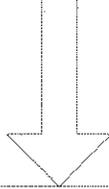
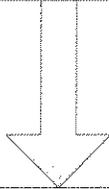


Life Cycle

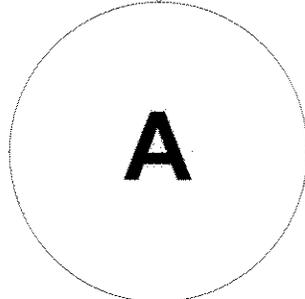
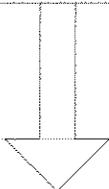
The BFR is a formal statement of what the product planners informed by their knowledge of the marketplace and specific input from existing or potential customers believe is needed for a new product or a new version of an existing product. Requirements are usually expressed in terms of narrative statements and in a relatively general way.

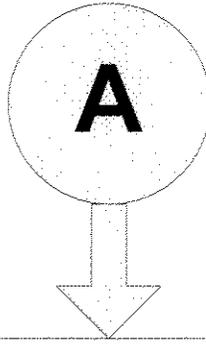


The SRD is to identify the requirements and global constraints that the system being developed will satisfy. The requirements relate to all the important stakeholders in the project such as the customer. The document divides the requirements into the following categories Project Requirements, the System's Functional Requirements, Quality Attribute Requirements, System Interface Requirements, Environment and Data Requirements, and Evolution Requirements. This is very important because all the stakeholders should agree on one consistent view of the various requirements of the system.



A GSD is a document that defines the original general design of a specific segment of functionality within a computer system. DSDs are subsequently developed from GSDs. The major component of a GSD is a functional description of what the system/subsystem is to accomplish, how it will be performed and how the current system operates, if applicable, and how the proposed system will operate. It also contains data flow diagrams, input/output descriptions, screen layouts, program functions and hardware requirements.





A DSD defines the design of one specific software component (program modules) within a system. It is the technical staffs responsibility to produce explicit statements of the design, for this document will aid in construction, communication, test data generation, and error analysis. The DSD and the requirements documents together should describe the problem to be solved and the organization of the solution. The DSD must convey enough information so that the reader can determine what the program is to do and how it is to do it without having to resort to code reading. This is the principal document used during walkthroughs to define new, enhanced, or changed program modules.

A TDD defines the changes in one or many specific software component(s) (program modules) within a system. It is the technical staffs responsibility to produce explicit statements of the change, for this document will aid in construction, communication, test data generation, and error analysis. The TDD and the requirements documents together should describe the problem to be solved and the organization of the solution. The TDD must convey enough information so that the reader can determine what the program is to do and how it is to do it without having to resort to code reading. This is the principal document used define enhanced, or changed program modules.

The Test Plan is a document that defines and conveys Project Planning parameters associated with a software project. The process of preparing a test plan is a useful way to think through the efforts needed to validate the acceptability of a software product. The completed document will help people outside the test group understand the 'why' and 'how' of product validation. It should be thorough enough to be useful but not so thorough that no one outside the test group will read it. The following are some of the items that might be included in a test plan, depending on the particular project:

- Scope of testing (includes items in and out of scope)
- Test approach/strategy to be utilized in executing System Test scenarios (tools, # of scenarios, files)
- System Test schedule, including definition of major project milestones
- Project Assumptions, Risks, and Constraints associated with the scheduling and allocations of tasks
- Validation requirements, including entrance and exit criteria by cycle.
- Region usage and technical requirements to facilitate execution of the planned System Test cycles
- System Test Team organization and contact information
- Identification and description of major processes to be utilized throughout the System Test effort, such as Defect Escalation and Resolution, Change Control, and Communications planning.

PN0024 - ON-LINE PROGRAM APPROVAL PROCESS

To track the progress of SETS programs and to ensure their uniform quality, the following steps must be completed. It should be noted that this document stresses the first three steps (CODE/UNIT TEST, TECHNICAL REVIEW, and USER REVIEW) as these will facilitate the tracking of the development of the SETS programs.

