



**OFFICE OF THE SECRETARY OF DEFENSE
SEXUAL ASSAULT PREVENTION
AND RESPONSE OFFICE**

Maintain Case Management Group Meeting Minutes

DSAID Use Case Specification

Version 1.6.3

Table of Contents

1	Description	3
2	Actors	3
3	Pre-Conditions	3
4	Triggers	3
5	Basic Flow – Select DSAID Case for Case Management Group Meeting	3
6	Alternative Flows	5
6.1	Alternative Flow #1 - Create DSAID Case Review Meeting Minutes	5
6.2	Alternative Flow #2 - Retrieve DSAID Case Review Meeting Minutes	8
6.3	Alternative Flow #3 - Update DSAID Case Review Meeting Minutes	9
7	Exception Flows	10
7.1	Exception Flow #1 - No Open DSAID Cases Available for Review	10
7.2	Exception Flow #2 - No DSAID Case Review Meeting Minutes	10
8	Post Conditions	10
9	Extension Points	10
10	Special Requirements	10
11	Activity Diagram	10
12	References	12

Maintain Case Management Group Meeting Minutes

1 Description

This use case describes how the assigned Sexual Assault Response Coordinator (SARC) captures and maintains the Case Management Group Meeting Minutes for a Defense Sexual Assault Incident Database (DSAID) victim incident. To prepare for the Case Management Group meeting, the assigned SARC can select cases that were under review by the Case Management Group from their last meeting minutes and also add new cases for discussion. The assigned SARC enters or modifies the meeting minutes for each DSAID victim incident that was discussed in the last Case Management Group meeting.

2 Actors

SARC

3 Pre-Conditions

UC18.1.1 SARC is logged into DSAID.

UC18.1.2 Victim Case Profile (DSAID case) is available in DSAID.

4 Triggers

N/A

5 Basic Flow – Select DSAID Case for Case Management Group Meeting

UC18.2.1 The use case begins when the user requests to select DSAID Victim Case Profiles for the Case Management Group meeting.

SYS259 The system shall provide the user the ability to select DSAID Victim Case Profile for the case review meeting.

BR50 Only the Assigned SARC(s) can view open restricted or unrestricted cases.

UC18.2.2 The system provides the user a list of all open DSAID cases for selection based on the reporting type.

Exception Flow 1: No Open DSAID Cases Available for Review.

SYS260 The system shall display to the user all "Open" and "Open with Limited Information" unrestricted DSAID case for selection.

DR1.1 Victim Last Name

DR1.2 Victim First Name

DR1.4 Victim Number (DSAID Control Number)

SYS324 The system shall display all "Open" restricted DSAID case for selection.

DR1.4 Victim Number (DSAID Control Number)

UC18.2.3 The user selects the cases for the Case Management Group meeting.

Alternative Flow #1: Create DSAID Case Management Group Meeting Minutes
SYS261 The system shall allow the user to select more than one DSAID case.

UC18.2.4 The user requests the system to generate a list of selected cases.

UC18.2.5 The system generates a separate list for “Unrestricted” and “Restricted” cases with required DSAID case information and if available, last meeting information and new referral information since last meeting date.

SYS266 The system shall generate a separate list for unrestricted Cases including Victim information and Last Meeting information.

DR1.1 Victim Last Name

DR1.2 Victim First Name

DR1.4 Victim Number (DSAID Control Number)

DR5.51 Meeting Date

SYS267 The system shall generate a separate list for restricted Cases with DSAID Control Number and last meeting information.

DR1.4 Victim Number (DSAID Control Number)

DR5.51 Meeting Date

UC18.2.6 The system provides the user an option to print the list.

SYS74 The system shall provide a prominent cautionary note "This document contains sensitive information regarding the Restricted Reporting process, and its user must comply with the procedures and guidelines established to effectively protect such information under the SAPR program and policies" on top of every page while printing any restricted case information.

SYS264 The system shall provide the user an option to print the unrestricted and restricted case list.

UC18.2.7 The system provides the user an option to print the selected cases individually in a separate page with required DSAID case information and if available, last meeting information and new referral information since last meeting date.

SYS74 The system shall provide a prominent cautionary note "This document contains sensitive information regarding the Restricted Reporting process, and its user must comply with the procedures and guidelines established to effectively protect such information under the SAPR program and policies" on top of every page while printing any restricted case information.

SYS262 The system shall print the selected unrestricted case(s) high level information in the list including Victim information, Last Meeting information and Referral Service information since the last meeting.

DR1.1 Victim Last Name

DR1.2 Victim First Name

DR1.4 Victim Number (DSAID Control Number)

DR1.69 Type of Referral Support

DR1.70 If Other, Explain (Type of Referral Support)

DBR34 If Other, Explain is only required when Type of Referral Support is "Other".

