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| Use Case Name: Update Information | | ID-UC1 | | | Priority: High | |
| Actor: Member | | | | | | |
| Description: This use case describes that a Member who can view and if required update information about dependent and address. | | | | | | |
| Trigger: Member wants to update information  Type: External | | | | | | |
| Preconditions:   1. DGA System is available and online 2. Member is employed by signatory company | | | | | | |
| Normal Course:  1.0 Check the details  1. Member logs in into the system  2. System displays the details  3. Member checks his or her details  4. System asks if any update is required  (Alternative Course 1.1)  5. Member approves the details | | | | Information for Steps:  Username or id  Personal Information  Personal Information  Request confirmation  Information approved | | |
| Alternative Course:   * 1. Update Information  1. Member updates dependent information 2. Member updates address information 3. System asks member to confirm changes 4. System displays the updated information 5. Member logs out of the system | | | | Dependent Information  Address Information  Request confirmation  Updated Information | | |
| Post conditions:  System updates member address and dependent information | | | | | | |
| Exceptions:  E1: Member is not eligible for health plan  1. System displays the message that the member is ineligible for health plan  2. System asks member to enter the details again | | | | | | |
| Summary | | | | | | |
| Inputs | Source | | Output | | | Destination |
| Username or id | Member | | Information approved | | | DGA Datastore |
| Personal Information | DGA Datastore | | Updated Information | | | DGA Datastore |
| Request Confirmation | Member | |  | | |  |
| Dependent Information | Member | |  | | |  |
| Address Information | Member | |  | | |  |

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| Use Case Name: Collect funds from production companies | | ID-UC2 | | Priority: High | |
| Actor: DGA Plans | | | | | |
| Description: This use case describes how DGA can manage fund collection from production companies | | | | | |
| Trigger: DGA Plans wants to check contributions made by companies  Type: External | | | | | |
| Precondition:  DGA System is available and online | | | | | |
| Normal Course:  1.0 Monitor the contributions from the companies  1. Compensation is paid by the company through check  2. Check details are recorded by the system  3. Contributions are validated by the system  4. Check is taken to the bank  5. Deposit details are added to the system  6. System records all the funding details | | | Information Steps:  Check details  Check details  Contributions information  Check details  Deposit details  Funds information | | |
| Post condition:  System maintains all the funding information from the companies | | | | | |
| Exceptions:  E1: Funds received from a non-signatory employer  1. Checks are returned to the paying company  2. Details are recorded in the system to identify such rogue employer  E2: Out-of-balance reports and checks detected   1. Checks and reports are returned to the company 2. Details are recorded in the system to identify such rogue employer | | | | | |
| Summary | | | | | |
| Inputs | Source | | Outputs | | Destination |
| Check details | Company | | Funds information | | System datastore |
| Contribution information | System datastore | |  | |  |
| Deposit details | System datastore | |  | |  |

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| Use Case Name: Receive up to date Information | | ID-UC3 | | | Priority: High | |
| Actor: DGA Plans | | | | | | |
| Description: This use case describes how DGA Plans receives information through Electronic Data Interchange. | | | | | | |
| Trigger: DGA Plans needs up to date information from DGA daily  Type: Temporal | | | | | | |
| Preconditions:   1. DGA System is available and online 2. Production companies wish to employ DGA members | | | | | | |
| Normal Course:  1.0 Transfer company information  1. Agreement is recorded by system  2. Data on signatory companies is transferred from system to DGA Plans | | | | Information for Steps:  Agreement details    Data Transfer | | |
| Alternative Course:   * 1. Transfer member information   1. System maintains records of members  2. Information of the member is given to DGA Plans  3. Address information is not shared by the system | | | | Individual Details  Data Transfer | | |
| Post condition:  Information Exchange takes place between DGA and DGA Plans daily | | | | | | |
| Exceptions:  E1: Company does not sign the agreement  1. System does not execute the process  2. Company is not referred to as a signatory company | | | | | | |
| Summary | | | | | | |
| Inputs | Source | | Outputs | | | Destination |
| Agreement details | DGA Datastore | | Data Transfer | | | DGA Plans Datastore |
| Individual Details | DGA Datastore | |  | | |  |

