Independent Schools Funding System (ISFS) Modernization

Scope Details for Procurement
(as of Aug 27, 2019)

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1. Background

The Ministry uses the OpenVMS platform to supply key information for Independent Schools (IS) funding. Directly aligning with the Office of the Chief Information Officer (OCIO) commitment to modernize government systems, the objective of this investment is to transition Ministry applications off the OpenVMS platform which will no longer supported by Advanced Solutions or the OCIO as of December 31, 2020.

Independent Schools (IS) within British Columbia are funded by the Ministry of Education according to guidelines and standards set out by the *Independent School Act* (Regulations and Orders). Key business processes have been developed and implemented by the Ministry to ensure Eligible Certified Independent Schools can be funded multiple times a year, dependent on grant type, funding group level and enrolment.

The Independent School Information System is currently being used to administer funding, manage payments for eligible IS within British Columbia and includes functionality for monitoring IS grants and audits. The current business needs have outgrown the existing technology which is prone to errors and inaccuracies. In addition to the grant funding process carried out in the current system, inefficiencies require support of other productivity tools (MS Excel, Outlook).

2. ISFS Modernization Needs

A modern grant management and disbursement solution is required to meet the current and future business needs for IS funding.

   a. Improve productivity for the IS grant funding process through technology by providing flexibility to manage grant calculations and allocations
   b. Streamline the grant funding and forecasting process and improve data accessibility for ministry and independent school authorities
   c. Improve transfer of data through appropriately secure channels, and provide the ability to establish interactive connections to other systems
   d. Improve reliability, accuracy and accountability; Eliminate manual processes that can cause inaccuracies with system data
   e. Ability to generate various business reports to support business reporting, financial forecasting and analysis
   f. Maintain high level visibility of status of critical process through dashboards
   g. During the requirements review, a strong preference was stated by the business to configure and manage the solution rather than a customized solution.
   h. The Information Technology (IT) Architect's preference is to limit on premise infrastructure service, support and management and, if possible, using a cloud first solution.

3. ISFS Modernization Vision

   a. A modern grant management and disbursement solution to meet the current and future demands of the IS financial business area which can adapt to business changes, provide accessibility to information that is configurable by the business area.

b. The future system should accurately and effectively support grant funding and forecasting for IS within British Columbia and the potential to serve as a foundational platform which can be utilized to support funding activities for other program areas.

c. The new product will integrate the current business functions in one platform, ease of performing business functions, and providing overall efficient business process, and reducing number of process errors and increase the overall efficiency of the team.

d. The new systems will provide the adaptability and flexibility to evolving requirements and policies to support funding model change.

4. Objectives of this document

A short discovery of the current and future requirements of ISFS have been assessed and described through a set of user stories to obtain a minimum viable product (MVP). This document is to:

a. Provide high level user stories/epics that describe the suite functions and processes could be used in the operation of the ISFS

b. Provide functional descriptions for each user stories and identify the linkage between epic modules

5. User Roles and Non-Functional Requirements

The user roles and high-level non-functional requirements described below in the form of epics and stories have been gathered and documented by conducting requirements sessions with the Product Owner.

Epic 1 – User Roles and Access

This section provides high-level requirements/stories about user roles, user types and their corresponding user access details.

REQ ID	Requirement Description	Comments
1.	The system shall provide following **user types**: • Administrator/Developer Access • ISFS User Access – access to the business functionalities restricted by associated user roles	
2.	Number of users: • The system shall have the capability of supporting approx. 4 system users with admin access • The system shall have the capability of supporting approx. 20 end users	
3.	All users shall have following user roles with assigned permission to access to one or more business functionalities: • **ISFS Grant Funding Administrator** (primary actors, 2) ✓ Includes Quality Receiver from the Funding and Financial Accountability Branch (FFAB)/Resource Management Division (RMD)	