- **CODE/UNIT TEST** - When a DSD is assigned to a programmer, it will enter this phase. During this phase the programmer will either create a new program or copy and modify a program. The program should be thoroughly tested by the programmer using the Unit Test Checklist (see attached example) contained in the DSD. Any deviations from the DSD should be noted in a copy of the DSD to be handed in with the program. The Unit Test Checklist for online programs will be in the DSD's.
- **TECHNICAL REVIEW** - When the programmer has completed the coding and unit testing for a program it will be turned in to his Team Lead for a Technical review. A Technical reviewer will be assigned who will be responsible for testing a program's basic functions according to the unit test checklist (PF keys, driver logic, caseload validation etc.). The Technical reviewer will also review the programs to ensure all coding and naming standards have been followed. All Technical reviews will take place in the STRTEST SCLM environment. Based on the results of this review the Technical reviewer may either reject the program back to the programmer or accept it for user test. The Unit Test checklist will accompany the program to indicate what functions failed or to allow the reviewer to sign off on the program if it passes all test criteria. If the program is accepted for user test the programmer will be required to update the DSD to reflect any deviations from the DSD as it was assigned to him/her and highlight the changes in the new copy of the DSD. The program will then be promoted to the TDRTEST SCLM environment by the Technical reviewer
- **USER REVIEW** - When the Technical reviewer approves a program it will be turned over to the OCSE user staff for further testing. The user analysts will complete a thorough test of all program functions to ensure that it works as designed. The program DSD, including the Unit Test checklist, should accompany the program when it is turned over to assist the users in completing this testing. The user reviewer will attach as many User Review Results (see attached example) pages as is necessary to document all program conditions tested. To successfully complete this testing the user analysts will need access to the same testing environment used by the programmers, regardless of whether that is BTS on the mainframe or a PC based testing system. Following the completion of this testing the program package may be returned to the Technical reviewer as accepted or rejected. If it is rejected there should be sufficient documentation to indicate why, returned with the program package. If the program is accepted the user reviewer's signature will accompany the program package when it is returned to MIS. The programmer will be required to update the DSD to reflect any deviations from the DSD copy that was given to the user tester. Upon user acceptance the Technical reviewer will promote the program to the SYSTEST SCLM environment.

NOTE: For each of the above three steps, the responsible reviewer/tester will be required to sign for the DSD on a program assignment sheet (see attached example), that will remain in a central location. This will

facilitate tracking the status of each program using the Lotus Program Tracking report.

When changes are requested in any phase of this process an evaluation of the impact of the change will be completed by a Technical reviewer and a representative of the OCSE user staff. If it is determined that the impact of the changes is significant, the change control procedures for the SETS project will be invoked.

PROGRAM APPROVAL STEPS

PHASE	CODE/UNIT TEST	TECH REVIEW	USER REVIEW	SYSTEM TEST
RESPONSIBILITY	MIS	MIS	OCSE	OCSE/MIS
SCLM ENVIRONMENT	USERID	STRTEST	TDRTEST	SYSTEST

UNIT TEST CHECKLIST

PROGRAM NAME: _____ **PROGRAM ID:** _____

PROGRAM TYPE: _____ **PROG** **TECH** **USER**

Screen Layout			
User Sign-on Logic			
Worker Validation:			
Case in Caseload			
Case in Unit			
Confidential Caseload			
Specific User Type Validation (coord., supervisor, etc.)			
Parameter Validation			
Database Integrity			
Field Protection			
Save Changeable Fields in SPA			
History Logic			
Create History Segments			
Inquire Against History			
Add Mode Logic			
Change Mode Logic			
Inquiry Mode Logic			
Standard PF Keys			
#1 Screen Level Help			
#2 Running Record Comments			
#7 Page Backward			
#8 Page Forward			
#9 Clear Screen - No Update			
#11 Previous Menu - Update			

