning we said any solution we build now has to be relevant when the External User Access Project is funded and deployed. External user access project will build on and add to the PTS It will not invalidate the PTS.</p> <p>Eric: what do we anticipate for the next conference call? CKV: Clarify requirements, process, action item, test data scenarios.</p> <p>Webinars possible, or even face to face meetings if necessarily. SCIF volunteers help on webinars, Ira says he will consider this.</p> <p>Deadline for questions and comments is next Thursday.</p>	Ira Phillips / CKV Sadishkumar