- ✓ Has the capabilities to manage School Level Data (SLD), FTE audit data, Statement of Per Student Operating Costs (SOPSOC) data
- ✓ Be able to manage Grant Information, Accounting Parameters, Contact Information for Schools and School Authorities
- ✓ Be able to process Grant funding allocation and generate financial file for payment
- **ISFS Expense Authority** (secondary actors, 4)
  - ✓ Includes Directors or Executive Director of FFAB/RMD
  - ✓ Has the capability to review funding reports and authorize funding allocation disbursements to IS / Independent School Authorities (ISA)
- **ISFS Read-Only Access** (secondary actors, 20)
  - ✓ Includes Ministry staff requiring Read-Only access to the system (screens & reports) to retrieve IS grant and funding allocation information
- **ISFS Reporting** (secondary actors, 20)
  - ✓ Includes Ministry staff (FFAB and Independent Schools Branch (ISB)) requiring access to browse and retrieve IS funding reports and detailed grant funding allocation information
  - ✓ Allow Ministry users (in FFAB & ISB) to browse and/or report on grant funding allocation for IS
- **Evaluation and Monitoring Administrator** (primary actors, 2)
  - ✓ Staff of ISB and/or Independent Schools Office – FileMaker (ISO-FM) users
  - ✓ Capability to review school information, schedule inspections, conduct exception for schools, run reports for Inspections and Monitoring
  - ✓ Ability to posting data to or perform data extracts for ISO-FM
- **ISFS System Administrator** (Supporting actors, 4)
  - ✓ Includes, BAs, ITMB/IMG group
  - ✓ Read access to most of the business functionalities, and has the capability to support the system setup, manage the system constants, user roles and function association, contact
  - ✓ templates… etc.
- **ISFS Security Control** (supporting actors, 2)
  - ✓ Includes the Ministry Security Officers
  - ✓ Capability to manage user access requests for ISFS
  - ✓ Capability to run User Access Summary report and User Roles/function Matrix report to review the user access
- **ISFS Maintenance** (supporting actors, developers, 2)

	✓ Includes Ministry MS Dynamic system Administrator/developer, AMS support team ✓ Full access to the system and the data in DEV, TST, and Read-Only access to UAT and PRD ✓ Capability to make changes to system settings	

Epic 2 – High Level Non-Functional Requirements

This section shall provide high-level non-functional requirements related to the expected performance and features of the automated system.

REQ ID	Requirement Description	Comments
1.	Security • All system, server, database, access or error logs should not contain personally identifiable information, except contact information which is considered business information • All system and user passwords should be encrypted or otherwise secured. • System users shall be able to login using IDIR pass through authentication, meaning when system users attempt to logon to the application, the system recognizes the IDIR ID and logs the user automatically into the application (if possible) • User accounts must be locked after three failed login attempts • One hour for the Timeout for the connection session • The System should meet with the government security requirements and validated with a Privacy Impact Assessment (PIA) and Security Threat and Risk Assessment (STRA)	
2.	Availability • The system shall be available to use on 24/7 basis • The expected usage shall happen during normal business hours (7AM – 7PM Monday to Friday excluding holidays)	
3.	Recoverability • The system database (all environments) must be restorable back to any point in time in the previous 24 hours on demand and the previous 90 days in special cases • A Disaster Recovery Plan (DRP) must be formulated and tested once a year	
4.	Reliability • The system availability for the Database must meet or exceed 99.99% during the supported hours of operation. • This is applicable for core system, its various modules, portal access as well as reports.	
5.	Scalability • The system shall capability to be scalable to approx. 20 users	

6.	Interoperability • System shall have capability to connect to, and exchange and process data from other systems.	

Epic 3 – Integration of Systems

This section provides high-level requirements for the system integration with other systems.

REQ ID	Requirement Description	Comments
1.	The system shall have the capability to integrate with Microsoft Outlook so that: • Communications can be initiated/received • File attachments can be inserted/downloaded • Group emails/communications can be sent • Send out auto generated emails based on system alerts	
2.	The system shall have the capability to integrate with Microsoft Office Suite so that files of various types can be initiated/updated/attached from within the system.	
3.	The system shall have the capability to provide some integration with the Student Level Data (SLD) system	
4.	The system shall have the capability to provide some integration with CDS (Common Disbursement System), then, a feeder file will be sent to Corporate Accounting System (CAS) system to make payment	
5.	The system shall have the capability to provide some integration with FileMaker Pro application -- ISO-FM	
6.	The system shall have the capability to import required data records from the previous school year, extracted from the previous system	

6. Product Backlog/High Level Functional Requirements

The product backlog/high level requirements described below in the form of Epics and User Stories have been gathered and documented by conducting requirement sessions with the Product Owner of ISFS.

Epic 4 – Manage Use Access Control

This section lists high-level requirements/user stories about the system which allows ISFS users roles to be defined, maintained, assigned and revoked.

REQ ID	Requirement Description	Comments
1.	An ISFS user assigned with the role of '**ISFS Security Control**', I shall be able to access **System Setup → Manage User Access Control** module from the main dashboard to manage user profile/account and associated access privileges	