#12 System Menu - Update			
#13 Cancel to Sign-off - No Update			
#14 Cancel to Previous Menu - No Update			
#16 Bring Up New Screen - Update			
Unique PF Keys			
Inactive PF Keys			
Verify Database Updates			
Bypass Updates When No Changes			
Field Level Help			
Field Edits			
Bookend Testing			
Preceding Program			
Succeeding Program			
Transfer Control via Command Line			
Enter Key Transfers Control to Previous Menu			
Activity Audit Trail			
Alert Generation Process			
Notice Request Process			
Security Profile Routine on Next Tran Request			
Fatal Error Process:			
IMS Calls			
Subroutine Calls			
Initial Intake Mode			
Ongoing Change			

UNIT TEST CHECKLIST

PROGRAM NAME: _____

PROGRAM ID: _____

PROGRAM TYPE: _____

TECHNICAL REVIEW COMMENTS:

UNIT TEST CHECKLIST

PROGRAM NAME: _____ PROGRAM ID: _____

PROGRAM TYPE: _____

USER REVIEW RESULTS

TEST CONDITION:
RESULT:

UNIT TEST CHECKLIST INSTRUCTIONS

1. **Screen Layout** Does the on-line screen compare to the example in the DSD?
2. **User Sign-on Logic** Can workers with the program in their profile access the program ? Are workers without the program in their profile locked out?
3. **Worker Validation**
 - Case in Caseload** Can the worker of the caseload access the screen for any given case and perform updates ?
 - Case in Unit** Can the supervisor access the screen for any case within the supervisory unit and perform updates ?
 - Confidential Caseload** Can the worker, supervisor or administrator of a confidential case access the screen ? Do workers not attached to the confidential caseload receive an error message if they attempt to access the screen ?
4. **Specific User Type Validation** Can appropriate administrative staff access the screen in either inquiry or update mode ?
5. **Parameter Validation** Can program be accessed with all possible parameters (i.e. case number, participant number, SSN, order number etc.) ?
6. **Database Integrity** When the program is executed at the same time for the same case, is one and only one entry accepted? Are all others rejected and error messages generated?
7. **Field Protection** Are specific fields protected after a value has been captured ?
8. **Save Changeable Fields in SPA** Does program update the SPA with the case number or other appropriate data for later comparison purposes ?
9. **History Logic** Does the program write history segments when existing data has been changed ?
10. **Add Mode Logic** Can information be added to the screen ?

- 11. **Change Mode Logic** Can existing data be updated or deleted ?
- 12. **Inquiry Mode Logic** Does the program force the individuals not responsible for the caseload into inquiry ?
- 13. **Standard PF Keys** Do the standard PF Keys that apply to this program function properly ?
- 14. **Unique PF Keys** Do the program specific PF Keys for this program function according to the DSD ?
- 15. **Inactive PF Keys** Is an error message sent when a PF Key that is not active for this program is hit ?
- 16. **Verify Database Updates** Are all updates made to the database when the on-line screen changes ?
- 17. **Bypass Updates When No Change** If no updates are made to the screen, is the database unaffected ?
- 18. **Field Level Help** Does the program access the correct tables for fields utilizing field level help ? Are tables identified ?
- 19. **Field Edits** Are edits meaningful and/or Self Explanatory ? Are all edits in the DSD Functioning properly ?
- 20. **Bookend Testing** Does the program read the driver and go to the next scheduled program ?
- 21. **Transfer Control via Command Line** Can the next program be scheduled using NEXT TRAN with parameter(s) or NEXT TRAN and read the SPA for the current case ?
- 22. **Enter Key Transfers Control to Previous Menu** Are menus scheduled when NEXT TRAN is not utilized or when the program is updated/viewed and no other programs are scheduled ?
- 23. **Activity Audit Trail** Does the program write an appropriate entry to the 64 Database ?
- 24. **Alert Generation Process** Does the program generate alerts or alert requests according to the DSD ?
- 25. **Notice Request Process** Does the program generate notices or notice requests according to the DSD ?
- 26. **Security Profile Routine** Does the program execute the security routine correctly

- when transferring control via any means?
- 27. **Fatal Error Process** If the program errors, is a Fatal error screen generated properly ?
 - 28. **Initial Intake Mode** Does the program prevent jumping forward when a case is in intake ?
 - 29. **Ongoing Change Mode** Does the program allow jumping forward but also schedule required screens when only the ENTER key has been hit ?

