# Issues

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| # | Description | Assigned To | Status |
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# 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. This use case can be invoked if the owner/authorized person has one or more roles with a “y” in the column titled “Training” of the “Additional Sections on Page” area of the “OAP Roles Rules” worksheet of the “Ownership Table.xls”.

## 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 the previously entered training for the owner/authorized person
3. User invokes option to add training to the owner/authorized person
4. User selects a course name
5. User enters:
   1. Date the training is scheduled
   2. Date training was completed
   3. Uploads the certificate (see use case rule 84)
   4. Confirmation number (see use case rule 199)
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. 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.

## Extension flow: Invoke policy instructions

At any point during this use case the user can invoke the option to view the policy for training requirements.

# Change control

| Version | Date Revised | Revised By | Revisions |
| --- | --- | --- | --- |
| 1 |  | David Marsh | Initial draft |
| 2 | 08/26/2015 | David Marsh | * Deleted rules 136, 204, 205 because the “supervises PCA personnel” question and “supervises waivered services personnel” question were removed from UC131 roles * Altered precondition: the use case is now invoked if provider profile has any PCA or waivered service, not just the services that require training. This is because the rules to determine which service require training are complex. * Deleted use case rules 112, 202, 203, 137, and 180 because the rules to determine what training is required are complex. * Removed line from main flow “system displays list of required but missing training” because system will not determine when training is/is not required. * Removed “system validates” after user has completed entering training because no system validation will occur at that point. |
| 3 | 8/27/2015 | David Marsh | * Added extension flow to view policy * Refactored preconditions to reference Ownership Table.xls |