2.	As an ***ISFS Security Officer***, I shall be able to create and change information for user accounts and to manage the user access permission: This includes the maintenance of user Information and user role assignments. Users without roles will have no access to the application functionality. A user role will ensure a user's access to predefined group of privileges to perform one or more business functions.	the access is approved by the designated authority
3.	As an ***ISFS Security Officer***, I shall be able to view/update basic account information, including but not limited to: • *Identification* – is a collection of names and contact information for the user. • *User IDs* – are the ID's the user may use to gain access to the system • *Effective Dates* – indicates the date the user was first given access (the from date), and the date the users complete access to the application was revoked (the to date). • *Works for Organization* - are relationships to program areas/parties (i.e. Funding and Allocation Branch, Independent School Branch, ITMB, and Supporting Suppliers, …etc.) the user is involved with. This enables the user to sign on to the application as a representative of that party. More than 1 is allowed, as periodically individuals are asked to perform a role for multiple parties (i.e. supporting actors.)	
4.	As an ***ISFS Security Officer***, I shall be able to assign/update/revoke one or more ISFS user role(s) for a defined user: • Any number of predefined application roles can be assigned to a user, as long as the roles are not incompatible (in ISFS, some roles cannot be assigned to the same person for an overlapping period of time.) • Role associations define which roles are associated with the user over a period of time. A pre-defined role is selected from a pull-down list and is assigned to a user by providing a date range of when the role becomes effective (from), and when it is revoked (to). • When assigning a role to a user, the following fields are mandatory: An identified role, and an effective from date.	
5.	As an ***ISFS System Administrator***, I shall be able to maintain ISFS user roles. • ISFS user roles are defined by name and given a textual description of the role's purpose. Roles are also given effective from and to dates so that they may be disabled/replaced with other roles. See Epic 1, requirement 3 for the list required user roles and definitions. • To define a new role, the following fields are mandatory: Name of the user Role, Description, Effective From Date, and End date, with at least 1 business function association	

	• Two lists should be presented. One contains any functions that have been assigned to the role while the other contains all non-assigned functions of the ISFS system • Selected items could be moved from one list to the other. • Once a role is defined (given a name and description), its assigned functions that can be performed by that users whose account is associated with that role	
6.	As an **ISFS Security Officer** or **_ISFS System Administrator_**, I shall be able to generate user access related reports to support the user access review. • ISFS User Access Summary: a matrix showing users with assigned user roles for a selected period • ISFS User Roles and Function Matrix: a matrix showing defined user roles and assigned functionalities • User Login/Activity report (i.e. User name, ISFS user role(s), last login date)	

Epic 5 – Funding Year Setup

This section lists high-level requirements/user stories about the new funding year setup and management of funding year parameters.

REQ ID	Requirement Description	Comments
1.	**_Given:_** The school year (SY) begins in July, and the year selected to be worked with in ISFS. For example, if a user selects SY 2019, the system will assume it is the 2019/2020 SY. (SY is also known as a 'Funding Year') **_When:_** The user logs into application **_Then:_** As an ISFS user assigned with any user roles, I shall be able to access the **main dashboard** to define a school year to work with: ▪ define the school year by selecting a SY from a predefined drop-down list (default to the current SY) ▪ Once defined, the remaining functions within the application will default to that school year.	
2.	Standard Independent Schools within the ISFS application refer to all Independent Schools within British Columbia that are not Distributed Learning Schools and Band Schools. DL Independent Schools and Band Schools have unique funding rules and are addressed differently within system. **_Given:_** Change to Grant Funding to the Independent Schools is required by policy change. Sometimes, a new grant is added to existing grant. For example, a new Adult grant was added to the Independent School Funding, DL Funding, and Band Schools Funding. **_When_**: During system setup or there is a need to add a new grant or there is need to add a new grant, expire/terminate a grant, or rename an existing grant while keeping the old name in historical reporting.	

Then: As an ISFS user assigned with the user role of '***ISFS Grant Funding Administrator/Qualified Receiver'***, I shall be able to access ***Funding Year Setup → Grants Types*** module from the main dashboard to:

- add/terminate of a grant
- update information (i.e. end date, description, name) for an existing grant
- rename a grant, and audit trail of the change must be kept so that the names would be presented accordingly in historical reporting

A description of the fields for a Grant:

- The system shall have the capability of defining one-to-many relationship between grant and grant types.

Field	Description
Name	The name of the grant. For example: Eligible Student Operating Grant, Distributed Learning, Special Education Grant, Band Schools Funding, Special Purpose Grant, Reciprocal Grant… etc.
Short_Name	The acronym assigned to each grant
Description	The description/purpose of the grant
Effective_Date	The starting date of a grant. The date rang will be used to determine what will be used for the current payment.
To_Date	Null or a date that is greater than Effective Date
Sub_Grant_Type (a grant could have one or multiple sub grant types)	For example, Special Education students are funded according to their category and level. A number assigned to each special needs level/category combination. A type number is assigned to each Special Needs student. For example, type 1 is a student in Level 1 & Category A For DL, it should have group 1 and group 2 CPP. Home-School students registered with a regular Independent School are also funded by the Ministry of Education.
Sub_grant_Description	The description of each type. Level 1, Category B -- Physically Dependent
Sub_grant_Short	The acronym assigned to each type. This acronym is displayed on the school funding statement for each Special Education student.
Amount	The grant amount allocated to each type. For example, Level 1, Category A: Physically Dependent, Category B: Deaf/Blind, is allocated $XXX