PN0061 - Standard for Child Support Systems (CSS) General System Design (GSD) Documents Project Note

I. PURPOSE

This Project Note defines the standards for original and enhanced Child Support Systems (CSS) General System Design (GSD) documents. The System Requirements Document (SRD) is the building block for creating the GSD. The GSD will precede the development of Detail System Design (DSD) documents. See Project Note # 63 for the standards for DSDs.

A GSD is a document that defines the general design of a specific segment of functionality within a computer system. DSDs are subsequently developed from GSDs. The major component of a GSD is a functional description of what the system/subsystem is to accomplish, how it will be performed and how the current system operates, if applicable, and how the proposed system will operate. It also contains data flow diagrams, input/output descriptions, screen layouts, program functions and hardware requirements.

II. SCOPE

This project note applies to the development of all original and enhanced GSD documents for the Child Support Systems (CSS) [formerly Support Enforcement Tracking System (SETS)] project.

III. REQUIREMENTS

Examples of General System Design (GSD) documents are located on the Child Support Systems – Document Repository.

Child Support Systems (CSS) General System Design (GSD) documents must include a header beginning on Page 2 with AOhio Dept of Job & Family Services@ on the left margin and AChild Support Systems@ on the right margin. Header information should be in *Times New Roman (italics)* at 9 point font size and appear above a horizontal line.

The footer begins on Page 2 and must include the date originally written or date revised in the left margin in the format Month, DD, YYYY in *Times New Roman (italic)* at 9 point font size below a horizontal line. The page number will be centered on the footer and the words AGeneral System Design Document@ will be on the right margin.

Page Margins should be set to one inch (top, bottom, left, and right). Except for the Cover Sheet and Screens all text will be written in Microsoft Word, Times New Roman, at 10 point font size and will be in full justification. The Cover Sheet will have various font sizes. Screens must be in Courier in 10 pt font.

The document should be run through Spelling and Grammar Check prior to submission for review. Refer to Project Note # 11 for procedures for the document approval process and Project Note # 64 for naming conventions for holding and permanent documentation libraries.

Child Support Systems (CSS) GSDs are to be formatted with section names being centered and paragraphs being left justified on the page, except for the Cover Sheet, Table of Contents and Subsystem Title Pages which are unique and separate pages. Section names will be on a separate line, uppercase, bold and underlined.

Child Support Systems (CSS) GSDs will contain the following sections:

COVER SHEET (Original and enhancement)

OUTSTANDING ISSUES PAGE (Original only)

REVISION HISTORY (Original and enhancement)

TABLE OF CONTENTS (Original and enhancement)

CHANGES/UPDATES (Enhancements only)

SUBSYSTEM TITLE PAGE (Original and enhancement)

OVERVIEW DIAGRAM (Original and enhancement)

OVERVIEW (Original and enhancement)

CURRENT SYSTEM [/PROGRAM]

PROPOSED SYSTEM [or ENHANCEMENT(S)] FUNCTIONAL REQUIREMENTS (Original and enhancement)

CURRENT SYSTEM CONCEPTUAL DESIGN (Original and enhancement)

DATA FLOW

I/O DESCRIPTION

SCREEN LAYOUTS

PROGRAM(S) FUNCTIONS

REPORT AND NOTICE LAYOUTS

DATA ELEMENTS BY OUTPUT

PROPOSED SYSTEM [or ENHANCEMENT(S)] DESIGN (Original and enhancement)

DATA FLOW

I/O DESCRIPTION

SCREEN LAYOUTS

PROGRAM(S) FUNCTIONS

REPORT AND NOTICE LAYOUTS

DATA ELEMENTS BY OUTPUT

PROCEDURAL REQUIREMENTS (Original and enhancement)

CURRENT SYSTEM/PROGRAM PROPOSED ENHANCEMENT(S)

HARDWARE REQUIREMENTS (Original and enhancement)

TEST PLAN (Original and enhancement)

APPENDIX (Optional) (Original and enhancement)

All section names will be listed in the GSD. Those sections that are not applicable will be listed with an informational statement of 'Not Applicable or NA' in the body of the document with a brief reason as to why.