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| Use Case Name: Determine subsequent eligibility | | ID: UC-4 | | Priority: High | |
| Actor: DGA Information System | | | | | |
| Description: This use case describes how the system determines whether a director whose coverage year ends in the current quarter is eligible for continued coverage. | | | | | |
| Trigger: A director’s coverage year ends at the end of the current quarter. | | | | | |
| Type: Temporal | | | | | |
| Preconditions:  1. The director is an approved member of the DGA union.  2. The director is currently enrolled in a health insurance plan.  3. The start and end dates of the director’s coverage year is available on the database and can be accessed.  4. The available healthcare plans and the earnings required to be eligible for each is available on the database and can be accessed.  5. The director’s mailing address is available on the database and can be accessed. | | | | | |
| Normal Course: | | | Information for Steps: | | |
| 1. The system identifies the directors whose health insurance plan coverage is expiring at the end of the current quarter.  2. The system determines the compensation earned by the director in the 12 months prior to the last day of the previous quarter.  3. The system gathers the threshold compensation amounts of the available healthcare plans.  4. The system determines the director’s eligibility for further free coverage. | | | Health plan enrollment details  Total compensation amount  Threshold compensation amounts  Changes in plan eligibility  Updated coverage cards | | |
| Post conditions:  1. The subsequent eligibility for coverage is determined.  2. The changes in plan eligibility and the updated coverage cards are sent to the director. | | | | | |
| Summary | | | | | |
| Inputs | Source | | Outputs | | Destination |
| Health plan enrollment details | DGA plans enrollment datastore | | Changes in plan eligibility | | Director |
| Total compensation amount | DGA plans contributions datastore | | Updated coverage cards | | Director |
| Threshold compensation amounts | DGA plans eligibility datastore | |  | |  |

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| Use Case Name: Determine certified retirees | | ID: UC-5 | | Priority: High | |
| Actor: DGA Information System | | | | | |
| Description: This use case describes how the system facilitates the disbursal of benefits to a certified retiree. | | | | | |
| Trigger: Certified retirees are to be identified in-order to transmit a list of covered directors and their dependents to Anthem Blue Cross. | | | | | |
| Type: Temporal | | | | | |
| Preconditions:  1. The age of all approved members of the DGA union are available and can be accessed.  2. The status of all approved members of the DGA union are available and can be accessed.  3. The record of the number of quarters of earned coverage of each director is available and can be accessed.  4. The record of the qualified dependents of the directors are available and can be accessed.  5. The director’s mailing address is available on the database and can be accessed. | | | | | |
| Normal Course: | | | Information for Steps: | | |
| 1. The system identifies the directors who are at least 60 years of age and have retired.  2. The system determines whether these directors have at least 20 quarters of earned coverage and have taken pension retirement.  3. The system rolls out lifelong free plan A coverage to the directors who satisfy the eligibility criteria.  4. The system determines the directors who passed away while being enrolled in the lifelong free plan A coverage.  5. The system gathers the dependent information of the deceased directors and enrolls them under the lifelong coverage plan.  6. The system updates and transfers all the enrollment information and the addresses to be indicated for adjudicated claims to Anthem Blue Cross. | | | DGA membership information  DGA pension plan enrollment information  DGA health plan information  Changes in plan eligibility  Updated coverage cards  DGA membership information  DGA plans enrollment information  Director and dependent enrollment information  Copy of the explanation of benefits | | |
| Post conditions:  1. The retirees eligible for lifelong free plan A cover are identified.  2. The dependents of the deceased retirees who are eligible for lifelong free plan A cover are identified.  3. The copy of the explanation of benefits is received at the address specified by the director. | | | | | |
| Summary | | | | | |
| Inputs | Source | | Outputs | | Destination |
| DGA membership information | DGA membership datastore | | Changes in plan eligibility | | Director |
| DGA pension plan enrollment information | DGA plans enrollment datastore | | Updated coverage cards | | Director |
| DGA health plan enrollment information | DGA plans enrollment datastore | | Director and dependent enrollment information | | Anthem Blue Cross |
|  |  | | Copy of the explanation of benefits | | Director/Dependents |