DR1.71 Referral Resource Type
DR1.72 Date of Referral
DR1.112 Referral Service Comment
DR5.51 Meeting Date
DR5.52 Meeting Attendance
DR5.53 Meeting Minutes

SYS265 The system shall print the selected restricted case(s) high level information in the list.

DR1.4 Victim Number (DSAID Control Number)
DR1.69 Type of Referral Support
DR1.70 If Other, Explain (Type of Referral Support)

DBR34 If Other, Explain is only required when Type of Referral Support is "Other".

DR1.71 Referral Resource Type
DR1.72 Date of Referral
DR1.112 Referral Service Comment
DR5.51 Meeting Date
DR5.52 Meeting Attendance
DR5.53 Meeting Minutes

UC18.2.8 The use case ends.

6 Alternative Flows

6.1 Alternative Flow #1 - Create DSAID Case Review Meeting Minutes

UC18.3.1.1 The user requests to create DSAID Case Management Group Meeting Minutes.

Alternative Flow #2: Retrieve Case Management Group Meeting Minutes

SYS268 The system shall allow the user to create DSAID Case Management Group Meeting Minutes only for open DSAID cases.

UC18.3.1.2 The system prompts the user to enter the meeting date of the Case Management Group Meeting and allows the user to select the cases for creating the individual case meeting minutes.

SYS260 The system shall display to the user all "Open" and "Open with Limited Information" unrestricted DSAID case for selection.

DR1.1 Victim Last Name
DR1.2 Victim First Name
DR1.4 Victim Number (DSAID Control Number)

SYS324 The system shall display all "Open" restricted DSAID case for selection.

DR1.4 Victim Number (DSAID Control Number)

SYS346 The system shall allow the user to enter the meeting date of the Case Management Group Meeting.

DR5.51 Meeting Date

UC18.3.1.3 The user enters the meeting date of the Case Management Group Meeting.

UC18.3.1.4 The system prompts the user to enter the meeting minutes information for each case.

SYS269 The system shall prompt the user to enter the meeting minutes information for each selected case.

DR5.52 Meeting Attendance

DR5.53 Meeting Minutes

SYS344 If a restricted case or unrestricted case is selected to enter the Case Management Group meeting minutes, the system shall provide a cautionary message indicating that the victim's personal identification information (PII) or any information pertinent to Health Insurance Portability and Accountability Act (HIPAA) must not be entered in the meeting minutes of that case.

UC18.3.1.5 The user enters the information for each selected case.

UC18.3.1.6 The system prompts the user to enter general business minutes discussed in the Case Management Group meeting.

SYS271 The system shall provide the user the ability to enter general business minutes separately for restricted and unrestricted Case Management Group meeting.

UC18.3.1.7 The user enters the general business minutes, if available, separately for "Restricted" and "Unrestricted" Case Management Group meetings.

UC18.3.1.8 The user requests the system to generate a separate consolidated Case Management Group Meeting Minutes for each meeting type. Each consolidated meeting minutes includes required information based on the reporting type of the case.

SYS273 The system shall provide the user ability to generate consolidated Case Management Group meeting minutes by reporting type.

SYS274 The consolidated Meeting Minutes for restricted cases shall include appropriate data elements for each case.

DR1.4 Victim Number (DSAID Control Number)

DR5.51 Meeting Date

DR5.52 Meeting Attendance

DR5.53 Meeting Minutes

SYS275 The consolidated Meeting Minutes for unrestricted cases shall include appropriate data elements for each case.

DR1.1 Victim Last Name

DR1.2 Victim First Name
DR1.4 Victim Number (DSAID Control Number)
DR5.51 Meeting Date
DR5.52 Meeting Attendance
DR5.53 Meeting Minutes
SYS325 The system shall include general business minutes for each consolidated meeting minutes, if available.

UC18.3.1.9 The system provides the user the option to save the individual case meeting minutes and the consolidated meeting minutes for “Restricted” and “Unrestricted” meeting as “Draft” or “Final”.

SYS277 The system shall provide the user the option to save the consolidated Case Management Group meeting minutes as "Draft" or "Final".

SYS347 The system shall provide the user the option to save the individual case(s) meeting minutes discussed in the Case Management Group meeting as "Draft" or "Final".

UC18.3.1.10 The user selects appropriate option to save the individual case meeting minutes and the consolidated meeting minutes for “Restricted” and “Unrestricted” meeting as “Draft” or “Final”.

SYS348 The system shall not allow the user to change the status of the consolidated meeting minutes to "Final," if there are any meeting minutes of the individual case(s) related to that consolidated meeting minutes that are in "Draft" status.

