
Georgia Department of Behavioral Health & Developmental Disabilities

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**Georgia Department of Behavioral
Health & Developmental
Disabilities**

DUI Intervention Program (DUIIP) Project

**Software Requirements Specification
DUIIP MOPAS-DIPAS **Redesign** 2019**

DUIIP DBHDD Staff & Prospective Provider User Account Registration

REVISION HISTORY

Date	Version	Author	Description
02/11/2019	1.0	OIT	DUIIP
03/08/2019	1.01		
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04/08/2019	1.03x		

Definitions, Acronyms and Abbreviations	Description
DUIIP	DUI Intervention Program
TP	Treatment Provider
CE	Clinical Evaluator
CETP	Providers Combining both CE&TP
RO	Regulatory Officer
OIT	Office of Information Technology
DBHDD	Department of Behavioral Health and Developmental Disabilities
MOPAS	Public Website
DIPAS	Website Instance: [DBHDD Staff & Providers]
NPA	New Provider Application
Provider Number	UserID or CETP ID #
Facility ID Number	Facility ID #

Users/Roles	Description
System Administrator	Process Owner [Division Admin]
Clinical Evaluator	CE Provider
Treatment Provider	TP Provider
CETP	[CE and TP] Provider
Regulatory Officer	Director
Processor	Data Entry
ASO Auditors	Field Auditors
Manager	

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1 DOCUMENT OVERVIEW

1.1 Purpose

The purpose of DUIIP DBHDD Staff and Prospective Provider Account Registration initiative is to simplify the Registration and login process for DUIIP Application [MOPAS/DIPAS] users. In addition, it will also provide the capability for DBHDD Staff to login without going through the New provider Application [NPA] process.

This document includes details on required functionality of how the users will interact with the system and how the system will respond to that behavior.

1.2 Structure

Each requirement is assigned a priority of high, medium, or low. The definitions of these priorities are defined below.

Priority	Description
Low	Low indicates that this requirement would be nice to have if the resources and schedule can accommodate it.
Medium	A medium priority requirement is important functionality that would enhance the system. This functionality will need to be implemented at some point but can wait until a later phase if required.
High	A high priority requirement is functionality that is critical to the business needs and processes and the product is not acceptable unless this requirement is satisfied.