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| Use Case Name: Validate contributions report | ID: UC-6 | Priority: High |
| Actor – DGA Information System | | |
| Description – This task describes the process of validating the contribution reports sent by signatory companies | | |
| Trigger – A contributions report is sent by a signatory company | | |
| Type – External | | |
| Preconditions –   1. A contributions report is sent by a signatory company 2. The contribution rates for insurance plans have been determined by DGA union and signatory companies | | |
| Normal Course – | | Information for steps – |
| 1. A contribution report is uploaded by a signatory company 2. System uses employee information from the report and compares it with the DGA member database 3. System confirms contribution rates using the contribution rates store. 4. System calculates the total compensation amount expected from the company and verifies it with the reported amount. 5. If both amounts match, system will validate the report and approve it 6. If the amounts do not match, system will follow the below alternative course. | | Contributions report store  DGA Member’s information  Contribution Rates  Contribution Report Status |
| Alternative Course – | | Information for steps – |
| 1. System will verify if the report contains contributions for a member’s work that was completed during a prior period. 2. If such an entry was overlooked in the previous iteration or was a part of an audit by DGA as compensation error, the system will send a confirmation email to a staff member so that he can validate and approve it. 3. Else, the report will be marked as rejected and the system will email a staff member regarding the status so that he can validate and send the report back to the company as an exception. | | Previous contribution reports  Contribution Report Status  Contribution Report Status |
| Exception –   1. If the company sending a report is not a part of the DGA signatory companies, the system will email a staff member regarding the status so that he can validate and return funds to the company. | | Signatory Company List  Contribution Report Status |
| Post conditions –   1. The status of the contribution report is updated in the system | | |
| Summary –   |  |  |  |  | | --- | --- | --- | --- | | Inputs | Sources | Outputs | Destination | | Contribution Report | Contribution Report Store | Contribution Report Status | Contribution Reports datastore | | Previous contribution report | Contribution Report Store History | | Signatory Companies List | Signatory Company Data Store | | | |

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| Use Case Name: Generate contribution report | ID: UC-7 | Priority: High |
| Actor – Signatory company employee | | |
| Description – This task describes the process of creating a contribution report by a signatory company | | |
| Trigger – One month is completed after an agreement was signed between DGA and a signatory company | | |
| Type – Temporal | | |
| Preconditions –   1. The company is a signatory company of DGA | | |
| Normal Course – | | Information for steps – |
| 1. Signatory company employee (User) logins to the IS system using his credenetials. 2. The system displays the report contribution form to be filled for the company. 3. The system will display a list of employees for the user to add to his contribution report. 4. The current contribution rates are displayed on the screen for the user’s reference. 5. The data is stored in the database and a reference number is returned to the user. 6. The user logs out of the system. | | User login credentials  DGA Member’s information  Contribution Rates  Contribution Report |
| Post conditions –   1. The contribution report is submitted and stored in the system | | |
| Summary –   |  |  |  |  | | --- | --- | --- | --- | | Inputs | Sources | Outputs | Destination | | User login credentials | Users datastore | Contribution Report | Contribution Reports datastore | | | |

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| Use Case Name: Generate contribution report | ID: UC-8 | Priority: High |
| Actor – Signatory company employee | | |
| Description – This task describes the process of creating a contribution report by a signatory company | | |
| Trigger – One month is completed after an agreement was signed between DGA and a signatory company | | |
| Type – Temporal | | |
| Precondition –  The company is a signatory company of DGA | | |
| Normal Course – | | Information for steps – |
| 1. Signatory company employee (User) logins to the IS system using his credenetials. 2. The system displays the report contribution form to be filled for the company. 3. The system will display a list of employees for the user to add to his contribution report. 4. The current contribution rates are displayed on the screen for the user’s reference. 5. The data is stored in the database and a reference number is returned to the user. 6. The user logs out of the system. | | User login credentials  DGA Member’s information  Contribution Rates  Contribution Report |
| Post conditions –  The contribution report is submitted and stored in the system | | |
| Summary –   |  |  |  |  | | --- | --- | --- | --- | | Inputs | Sources | Outputs | Destination | | User login credentials | Users datastore | Contribution Report | Contribution Reports datastore | | | |

