# FEI Systems

Connecting Every Dimension of
Health and Human Services

# FASAMS Requirements Document

## Revamp Subcontract layout WI 9605

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Dated:          6/20/2019

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# GENERAL

## VERSION CONTROL

| Date | Version | Author(s) | Brief Description of Change |
|------|---------|-----------|----------------------------|
| 6/20/2019 | 1.0 | Jesse Lindsey | Initial document creation |
| 6/24/2019 | 1.1 | Yiwen Ma | FEI Internal Review |
| 6/24/2019 | 1.2 | Jesse Lindsey | Update doc with Yiwen's suggestions and add initial estimate |
| 7/8/2019 | 1.3 | Jesse Lindsey | Update requirements based on feedback from Sen-yoni and FEI development team |
| 7/10/2019 | 1.4 | Jesse Lindsey | Update final estimate after discussion with FEI team |
| 10/25/2019 | 1.5 | Jesse Lindsey | Update after getting input from DCF and FEI: |
| 11/14/2019 | 1.6 | Jesse Lindsey | Updated after meeting with MEs and DCF |

## STAKEHOLDERS

| Role | Name |
|------|------|
| **FEI Business Analyst** | Jesse Lindsey |
| **FEI Account Manager** | Kory Schnoor |
| **FEI Product Manager** | Jessica Knott |
| **DCF SAMH Project Director** | Nathan McPherson |
| **DCF SAMH Project Sponsor** | Jonathan Hall |
| **DCF Business Analyst** | Gregory Nix / Victor Gaines |

## SUPPORTING DOCUMENTS AND REFERENCES

- Revamp Subcontract Layout request form
- Memorandum 20190514-A

## TERMS AND DEFINITIONS

| Terms | Description |
|-------|-------------|
|  |  |
|  |  |

# SCOPE

## INITIAL REQUEST & ASSUMPTIONS

### Business Statement

The current FASAMS subcontract dataset requires that a total contracted per service and OCA amount be entered.  Having a budgeted total by covered service and OCA requires contract amendments and an updated subcontract file submission to FASAMS every time funds are moved from one covered service to another within the expenditure OCA.  The current structure of the subcontract module does not allow flexibility that the submitting entity contract allows and requires Managing Entities and Providers to operate outside of the normal business process.

### Scope Definition

The scope of this enhancements will be to add SourceRecordIdentifier field to the Subcontract table and make the key field of the Subcontract table, remove current key field designation from the Subcontract table, create new Subcontract OCA table with fields

identified below, add PaymentType to the SubcontractService table, add additional rules to the SubcontractService table, and create a onetime export of Subcontract.SourceRecordIdenfiers to be provided to managing entities.

## EXISTING FUNCTIONALITY

The Subcontract data set currently uses the following fields:

- Subcontract
    - ContractNumber (key field)
    - SubcontractNumber (key field)
    - FederalTaxIdentifier
    - TypeCode
    - EffectiveDate
    - ExpirationDate
    - AmendmentNumber (key field)
    - AmendmentDate
- SubcontractService
    - SourceRecordIdentifier (key field)
    - CoveredServiceCode
    - ProjectCode
    - ProgramAreaCode
    - ExpenditureOcaCode
    - EffectiveDate
    - ExpirationDate
    - ContractedAmount
    - UnitOfMeasureCode
    - PaymentRatePerUnitAmount
    - PaymentMethodCode

## PROPOSED FUNCTIONALITY

- Subcontract table:
    - Add the following data elements to Subcontract table:
        - SourceRecordIdentifier (to replace existing key fields)
        - Remove key field designation from the following fields:
            - ContractNumber
            - SubcontractNumber
            - AmendmentNumber
- SubcontractOCA table
    - Add a child table under Subcontract table called SubcontractOca table
        - Add the following fields to the new SubcontractOca table
            - SourceRecordIdentifier
            - ExpenditureOCACode
            - TotalSubcontractedOcaAmount
    - Add new calculations based on fields in this table
- Update OCA validation rule in Subcontract Service:
    - Must be a valid OCA value for the ProjectCode.  Valid values are listed in Pamphlet 155-2, Appendix 1, Table 10.
- SubcontractService table
    - Add the following data elements to SubcontractService Table:

