

<b>Project:</b>	<b>EAMS EXTERNAL USER ACCESS</b>
<b>Meeting:</b>	EAMS Access present term solution meeting

<b>Date-Time-Location:</b>	March 8, 2011 / 1 – 3:00 p.m. Room 15, second floor
<b>External Invitees:</b>	Andrea Coletto, Floyd, Skeren and Kelly; Renee Sherman, Floyd, Skeren and Kelly; Yvonne Lang, Perlman, Borska and Wax; Ryan Hitchings, Perlman, Borska and Wax; Danny Teklehaimanot, Hanna & Brophy; Jake Greenwell, Hanna & Brophy; Beatrice Yao, Hanna & Brophy; Richard Brophy, Hanna & Brophy; Brenda Ramirez, CWCI; Brian Schwabauer, State Fund; Camilla Wong, State Fund; Katherine Borlaza, State Fund; Denise Spelzini, State Fund; Felicia Black, State Fund; Joshua Bright, State Fund; Amit Khosla, State Fund; Sivakumar Ponnuswamy, State Fund; Martin Dean, Essential Publishers, Inc.; Eric Knight, EDEX IS; Julia Burns, EDEX IS; Joel Hecht, Software Technologies, LLC; Gary Gallanes, Software Technologies, LLC; Jose Gonzalez, eCandidus; Pete Harlow, TriTek Legal; Kim Lincoln-Hawkins, EDD; Tara Lewis, EDD; Denise Yip, EDD; Margo Hattin, EDD; Sandy Trigg, EDD; Sean Blackburn, EDD; Ilicena Elliott, EDD; Susan Ambriz, EDD; Steve Cattolica, Advocal; Ron Weingarten, ARS Legal; Justin Geiger, ARS Legal; Dan Jakle, ARS Legal; Paul Defrances, Travelers Insurance; Lorie Kirshen, Travelers Insurance; Dale Clough, Travelers Insurance; Carolyn McPherson, Zenith Insurance; Linda Atcherley, CAAA; Matt Herreras, CAAA; Marc Glaser, Liberty Mutual; Johnny Fuery, Fuery Solutions; Dan Mora, Gemini Duplication, Inc.; Khalid M. Minhas, Medical Lien Management; Eric Hansen, Preferred Employers Insurance Company; Ashleigh Nichols, Gemini Duplication, Inc.
<b>Optional Attendee:</b>	
<b>Facilitator / coordinator:</b>	Susan Gard
<b>Meeting Minutes taken by:</b>	Janet Tsao

<b>Agenda</b>		<b>Owner</b>
1.	Open meeting	Susan Gard
2.	Overall PTS status	Susan Gard
3.	Status of JET File	Jim Wang
4.	User acceptance testing (UAT)	Joel Harter
5.	Business rule update	Chuck Ellison

1.	<p><b>Open meeting</b></p> <p>We're nearing the end of PTS project. Purpose of today's meeting is to provide an update on where PTS project is and discuss what we need to do before go live.</p>	Susan Gard
2.	<p><b>Overall PTS status</b></p> <p>Reference "EAMS Present Term Solution Update March 2011" Power Point presentation.</p> <p>Bulk / SFTP filing is now called JET Filing and was launched at the DWC educational conference on February 25 in LA and March 1 in Oakland.</p> <p>All technical development is complete. Internal UAT is in progress and once complete we'll move ahead with external UAT.</p> <p>Public information case search went live in December 2010. Everyone's input helped make the public information case search a tremendous success. DWC San Bernardino call center reports public information case search tool has reduced the wait time at the call center because people can go on line to get basic information about case. Thank you everyone for your input in developing this tool!</p> <p>Having EAMS case number is the best way to search. The tool does not do exact search so injured worker name search will result in many names if the name is common.</p> <p>JET File marketing – we want everyone to join the e-team. We plan to go live in Spring. Electronic filing walk through video is online to help users determine if e-form or JET file is best for them.</p> <p><b><u>Question</u></b>          How will DWC bring the partnering vendors into the marketing plan? Most of the solutions after go live will be available through vendors or companies that use JET file.</p> <p><b><u>Answer</u></b>          DWC will incorporate partners into Web site.</p> <p>Three ways to JET file are:</p> <ul style="list-style-type: none"> <li>• building own pipeline using specifications from the DWC Web site</li> <li>• use vendor developed software</li> <li>• use third party filer who will file on your behalf</li> </ul>	Susan Gard