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| Use Case Name: Add new members | | ID: UC-9 | | Priority: High | |
| Actor: Individual | | | | | |
| Description: This use case describes how an individual can become a member of DGA union | | | | | |
| Trigger: Individuals plan to apply for position in DGA union | | | | | |
| Type: External | | | | | |
| Preconditions:   1. DGA system is available and online | | | | | |
| Normal Course: | | | Information for Steps: | | |
| 1. Individual submits a completed application  2. System checks the application  3(a)Individual is approved to join DGA  3(b)Individual is not approved to join DGA | | | Individual Details  Application Details  Member approval | | |
| Post conditions:  1. New member successfully added | | | | | |
| Summary | | | | | |
| Inputs | Source | | Outputs | | Destination |
| Individual Details | Individual | | Member approval | | DGA datastore |
| Application Details | DGA data store | |  | |  |

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| Use Case Name: Add new Signatory Companies | ID: UC-10 | Priority: High |
| Actor – Company | | |
| Description – This use case describes the process of adding new Production Companies as Signatory Companies | | |
| Trigger – A new production company wishes to employ DGA members | | |
| Type – External | | |
| Preconditions –   1. DGA system is available and online 2. System sends the agreement to production company | | |
| Normal Course:    1. Company sends signed agreement to system  2. Company provides information to the system  3. Type of agreement is recorded  4. Agreement is cosigned and executed  5. System refers to company as a signatory company | | Information for Steps:  Agreement details  Company Information  Agreement type  Agreement details  Signatory company details |
| Alternative Course –   1. The system rejects the production company request   (A) System asks staff to re-enter the details  (B) Normal course resumes | | Information for steps –    Company information |
| Post conditions –   1. New Signatory company is added | | |
| Summary –   |  |  |  |  | | --- | --- | --- | --- | | Inputs | Sources | Outputs | Destination | | Company information | New production company | Signatory company details | Signatory company list | | Agreement Details | Company |  | | | Agreement Type | Company | | | |

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| Use Case Name: Determine initial eligibility | | ID: UC-11 | | Priority: High | |
| Actor: DGA Information System | | | | | |
| Description: This use case describes how the system determines whether a director will be eligible for a health plan | | | | | |
| Trigger: A director earns minimum threshold compensation in 12 months | | | | | |
| Type: Temporal | | | | | |
| Preconditions:  1. The director is an approved member of the DGA union.  2. The director is currently enrolled in a health insurance plan.  3. The available healthcare plans and the earnings required to be eligible for each is available on the database and can be accessed.  4. The director’s mailing address is available on the database and can be accessed. | | | | | |
| Normal Course:  ‘   1. The system identifies the directors with first job earnings. 2. The system determines the compensation earned by the directors in 12 months 3. The system gathers the threshold compensation amounts of the available healthcare plans. 4. The system determines the director’s eligibility for healthcare plan | | | Information for Steps:  DGA director details  Director salary details    Threshold compensation amounts  Plan eligibility  Updated coverage cards | | |
| Post conditions:  1. The initial eligibility for coverage is determined.  2. The plan eligibility and coverage cards are sent to the director. | | | | | |
| Summary | | | | | |
| Inputs | Source | | Outputs | | Destination |
| DGA director details | DGA Membership datastore | | Plan eligibility | | Director |
| DGA director salary details | DGA plans contributions datastore | | Coverage cards | | Director |
| Threshold compensation amounts | DGA plans eligibility datastore | |  | |  |