

CYBER Version 1.36.0.0
Application for Financial Support toward Summer Camp Tuition
Release Notes

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1 Release Information

	Item	Description
A)	Initial Draft Date	March 14, 2016
B)	Revised/Final Date	March 31, 2016
C)	UAT Release Date	March 8, 2016
D)	Production Release Date	March 31, 2016
E)	Application	CYBER
F)	Version	1.36.0.0

2 Overview

This document provides the information related to the implementation of the 1.36.0.0 release.

3 References

Item	Description
CYBER Production URL	https://www.performcarenj.org/cyber/

4 New Features

CYBER Release 1.36.0.0 includes changes for Family Portal users, CSA users and CSOC users. The release will include new Applications for Financial Support toward Summer Camp Tuition and One-to-One Aide Services for Summer Camp. The release will also include functionality for the CSA and CSOC to review and approve the applications.

4.1 Family Portal

The following changes have been made to the Family Portal:

- There will be new Camp and One-to-One specific language under the DD Eligibility instructions located on the new My Portal tab.
- The Apply tab and Apply link on the Home screen have been renamed My Portal.
- The Go button has been replaced with an Add Child button.
 - The Add Child button will open the same Add Child screen that the old Go button opened.
- New interface on the My Portal screen for applications.
 - The Select Child drop down that was previously located above the Current Applications grid has been removed.
 - The Select Application drop down has been moved from above the Current Applications grid to a column in the Current Registered Children grid for each child added in the grid.
 - Users will be able to create the following Application types by making a selection in the Select Application drop down and clicking the Apply button to the right of the drop down:
 - Application for Developmental Disability Services
 - When the user selects Application for Developmental Disability Services from the Select Application drop down the current DD Eligibility Application will open.
 - Application for Financial Support toward Summer Camp Tuition
 - Application for One-to-One Aide Services for Summer Camp
 - When a user creates an Application for Financial Support toward Summer Camp Tuition or Application for One-to-One Aide Services for Summer Camp, each request added on the application will be displayed as a separate row in the Current Applications grid of the My Portal screen.
- The Help text on the Help screen of the Family Portal has been replaced with links that will open Help PDF documents.
- The Status Descriptions screen will have a new section for Camp and One-to-One Aide status descriptions.

4.2 Application for Financial Support toward Summer Camp Tuition

The following changes have been made to add the Application for Financial Support toward Summer Camp Tuition to the Family Portal:

- Portal users and CSA users will be able to create Applications for Financial Support toward Summer Camp Tuition in the Family Portal.
- The Application for Financial Support toward Summer Camp Tuition will have the following tabs:
 - Instructions/Child and Parent Info
 - Instructions (tab within the Instructions/Child and Parent Info tab)
 - Child and Parent Information (tab within the Instructions/Child and Parent Info tab)
 - Requests/Supporting Docs
 - Attestation and Submit
- Each tab will have the following buttons at the bottom of the screen. Clicking any of these buttons will save the application:
 - Find Errors and Save
 - Checks to see if there are any errors on the current tab. If there are errors the user will receive a list of missing fields and the fields will be highlighted red.
 - If there are errors the user can still continue to the next tab by clicking the Continue with Errors button
 - Continue
 - Checks to see if there are any errors on the current tab. If there are errors the user will receive a list of missing fields and the fields will be highlighted red.
 - If there are errors the user can still continue to the next tab by clicking the Continue with Errors button.
 - If there are no errors on the current tab clicking the Continue button will navigate the user to the next tab in the application.
 - Continue with Errors
 - This button will be disabled unless the user clicks the Find Errors and Save or Continue button and triggers a validation on the current tab.
 - Once the button is active, clicking the Continue with Errors button will allow the user to temporarily bypass any errors on the current tab and navigate to the next tab in the application.
 - Close
 - Clicking this button will close the application and bring the user back to the My Portal screen of the Family Portal.

- The Child and Parent Information tab will have the following sections:
 - Parent/Legal Guardian Information
 - This section will be entered by the user completing the Application for Financial Support toward Summer Camp.
 - All fields in this section are required.
 - Child Information
 - The Child Information section will pull the associated youth's information from CYBER.
 - These fields will be read only and not editable.
 - In addition to child information from CYBER there are required questions in the Child Information section.
 - If the youth is not DD Eligible in CYBER and the answer to the question "Do you have a DD Eligibility application pending?" is No, the user will not be able to submit the Application for Financial Support toward Summer Camp.