Information provided in a GSD will be less detailed than the DSD that is to succeed it. Include any changes to the original scope of the module as defined in the systems requirements. The document will be written using non-technical terms, so that the contents will be understandable to all readers.

The following is a description of the sections that comprise a GSD. The Cover Sheet, Table of Contents and Subsystem Title Page will be on separate pages. Remaining sections will continue from one page to

the next. Care should be given to conserve space within the document. There should not be any entirely blank pages.

A GSD template (General System Design (GSD)) is available to use in the Child Support Systems Document Repository Templates folder.

COVER SHEET (Original and enhancement)

All Elements Centered (Horizontal and Vertical)

Header (18 pt font): OHIO DEPARTMENT OF JOB & FAMILY SERVICES

Header (18 pt font): OFFICE OF CHILD SUPPORT ENFORCEMENT

Subsystem name (15 pt): (e.g. SETS FINANCIAL General System Design) GSD

ID number/function (15 pt): (e.g. 4.8 RECONCILIATION)

State of Ohio seal: (SEAL)

DRAFT (30 pt): ADRAFT@ (until the document is finalized)

Version number (12 pt): (e.g. VERSION: 2.0)

*Current month/day/year (12 pt): (e.g. September 3, 1993)

Developed by (12 pt):

This document was prepared jointly by:

Ohio Department of Human Services

Office of Child Support Enforcement

Office of Management Information Services

Submitted by (12 pt): (Name of author)

(*Note: The date is automatically inserted by the Microsoft Word software so that every time the document is printed it will contain the current date).

OUTSTANDING ISSUES PAGE (Original only)

A page of outstanding issues relating to the GSD and containing the person's initials who raised the issue and the date.

REVISION HISTORY (Original and enhancement)

Depending on the length of the Outstanding Issues a Revision History may be included on the same page as the Outstanding Issues list or moved to its own page if space does not allow for both on the same page. This is a listing of revisions to the document that includes the date of the change/update, the name of the person updating the GSD document, and a description of the change/update.

A page of outstanding issues relating to the GSD and containing the person's initials who raised the issue and the date.

TABLE OF CONTENTS (Original and enhancement)

A table listing the GSD section names and page numbers.

CHANGES/UPDATES (Enhancement only)

An itemized list of changes to the General System Design document, including the date of the

change/update, the name of the person updating the GSD document, and a description of the change/update.

SUBSYSTEM TITLE PAGE (Original and enhancement)

The following information, **centered** on the page horizontally and vertically (10 pt. font):

OHIO DEPARTMENT OF HUMAN SERVICES
SUPPORT ENFORCEMENT TRACKING SYSTEM
Child Support Systems (CSS)
GENERAL SYSTEM DESIGN DOCUMENT
[GSD subsystem number/name] (e.g. **4.8 RECONCILIATION**)

OVERVIEW DIAGRAM (Original and enhancement)

The hierarchical view showing the SETS subsystems and functions within a particular subsystem. See Exhibit A for a sample Overview Diagram.

OVERVIEW (Original and enhancement)

The Overview consists of:

CURRENT SYSTEM [/SUBSYSTEM/PROGRAM]

This is a detailed description of the current system, subsystem or program, including any special considerations (e.g. processing prerequisites, batch processing, etc.)

PROPOSED SYSTEM [/SUBSYSTEM or ENHANCEMENT(S)]

This is a detailed description of the proposed system, subsystem or program, including any special considerations (e.g. processing prerequisites, batch processing, etc.)

FUNCTIONAL REQUIREMENTS

A detailed description, in paragraph format, of all the user requirements, and expectations. This is mandatory for enhancements no matter how brief or self descriptive the requirement.

Note: The requirements portion can be part of the GSD or a separate document depending on the size of the project. The larger the project the more likely that the requirements will be separate.

CURRENT SYSTEM CONCEPTUAL DESIGN (Original and enhancement)

A detailed description of the conceptual design including:

DATA FLOW

This includes a schematic data flow diagram used to show the input and output relating to the GSD function and/or a detailed description of the current system/program, including any special considerations (e.g. processing prerequisites, batch processing, etc.)