Table 1. Requirement Priority Descriptions

1.3 Intended Audience

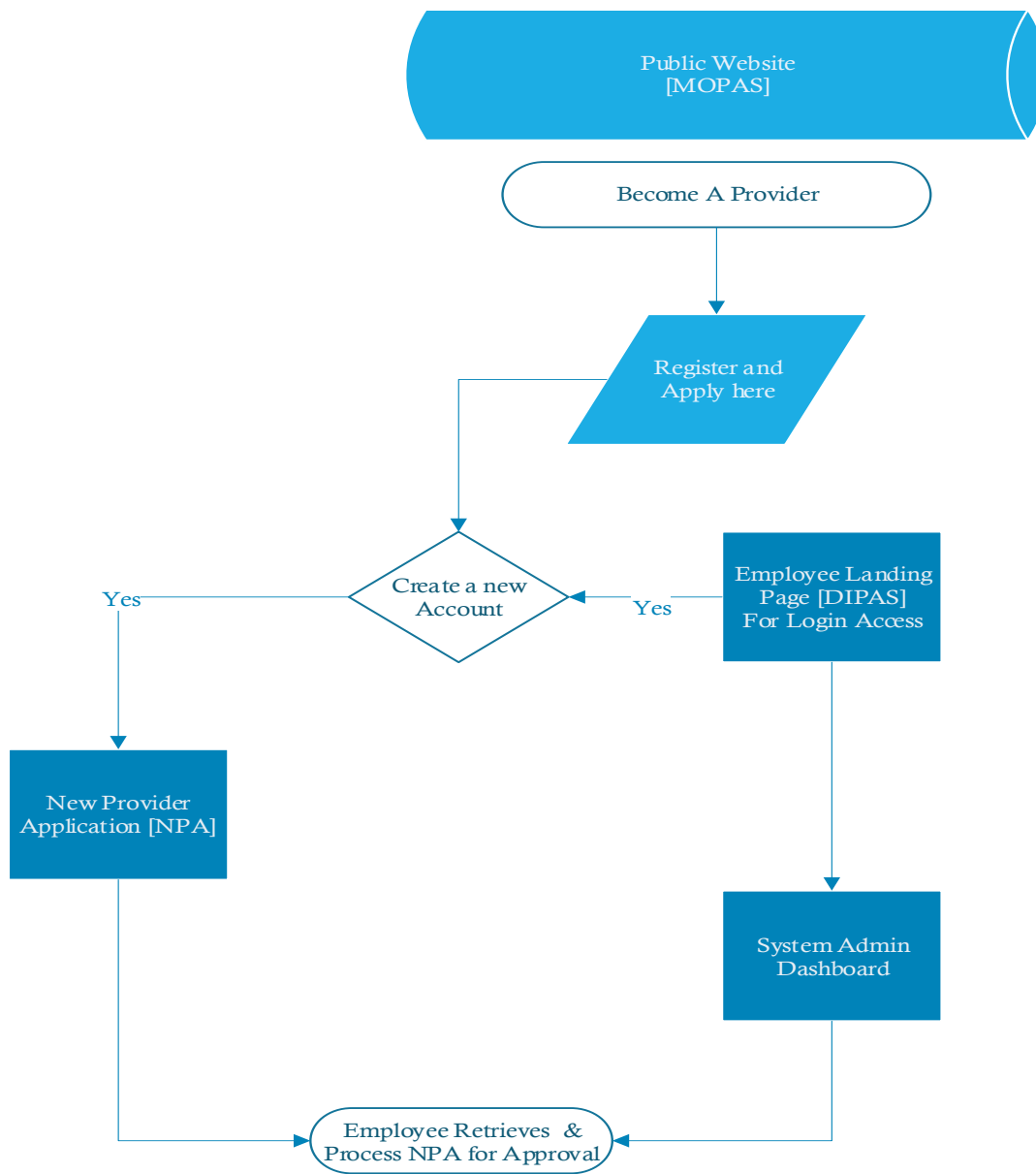
This document is intended for OIT developers to understand the use cases of: DUIIP Application DBHDD Staff and Prospective Provider User Account Registration Process.

2 APPLICATION FUNCTIONALITY

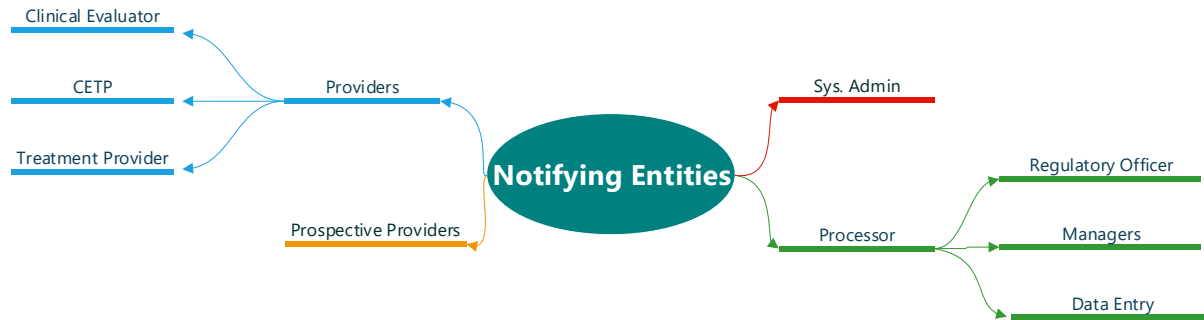
This section of the document details the system use cases and functional requirements.

2.1 Process Overview

The process flow is detailed below.



Notification Channel:



2.2 General Requirements

Listed below are general requirements for DUIP Application Registration Process and New Provider Application Portal set-up.