- The Request/Supporting Docs tab will have the following fields on it:
 - Current Camps grid
 - Multiline textbox

- Portal users will be able to create three separate Camp Requests on the Application for Financial Support toward Summer Camp Tuition.
 - To create a Camp Request the user will click the Add Camp Request button located above the Current Camps grid.
 - When the Camp Request opens it will have the following sections:
 - Camp Information
 - Captures the information of the Camp the youth is going to attend.
 - The Cam Name/ID field will be hooked to Provider Details in CYBER to allow users to select from the qualified list of Camp Providers.
 - When a Qualified Camp is selected the remaining fields in the Camp Information section will be filled in by the system and the fields will be read only.
 - Users will be able to manually enter the name of a Camp if they cannot find it in the list of qualified camps by clicking the Camp Name not found checkbox and manually entering the Camp Information.
 - When the checkbox is selected the Camp Name/ID field will become read only and the remaining fields will become active.

- At the bottom of the Camp Information section there is a question “Has the Camp indicated the child will need an advocate for One-to-One aide in order to participate in their camp program?”
 - If the user selects the Yes radio button and the associated youth does not already have an Application for One-to-One Aide Services for Summer Camp, when the Application for Financial Support toward Summer Camp Tuition is submitted for review the system will automatically open an Application for One-to-One Aide Services for Summer Camp for the user to complete.
- Camp Details
 - The Camp Details section captures the physical location of the camp the youth will be attending.
 - If the physical location of the camp is the same as the information captured in the Camp Information section the user can select the “Select this checkbox if the Physical Location of the Camp is the same as above” checkbox and the system will automatically fill in the Camp Details section and the fields will be read only.
 - If the user does not select this checkbox they will need to manually enter the Camp Details information.
 - Users will be able to select the dates their child will be attending camp.
 - To add Day Camp Dates the user will click the Day Camp grid and then click the Date box above the grid to open the Date Picker calendar.
 - Once the calendar is open users will be able to select up to 10 days for Day Camp.
 - Users will be able to select a range or dates or one date at a time.
 - Once the user clicks the Add button on the Date Picker the selected dates will populate in the Day Camp grid.
 - To add Overnight Camp dates the user will click the Overnight Camp grid and then click the Date box above the grid to open the Date Picker calendar.
 - Once the calendar is open users will be able to select up to 6 days for Overnight Camp.
 - Users will be able to select a range of dates or one date at a time.
 - Once the user clicks the Add button on the Date Picker the selected dates will populate in the Overnight Camp grid.

- Users will not be able to select more than the following combination of dates across all the Camp Requests:
 - 10 days / 0 overnight
 - 8 days / 1 overnight
 - 6 days / 2 overnight
 - 5 days / 3 overnight
 - 4 days / 3 overnight
 - 3 days / 4 overnight
 - 2 days / 4 overnight
 - 1 day / 5 overnight
 - 0 days / 6 overnight
- Supporting Documents
 - Users will be able to add supporting documents directly to the Camp Request.
 - The Supporting Documents section will have a Supporting Documents grid that will display all documents that are saved to the Camp Request once the request has been saved.
 - To add a document to the Camp Request the user can select the Type of Document from the Type of Document drop down and click the Upload button.
 - Once the user has selected a document to upload the selected document will be displayed below the Upload button until it has been saved to the Camp Request and added to the Supporting Documents grid.
 - Users will be able to indicate that they are going to mail in the selected document from the Type of Document drop down by clicking the Mail button.
 - Once the user has selected a document type and clicked mail a record will appear in the Supporting Documents grid indicating the user is going to mail in the selected document.
- The user will be able to add the Camp Request to the Application for Financial Support toward Summer Camp Tuition by clicking the Save button at the bottom of the Camp Request.
 - Once the user has saved the Camp Request the request will be display in the Current Camps grid.
 - Portal users will be able to edit or remove Camp Requests from the Current Camps grid only when the Camp Request is in the Application Started status.
- The user will be able to submit the Application for Financial Support toward Summer Camp Tuition for review by clicking the Submit button on the Attestation and Submit tab.
 - Users will need to enter their name and date and click the I Attest check box before they can submit.