I/O DESCRIPTION

Current database and file elements critical to the overall process flow.

SCREEN LAYOUTS

A sample of the current snapshot of the online screen(s) and a narrative description specifying its use.

PROGRAM(S) FUNCTIONS

A narrative description of the online and batch processing functions by program denoting

critical processing points.

REPORT AND NOTICE LAYOUTS

A narrative description describing the report(s) to be produced followed by a sample report layout of each report.

DATA ELEMENTS BY OUTPUT

A description containing the subsystem name, the type of output, the form number, the packet number, function and a list of the data elements.

PROPOSED SYSTEM/PROGRAM ENHANCEMENT(S) DESIGN (Original and enhancement)

A detailed description of the proposed design including:

DATA FLOW

This is a schematic data flow diagram used to show the input and output relating to the GSD function and/or a detailed description of the proposed system/program, including any special considerations (e.g. processing prerequisites, batch processing, etc.)

I/O DESCRIPTION

Proposed database and file elements critical to the overall process flow.

SCREEN LAYOUTS

A sample of the current snapshot of proposed online screen(s) and a narrative description specifying its use.

PROGRAM(S) FUNCTIONS

A narrative description of the proposed online and batch processing functions by program denoting critical processing points.

REPORT AND NOTICE LAYOUTS

A narrative description describing the report(s) to be produced followed by a sample report layout of each report.

DATA ELEMENTS BY OUTPUT

A description containing the subsystem name, the type of output, the form number, the packet number, function and a list of the data elements.

PROCEDURAL REQUIREMENTS (Original and enhancement)

Narrative descriptions of the procedural requirements including:

CURRENT SYSTEM/PROGRAM

Current processing functions (e.g. performing backups, distribution of reports, etc.).

PROPOSED ENHANCEMENT(S)

Any proposed changes to the current procedural requirements (e.g. converting data, transition planning, implementation planning, etc.)

HARDWARE REQUIREMENTS (Original and enhancement)

A description of the hardware necessary to implement an original GSD or any proposed additions or changes to existing hardware for an enhancement GSD.

TEST PLAN (Original and enhancement)

A detailed test plan documenting what steps will be taken to ensure the results obtained meet the requirements and design proposed. This should also provide a list of products which will substantiate the test results (e.g. before and after snapshots of database segments, screen printouts, reports, etc.)

APPENDIX/APPENDICES (Original and enhancement) - Optional

Any unique or special information that does not fit into the standard GSD layout could be located in the appendix. This is not a separate document but part of the GSD document itself.

EXHIBIT A

OVERVIEW DIAGRAM

SETS

1. CASE ESTABLISHMENT
2. CASE MANAGEMENT
3. SUPPORT FUNCTIONS
4. FINANCIAL MANAGEMENT
5. CONVERSION

1.0 CASE ESTABLISHMENT

- 1.1 CASE INTAKE
- 1.2 CASE ACTION
- 1.3 INQUIRY
- 1.4 INTERSTATE CASES
- 1.5 INDIVIDUAL LOCATE
- 1.6 PATERNITY ESTABLISHMENT
- 1.7 SUPPORT OBLIGATION ESTABLISHMENT

PN0065 - Numbering Conventions for SETS Documentation

1. OVERVIEW

The numbering standards for SETS Detail System Design (DSD) documents, General System Design (GSD) documents, Project Notes and Technical Bulletins are explained in this document. Also included is the procedure for assigning numbers to new system documents and a method of tracking those numbers.

2. REQUIREMENTS

The general system functions are first broken down into the following five major subsystems:

1. Case Establishment
2. Case Management
3. Support Functions
4. Financial Management
5. Conversion

General System Design Documents

GSD numbers first reflect one of the general system function numbers followed by a sequential number assigned to a particular system operation, e.g., Financial History would be 4.6 because this function is the third process within the FINANCIAL MANAGEMENT Subsystem.

