Maintain Victim Advocate (VA) Profile

DSAID Use Case Specification

Version 1.6.3

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Maintain Victim Advocate (VA) Profile

1 Description

This use case describes how a Sexual Assault Response Coordinator (SARC) maintains a Victim Advocate (VA) Profile. This use case explains how the SARC creates and saves a new VA profile. This use cases also describes how updating or deleting a VA profile is performed in DSAID.

2 Actors

SARC
Service SAPR Program Manager
Service System Manager

3 Pre-Conditions

UC15.1.1 SARC is logged into the system.
UC15.1.2 SARC information is available in DSAID for retrieval.
UC15.1.3 VA information is available in DSAID for user to update and/or delete VA profile.
UC15.1.4 Location Code information must be updated periodically and available in DSAID for retrieval.

4 Triggers

N/A

5 Basic Flow – Create VA Profile

UC15.2.1 The use case begins when the user requests the system to create a VA profile. Alternative Flow #1: Update VA Profile.

> BR23 Any SARC within the same Location Code(s) shall have the ability to create or update an "Active" VA profile that is within his/her assigned Location Code(s).

UC15.2.2 The system prompts the user to enter information required for creating a VA profile.

> SYS90 The system shall allow the user to enter information that is required to create a VA profile.
>> DR5.27 VA Last Name
>> DR5.28 VA First Name
>> DR5.29 VA Middle Name
>> DR5.30 VA Gender
>> DR5.31 VA Type
>> DR5.32 VA Affiliation

DBR75 If VA Type is "Military", Only Affiliations applicable are
Service related.
If VA Type is "DoD Civilian", all Affiliations are applicable.
If VA Type is "DoD Contractor", Affiliation is not applicable.
DR5.33 VA Duty Status
DBR76 VA Duty Status is only required when VA Type is
"Military".
DR5.34 VA National Guard Service
DBR77 VA National Guard Service is only required when VA
Duty Status is "National Guard".
DR5.35 VA Reserve Service
DBR78 Victim Reserve Service is only required when Victim
Duty Status is "Reserve".
DR5.36 VA Pay grade
DBR79 VA Pay Grade is only required when VA Type is
"Military".
DR5.37 VA is Volunteer?
DR5.38 VA Location Code
DBR109 If a user manually enters a Location Code, it must be one
of the Location Codes maintained in DSAID.
DR5.40 VA Assigned Unit UIC
DR5.41 VA Assigned Unit Name
DR5.42 VA Phone Number
DR5.43 VA Cell Number
DR5.44 VA Background Check Performed
DR5.45 VA Background Check Date
DBR140 VA Background Check Date is only required when VA
Background Check Performed is "Yes".
DR5.46 Required VA Training Completed?
DR5.47 Required VA Training Completion Date
DBR141 Required VA Training Completion Date is only required
when Required VA Training Completed? is "Yes".
DR5.66 VA NG State Affiliation
DBR93 VA NG State Affiliation is only required when SARC
Duty Status is "National Guard".
SYS342 The system shall populate the VA Location Name based on the Location
Code that is either manually entered or searched by the user.
DR5.39 VA Location Name

UC15.2.3 The user enters the information required for creating a VA profile.
Extend to: <<Search Location Code Use Case>>
BR74 If a user manually enters the VA Location Code, it must be one of the
Location Codes maintained by DSAID.
DR5.38 VA Location Code
DBR109 If a user manually enters a Location Code, it must be one
of the Location Codes maintained in DSAID.

UC15.2.4 The system validates the data entered by the SARC.
	SYS91 The system shall validate the VA information entered by the user.

UC15.2.5 If all the validation rules are met, the system saves the VA information, saves the status as "Active" and attaches the VA record to the SARC's assigned Location Code(s).
Otherwise go to Step 2.
	SYS92 The system shall save the VA profile information.
	SYS93 The system shall allow for a VA profile to be available for use immediately after creation of the account.
	SYS94 The system shall mark a newly created VA profile as "Active."
		DR5.25 VA Status
	SYS95 The system shall link the VA profile to the SARC who created the VA record.
	SYS336 The system shall capture the system date as "VA Status Date" when "VA Status" is initially set to "Active" or is updated.
		DR5.25 VA Status
		DR5.26 VA Status Date

UC15.2.6 The use case ends.

