**Issues**

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| --- | --- | --- | --- |
| # | Description | Assigned To | Status |
| *1* | Are there multiple background studies per supervising professional? No, a background study is valid for the duration of employment so there are not multiple background studies per supervising professional. |  | Complete |
| *2* | What is the preferred terminology, begin date and end date or employment date and termination date? Preference is employment/termination |  | Complete |
| *3* | The employment date and termination date are inclusive so a supervising professional that worked one day cannot be distinguished from one that did not work. It is not important to be able to distinguish the two scenarios. |  | Complete |
| *4* | The requirement is that when the facility location no longer provides PCPO services, it should not have active supervising professionals. The rules (98 - 100) to implement this require are associated with UC009 Facility Locations. |  | Complete |
| *5* | The business requirement is that a facility location must have an employed supervising professional while the facility location performs PCPO services.  What should happen if there are gaps?   * The system will enforce that a facility location with a PCA service that is currently active or active in the future must have a supervising professional without a termination date * The service agent will review applications for other gaps and determine the corrective action, if any |  | Complete |
| *6* | Complete credential use case then update the references in this use case. |  | Open |

# Description

This use case describes managing the supervising professionals of a facility location.

# Primary actor(s)

User

# Main flow: Add supervising professional

## Precondition(s)

1. The provider profile is in edit mode
2. And the provider profile is for an organization
3. And the facility location is an active facility location
4. And the facility location is a PCPO facility location

## Steps

1. User invokes option to manage supervising professionals of a facility location
2. System displays a list of supervising professionals of the facility location
3. User invokes option to add a supervising processional to the facility location
4. User performs the following:
   1. Enters the first name, middle name, last name, date of birth, social security number, phone number, and employment date
   2. Enters the date that Steps for Success was taken or is scheduled
   3. Enters background study id number and background study clearance date
   4. Agrees to conditions – see the "acknowledge and certify" list on eDocs form DHS-4022C-ENG
   5. Enters residence address – see UC012 User Manage Addresses
   6. Selects a credential and enters related information – see UCTBD
5. System validates the supervising professional - see business rules 33, 34, 80, 81, 8, 5, 16, 35, 82-96
6. Steps 3 – 5 are repeated for each supervising professional
7. User finishes entering supervising professionals
8. System validates that the facility location has at least one supervising profession with a termination date – see business rule 97
9. Use case ends

## Alternate flow: Update supervising professional not "in MMIS"

This flow begins after step 2 of the main flow.

1. User selects a supervising professional that is not in MMIS and invokes option to update
2. Continue with step 4 of the main flow

## Alternate flow: Update supervising professional "in MMIS" terminated less than 31 days

This flow begins after step 2 of the main flow.

1. User selects and invokes option to update a supervising professional that is in MMIS and
   1. Has a termination date that is blank
   2. Or has a termination date that is less than 31 days in the past
   3. Or has a termination date in the future
2. User add, change, or remove the termination date
3. Continue with step 4 of the main flow

## Exception flow: Update supervising professional "in MMIS" terminated more than 30 days

When there is a supervising professional with a termination date more than 30 days in the past, then the system does not allow the supervising professional to be updated.

## Alternate flow: Delete supervising professional not “in MMIS”

This flow begins after step 2 of the main flow.

1. User selects a supervising professional that is not in MMIS and invokes delete option
2. System deletes the qualified professional and related information (credential, residence address)
3. Use case ends

## Exception flow: Cannot delete supervising professional "in MMIS"

When the supervising professional is in MMIS, then the system does not allow the supervising professional to be deleted

## Main flow: View supervising professionals

If any of the following are true, the supervising professional information is displayed as read-only:

1. The provider profile is in view mode
2. The facility location is a closed facility location
3. The supervising professional has a termination date that is more than 30 days in the past

# Change control

| Version | Date Revised | Revised By | Revisions |
| --- | --- | --- | --- |
| 1 |  |  | Initial draft |
| 2 | 02/17/2015 | David M | * Versioning * Move rules * Clarify rules for gaps in employment of supervising professionals |
| 3 | 2/23/2015 | David M | Split name into first name, middle name, and last name |