ID	Priority	Description
GEN-1	High	The system must allow for multiple, concurrent users. [1500+]
GEN-2	High	The system must enforce high performance and retrieve information quickly. [App<1 second] [Query<3 seconds]
GEN-3	High	All data fields collected in the application must be reportable.
GEN-4	High	The system must be intuitive for non-technical users.
GEN-5	High	Across all pages in the system, there must be links/ buttons for the user to complete the following: <ul style="list-style-type: none"> • Log-In • Logout • Return to home page • Access the Search page
GEN-6	Medium	Include Print functionality for all user [Providers & DBHDD Staff]
GEN-7	High	Across all modules in the system, there should be one-page branding to streamline quick access to pages and easy data retrieval e.g. “update provider/facility status”

3 Use Case #1: Prospective Provider User Registration

3.1 Users

All prospective providers having reviewed the Application process steps and requirements at <https://dipas.dbhdd.ga.gov/home.aspx> should be able to register in the application.

3.2 Requirements

See below: The Prospective Provider Account Registration and Profile Page

Fields marked with * are mandatory. Once Registered, please wait for the email validation notification:

Georgia's DUI Intervention Program
CETP Application (TRAINING WEBSITE)

DBHDD
Home Contact Us

Register Log in

Create a new account.

Fields marked with an * are mandatory fields and needs to be entered

*First Name	*Last Name	Middle Name		
*E-Mail ID	Telephone	DOB		
Address	City	County	Region	Zip
*Security Question	▼			
*Security Answer				

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3. Use Case Specification: Register [Create New Account]

Name	Prospective Provider Registration [H]	
Brief Description	Prospective Provider Register and create a new account	
Actor(s)	Prospective Provider [CE, TP, CETP]	
Flow of Events: MOPAS → Become a provider → Click here to Register → Create a new Account		
Basic Flow		
<p>This use case starts when a Prospective Provider navigates from DUIIP Public website [MOPAS] using “Become a Provider” button → “Register and Apply here” link to arrive at the Registration page and Create a new account.</p> <ol style="list-style-type: none"> 1. The System prompts the Prospective Provider to register and create a new account. 2. The Prospective Provider selects Register option. 3. The System prompts user for registration information, Username, password, email, security question etc. 4. The system highlights all required fields in asterisk and relevant verbiage is displayed 5. The user enters the required information and click Update Button 6. System verifies information and send e-mail validation notification 7. User verifies e-mail and returns to registration page to complete registration and submit. 8. The system admin. Is notified 9. Sys. Admin. login to the Application and search/select the new user and assign the role 10. Account is now created. 11. The system sends notification to the Prospective Provider with designated role and permission rights. The use case ends. 		
Alternate Flows		
Title	Description	
Cancel Registration	<ol style="list-style-type: none"> 1. The user selects the cancel option or X-out of the system 2. The system returns the user to the home page without the user being logged in and any information entered has been erased. 	
Invalid Information Entered	<ol style="list-style-type: none"> 1. User clicks submit after entering information 2. System displays information with appropriate message to correct invalid information. 3. User re-enters information. 	
Pre-Conditions		
Title	Description	
(website is up and running)	MOPAS [Public website]	

Post-Conditions: New Account successfully created	
Title	Description
Success	User entered successful information, receives notification to verify email followed by a confirmation with directions to log-in and apply on [DIPAS].
Failure	User is unable to register for one or more reasons and is returned to the home page as a Guest.

4 Use Case #2: Prospective Provider Log-In to DIPAS

2.2.1 Users [Providers] Requirements

All system users with valid credentials should be able to login to DUIIP DIPA See below for a screenshot of the login page.

