**Business Case**

**Directors Guild of America Health Plan Eligibility**

The Directors Guild of America (DGA) union, which was set up with the goal of protecting the creative and economic rights of its members working in the media industry, represents more than 14,000 members. DGA offers a pension plan, which includes retirement and disability benefits for its members who may be Directors, Assistant Directors, Unit Production Managers, Associate Directors, Stage Managers or Production Associates.

DGA enters into stipulated agreements with entertainment production companies to ensure that an acceptable standard is set and agreed upon by both parties as to the pay and working conditions of the DGA members. It is required by the production companies to abide by the agreement norms for being declared as a signatory company by DGA and for legally being authorized to hire a new employee from the guild. It is mandatory for the signatory companies to make monthly contributions towards the pension and health benefits of the DGA members they employ. DGA keeps a keen eye on the contribution that the companies make in order to fulfil the agreement. Contribution reports are reviewed for accuracy and completeness. The individuals who wish to join DGA, can complete an application and wait for the approval of DGA to get a six-digit unique membership number.

An eligibility criterion check that is done quarterly, helps in verifying whether a DGA member is eligible to receive health coverage benefits. There are two plans- Plan A and Plan B for health coverage and members become eligible for any of them based on their income. Members are free to update their details periodically about their address and dependents. DGA Plans, a totally separate entity receives information from DGA Information System on a daily basis through Electronic Data Interchange (EDI). The information exchanged between them covers both signatory company as well as new member information. It is taken care that member address information is never shared between DGA and DGA Plans. Health insurance policies are purchased by DGA Plans from Anthem Blue Cross for eligible staff and their partners along with any dependents below 26 years of age. DGA Plans transmits information related to plans and adjudicated claims to Anthem Blue Cross.

In order to effectively cater to the needs of the growing workforce of the media industry, DGA Health and DGA Plans both need to utilize a shared information system.

**Objective**: To design an efficient system that bolsters DGA Plans to collect funds from signatory companies for DGA Members covering their health insurance and pension benefits. The system should be able to define if any member is eligible to receive health benefits and formulate rules to check whether the member is eligible for plan renewal/plan change upon the expiry of the current plan.

**Requirements Specification**

|  |  |  |
| --- | --- | --- |
| **Functional Requirement** | **Description** | **Health insurance case** |
| **Process-oriented** | A process that system must perform; a process the system must do | 1. The system should automatically download data on all Signatory Companies on a daily basis through electronic data exchange  2. The system should allow companies to have multiple agreements in effect at the same time covering different media  3. The system should validate the applicant information and then assign a six-digit membership number to each director  4. The system must check and audit the Report of Contributions sent by signatory companies for accuracy and completeness  5. The system should return reports which didn’t meet requirements to the company as report exception  6. The system should send Enrollment Questionnaire and other informative materials to new members  7. The system should determine health plan eligibility on a quarterly basis  8. The system should electronically transmits a list of all covered directors, dependents, their coverage and the address indicated for adjudicated claims to Anthem Blue Cross |
| **Information-oriented** | Information that system must contain | 1. The system must include up to date information on both production companies and membership rosters  2. The system must retain member address information  3. The system must contain Reports of Contribution forms  4. The system must keep contributor’s distribution to each individual member  5. The system must retain information like check number, check date, check amount, professor of each valid contribution receipt  6. The system must contain coverage information of certified retirees |
| **Nonfunctional Requirement** | **Description** | **Health insurance case** |
| **Operational** | The physical and technical environments in which the system will operate | 1. The system should be able to integrate with DGA for up to date information on production companies and membership rosters  2. The system should capture information through Electronic Data Interchange  3. The system can be displayed as website “www.DGAPlans.org”  4. The system should be able to work on any Web browser |
| **Performance** | The speed, capacity, and reliability of the system | 1. The system should be available for use 24 hours per day, 365 days per year  2. The access time to DGA should not exceed 2 seconds  3. The system downloads production companies and membership rosters from DGA every day  4. The system supports 1500 simultaneous users of all other times |
| **Security** | Who has authorized access to the system under what circumstances | 1. Only employees can see personnel records of members  2. Each report of Contribution is reviewed for accuracy and completeness by DGA Plan employees  3. The system includes available safeguards |
| **Cultural and Political** | Cultural and political factors and legal requirements that affect the system | 1. The system is to provide retirement and disability benefits for more than 1400 DGA members  2. The system should be able to work throughout U.S and abroad  3. DGA members are generally prevented from working for companies that have not signed an agreement  3. Personal information is protected in compliance with the Data Protection Act |