6   Alternative Flows

6.1   Alternative Flow #1 - Update VA Profile

UC15.3.1.1 The system provides the search VA option with the following criteria:
VA Name
VA Location Code
Extend to: <<Search Location Code Use Case>>
	SYS122 The system shall allow the user to specify one of the following criteria to search VA profile: VA Name, VA Location Code(s), and VA Status.
		DR5.25 VA Status
		DR5.27 VA Last Name
		DR5.28 VA First Name
		DR5.38 VA Location Code
			DBR109 If a user manually enters a Location Code, it must be one of the Location Codes maintained in DSAID.
	SYS368 The system shall allow a partial search on Victim Advocate's First Name and Last Name.
		DR5.27 VA Last Name
		DR5.28 VA First Name

UC15.3.1.2 The user specifies the search criteria.

UC15.3.1.3 The system displays a list of VAs found based on the search criteria.
Exception Flow 1: No Matching VA Found

  SYS123 The system shall search VA profile by all matching criteria entered by the user.

  SYS124 The system shall display a list of VA profiles found based on the search criteria specified by the user with the following information (but, not limited to): VA Name, VA's Assigned Location Code(s), and VA Status.

    DR5.24 VA ID
    DR5.25 VA Status
    DR5.27 VA Last Name
    DR5.28 VA First Name
    DR5.29 VA Middle Name
    DR5.38 VA Location Code
      DBR109 If a user manually enters a Location Code, it must be one of the Location Codes maintained in DSAID.

  SYS125 The system shall sort the found list of VA profiles by VA Name in alphabetical order.

    DR5.27 VA Last Name

  SYS394 If the user only searches by "Inactive" VA Status, the system shall list all VAs in the search results regardless of their Assigned Location Code(s).

  BR23 Any SARC within the same Location Code(s) shall have the ability to create or update an "Active" VA profile that is within his/her assigned Location Code(s).

  BR100 Any SARC, Service SAPR Program Manager and Service System Manager can update an "Inactive" VA profile.

UC15.3.1.4 The user selects a VA.

  SYS126 The system shall allow the user to select a Victim Advocate (VA).

UC15.3.1.5 The system displays the existing VA information.

  SYS127 The system shall display the existing VA profile selected by the user.

    DR5.24 VA ID
    DR5.25 VA Status
    DR5.26 VA Status Date
    DR5.27 VA Last Name
    DR5.28 VA First Name
    DR5.29 VA Middle Name
    DR5.30 VA Gender
    DR5.31 VA Type
    DR5.32 VA Affiliation
      DBR75 If VA Type is "Military", Only Affiliations applicable are Service related.
      If VA Type is "DoD Civilian", all Affiliations are applicable.
      If VA Type is "DoD Contractor", Affiliation is not applicable.

DR5.33 VA Duty Status
        DBR76 VA Duty Status is only required when VA Type is "Military".
DR5.34 VA National Guard Service
        DBR77 VA National Guard Service is only required when VA Duty Status is "National Guard".
DR5.35 VA Reserve Service
        DBR78 Victim Reserve Service is only required when Victim Duty Status is "Reserve".
DR5.36 VA Pay grade
        DBR79 VA Pay Grade is only required when VA Type is "Military".
DR5.37 VA is Volunteer?
DR5.38 VA Location Code
        DBR109 If a user manually enters a Location Code, it must be one of the Location Codes maintained in DSAID.
DR5.39 VA Location Name
DR5.40 VA Assigned Unit UIC
DR5.41 VA Assigned Unit Name
DR5.42 VA Phone Number
DR5.43 VA Cell Number
DR5.44 VA Background Check Performed
DR5.45 VA Background Check Date
        DBR140 VA Background Check Date is only required when VA Background Check Performed is "Yes".
DR5.46 Required VA Training Completed?
DR5.47 Required VA Training Completion Date
        DBR141 Required VA Training Completion Date is only required when Required VA Training Completed? is "Yes".
DR5.48 VA Annual/Refresher Training Completed?
DR5.49 VA Annual/Refresher Training Completion Date
        DBR142 VA Annual/Refresher Training Completion Date is only required when VA Annual/Refresher Training Completed? for each instance.
DR5.66 VA NG State Affiliation
        DBR93 VA NG State Affiliation is only required when SARC Duty Status is "National Guard".

UC15.3.1.6 The user selects to update the VA profile and status as appropriate.
Alternative Flow #2: Delete VA Profile.