		while Level 2 for Category C ~ G is allocated $XXX For DL: group 1 is allocated $XXX while Group 2 is allocated $XXX The Home-School grant is flat rated per student (currently $175) If the amount is updated, current record will be ended, and a new record will be created with a new start date in order to store historical data.	
	Effective_Date	The starting date for a grant type.	
	End_Date	Null or a date that is greater than the effective_date	
3.	*Given:* A series of information must be entered/copied from the previous school year into ISFS prior to the first payment for each new funding year. The funding year begins in July, and the first payment generated through ISFS is in September. *When:* After the last payment of the previous school year. *Then:* As an ISFS user assigned with the user role of '***ISFS Grant Funding Administrator/Qualified Receiver'***, I shall be able to access ***Funding Year Setup → Funding Year Parameters*** module from the main dashboard to: ▪ Add a new Funding Year in a format of YYYY (school year starts in July as same as a funding year. For sample, adding a Funding Year of 2019 will create the 2019/2020 school year) ▪ Prepopulate all parameters for the new funding year with data from previous year. If there was change for the parameters in previous funding year (i.e. amount change a specific grant type, the latest set of parameters should be used) ▪ Make change to the basic information as needed to support grant funding: ➢ Student Enrollment Report Date (i.e. 2019/09/30 – the date for the 1701 data importing from SLD) ➢ Funding indicator for each funding group and corresponding percentage. Example of Standard Schools, 'Y' for Group 1, at 50%, 'Y' for Group 2, at 35%, 'Y' for Group 3,4, at 0%, 'N' for Group 5 at 0%, ➢ Payment Month throughout the year (example of DL Pay 1 - October, P2 - January, P3 – March, P4 – June) which are default payment months for ISFS DL payments while each grant type would have its own payment cycle (i.e. 1 for Homeschooler, 3 for Special Education Program, or 4 for Distributed Learning payment cycles per year). The change to payment cycles is covered in item#6 blow.	

	To provide a summary of funding amount for some funding types. This data will be kept in sync with the amount to be shown for each funding type. ➢ Home Schooler funding indicator and Per Pupil Amount ➢ Adult Per FTE Amount ➢ DL Group 1 & 2 Cost Per Pupil Amount	
4.	***Given:*** The 1st payment of a new school year requires FTE data and grant funding rates from the previous school year. The funding rate and FTEs for the first disbursement for some grants (i.e. ES and DL) is the same as the previous school year. ***When:*** New school year starts, and the funding rate and FTEs are required to calculate the first disbursement ***Then:*** As an ISFS user assigned with the user role of '***ISFS Grant Funding Administrator/Qualified Receiver'***, I shall be able to access ***Funding Year Setup → Funding rates*** module from the main dashboard to: ▪ Copy the funding rate and FTEs from the previous school year for selected grants to the new school year ▪ Edit the grant rate and FTEs if needed	
5.	***Given:*** Grant funding rates will be updated during the school year ***When:*** the new rates are available ***Then:*** As an ISFS user assigned with the user role of '***ISFS Grant Funding Administrator/Qualified Receiver'***, I shall be able to access ***Funding Year Setup → Funding rates*** module from the main dashboard to: ▪ Import funding rates (i.e. CPP) for the current school year. This is to load the new grant funding rates to the system to make it available for the next scheduled payment ***And:*** ISFS should re-calculate the next payment with the revised rates ***And:*** New record should not impact the previous payment records and will be visible in both the system and any applicable reports	
6.	***Given:*** Funding Cycles are associated with each grant type for a selected School Year (SY), and change is only allowed for the current year. Each grant type usually has similar payment schedules from year to year while additional disbursements might be required for specific school year's only. ***When***: During a new year setup or additional disbursement is required for a school year ***Then:*** As an ISFS user assigned with the user role of '***ISFS Grant Funding Administrator/Qualified Receiver'***, I shall be able to access ***Grant Administration → Funding Cycles*** module from the main dashboard to: ▪ Create new or carry forward all payment cycles from last year for each grant, and any change to previous year must be prevented ▪ Add a new payment/disbursement cycle for a selected grant for the current SY ▪ Carry forward/copy over the student enrollment data for a selected grant (i.e. To generate October payments for regular Independent	