- If there are any errors on the Application for Financial Support toward Summer Camp Tuition or subsequent Camp Requests the system will not allow the user to submit and will display a list of missing required fields to be completed.
- Once all of the required fields have been completed and the user clicks the Submit button on the Attestation and Submit tab the Application for Financial Support toward Summer Camp and its subsequent Camp Requests will be put in an Application Submitted status and will be submitted to the CSA for review.
 - A progress note will be automatically committed to the associated youths Facesheet in CYBER indicating an Application for Financial Support toward Summer Camp Tuition has been submitted.

4.3 Application for One-to-One Aide Services for Summer Camp

The following changes have been made to add the Application for One-to-One Aide Services for Summer Camp to the Family Portal:

- Portal users and CSA users will be able to create Applications for One-to-One Aide Services for Summer Camp in the Family Portal.
- The Application for One-to-One Aide Services for Summer Camp will have the following tabs:
 - Instructions/Child and Parent Info
 - Instructions (tab within the Instructions/Child and Parent Info tab)
 - Child and Parent Information (tab within the Instructions/Child and Parent Info tab)
 - Requests/Supporting Docs
 - Attestation and Submit
- Each tab will have the following buttons at the bottom of the screen. Clicking any of these buttons will save the application:
 - Find Errors and Save
 - Checks to see if there are any errors on the current tab. If there are errors the user will receive a list of missing fields and the fields will be highlighted red.
 - If there are errors the user can still continue to the next tab by clicking the Continue with Errors button
 - Continue
 - Checks to see if there are any errors on the current tab. If there are errors the user will receive a list of missing fields and the fields will be highlighted red.
 - If there are errors the user can still continue to the next tab by clicking the Continue with Errors button.

- If there are no errors on the current tab clicking the Continue button will navigate the user to the next tab in the application.
- Continue with Errors
 - This button will be disabled unless the user clicks the Find Errors and Save or Continue button and triggers a validation on the current tab.
 - Once the button is active, clicking the Continue with Errors button will allow the user to temporarily bypass any errors on the current tab and navigate to the next tab in the application.
- Close
 - Clicking this button will close the application and bring the user back to the My Portal screen of the Family Portal.
- The Child and Parent Information tab will have the following sections:
 - Parent/Legal Guardian Information
 - This section will be entered by the user completing the Application for Financial Support toward Summer Camp.
 - All fields in this section are required.
 - Child Information
 - The Child Information section will pull the associated youth's information from CYBER.
 - These fields will be read only and not editable.
 - In addition to child information from CYBER there are required questions in the Child Information section.
- The Request/Supporting Docs tab will have the following fields on it:
 - Current Providers grid
 - Multiline textbox
- Portal users will be able to create three separate One-to-One Aide Requests on the Application for Financial Support toward Summer Camp Tuition.
 - CSA users will not be limited as to how many requests they can add.
 - To create a One-to-One Aide Request the user will click the Add Camp One-to-One Aide button located above the Current Providers grid.
 - When the One-to-One Aide Request opens it will have the following sections:
 - One-to-One Aide Provider Information
 - Captures the information of the One-to-One Aide Provider the youth is working with.
 - The One-to-One Aide Provider Name/ID field will be hooked to Provider Details in CYBER to allow users to select from the qualified list of One-to-One Aide Providers.
 - When a Qualified One-to-One Aide Provider is selected the remaining fields in the One-to-One Aide Provider Information section will be filled in by the system and the fields will be read only.