UC15.3.1.7 The system prompts the user to enter VA information.
        SYS128 The system shall allow the user to enter updated and/or additional VA profile information.
                DR5.25 VA Status

DR5.27 VA Last Name
DR5.28 VA First Name
DR5.29 VA Middle Name
DR5.30 VA Gender
DR5.31 VA Type
DR5.32 VA Affiliation
       DBR75 If VA Type is "Military", Only Affiliations applicable are Service related.
       If VA Type is "DoD Civilian", all Affiliations are applicable.
       If VA Type is "DoD Contractor", Affiliation is not applicable.
DR5.33 VA Duty Status
       DBR76 VA Duty Status is only required when VA Type is "Military".
DR5.34 VA National Guard Service
       DBR77 VA National Guard Service is only required when VA Duty Status is "National Guard".
DR5.35 VA Reserve Service
       DBR78 Victim Reserve Service is only required when Victim Duty Status is "Reserve".
DR5.36 VA Pay grade
       DBR79 VA Pay Grade is only required when VA Type is "Military".
DR5.37 VA is Volunteer?
DR5.38 VA Location Code
       DBR109 If a user manually enters a Location Code, it must be one of the Location Codes maintained in DSAID.
DR5.40 VA Assigned Unit UIC
DR5.41 VA Assigned Unit Name
DR5.42 VA Phone Number
DR5.43 VA Cell Number
DR5.44 VA Background Check Performed
DR5.45 VA Background Check Date
       DBR140 VA Background Check Date is only required when VA Background Check Performed is "Yes".
DR5.46 Required VA Training Completed?
DR5.47 Required VA Training Completion Date
       DBR141 Required VA Training Completion Date is only required when Required VA Training Completed? is "Yes".
DR5.48 VA Annual/Refresher Training Completed?
DR5.49 VA Annual/Refresher Training Completion Date
       DBR142 VA Annual/Refresher Training Completion Date is only required when VA Annual/Refresher Training Completed? for each instance.
DR5.66 VA NG State Affiliation
       DBR93 VA NG State Affiliation is only required when SARC Duty Status is "National Guard".

SYS342 The system shall populate the VA Location Name based on the Location Code that is either manually entered or searched by the user.

> DR5.39 VA Location Name

SYS398 The system shall allow the user to enter more than one set of Annual/Refresher training information for each VA.

> DR5.48 VA Annual/Refresher Training Completed?
>
> DR5.49 VA Annual/Refresher Training Completion Date
>
> > DBR142 VA Annual/Refresher Training Completion Date is only required when VA Annual/Refresher Training Completed? for each instance.

BR74 If a user manually enters the VA Location Code, it must be one of the Location Codes maintained by DSAID.

> DR5.38 VA Location Code
>
> > DBR109 If a user manually enters a Location Code, it must be one of the Location Codes maintained in DSAID.

UC15.3.1.8 The user enters additional information to the VA profile.

UC15.3.1.9 The system validates the entry.

> SYS91 The system shall validate the VA information entered by the user.

UC15.3.1.10 If all the validation rules are met, then the system saves the VA information. Otherwise go to Step 7.

> SYS92 The system shall save the VA profile information.
>
> SYS336 The system shall capture the system date as "VA Status Date" when "VA Status" is initially set to "Active" or is updated.
>
> > DR5.25 VA Status
> >
> > DR5.26 VA Status Date

UC15.3.1.11 The use case ends.

6.2   Alternative Flow #2 - Delete VA Profile

UC15.3.2.1 The system prompts the user to confirm the deletion.

> SYS129 The system shall prompt the user to confirm the removal of a VA profile.

BR101 Only Service SAPR Program Manager and Service System Manager can remove an "Inactive" VA profile.

UC15.3.2.2 If the user confirms the deletion, the system deletes the VA profile from DSAID.

Otherwise, the VA profile is not deleted.

SYS130 The system shall allow the user to remove only "Inactive" VA profile from DSAID.

DR5.25 VA Status

SYS131 The system shall remove the inactive VA profile from DSAID upon user confirmation.

BR33 VA profile must be maintained for no less than five years as inactive status before a VA profile can be removed.

DR5.25 VA Status

UC15.3.2.3 The use case ends.

7   Exception Flows

7.1   Exception Flow #1 - No Matching VA Found

UC15.4.1.1 The system displays a message to the user indicating there is no VA that matches the search criteria.