	Schools and registered Home-School students, and eligible Adult students, there is a need to carry forward previous year FTE.	
7.	**Given:** There is information needed to generate the accounting file to request payment in CDS and generate a report for EA approval. CAS accounting parameters must be entered/edited for payment request **When:** During a new year setup or grant allocation is approved, and it is ready to generate payment to be sent to CDS and EA approval **Then:** As an ISFS user assigned with the user role of '**ISFS Grant Funding Administrator/Qualified Receiver'**, I shall be able to access **Funding Year Setup** → **Accounting Parameters** module from the main dashboard to: ▪ Create or carry forward from last year, and/or ▪ update the default accounting parameters for selected grant payments	
8.	**Given:** The generic footnote comment on the Funding Statements would help the school authorities better interpret the funding allocation for specific funding payment **When:** there is need to create/update a footnote comment on the Funding Statement sent to the school authorities for selected grant funding payment **Then:** As an ISFS user assigned with the user role of '**ISFS Grant Funding Administrator/Qualified Receiver'**, I shall be able to access **Grant Administration** → **Footnote Comments for Funding Statement** module from the main dashboard to: ▪ create a new or update an existing footnote comment used on selected Grant Funding Statements ▪ while updating a footnote the system would automatically enter end date for the existing footnote and create a new footnote with new start date	

Epic 6 – School Level Data Management

This section lists high-level requirements/user stories about how school level data is imported from Student Level Data (SLD) system and maintained in ISFS along with the FTE May Audit data and Statement of Per Student Operating Cost (SOPSOC), and the capabilities to generate related reports.

REQ ID	Requirement Description	
1.	As an ISFS user assigned with the user role of '**ISFS Grant Funding Administrator/Qualified Receiver'**, I shall be able to access **School Level Data (SLD) Management** → **Manage SLD 1701 data** module from the main dashboard to import student enrollment data from the SLD system. ▪ Import SLD data for standard independent schools for selected data collections (i.e. Sept 30, Feb 15), preliminary or final/posted data	

	-- Capable to upload preliminary enrollment data in .csv file format generated from SLD (i.e. import data for DL funding prior to posting Sept Collection) -- Capable to import final/posted student enrollment data from SLD table -- Capable to import one school or all schools ▪ Import SLD data (i.e. May 15) for DL schools for selected data collection ▪ Maintain easy-to-use, robust, efficient API to the Student Level Data system	
2.	As an ISFS user assigned with the user role of '***ISFS Grant Funding Administrator/Qualified Receiver***', I shall be able to access **School Level Data Management -> Manage SLD 1701 data** module from the main dashboard to review and update school level data imported from SLD. ▪ View/Update Enrollment Data: Select an Authority to list all independent schools within that authority. Select a school to view or update the school enrollment data (i.e. FTE, HC, … etc.) Updated FTE will be used for future payments while the old FTE count must be associated with the previous payments ▪ Add/Delete data records for selected schools, update/reclassify the funding group for selected school ▪ Generate related report: School Enrollment Data Summary report for selected data collection by authority and school ▪ Can record additional information for the school (i.e. contact information and school notes)	
3.	***Given***: Operating grant payments to Standard schools (aka Eligible Student Grant): September payment is based on the previous school year's (May) ES audit FTEs; January is based on the posted September data, and June is based on the May 15th ES audit FTEs. ***When***: May ES Audit FTEs are completed by independent schools and submitted to the Ministry by June 15. ***Then:*** *This May ES audit is reviewed and entered into ISFS to be used to re-calculate last ES grant payment of the school year.* As an ISFS user assigned with the user role of '***ISFS Grant Funding Administrator/Qualified Receiver***', I shall be able to access **School Level Data Management -> Manage May ES Enrollment Audit** module from the main dashboard to: ▪ Manually enter the ES Audit FTEs by school ▪ Use adjusted FTEs to calculate the final payment of the school year ▪ has the ability to generate a report to view the audit data (in selected format, i.e. .PDF, .CSV) ▪ can record additional information (i.e. financial practitioner information and notes)	
4.	***Given***: The Statement of Per Student Operating Cost (SOPSOC) is a measure to assist in determining the group funding level of an	

Independent School. Based on the results, a school may be classified as Group 1 or Group 2. Group 1 classification (50% grant level) is assigned for schools that have a per-student FTE operating cost for a particular school year that is equal to or less than the per student FTE operating cost of the local public school district in the same school year.

Group 1 Independent Schools are required to file a completed SOPSOC every year with the Ministry of Education in order to retain its Group 1 status and/or to determine a change to Group 2 status. Group 2 Independent Schools whose operating costs have been higher than the local public school district, have the opportunity to file a SOPSOC if they believe their operating costs are equal to or less than the local public school district and can be reclassified as a Group 1 funded school.

When: The information within the completed SOPSOC for a school year must to be entered into ISFS in October using the previous school year's information in order to determine the funding group classification for the current school year for each school.