UC18.3.1.11 The system saves the individual case meeting minutes and the consolidated meeting minutes for “Restricted” and “Unrestricted” meeting in DSAID.

SYS284 The system shall save the consolidated meeting minutes separately for restricted and unrestricted meetings, including general business minutes and individual case meeting minutes.

DR5.50 Meeting Minutes ID

SYS288 The system shall save the meeting minutes for each case that was selected.

SYS349 The system shall update the selected individual case(s) meeting date with the Case Management Group meeting date in DSAID.

DR5.51 Meeting Date

UC18.3.1.12 The system provides an option to print the consolidated meeting minutes.

SYS74 The system shall provide a prominent cautionary note "This document contains sensitive information regarding the Restricted Reporting process, and its user must comply with the procedures and guidelines established to effectively

protect such information under the SAPR program and policies" on top of every page while printing any restricted case information.

SYS291 The system shall allow the user the option to print the consolidated meeting minutes.

UC18.3.1.13 The use case ends.

6.2 Alternative Flow #2 - Retrieve DSAID Case Review Meeting Minutes

UC18.3.2.1 The user selects to Retrieve DSAID Case Management Group Meeting Minutes.

SYS292 The system shall provide an ability for SARC to retrieve all available meeting minutes for the cases that are assigned to the SARC.

DR5.14 SARC Location Code

DBR108 If a user manually enters the Location Code, it must be one of the Location Codes maintained in DSAID.

There can be more than one Location Code associated with a Field Level SARC or a MAJCOM/Supervisory SARC.

UC18.3.2.2 The system displays the user a list of available consolidated meeting minutes based on SARC's assigned Location Code. The selection criteria include but not limited to:

Meeting Date

Status

Reporting Type

Exception Flow #2: No DSAID Case Management Group Meeting Minutes

SYS295 The system shall provide the user to search the consolidated meeting minutes by Meeting Date, Consolidated Meeting Minutes Status and Reporting Type.

DR1.32 Report Type

DR5.51 Meeting Date

SYS298 The system shall display all matching consolidated meeting minutes based on the selection criteria including Meeting Date, Consolidated Meeting Minutes Status, and Reporting Type.

UC18.3.2.3 The user selects a consolidated meeting minutes.

UC18.3.2.4 The system displays the selected consolidated meeting minutes with individual victim case meeting minutes.

Alternative Flow #3: Update DSAID Case Management Group Meeting Minutes

SYS299 The system shall display the list of individual victim case meeting minutes associated with the selected consolidated meeting minutes for

unrestricted cases, including Meeting Date, Individual Case Meeting Minutes Status, DSAID Control Number, Victim Last Name and Victim First Name.

DR1.1 Victim Last Name

DR1.2 Victim First Name

DR1.4 Victim Number (DSAID Control Number)

DR5.51 Meeting Date

SYS407 The system shall display the list of individual victim case meeting minutes associated with the selected consolidated meeting minutes for restricted cases, including Meeting Date, Individual Case Meeting Minutes Status and DSAID Control Number.

DR1.4 Victim Number (DSAID Control Number)

DR5.51 Meeting Date

UC18.3.2.5 The system provides an option to print the meeting minutes.

UC18.3.2.6 The use case ends.

6.3 Alternative Flow #3 - Update DSAID Case Review Meeting Minutes

UC18.3.3.1 The user selects to modify DSAID Case Management Group Meeting Minutes.

SYS305 The system shall allow the user to update DSAID Case Management Group meeting minutes.

UC18.3.3.2 If the consolidated meeting minutes is in "Draft" status. Follow Alternative Flow #1 step 2 to modify individual victim case meeting minutes and/or general business minutes of the meeting.

Otherwise, go to step 3.

SYS306 The system shall allow the user to update individual case review meeting minutes, only if those minutes are in "DRAFT" status.

SYS350 The system shall allow the user to update general business minutes, only if the consolidated meeting minutes is in "DRAFT" status.

UC18.3.3.3 The use case ends.

7 Exception Flows

7.1 Exception Flow #1 - No Open DSAID Cases Available for Review

UC18.4.1.1 The system displays a message to the user indicating there are no open DSAID cases available for review.

SYS307 The system shall display a message indicating that there is no open DSAID case available for review.

UC18.4.1.2 The use case ends.

7.2 Exception Flow #2 - No DSAID Case Review Meeting Minutes

UC18.4.2.1 The system displays a message to the user indicating there is no DSAID Case Management Group Meeting Minutes available for the user to view in DSAID.

SYS308 The system shall display a message indicating that there are no available DSAID Case Management Group meeting minutes.

UC18.4.2.2 The use case ends.

8 Post Conditions

UC18.5.1 DSAID case selection list for Case Management Group is created successfully.

