



Conversion Program Sp\_LoadConfirmedStaff

**Module**

**SubModule**

**Program ID**

Sp\_LoadConfirmedStaff

**Program Type**

Conversion Program

**Program Name**

Load Confirmed Staff into FACTS

**Program Description**

The purpose of this program is to load the staff data, as confirmed by SHDR and the counties, into the FACTS production database. This program is used for not only the initial load of all staff members as part of the “Up Front” conversion for Pilot but also the updating of staff data for not-yet-converted counties during Rollout #2, #3, and #4.

This data loaded into FACTS includes Staff demographics, certifications, position and organization structure, and security profiles.

**Associated Conversion Requirements**

Convert active staff into FACTS as active users of the application.

Convert staff data into FACTS.

Update staff data during conversion for Rollout #2, #3, and #4 for not-yet-converted counties.

**Frequency and Scheduling**

For each of the four phases of conversion and application rollout, this program runs according to the frequency and schedule specified by the Conversion Playbook.



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#### **Business Rules**

- 1 Having done the merge in the tmerge\_staff table, we will load all the WinnerStaff records from this table into FACTS and update the record with the new system generated id in the FactsStaffId column.
- 2 The purpose of this main program is to load the staff data, as confirmed by the SHDR and counties, in to the FACTS production database. This data loaded into FACTS includes Staff demographics, certifications, position and organization structure, and security profiles.
- 3 The Staff information is loaded from the source systems like ASSIST, ACWIS and FSS. Reports will be generated after that containing staff details and send to the State. State will then mark the active staff persons and those will then be loaded in to the FACTS.
- 4

#### **Conversion Data Element Matrix**

Please see the attached Excel Spreadsheet for the Conversion Data Element Matrix.

#### **Assumptions and Constraints**

#### **Stored Procedures and Triggers**

This program is itself a stored procedure.

#### **Errors and Alerts**

Error ID	Error Message Description
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#### **Conversion Verification Results**

#### **Other Notes**