

Division of Workers' Compensation

EAMS Electronic Adjudication Management System
CA Department of Industrial Relations

EAMS External User Advisory Group June 7, 2011



Meeting Agenda



1-2 p.m.: Advisory group business, including:

- Update of project
 - User acceptance testing (UAT)
 - Go-live status
- Business rules update
- Trading partner agreement
- Account strategy
- Software testing post go-live

2-2:20 p.m.: JET File demo

2:20-2:40 p.m.: Acknowledgements

2:40-4 p.m.: Cake and other partner demos



Project Update

- Overall status
- User acceptance testing (UAT)
 - Business report
 - Technical report
- Go-live status



Business Rule Update

BUSINESS RULES FOR JET FILING V2.8			
May 25, 2011			
Business Rule #	Business Rule Name	Business Rule Description	Business Rule Additional Information
BR-04	Notification of Planned Outages	DWC will follow its existing method of notice. That is, email notice will be provided to the JET File primary and alternate contacts. Notification of planned outages will be sent from the EAMS Command Center (CC) through the Central Registration Unit (CRU) and from CRU to the JET File trading partner contact.	See BR-03
BR-05	Transmission Code Validation	All JET File trading partners must conduct transmission code testing and receive validation from DIR of their code and upon receipt of validation, their code must be frozen. Any change to trading partner code requires re-validation before filing can continue.	Trading partners not creating their own transmission code must use code that has been validated by DIR.
BR-05a	Validation Prior to Submission	The JET File submitter must validate the XML to the mandatory field requirements set forth in the form/field spreadsheet.	Software must be programmed to validate the data against the published XSDs prior to submission. See BR-10
BR-06	DWC Business Rule and DIR OIS Compliance	Failure to follow DWC business rules and/or DIR Office of Information Services (OIS) requirements may result in revocation of trading partner ability to JET File.	
BR-07	Trading Partner Agreements	A completed trading partner agreement must be on file with DWC prior to submitting via JET File.	



Trading Partner Agreement

State of California
Department of Industrial Relations
DIVISION OF WORKERS' COMPENSATION

ELECTRONIC ADJUDICATION MANAGEMENT SYSTEM JET FILE TRADING PARTNER AGREEMENT

This document serves as a narrative instruction guide and is one part of the JET File trading partner agreement. Trading partners must complete and submit the **JET File trading partner agreement Excel spreadsheet (link to template on line)**, which incorporates this document, for sections A and B below. The required **Excel spreadsheet** is the second part of the JET File trading partner agreement. Detailed line-by-line instructions start on page 7.

A. Trading Partner Information:

Name: _____

Uniform assigned name (UAN) or quasi-UAN if an e-form trial lien claimant if applicable: _____

Trading Partner Agreement

By entering your S signature, you, on behalf of the office listed herein, confirm you have read, understand and that the office agrees to and accepts the terms and conditions of the JET File Trading Partner Agreement.

DATE	TRADING PARTNER NAME	UAN (if applicable)	ERN (if applicable)
INSTRUCTIONS			
1) Insert rows above for additional office locations if necessary			
2) Enter Data in ALL CAPS			
3) UAN - if you do not have one, DWIC will assign and email your UAN and ERN			
4) Use USPS abbreviations - see http://www.usps.com/nsc/lookups/usps_abbreviations.htm			
5) Trading Partner Category - if "Other" selected, attach explanation			
6) Note your Challenge Questions and Answers - they are used if you are requesting changes e.g. to administrator, password, etc.			
7) Administrators' email addresses must be unique			
8) PGP - Select if using for encryption or digital signature - Public Key must be attached as a text file. NOTE this is only for email to DWIC SFTP Administrators - not for filing			
9) SSH - Select if using for SFT authentication only - this is not for filing - Public Key must be attached as a text file			
SAMPLES			
1/5/2010	GOOD TIMES INSURANCE CO	GOOD TIMES EUREKA	123456789

User Account Criteria

Current OCR filers

- Must annually file 100 + of any single form (of the six JET forms)
- DWC will check against its list to determine qualification

Current e-form trial participants

- Must annually file 100 + of any single form (of the six JET forms)

Third party filers must confirm clients either:

- OCR file 100 + of any single form (of the six JET forms) annually
- e-file 100 + of any single form (of the six JET forms) annually



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Testing Post Go-Live

- New JET Filer transmission testing will be done every other month
- Maximum number of testers per round is 10
- Testing will be held on first full two weeks of month and will not extend beyond the two weeks. Testers that do not complete within two weeks will be added to next round
 - The month and weeks are subject to change due to other DIR/DWC testing requirements
- DWC will provide testers with mandatory data sheets to use for all testing
- Testing will be conducted daily Mon-Fri



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Testing Post Go-Live

- Mandatory pre-submission phone conference will be held before testing begins
- Periodic phone conferences will be held during testing as necessary
- DWC will post names of successfully validated software vendors and third-party JET Filers on its Web site
- Criteria will be re-evaluated after first two rounds



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JET File Demo



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