Then: As an ISFS user assigned with the user role of '***ISFS Grant Funding Administrator/Qualified Receiver'***, I shall be able to access **School Level Data Management → Manage Operating Costs** module from the main dashboard to manage the SOPSOC and to update group classification for schools using the following step:

- Load/Import the Public School Per Student FTE Operating Costs
- Run the "Operating Cost per FTE vs. FTE Public School Per Pupil Costs" report to identify the schools who may be eligible of a funding reclassification
- Update the group classification for selected schools
- Alter the group classification for the schools in SLD (by informing the SLD administrator to reclassify the funding Group for these schools in SLD)
- Can record additional information (i.e. financial practitioner information and notes)
- Be able to generate SOPSOC reports related to the operating cost including but not limited to, such as:

Report Name	Purpose
Total Operating Cost Vs. ES Grant Total	Displays total operating cost and the grant total by school
Operating Cost FTE Vs. Sept 30 Enrolment	Displays operating cost per FTE and September 30th enrolment by school

	Operating Cost per FTE vs. FTE Public School Per Pupil Costs	Displays operating cost per FTE and public school per pupil costs by school
	Total Operating Cost Vs. ES DL Grant Total	Displays operating cost and DL grant total by school

Epic 7 – Grant Funding Management

This section lists high-level requirements/user stories about the process of managing Grant Funding, and the various funding areas include: Standard Independent Schools, Special Education Students, Special Education Schools, Distributed Learning Schools, First Nations Schools, Home-School students and ad hoc special purpose grants.

REQ ID	Requirement Description	Comments
1.	**Given:** The grant allocation budgeting forecast is required throughout the school year **When:** The posted 1701 September data is ready and the grant rates are ready for the current SY **Then:** As an ISFS user assigned with the user role of '***ISFS Grant Funding Administrator/Qualified Receiver'***, I shall be able to access ***Grant Funding*** → **Grant Funding Forecasting** to perform budget forecasting based on selected student enrollment FTE from a selected data report date for a selected grant payment ▪ A forecasting budget report can be produced for selected grants	
2.	The system shall provide budget forecasting report for selected grant type	
3.	**Given:** the SLD data has been loaded into the system and IS funding rates have been imported/entered into the system **When:** the scheduled date of disbursement arrives **Then:** As an ISFS user assigned with the user role of '***ISFS Grant Funding Administrator/Qualified Receiver'***, I shall be able to access ***Grant Funding*** → ***Create Grant Funding*** workflow module from the main dashboard to generate a payment per schedule: 1) select a Grant Type and a Funding Period/cycle to create a new grant funding record for all eligible schools 2) review school funding details, i.e. school FTEs, rates to be applied, previous disbursement information of the same SY if there is any 3) for SE February net increase disbursement, the system should be able to present all actual HC for each school within the same authority so that the Qualified Receiver is able to review the data	

	and determine how adjustment should be made, to which school, when there is a need to reduce an overpayment for a school authority 4) have the option to proceed with the calculation of the preliminary grant by school (funding group, when applicable) and by authority	
4.	**Given:** An additional disbursement is being given to independent schools and the disbursement is not part of the predefined payments **When:** The Ministry has specified an additional disbursement must be given to all independent schools **Then:** As an ISFS user assigned with the user role of '***ISFS Grant Funding Administrator/Qualified Receiver'***, I shall be able to: 1) Access to ***Grant Administration → Funding Cycles*** module to add a new payment cycle for the selected grant and school year, and 2) access ***Grant Funding → Create Grant Funding*** module from the main dashboard to generate payment per schedule. The system should show all transaction histories on this additional disbursement payment	
5.	**Given:** Each grant type has its own funding rules, payment schedule, and grant calculation **When:** the scheduled date of payment is approaching, and the FTE/HC have been reviewed and/or adjusted for grant funding calculation in item#3 or #4 above **Then:** As an ISFS user assigned with the user role of '***ISFS Grant Funding Administrator/Qualified Receiver'***, I shall be able to access ***Grant Funding → Calculate Grant Payment*** workflow module from the main dashboard to calculate the Grant Funding Total (for all eligible schools or selected school authority.	
6.	**Given:** the grant calculation has been processed for review (#5 above) and adjustments to the grant calculations might be required **When:** the information is readily assessible to be viewed **Then:** As an ISFS user assigned with the user role of ***'ISFS Grant Funding Administrator/Qualified Receiver',*** I shall be able to access ***Grant Funding → Grant Payment Allocation*** module from the main dashboard to review and make adjustment to payment allocation: ▪ information can be extracted and validated for accuracy ▪ make change to grant information, such as, FTE, HC, rate, SD…etc., AND/OR ▪ adjustments will need to be made and may change the data and/or grant allocation calculation (for example, school moved from one district to another, adjustment to funding rate)	
7.	**Given:** the payment allocations have been completed **When:** payment approval is required from an Expense Authority (EA) **Then:** As an ISFS user assigned with the user role of ***'ISFS Grant Funding Administrator/Qualified Receiver',*** I shall be able to access	