Use Case Specification: Log-In

Name	Log In [H]
Brief Description	A Prospective Provider logs in to the System with valid credentials.
Actor(s)	Prospective Provider
Flow of Events:	Prospective Provider submits credentials->system validates-> Prospective Provider signed in

Basic Flow	
<p>This use case starts when a Prospective Provider is not logged in to the system and goes to the login page.</p> <p>However, the user has a maximum of 3-4 attempts after which accounts are locked. A pop-up message will display; "Please contact Sys. Admin." cetpsupport@dbhdd.ga.gov</p> <ol style="list-style-type: none"> 1. The System prompts the Prospective Provider for a username and password. 2. The Prospective Provider enters his/her username and password. 3. The system validates the entered username and password, making sure that the entered username is a valid username in the System, and that the required password is entered for the entered username. 4. The Prospective Provider is signed in and returned to the home page as a Logged in User. 5. The use case ends. 	
Alternate Flows	
Title	Description
User Fails Authentication	<p>If the Prospective Provider entered an invalid username and/or password, the following occurs:</p> <ol style="list-style-type: none"> 1. The system describes the reasons why the New Provider failed authentication. 2. The system presents the Prospective Provider with suggestions for changes necessary to allow the Prospective Provider to pass authentication. 3. The system prompts the Prospective Provider to re-enter the valid information. 4. The Basic Flow continues where the Prospective Provider enters new information (see step 2 of the Basic Flow).
Pre-Conditions: User must have a valid account	
Title	Description
User Forgot Passwd/Usnm	System provides link to reset password with security question option
Post-Conditions: The system displays the relevant home page	
Title	Description
Success	The prospective Provider is authenticated, and the system displays a home page based on the New Provider role. [CE, TP or CETP]
Failure	The Prospective Provider is unable to log in for one or more reasons.
Extension Points	
Use the system forgot password feature or contact CETP Support at cetpsupport@dbhdd.ga.gov	

5 Use Case #3: Provider Employee DIPAS Registration

Georgia's DUI Intervention Program
CETP Application (TRAINING WEBSITE)

DBHDD
Home Contact Us

Register Login

Create a new account.

Fields marked with an * are mandatory fields and needs to be entered

*First Name *Last Name Middle Name

Telephone [Home/Work] *E-Mail ID SSN# DOB

Address City County Region Zip

*Provider Name *Provider Number Provider Location

*User Name

*Password

*Confirm Password

*Email

*Security Question

*Security Answer

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4. Use Case Specification: Register [Create New Account]

Name	Provider Employee Registration [H]
Brief Description	Provider Employee Register and create a new account
Actor(s)	Provider Employee
Flow of Events:	DIPAS → Click here to Register → Create a new Account
Basic Flow	

This use case starts when a Provider Employee navigates to DUJIP DIPAS site and Create a new account.

1. The System prompts the Provider Employee to register and create a new account.
2. The Provider Employee selects Register option.
3. The System prompts user for registration information, Username, password, email, security question etc.
4. The system highlights all required fields in asterisk and relevant verbiage is displayed
5. The user enters the required information and click "Validate Button"
6. System verifies information and send e-mail validation notification
7. User verifies e-mail and returns to registration page to complete registration and submit.
8. The system admin. Is notified
9. Sys. Admin. login to the Application and search/select the new user and assign the role
10. Account is now created.
11. The system sends notification to the Prospective Provider with designated role and permission rights. The use case ends.

Alternate Flows

Title	Description
Cancel Registration	<ol style="list-style-type: none"> 3. The user selects the cancel option or X-out of the system 4. The system returns the user to the home page without the user being logged in and any information entered has been erased.
Invalid Information Entered	<ol style="list-style-type: none"> 4. User clicks submit after entering information 5. System displays information with appropriate message to correct invalid information. 6. User re-enters information.

Post-Conditions

Title	Description
(website is up and running)	DIPAS

Post-Conditions: New Account successfully created

Title	Description
Success	User entered successful information, receives notification and confirmation with directions to log-in on DIPAS.
Failure	User is unable to register for one or more reasons and is returned to the home page as a Guest.

6 #4: DBHDD Staff Account Creation:

Georgia's DUI Intervention Program
CETP Application (TRAINING WEBSITE)

DBHDD
Home Contact Us

Register Log in

Create a new account.