UC18.5.2 The meeting minutes information for each case under discussion is saved successfully.

UC18.5.3 A separate consolidated list for "Restricted" and "Unrestricted" cases discussed in the review meeting are generated and saved in DSAID.

UC18.5.4 DSAID Case Management Group Meeting Minutes are retrieved and modified successfully.

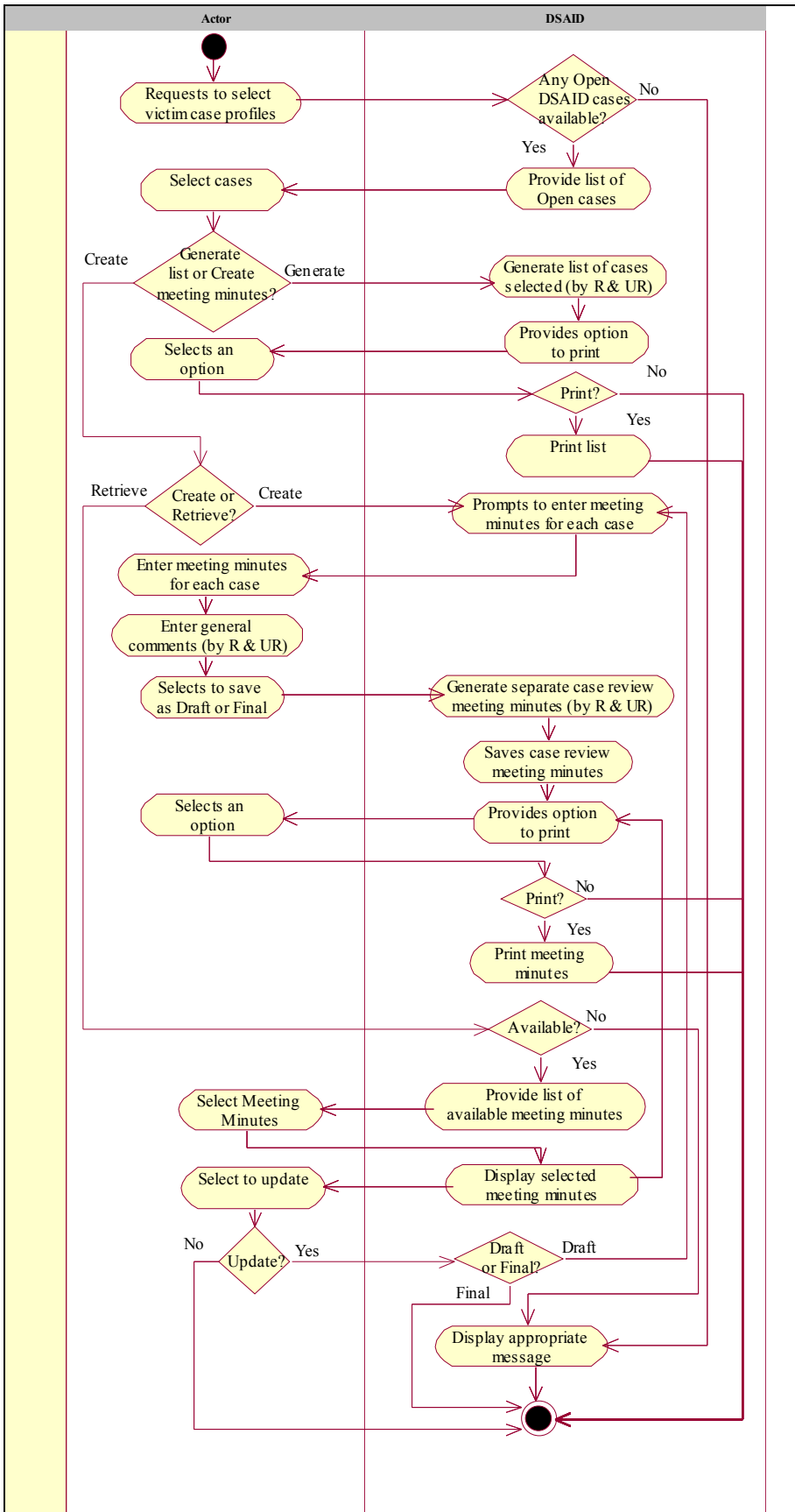
9 Extension Points

N/A

10 Special Requirements

N/A

11 Activity Diagram



12 References

REF7 DoD SAPR Data Collection & Reporting System Concept Design Report

REF13 DoDI 6495.02 Section E3.2.5.2.19

SARCs, provided that they are regularly appointed DoD military or civilian personnel, shall serve as chairperson of a multi-disciplinary case management group that meets monthly to review individual cases of unrestricted reports of sexual assault, unless this responsibility is otherwise delegated by the Military Service.