ACMS
USE CASES
3.0 VALIDATE CLAIM AND PRE-HEARING PREPARATION

VERSION 1.0

DOCUMENT HISTORY

DOCUMENT APPROVAL HISTORY	
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DOCUMENT REVISION HISTORY			
Date	Document Version	Revision Description	Author
5/27/2016	1.0	Initial Version	B. Barnett

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1.   STATE REQUIREMENTS LEVEL USE CASES

1.1.   UC-3-01 SCHEDULE PRE-HEARING

State Requirements Use Case Beginning

1.1.1.   SUMMARY SECTION

Item	Description
Use Case ID:	UC-3-01
Use Case Name:	Schedule Pre-Hearing
Description:	This use case describes the steps which must be performed by a system user to schedule a pre-hearing.
Actors:	• Support Staff User
Triggers:	1. The support staff user tasked to validate case for pre-hearing needs.
Pre-Conditions:	1. User has sufficient security permissions to access pre-hearing screen. 2. Any required pre-hearing documentation has been attached to the case.
Post-Conditions:	**Main Flow:** 1. Case has been scheduled for pre-hearing. 2. Notifications have been sent to all participants. 3. Any required resources scheduled for the pre-hearing. **Alternate Flow:** None **Exception Flows:** None
Includes:	None
Extension Points:	None
References	Functional Requirements WF 3.3.1 through WF 3.3.3 Functional Requirement WF 2.1.15 Functional Requirement WF 2.3.20

1.1.2.   MAIN FLOW

Step	Action/Cause/Stimulus	Reaction/Effect/Response
1	User navigates to dashboard.	System displays Pre-Hearing validation task.
2	User opens the task.	System displays case information and task required of user.
3	User validates program and sub-program type (WF 3.1.2) to validate the case requires pre-hearing, attaches any documentation (WF 3.3.4), edits case information as needed, adds required explanatory note, and saves any changes.	System updates case information with user's changes.
4	User confirms task is complete.	System validates case against business

Step	Action/Cause/Stimulus	Reaction/Effect/Response
		rules with the outcome reflected in case status (WF 3.1.1). System identifies task as complete and updates task status on user's dashboard. If user determines the case does not require a pre-hearing, execute **UC-4-01**, and terminate main flow. If user determines the case does require a pre-hearing, the system shall schedule pre-hearing conference (WF 3.3.1) and all necessary pre-hearing resources (WF 3.3.3). The system shall update case information to reflect pre-hearing scheduling. System generates Pre-Hearing Conference Letter in English and language preference indicated in case information (WF 3.3.2) to claimant (WF 2.1.15), any Authorized Representative (WF 2.3.20) and other resources assigned to the pre-hearing. System captures reportable data points.
5	Flow ends	

1.1.3.   ALTERNATIVE FLOWS

Branched From:	
Flow Scenario:	None
Post-Condition:	
Branch To:	None

Step	Action/Cause/Stimulus	Reaction/Effect/Response
A1-1		
A1-2		
A1-3		

1.1.4.   EXCEPTION FLOWS

Branched From:	None
Post-	None

Condition:

Step	Action/Cause/Stimulus	Reaction/Effect/Response
E1-1	None	None
E1-2		
E1-3		

1.1.5. USE CASE REVISION HISTORY

Date	Version	Description	Author
1/26/2016	1.0	Initial Baseline Version	B. Barnett

State Requirements Use Case End

1.2. **UC-3-02 CONDUCT PRE-HEARING**

State Requirements Use Case Beginning

1.2.1. SUMMARY SECTION

Item	Description
Use Case ID:	UC-3-02
Use Case Name:	Conduct Pre-Hearing
Description:	This use case describes the steps which must be performed to conduct the pre-hearing conference.
Actors:	• **Administrative Law Judge (ALJ) User**
Triggers:	1. Case is scheduled for pre-hearing conference.
Pre-Conditions:	1. All required pre-hearing conference participants are available. 2. ALJ user has been tasked with conducting the pre-hearing conference.
Post-Conditions:	**Main Flow:** 1. Determination if case needs to be scheduled for hearing or will be dismissed. **Alternate Flow:** None **Exception Flows:** None
Includes:	None
Extension Points:	None
References	Functional Requirement WF 2.3.22 Functional Requirement WF 3.3.4

1.2.2. MAIN FLOW

Step	Action/Cause/Stimulus	Reaction/Effect/Response
1	User navigates to dashboard.	System displays pre-hearing conference task queue.
2	User opens task.	System displays case information and task required of user.
3	User confirms pre-hearing conference has begun.	System logs begin date and time as case meta information. System begins audio recording of pre-hearing conference.
4	User uploads files (audio, documents, etc.) to case as evidence during pre-hearing conference.	System attaches any files uploaded during pre-hearing conference to case file and associates it with the pre-hearing conference event (WF 3.3.4).
5	User confirms pre-hearing conference has ended.	System logs end date and time as case meta information. System ends audio recording and attaches file to case.
6	Based on pre-hearing conference results, user updates case status to reflect results (WF 2.3.22).	If the case status reflects a bifurcation, execute **UC-#-## Bifurcation Task** and

Step	Action/Cause/Stimulus	Reaction/Effect/Response
	If user determines a hearing is required, user updates case status to reflect hearing is required. If claimant requests a withdrawal, the user updates case status to reflect the withdrawal. If the claimant requests a "conditional withdrawal," the user updates the case status to reflect the conditional withdrawal. If the user determines the case is out of the jurisdiction of State Hearings, the user updates the case status to reflect a dismissal. If user determines the case needs to be bifurcated, the user updates the case status to reflect a bifurcation. The user adds required explanatory note and saves case.	continue main flow. If case status reflects a withdrawal or conditional withdrawal, execute **UC-#-## Withdrawal and Conditional Withdrawal** and terminate Main Flow. If the case status reflects a dismissal, execute **UC-#-## Administrative Dismissal** and terminate Main Flow. If user determines a hearing is necessary, the system shall queue the case to be scheduled for a hearing. System captures reportable data points.
7	Flow ends	

1.2.3.　ALTERNATIVE FLOWS

Branched From:	None
Flow Scenario:	None
Post-Condition:	
Branch To:	None

Step	Action/Cause/Stimulus	Reaction/Effect/Response
A1-1	None	None
A1-2		
A1-4		

1.2.4.　EXCEPTION FLOWS

Branched From:	None
Post-Condition:	None

Step	Action/Cause/Stimulus	Reaction/Effect/Response

E1-1	None	None
E1-2		
E1-3		

1.2.5. USE CASE REVISION HISTORY

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State Requirements Use Case End