SYS337 The system shall display a message indicating there is no matching VA found.

UC15.4.1.2 The use case ends.

8   Post Conditions

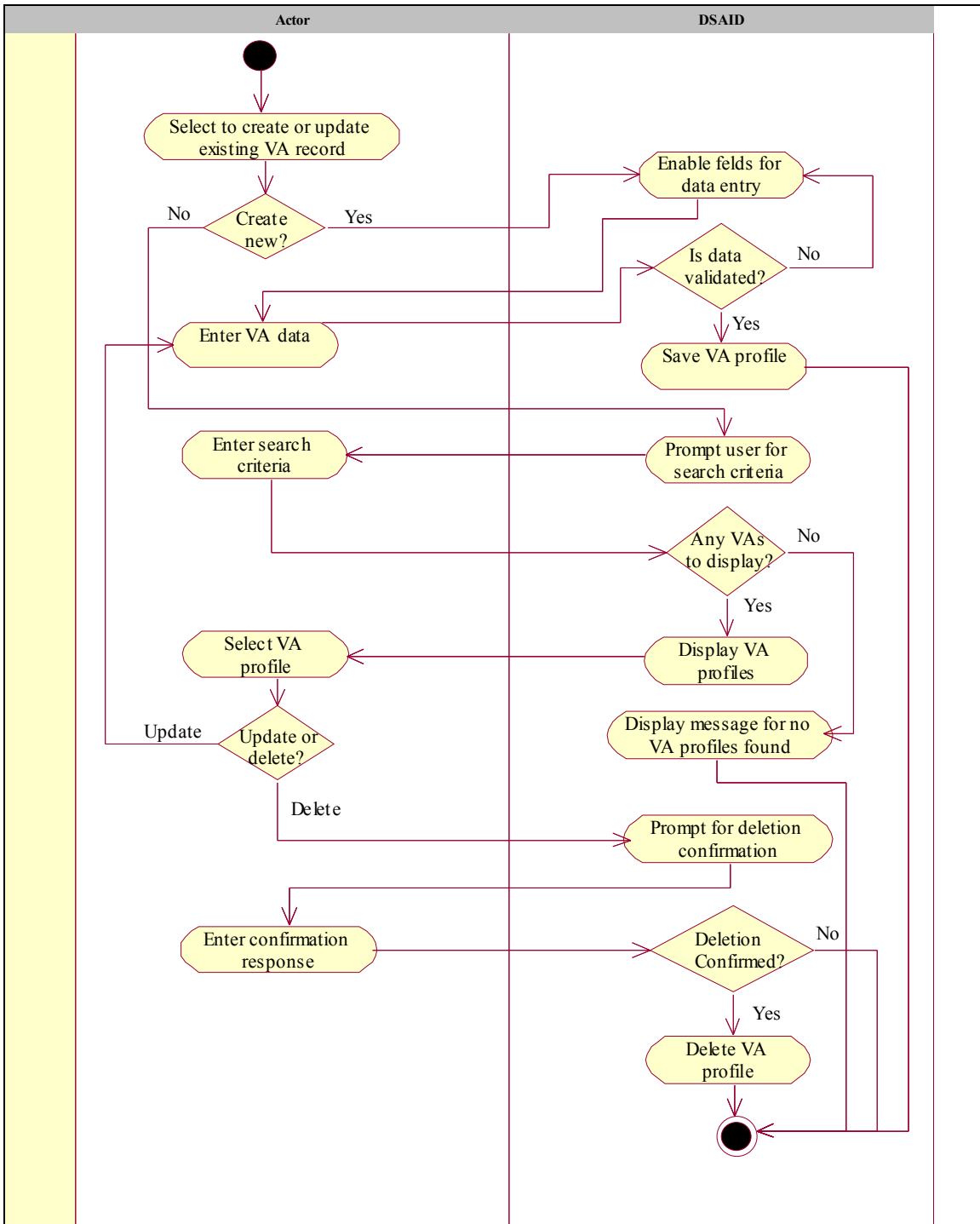UC15.5.1 The VA profile is created, updated, or deleted successfully.

9   Extension Points

UC15.6.1 Search Location Code Use Case

10   Special Requirements

N/A

11 Activity Diagram

12 References

REF7 DoD SAPR Data Collection & Reporting System Concept Design Report
REF14 DoDI 6495.02 Section E3.2.6

Ensure victim advocacy is available for victims of sexual assault.