	Grant Funding → Request for Payment Approval to notify an EA for Approvals for payment schedule via signoff ▪ The system has the ability to send a notification to a designated approval authority ▪ selected Expense Authority (the system must maintain multiple EAs on a drop down list to be chosen from) who can approve the payment allocation online	
8.	*Given:* the Expense Authority has submitted his/her approval for the payment allocation *When:* the payment allocation file has been posted *Then:* As an ISFS user assigned with the user role of *'ISFS Grant Funding Administrator/Qualified Receiver',* I shall be able to access *Grant Funding → Generate Payment Request for CDS* to create financial files for CDS to be sent to process the payment ▪ the system can generate a formatted data file for CDS, AND ▪ send the file to the CDS designated mailbox, AND ▪ will produce a notification and summary file to the ISFS Grant Funding Administrator/Qualified Receiver ▪ will maintain the financial records in the system and the information is viewable/reportable	
9.	*Given:* the CDS data has been approved by the final Expense Authority *When:* the data has been successfully entered and processed into CDS *Then:* As an ISFS user assigned with the user role of *'ISFS Grant Funding Administrator/Qualified Receiver'*, I shall be able to access *Grant Funding → Submit Funding Statements to School Authorities* to notify all or selected school authorities by sending funding statements. ▪ The system has the ability to generate an email for each school authority with an attached funding statement to one or multiple recipients ▪ The system shall have the capability of sending group emails/communications by making use of standard email templates.	
10.	*Given:* There are no funding rules or scheduled payments for some Special Purpose Grants, an ad-hoc payment might be required at any time, for any amount and rates *When:* Special Purpose Grant is allocated when and as instructed by Ministry Executive. *Then:* As an ISFS user assigned with the user role of '*ISFS Grant Funding Administrator/Qualified Receiver'*, I shall be able to access *Grant Funding → Special Purpose Ad Hoc Payment* workflow module from the main dashboard to: 1) Record new grant and accounting information, AND 2) Have ability to choose one or all schools of all types (ES, DL, FN), along with FTE or HC, or enter each school independently with a school code and FTE or HC, AND	

3) Enter any rate table if applicable (Group 1 or 2 or neither – flat rate), AND 4) calculate the grant payment, AND 5) review grant allocation for each school, AND 6) update email and Authority Statement note section, AND 7) Print preliminary Authority Statement for review and approval 8) Generate payment request to be sent to CDS, AND 9) E-mail Authority Statements to Authorities	

Epic 8 – Evaluation and Monitoring

This section lists high-level requirements/user stories about the functions required to support the Independent School evaluation and monitoring process.

Independent Schools in BC must be certified by the Inspector of Independent Schools. Once certified, schools are required to host inspections over the duration of the certification. Through monitoring inspections and evaluation inspections, schools demonstrate that they are maintaining the educational delivery standards for which they are certified. These inspections also verify student counts as reported by the school, teacher certification, and special education grant use (if applicable) and the facility's municipal bylaw compliance.

Every BC Independent School is reviewed and evaluated on the following schedule:

Fund Group	Evaluation	Monitoring
• Fund Group 1	6 years	• 2 years
• Fund Group 2	6 years	• 2 years
• Fund Group 3	N/A	• 2 years
• Fund Group 4	2 years	• 2 years
• DL Schools	2 year	• 2 years

REQ ID	Requirement Description	Comments

1.	*Given:* Certified independent schools are required to be inspected over the duration of the certification.
	When: The evaluation and monitoring dates is required to be scheduled for the current year
	Then: As an ISFS user assigned with the user role of '***ISFS Evaluation and Monitoring Administrator'***, I shall be able to access ***Evaluation and Monitoring → Reviewing Schools*** to:
	▪ Find all schools within some or all of the following criteria:
	   o Fund Group
	   o School Status (open or closed schools)
	   o Exception schools
	▪ Review each school that fits the selected criteria	