- PaymentType
  - Required
- o ContractedAmount field
  - Make this field optional instead of required
- o Add new rules to SubcontractService table:
  - ExpenditureOcaCode cannot be submitted unless the ExpenditureOcaCode already exists in the SubcontractOca table
  - Project code submitted must be valid for ProjectCode, PaymentMethodCode, and UnitOfMeasureCode combination based on Pamphlet 155-2, Appendix 1, Table 10.
- o Remove some calculations that are based on SubcontractService fields
- o The following data elements are required and must be unique within a Subcontract:
  - CoveredServiceCode or ProjectCode
  - ProgramAreaCode
  - ExpenditureOcaCode
  - EffectiveDate
  - PaymentRatePerUnitAmount
  - UnitOfMeasureCode
  - PaymentMethodCode
- Update Provider Expenditure report
  - o To use the new PaymentType property

## INITIAL ESTIMATE/ QUOTE HISTORY

| Phase/ Quote Date | Item(s) | Description | Estimate/ Quote |
|---|---|---|---|
| 5/17/2019 | 9605 | Initial Estimate | Up to 90 hours |
| 6/27/2019 | 9605 | Final Estimate | Final Estimate:<br>Dev -- 32<br>Test -- 36<br>Analysis -- 20<br>AM/PM -- 8<br>Total: 96 |
| 6/27/2019 | 9605 | Final Estimate after changes added including ProjectCode validation rule, update to ExpenditureOcaCode validation rule, new child element to Subcontract, ProjectCode vocabulary associations | Final Estimate:<br>Dev -- 52<br>Test -- 60<br>Analysis -- 40<br>AM/PM -- 12<br>Total: 164 |
| | | | |

## REQUIREMENTS

| Req. ID | Requirement | Ref. ID | Dev | QA |
|---|---|---|---|---|
| **1.0** | Changes to Subcontract Table | | ☐ | ☐ |
| **1.1** | Add :<br>• SourceRecordIdentifier<br>  o Rules to apply: | | ☐ | ☐ |

| Req. ID | Requirement | Ref. ID | Dev | QA |
|---|---|---|---|---|
| | ▪ Becomes key field for Subcontract entity<br>▪ Required<br>▪ Must be unique<br>▪ Must be 100 characters or less<br>Remove key field designation from the following fields:<br>• ContractNumber<br>• SubcontractNumber<br>• AmendmentNumber | | | |
| 2.0 | Create new SubcontractOCA child table under Subcontract table | | | |
| 2.1 | Fields to be added to the Subcontract OCA table:<br>• SourceRecordIdentifier<br>  ○ Rules to apply:<br>    ▪ Key field for SubcontractOca entity<br>    ▪ Required<br>    ▪ Must be unique<br>    ▪ Must be 100 characters or less<br>• ExpenditureOCACode<br>  ○ Rules to apply:<br>    ▪ Required<br>    ▪ Must be unique<br>    ▪ Must be a valid OCA value.  Valid values are listed in the OCA section in Appendix 1 Data Code Values of Pamphlet 155-2.<br>    ▪ Any associated Subcontract Services must have the same ExpenditureOCA code<br>    ▪ There must be an Expenditure OCA code value for every unique OCA code in the Subcontract Service table<br>• TotalContractedAmount<br>  ○ Rules to apply:<br>    ▪ Required<br>    ▪ Must be valid decimal number greater than or equal to 0.<br>    ▪ Cannot contain more than two digits to the right of the decimal place<br>    ▪ Cannot be updated to be less than the sum of all individual ExpenditureOcaCode combinations in the Subcontract Services table | | | |
| 2.2 | The following calculations will be calculated from SubcontractOCA table fields:<br>• The sum of the TotalContractedAmount for all Subcontracts with a ME must not exceed the DCF total contracted amount for that ME.  Otherwise, a warning will be generated.<br>• The TotalContractedAmount of an initial Subcontract (Subcontract.TypeCode = 1) or amendment (Subcontract.TypeCode = 2) will be calculated as the sum of its SubcontractOCA.TotalContractedAmount. This value will be calculated automatically by FASAMS | | | |
| 3.0 | Changes to SubcontractService Table | | ☐ | ☐ |
| 3.1 | Add new fields:<br>• PaymentType<br>  ○ Required field<br>  ○ Must be one of the two types:<br>    ▪ Availability -- 01<br>    ▪ Utilization  -- 02<br>    ▪ Enrollment -- 03 | | ☐ | ☐ |
| 3.2 | Update existing fields:<br>• ContractedAmount | | | |