- Users will be able to manually enter the name of a One-to-One Aide Provider if they cannot find it in the list of qualified camps by clicking the Provider Name not found checkbox and manually entering the One-to-One Aide Provider Information.
 - When the checkbox is selected the One-to-One Aide Provider Name/ID field will become read only and the remaining fields will become active.
- Summer Camp Name and One-to-One Aide Dates Requested at Camp (limited to a maximum of 10 days)
 - This section will capture the Camp Details of the Camp the youth will be attending.
 - Users will be able to associate a previously created Camp Request to a One-to-One Aide request.
 - Clicking on the box to associate a Camp Request will open the Select Camp Request screen where the user can select the appropriate Camp Request that is requiring One-to-One Aide Services.
 - If a Camp Request is associated to the One-to-One Aide Request the information in this section will be automatically entered from the associated request and will be read only.
 - Users will be able to select the dates their child will be attending camp.
 - To add Day Camp Dates the user will click the Date box above the grid to open the Date Picker calendar.
 - Once the calendar is open users will be able to select up to 10 days for Day Camp.
 - Users will be able to select a range or dates or one date at a time.
 - Once the user clicks the Add button on the Date Picker the selected dates will populate in the Day Camp grid.
 - If the dates the youth will need One-to-One Aide services are the same as the associated Camp Request they can click the Same as Camp button above the Date grid and the system will automatically add the dates from the associated Camp Request.
- Supporting Documents
 - Users will be able to add supporting documents directly to the One-to-One Aide Request.
 - The Supporting Documents section will have a Supporting Documents grid that will display all documents that are saved to the One-to-One Aide Request once the request has been saved.

- To add a document to the One-to-One Aide Request the user can select the Type of Document from the Type of Document drop down and click the Upload button.
 - Once the user has selected a document to upload the selected document will be displayed below the Upload button until it has been saved to the One-to-One Aide Request and added to the Supporting Documents grid.
- Users will be able to indicate that they are going to mail in the selected document from the Type of Document drop down by clicking the Mail button.
 - Once the user has selected a document type and clicked mail a record will appear in the Supporting Documents grid indicating the user is going to mail in the selected document.
- The user will be able to add the One-to-One Aide Request to the Application for One-to-One Aide Services for Summer Camp by clicking the Save button at the bottom of the One-to-One Aide Request.
 - Once the user has saved the One-to-One Aide Request the request will be display in the Current Providers grid.
 - Portal users will be able to edit or remove One-to-One Aide Requests from the Current Providers grid only when the One-to-One Aide Request is in the Application Started status.
- Users will be able to add a CABS Request to the Application for One-to-One Aide Services for Summer Camp.
 - Users will be able to add a CABS Request by clicking the Add CABS button above the Current Providers grid on the Request/Supporting Docs tab of the Application for One-to-One Aide Services for Summer Camp.
 - Users will be required to add a CABS in order to submit the Application for One-to-One Aide Services for Summer Camp.
 - Users will only be able to create on CABS Request per application.
 - If the user uploads a CABS in one of the One-to-One Aide Request the user will not be required to complete a CABS Request on the application.
 - The CABS Request will be the exact same CABS that is currently on the DD Eligibility application with the same validations.
 - CSA and CSOC users will not have any validation on the new CABS on the Application for One-to-One Aide Services for Summer Camp.
- The user will be able to submit the Application for One-to-One Aide Services for Summer Camp for review by clicking the Submit button on the Attestation and Submit tab.
 - Users will need to enter their name and date and click the I Attest check box before they can submit.
 - If there are any errors on the Application for One-to-One Aide Services for Summer Camp or subsequent One-to-One Aide Requests the system will

not allow the user to submit and will display a list of missing required fields to be completed.

- Once all of the required fields have been completed and the user clicks the Submit button on the Attestation and Submit tab the Application for One-to-One Aide Services for Summer Camp and its subsequent Camp Requests will be put in an Application Submitted status and will be submitted to the CSA for review.
 - A progress note will be automatically committed to the associated youths Facesheet in CYBER indicating an Application for One-to-One Aide Services for Summer Camp has been submitted.

4.4 CSA and CSOC Review Functionality

The following changes have been made to CYBER to allow for CSA/CSOC review of the Applications for Financial Support toward Summer Camp Tuition and One-to-One Aide Services for Summer Camp:

- There will be three new grids in the Forms screen of the CSA Welcome Page and the Forms grid of a youth's Facesheet.
 - Camp Requests, One-to-One Aide Requests, and CABS Requests
 - All columns in the grid will be sortable and filterable.
 - The grid will display all requests for the Applications for Financial Support towards Camp and One-to-One Aide Services.
 - Each request (Camp, One-to-One, and CABS) on either application will be displayed as a separate row in the Forms grid.
 - When the CSA/CSOC user clicks on the Application ID they will be brought to a CSA/CSOC view of the My Portal screen for the associated youth.
 - There the CSA/CSOC users will see all Camp/One-to-One/CABS request submitted for the youth.
 - They will be able to review the document by clicking the Edit button in the Current Applications grid.
 - They will be able to approve/not approve or put each Camp/One-to-One/CABS request into a Pending status independently by clicking the Edit button on the Requests tab of either application and selecting a status in the CSA Determination section.
 - Only CSA users will see this section of the Request.
 - When the CSA opens the CABS request there will be a checkbox on the Acknowledgement tab labeled Ready for Review.
 - When the CSA selects this checkbox it will flag the CABS as being ready to be reviewed by CSOC.
 - Once CSOC has reviewed the CABS the CSA will continue with the review process of the Application for One-to-One Aide Services.

