# Issues

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| # | Description | Assigned To | Status |
| *1* | "PCA Agencies" worksheet vs. "Non-PCA Orgs" worksheet  If any facility locations have an active/future active PCPO service, then use the rules on the "PCA Agencies" worksheet. If there are no facility locations with an active PCPO service, then use the "Non-PCA Orgs" worksheet. |  | Closed |
| *2* | Need to work into use case the concept of adding the same rule multiple times. |  | Open |
| *3* | Ensure concept is clear that some roles require a facility location or can check all |  | Open |

# Description

This use case describes managing the disclosure of ownership and authorized personnel.

# Primary actor(s)

1. User

# Main flow: Add owners and authorized personnel

## Precondition(s)

1. Entry of all facility locations is complete

## Steps

1. User invokes option to manage the owners and authorized personnel of a provider profile
2. System displays a list of previously entered owners and authorized personnel
3. User invokes option to add an owner/authorized person (O/AP)
4. User select the role type (Individual or Business)
5. User enters common O/AP information (data common to all individuals or all businesses) – see Ownership Table.xls
6. User enters roles and related information – see UC131
7. User enters additional O/AP information required due to role(s) – see Ownership Table.xls
8. If applicable, enters address
   1. If role type is "Individual", invoke UC012 with address type "Residential"
   2. If role type is "Business", invoke UC012 with address type "Business"
9. If applicable, user enters disclosure information – see UCtbd
10. If applicable, user enters home care service properties – see UCtbd
11. If applicable, user enters relationships – see use case UCtbd
12. If applicable, user enters background studies – see UCtbd
13. If applicable, user upload Personnel List & Affiliations
14. If applicable, enter training information – see UCtbd
15. System validates the O/AP record – see Ownership Table.xls and business rules tbd
16. Steps 3 – 14 are repeated for each O/AP
17. User indicates they are finished entering O/AP
18. System validates all required owners and authorized personnel are present – see Ownership Table.xls and business rules tbd
19. Use case ends

## Alternate flow: Update OAAP not "in MMIS"

## Alternate flow: Update OAAP "in MMIS"

## Alternate flow: Delete OAAP not "in MMIS"

# Change control

| Version | Date Revised | Revised By | Revisions |
| --- | --- | --- | --- |
| 1 |  |  | Initial draft |