SETS	1.	CASE ESTABLISHMENT
	2.	CASE MANAGEMENT
	3.	SUPPORT FUNCTIONS
	4.	FINANCIAL MANAGEMENT

4.0	FINANCIAL MANAGEMENT
4.1	ALLOCATIONS
4.2	BILLING
4.3	DISBURSEMENTS
4.4	DISTRIBUTION
4.5	FINANCIAL CORRECTIONS
<u>4.6</u>	<u>FINANCIAL HISTORY</u>

New GSDs numbers are assigned sequentially by the Documentation Management Section based on the current GSD numbering conventions. The GSD identification number will be up to two characters in length, e.g., 1.99. Valid values are >01' thru >99'.

Detail System Design Documents

DSD numbers first reflect one of the general system function numbers. The system documentation number is further broken down to reflect the subsystem within the general system function and finally, the program within the subsystem. For example, the first subsystem under 1.0 (Case Establishment) is 1.1 (Case Intake). The first program under Case Intake is (Case Intake Main Menu), therefore the DSD name for Case Intake Main Menu (QCI001) is 1.1.1.

- | | | |
|-------------|-----------|--|
| SETS | 1. | <u>CASE ESTABLISHMENT</u> |
| | | 1.1 <u>CASE INTAKE</u> |
| | | 1.1.1 <u>QCI001 - CASE INTAKE MAIN MENU</u> |
| | 2. | CASE MANAGEMENT |
| | 3. | SUPPORT FUNCTIONS |
| | 4. | FINANCIAL MANAGEMENT |

New DSDs numbers will be assigned sequentially by the Documentation Management Section and the last segment will be up to three characters in length, e.g., 1.1.999. Valid values are >001' thru >999'.

Project Notes and Technical Bulletins

The Project Note and Technical Bulletin numbers will be as follows:

PN9999 where >9999' is a sequential number >0000' through >9999'.

TB9999 where >9999' is a sequential number >0000' through >9999'.

Project Note and Technical Bulletin numbers are assigned by the Documentation Management Section.

Tracking Method

When a new document number is needed, the writer should call the Documentation Management Section. New numbers will tracked and managed on the SETS Document Number Tracking Tables. See Exhibit A. (The electronic file is located at v:\sets\cm\sysdoc\misc\tracking\dsdnum.wpd.) The Project Note and Technical Bulletin numbers will be tracked and maintained in the appropriate Indexes.

EXHIBIT A

SETS DSD NUMBERS AS OF 1/5/98 (IN DSD# ORDER)

DSD#	Program #	Description	Date Assigned	Assigned by	Assigned To
0.4.01	QCE001	SETS Main Menu			
0.4.02	QCE002	CE/CM Menu			
0.4.03	QSF001	Support Functions Menu			
1.1.??	QC1913	Individual Child Screen Page 1 - History			
1.1.??	QC1924	Individual Child Info Page - 2 Hist/Arch			
1.1.01	QC1001	Case Intake Main Menu			
1.1.02	QC1002	Application Menu			
1.1.03	QC1003	Application Request			
1.1.04	QC1004	Individual Demographics			
1.1.05	QC1005	Individual Clear Results			
1.1.06	QC1006	Build Cases			
1.1.07	QC1007	Case Menu			
1.1.08	QC1008	Determine Case Type (Batch/CIDT)			
1.1.09	QC1009	Individual Menu			
1.1.10	QC1010	Individual Parent Info - 1			
1.1.11	QC1011	Individual Parent Info - 2			
1.1.12	QC1012	Individual Parent Info - 3			
1.1.13	QC1013	Individual Child Info - 1			
1.1.14	QC1014	Individual Employer/Military Info			
1.1.15	QC1015	Individual Medical Insurance Info			
1.1.16	QC1018	Application Clearance Results			
1.1.17	QC1019	Individual Parent Info - 4			
1.1.18	QC1020	Individual Parent Info - 5			
1.1.19	QC1021	Individual Caretaker			
1.1.20	QC1024	Individual Child Info - 2			
1.1.21	QC1025	Medical Insurance for Covered Particip			
1.1.22	QC1026	Case Information Screen			