- The CSA will be able to create an Application for Financial Support toward Camp Tuition or One-to-One Aide Services on the Forms grid of a youth's Facesheet.
- When a request for Camp or One-to-One Aide is put in a Pending or Not Approved status and the CSA submits the changes made to the Request a Progress Note will be automatically created for the Request and added to the associated youth's Facesheet.
 - The Progress Notes will pull in the Provider Name as well as the reasons selected for Pending or Not Approved and be automatically committed unless the reason Other has been selected.
 - If Other has been selected for either a Pending or Not Approved reason the automatically created Progress Note will be in draft form.
- When a request for Camp or One-to-One Aide is put in an Approved status and the CSA submits the changes made to the Request a 90 day Authorization will be automatically created for the approved request.
 - A Progress Note will be automatically committed onto the associated youth's record.

5 Defect Fixes

The following items were fixed and have been included in this release.

FogBugz #/ Work Order #	Description
FB 5921 WO 64171	Issue: User cannot access face sheet or find youth records in Historical Access if a future Open Date for the Tracking Element exists. Resolved: Users can still see the youth through Historical Access if a future dated Tracking Element for their Agency has been added to the youth's record.
FB 7539	Issue: Users can see AHH checklists created after the Tracking Element closed through Historical Access. Resolved: Users can now only see AHH checklists that were created prior to the Tracking Element End Date in accordance with historical Access functionality.
FB 19031	Issue: Face Sheet admissions tab has date fields formatted as YYYY/MM/DD which violates CYBER Standards. Resolved: The date fields have been reformatted to meet the CYBER Standards of MM/DD/YYYY.
FB 19128 WO 160219	Issue: The tab order is incorrect on the Youth/Child Search fields. When hitting Tab while in the First Name field has the focus, no subsequent field gains the focus. Additionally, when the Search button has the focus, hitting Tab causes the focus to shift to the Logout button instead of the Clear button.

FogBugz #/ Work Order #	Description
	Resolved: The Tab order now flows from left to right.
FB 19185	Issue: The CYBER ID column within the Recently Admitted Welcome page grid for FSS users very wide and takes up half of the space within the grid. Resolved: The CYBER ID column has been modified to be a normal size.
FB 19216	Issue: Auto routed Auths are displayed a Created User ID of CSAASMIN. Resolved: The Created User ID has been corrected to the name CSAADMIN.
FB 19217 WO 161418	Issue: Inactive FSS Providers are unable to reauthorize youth on their Census. Resolved: Inactive FSS Providers are able to reauth youth who have reauths remaining and are within the 30 days rule. The reauth is generated for the “new” agency and auth type is generated without the PPD auth type.
FB 19257	Issue: AHH Checklists are not appearing in the Youth Checklist grid on Save/Submit. Resolved: The AHH Checklists are now appearing on the Youth Checklist grid when they have been Saved or Submitted.
FB 19281	Issue: Double clicking Save and Close on an FSS Application creates duplicate records. Resolved: Clicking Save and Close on an FSS Application only creates on FSS Application record.
FB 19292	Issue: When the FSS Application is opened from the Provider’s FSS Link the Current CSOC Authorized Services grid under the Service Request tab is empty and “Access to youth/child denied” is displayed in the Auth# column. Resolved: The CSOC Authorized Services grid now displays all CSOC Auths for FSS users with access to the FSS Application.
FB 19356 WO 126396	Issue: Youth in Youth Link are being matched to programs that do not serve the child’s age. Resolved: The stored procedure has been corrected to match youth to programs that serve their age.
FB 19519 WO 164401	Issue: CMO INI-ISP is being auto routed for the auths Z5008 which are 32 days old. If the Auth Service code Z5008 is 32 days old the INI-ISP needs to be kicked out from the auto route. Resolved: If no CMO auth is not within 32 days of submission of the INI-ICP the plan is not auto routed for the Service Code Z5008.
FB 19900 WO 1669336	Issue: Youth on the FSS Link that are admitted to a program are showing on the Provider Queue for other providers.