<p><b>2.</b></p>	<p><b>Overall PTS status - continued</b></p> <p>DWC is working on proposed regulations for electronic filing, which will be part of an overall revision of court administrator regulations and which will cover OCR, e-form and JET File. Everyone will have a chance to review and offer comments before enactment.</p> <p><b>Question</b> When will proposal be posted to forum?</p> <p><b>Answer</b> Once court administrator staff finishes drafting the regulations then WCAB will need to review before posting to forum. Probably summer.</p> <p>Benefits of JET Filing:</p> <ul style="list-style-type: none"> <li>• send multiple files in single transmission</li> <li>• system to system filing</li> <li>• DOR pending queue. If a date is not available at the time of filing, DOR is reprocessed each day for 15 days.</li> </ul> <p><b>To-do</b> Finalize the trading partner agreement prior to go live. Develop process for post go-live validation testing for JET Filers.</p>	<p>Susan Gard</p>
<p><b>3.</b></p>	<p><b>Status of JET File</b></p> <p>We are currently conducting internal integration testing. Internal system testing will take place through April 4. UAT with external users will be April 5 through May 9. Go live on May 10.</p>	<p>Jim Wang</p>
<p><b>4.</b></p>	<p><b>User acceptance testing (UAT)</b></p> <p>Five vendors and one law firm are participants in UAT:</p> <ul style="list-style-type: none"> <li>• ARS legal</li> <li>• eCandidus</li> <li>• EDEX IS</li> <li>• Tritex Legal</li> <li>• Software Technologies, LLC</li> <li>• Hanna Brophy</li> </ul>	<p>Joel Harter</p>

<p><b>4. User acceptance testing (UAT) - continued</b></p>	<p style="text-align: right;">Joel Harter</p> <p>Order of vendor testers:</p> <ol style="list-style-type: none"> <li>1. Application for Adjudication of Claim</li> <li>2. Case Opening Stipulations with Request for Award</li> <li>3. Case Opening Compromise and Release</li> <li>4. Notice and Request for Allowance of Lien</li> <li>5. Declaration of Readiness to Proceed</li> <li>6. Declaration of Readiness to Proceed – Expedited Hearing</li> <li>7. Assigned Stipulations with Request for Award</li> <li>8. Assigned Compromise and Release</li> </ol> <p>Order for Hanna Brophy:</p> <ol style="list-style-type: none"> <li>1. Case Opening Stipulations with Request for Award</li> <li>2. Case Opening Compromise and Release</li> <li>3. Declaration of Readiness to Proceed</li> <li>4. Declaration of Readiness to Proceed – Expedited Hearing</li> <li>5. Assigned Stipulations with Request for Award</li> <li>6. Assigned Compromise and Release</li> </ol> <p>Hanna Brophy indicated they will not be filing application and liens through JET File.</p> <p>By the end, participants will have filed approximately 350 forms. They will be filed from all possible angles to ensure the system works. In addition, the group will test DOR pending queue. If no date is available, DOR will be reprocessed each day for 15 days.</p> <p>Ensure correct acknowledgement of batches and error messages are going to the filers.</p> <p>UAT will take five weeks. This group will meet every Monday and at the end of five weeks to ensure all issues have been addressed.</p> <p><b><u>Question</u></b>        Will DWC be able to do stress type testing of this portion?        What is the largest amount of filing can the system handle?</p> <p><b><u>Answer</u></b>        Stress test of concurrent users who could log into EAMS was done. We did it and have plenty of capacity. Using OTech Secure File Transfer service so servers are redundant and secure.</p>
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<p><b>4.</b></p>	<p><b>User acceptance testing (UAT) – continued</b></p> <p>They are enterprise level servers. They are very robust and scalable server.</p> <p>To become a JET filer, need to sign the trading partner agreement.</p> <p>JET filers can e-form file (if in e-form trial) as needed or OCR file as needed. Any filer has option of filing any two ways but not all three because when you sign up to e-form file you give up the right to OCR file (except under limited circumstances).</p>	<p>Joel Harter</p>
<p><b>5.</b></p>	<p><b>Business rule update</b></p> <p>Reference: BR-25d and BR-25e        Settlement documents submitted with one (1) case opening and one (1) or more existing cases.        Case opening is the first transaction. Existing case(s) is the next transaction.</p> <p>Reference: BR 30        Remove GMT off-set from XML. GMT offset may cause incorrect date (e.g. injury or filing). Failure to do so will result in level 2 error response.</p> <p>DWC pending queue are for submissions that are otherwise successful but the EAMS system does not accept. If the submission is deleted, an error response issues to file by OCR.</p> <p><b><u>Question</u></b>        What is the submission date when batch goes to the DWC pending queue then it is deleted?</p> <p>How will district office be notified which submission date to use on OCR form? DWC headquarters will contact district office in time sensitive documents.</p> <p><b><u>Action item</u></b>        DWC will research the above two questions and provide group with answer.</p>	<p>Chuck Ellison</p>

<b>5.</b>	<b>Business rule update - continued</b>  <b><u>Question</u></b> Will SFTP mailboxes be open to more than one vendor? If law firm want to use more than one vendor, how will mailboxes be handled?  <b><u>Answer</u></b> User account is by location.  <b><u>Next Step</u></b> Celebrate year and half of hard work just prior to go live.	Chuck Ellison
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