# Issues

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| # | Description | Assigned To | Status |
| 1 | Potential future enhancements:   * Only allow owners/authorized persons with a role that requires training to enter training * Only list courses that are allowed based upon the roles |  | Closed |

# Description

This use case describes managing the training of an owners/authorized person.

# Primary actor(s)

1. User

# Main flow: Add training

## Precondition(s)

1. The provider profile of the owner/authorized person has one or more of the following: PCA services, waivered billing lab services, waiver 101 services
2. And the user is operating on an owner/authorized person has a role type of “Person”

## Steps

1. User invokes option to manage the training of an owner/authorized person (also referred to as the owner/authorized person training)
2. System displays a list of required but missing training – see use case rules 112, 202, 203, 136, 204, 205, 137, 180
3. System displays a list of the previously entered training for the owner/authorized person
4. User invokes option to add training to the owner/authorized person
5. User selects a course name and enters applicable information (see use case rules 84, 199):
   1. Date the training is scheduled
   2. Date training was completed
   3. Uploads the certificate
   4. Confirmation number
6. System validates – see use case rules 84, 199, 85, 111
7. Steps 2 – 6 are repeated for each training
8. User finishes managing training for the owner/authorized person role
9. System validates – see use case rules 112, 202, 203, 136, 204, 205, 137, 180
10. Use case ends

## Alternate flow: Update training not in MMIS

This flow begins after step 3 of the main flow.

1. User selects an owner/authorized person training that is not in MMIS and invokes the update option
2. Continue with step 5 of the main flow

## Alternate flow: Update training in MMIS

This flow begins after step 3 of the main flow.

1. User invokes update option for an owner/authorized person training record that is in MMIS and either:
   1. does not have a date completed
   2. has a date completed that is not in MMIS
2. Continue with step 5 of the main flow

## Exception flow: Cannot update completed training

When the date completed of an owner/authorized person training is in MMIS, the owner/authorized training cannot be updated

## Alternate flow: Delete training not “in MMIS”

This flow begins after step 2 of the main flow.

1. User selects an owner/authorized person training that is not in MMIS and invokes the delete option
2. System displays warning
3. User chooses to continue
4. System deletes the owner/authorized person training
5. Continue with step 2 of the main flow

## Exception flow: Cannot delete training in MMIS

When an owner/authorized training is in MMIS, then it cannot be deleted.

# Change control

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