	▪ Output the search result to a file in the format selected (i.e. .pdf, .csv. Also check requirements for reports in Epic 8/Item#5 blow)	
2.	***Given:*** School scheduling usually takes place in early in the year prior to the data extract to Independent Schools FileMaker Pro (ISO-FM) application. The evaluation and monitoring dates must be set up in ISFS and imported into the ISO-FM (through the ISFS Data Dump) where the logistics for the fall evaluation and monitoring visits are set up. ***When:*** Time to schedule independent schools for the fall evaluation and monitoring visits prior to the annual data dump to ISO-FM (i.e. completed in July in the year of 2019) ***Then:*** As an ISFS user assigned with the user role of '***ISFS Evaluation and Monitoring Administrator'***, I shall be able to access ***Evaluation and Monitoring*** → ***Scheduling Inspections*** and: ▪ Have the option to setup new cycle for individual schools by ▪ Selecting a school using the school code (mincode) ▪ Setting up a new cycle for the school if the "Next Evaluation" date in the Evaluation and Monitoring Dates screen has passed for the school ▪ Have the option to batch all schools qualified for new cycle setup to generate the new cycle automatically based on the Funding Group of the schools ▪ Have the ability to overwrite/edit the scheduled evaluation and monitoring dates, or set 'Exception' flag, for selected schools	
3.	***Given:*** Any school that does not fit its fund group cycle should be flagged as an Exception school to prevent its evaluation and monitoring dates from advancing with the regular cycle. When a flag is removed from a school, it will return to its regular cycle. ***When:*** One or more schools are identified not fitting the regular cycle and should be flagged as 'Exception' schools which will require manual changes of their evaluation and/or monitoring dates. ***Then:*** As an ISFS user assigned with the user role of '***ISFS Evaluation and Monitoring Administrator'***, I shall be able to access ***Evaluation and Monitoring*** → ***Defining Exception Schools*** and: ▪ Find selected schools, set the 'Exception' flag, and enter comments	
4.	***Given:*** The evaluation and monitoring dates must be set up in ISFS and imported into the ISO-FM (through the ISFS Data Dump). The resulting file contains information from various sources about Independents Schools and includes the Evaluation and Monitoring information. The FileMaker Pro application will use this information for setting up the logistics around the evaluation and monitoring visits held in the new school year. ***When:*** Information about Independent Schools is ready for exporting to ISO-FM (i.e. sometimes in July in the year of 2019)	

	Then: As an ISFS user assigned with the user role of '***ISFS Evaluation and Monitoring Administrator'***, I shall be able to access ***Evaluation and Monitoring*** ➔ ***Posting/Exporting to FileMaker Application*** and have the ability to extract data to ISO-FM using a selected method: • share data with other system using table/materialized view, or • export date to a file (i.e. CSV file, XML, etc) using some parameters (i.e. Snapshot/Data Collection Date, Next Evaluation Date, and Next Monitor Date)	
5.	The following reports should be available to support the scheduling of Evaluation and Monitoring. ▪ Report to display the next evaluation or monitor date for all schools ▪ Report to display the next evaluation and monitor dates for all schools by region ▪ Report to display the next evaluation and monitor dates for all schools by region or by school within a specified date ▪ Report to display all exception schools with corresponding comments	

Epic 9 – Reporting and Dashboards

This section list down high-level requirements/user stories about the reporting requirements.

REQ ID	Requirement Description	Comments
1.	Various Grant Summary Reports • generated from data information in the system • can be generated in multiple formats, such as Excel and PDF	
2.	Independent school Branch can review FTE or HC and date of payment per schedule ▪ reports can be generated from the data information in the system by school, by authority, funding group, etc. AND ▪ can be generated in multiple formats, such as Excel and PDF	
3.	Independent School Authority Report will include: • the per FTE or HC grant amount • the FTE or HC, reporting date of the count • the amount of payment, date of payment, calculation • By each school within an Authority • Total authority payment by disbursement date • Total disbursements to date paid to school authority and to school(s) • can be generated in multiple formats, such as Excel and PDF	
4.	Operating Cost report will include: • grant funding data that is already in the system	

	• data that is loaded into the system from another source (possibly Excel) • data that is provided by schools and entered into the system • combined data will provide a summary for each school	
5.	Forecast reports will include: • Enrolment forecasts using the previous school year's data (percentage of increase/decrease) with current school year data • Budget forecasts using the previous school year's data (percentage of increase/decrease) along with the most current school year information	
6.	Historical data reports will include: • Using data that is available from the system to generate reports of enrolment and grant funding increases/decreases, over one or more school years • Increases/decreases of enrolment, grant funding by percentage school year over school year(s)	
7.	Audit Trail Report **Given:** Various audit trail reports might be required to review data update, financial authorization, or modification **When:** There is need to retrieve audit trail information for key data records change **Then:** The Qualified Receiver or the IS administrator will be able to generate requested audit trail reports	
8.	Generate User Customized Reports Given: Reports for payment allocation might be required in customized format When: Requests of grant funding history or budget forecasting is received ▪ Then: Qualified Receiver is able to generate customized reports with required data elements; ▪ The output of the report could be saved to required format	