FogBugz #/ Work Order #	Description
	Resolved: Referrals are now correctly falling off other providers Provider Queues when a youth has been changed to Scheduled status.
FB 19106	Enhancement: When a SAB user clicks the Your Caseload button the Face Sheet, Treatment Plan Assessments, Authorizations, and Forms buttons are disabled until the Your Caseload screen loads.
FB 19359 WO 163100	Enhancement: Substance use diagnosis codes are now listed with the medical and behavioral health diagnosis codes (ICD 10). The validation has been updated to recognize the SU codes as both Medical and Behavioral in the BHH Assessments.
FB 19207 WO 1581154 WO 158460 WO 160368	<p>Enhancement: Z5008; T2022HA still updating for a full 3 months regardless of the end date of the current authorization. For plans submitted in December the authorization should only update until 3/31/16 regardless of the current end date. However, for example, if the authorization ends on 1/31 the authorization is being created from 2/1-4/30.</p> <p>The request from the CSA is that the authorization would be created for the current month + 3 months. Nothing beyond that. Therefore, if there is an existing authorization that covers some of that period of time the auto-generated authorization should only cover the balance.</p>
FB 19549 FB 19234 WO 158456 WO 158460 WO 160368	<p>Enhancement:</p> <p>A. When a JCR OOH treatment plan type is approved by a CSA user, the system will check if a CMO/UCM agency had been authorized for “Z5008”, “T2022HA” or “H0046TJ” for that youth within the last 31 days.</p> <p>1. If a CMO/UCM agency had been authorized for “Z5008”, “T2022HA” or “H0046TJ” for that youth within the last 31 days, an authorization will automatically be created for them. The parameters for the authorization will be as follows.</p> <ul style="list-style-type: none"> a. Service Code <ul style="list-style-type: none"> i. “H0046TJ” (Behavioral Health Home) if there is an open BHH tracking element or if “H0046TJ” was requested and approved in the plan. ii. “Z5008” (standard care management) or “T2022HA” (DD-only care management) depending on which was last authorized for the youth if there is not an open BHH tracking element and “H0046TJ” was not requested and approved in the plan. b. Frequency <ul style="list-style-type: none"> i. “Once per Month”. c. Start Date <ul style="list-style-type: none"> i. The first day of the month following the End Date of the provider’s last authorization of that service code for that youth. d. End Date <ul style="list-style-type: none"> i. The last day of the third month following the month of the plan approval date. If the youth is already authorized for that period,

FogBugz #/ Work Order #	Description
	<p>the authorization will not be created.</p> <p>e. Requested Units i. 3.</p> <p>f. Approved Units i. 3.</p> <p>2. If the CMO/UCM agency had not been authorized for “Z5008”, “T2022HA” or “H0046TJ” for that youth within the last 31 days, the reviewer will receive a message informing them that the authorization for CMO was not automatically created and would need to be created manually.</p>
FB 18950	<p>Issue: When viewing a printed Annex A Addendum, the report viewer does not cover the height of the screen. There is a significant gap between the bottom of the report viewer and the bottom of the CYBER window.</p> <p>Resolved: The gap has been removed.</p>
FB 19246 WO 157326	<p>Issue: CSOC has requested that the Financial Information be included on the FSS Application print report.</p> <p>Resolved: The Financial Information has been added to the FSS Application print report.</p>
FB 19386	<p>Issue: If the youth doesn't have auths with Z5008(UCM), H0046TJ(BHH), T2022HA(DD) prior to submit the UCM 90days plan- While approving the plan - No message display to manually enter the Auth.</p> <p>Resolved: A message has been added that reads “An Authorization for Z5008 was not created. This must be created manually if appropriate. Previous authorizations not found in the last 31 days.”</p>

6 Change Log

Change Log	
D.1.0	Initial Draft created 3/14/2016
D.1.1	Added FB 18950 and FB 19246
D.1.2	Added FB 19386
V.1.0	Sent for sign-off