| Req. ID | Requirement | Ref. ID | Dev | QA |
|---|---|---|---|---|
| |     ○  Update to be optional instead of required<br>        ■  Pending approval from Barney and Jimmers | | | |
| 3.2 | Add new rules to Subcontract Service table:<br>• ExpenditureOcaCode cannot be submitted unless the OcaCode already exists in the SubcontractOca table<br>• Project code submitted must be a valid ProjectCode, PaymentMethodCode, and UnitOfMeasureCode combination based on Pamphlet 155-2, Appendix 1, Table 10. | | | |
| 3.3 | Update OCA validation rule in Subcontract Service:<br>• Must be a valid OCA value for the ProjectCode.  Valid values are listed in the OCA section in Appendix 1, Table 10,  of Pamphlet 155-2. | | | |
| 3.4 | Required fields for Subcontract Services Table:<br>• All field combinations must be unique within the subcontract<br>    ○  CoveredServiceCode or ProjectCode<br>    ○  ProgramAreaCode<br>    ○  ExpenditureOCACode<br>    ○  EffectiveDate<br>    ○  PaymentRatePerUnitAmount<br>    ○  UnitOfMeasureCode<br>    ○  PaymentMethodCode | | ☐ | ☐ |
| 3.5 | The following calculations will no longer be calculated from SubcontractService table fields:<br>• The sum of the ContractedAmount for all Subcontracts with a ME must not exceed the DCF total contracted amount for that ME.  Otherwise, a warning will be generated<br>• The ContractedAmount of an initial Subcontract (Subcontract.TypeCode = 1) or amendment (Subcontract.TypeCode = 2) will be calculated as the sum of its SubcontractService.ContractedAmount. This value will be calculated automatically by FASAMS<br>• The DCF funded capacity will be calculated by FASAMS automatically for each covered service or project, program area and OCA combination, for the initial Subcontract and all amendments.  This is done by dividing the ContractedAmount (numerator) by the PaymentRatePerUnitAmount (denominator). | | | |
| 4.0 | Add Value Set PaymentType to Subcontract vocabulary<br>• Code 01 – Availability<br>• Code 02 – Utilization<br>• Code 03 – Enrollment | | | |
| 5.0 | FEI to populate new Subcontract.SourceRecordIdentifier field with SRIs provided by managing entities<br>• One-time migration to be performed at UAT deployment and PRD deployment,<br>• Identifying fields required from managing entities:<br>    ○  SubmittingEntityName<br>    ○  ContractNumber<br>    ○  SubcontractNumber<br>    ○  AmendmentNumber<br>    ○  SourceRecordIdentifier | | | |
| 6.0 | Add all Valid Associations to ProjectCodes in FASAMS vocabulary based on Pamphlet 155-2, Appendix 1, Table 10: Project Codes, Method of Payment and Unit of Measure | | | |
| 7.0 | Update the existing codes that have a reference to the above updated fields to use the new names. | | ☐ | ☐ |
| | | | | |