Fields marked with an * are mandatory fields and needs to be entered

*First Name *Last Name Middle Name

Position/Title *E-Mail ID Telephone DOB

Address City County Region Zip

*User Name

*Password

*Confirm Password

*Email

*Security Question

*Security Answer

VALIDATE Submit CANCEL

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Name	DBHDD Staff Creates a user account [H]
Brief Description	A new DBHDD user of the System creates an account
Actor(s)	DBHDD Staff strictly with [DBHDD email ID only]
Flow of Events	
Basic Flow	

This use case starts when a State Employee initiate a new user account with a DIPAS URL to be provided by the System Admin. <https://dipas.dbhdd.ga.gov/CETPUserAccounts/Register.aspx>

1. The System prompts the user to register and create a new account.
 1. The user selects Register option.
 2. The System prompts user for registration information, Username, password, email, phone number, security question etc.
 3. The user enters the required information and click “Validate Button”
 4. System verifies information and send e-mail validation notification
 5. User verifies e-mail and returns to registration page to complete registration and submit.
 6. The system admin. Is notified
 7. Sys. Admin. login to the Application and search/select the DBHDD Staff and assign the role
 8. Account is now created.
 9. The system sends notification to the new DBHDD staff with designated role and permission rights
 10. The use case ends.

Alternate Flows

Title	Description
Cancel Registration	<ol style="list-style-type: none"> 5. The DBHDD staff selects the cancel option or X-out of the system 6. The system returns the DBHDD staff to the home page without the DBHDD staff being logged in and any information entered has been erased.
Invalid Information Entered	<ol style="list-style-type: none"> 7. DBHDD staff clicks submit after entering information 8. System displays information with appropriate message to correct invalid information. 9. DBHDD staff re-enters information.

Pre-Conditions

Title	Description
(website is up and running)	DIPAS

Post-Conditions: New Account successfully created

Title	Description
Success	DBHDD staff entered successful information, receives notification to validate email followed by a confirmation with directions to log-in
Failure	DBHDD staff is unable to register for one or more reasons and is returned to the home page as a Guest.

Available User-Roles	Description
System Administrator	Process Owner [Division Admin]
Clinical Evaluator	CE Provider
Treatment Provider	TP Provider
CETP	[CE and TP] Provider
Regulatory Officer	Director
Processor	Data Entry
ASO Auditors	Field Auditors
Manager	
Provider Employee	

7 #5: Employee Log In [DBHDD Staff]

Employee Log-In


Home [Contact Us](#)

[Register](#) [Log in](#)

User name

Password

[Forgot Password / Need help?](#)



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Use Case Specification: Employee Log-In

Name	Employee Log In [H]
Brief Description	A DBHDD Staff logs in to the System with valid credentials.
Actor(s)	[DBHDD Staff]
Flow of Events:	Employee submits credentials->system validates-> Employee is signed in
Basic Flow	

This use case starts when an Employee is not logged in to the system and goes to the login page.

1. The System prompts the Employee for a username and password.
2. The Employee enters his/her username and password.
3. The system validates the entered username and password, making sure that the entered username is a valid username in the System, and that the required password is entered for the entered username.
4. The Employee is signed in and returned to the home page as a Logged in User.

The use case ends.

Alternate Flows

Title	Description
User Fails Authentication	<p>If the Employee entered an invalid username and/or password, the following occurs:</p> <ol style="list-style-type: none"> 6. The system describes the reasons why the Employee failed authentication. 5. The system presents the Employee with suggestions for changes necessary to allow the Employee to pass authentication. 6. The system prompts the Employee to re-enter the valid information. 7. The Basic Flow continues where the Employee enters new information (see step 2 of the Basic Flow).

Pre-Conditions: Employee must have a valid account login credential

Title	Description
(none)	

Post-Conditions: The system displays the relevant homepage

Title	Description
Success	The Employee is authenticated, and the system displays a home page based on the Employee role, user rights and permission level.
Failure	Employee is unable to initiate a new account for one or more reasons.

