

**Federal Motor Carrier Safety Administration (FMCSA)**

**URS State Readiness Review Meeting**

**Meeting Minutes**

Date of Meeting: November 16th, 2016, 3:30 – 4:30 PM

Call in: (866) 615-1886

Passcode: 405619

Meeting Address: [Meeting Room Link](https://connectdot.connectsolutions.com/fmcsa-urs)

Choose “ENTER AS A GUEST” and type in your first name, last name, and state

# **Agenda**

**Meeting Objective:** The purpose of this meeting was to track the progress of where the states are in terms of readiness for the Unified Registration System (URS) implementation on January 14, 2017.

The meeting’s agenda consisted of the following items:

1. Introductions
	1. If you’d like to add members to the meeting invite, please email contact information to Andrew.Milligan.Ctr@dot.gov
2. Review of open Action Items from the State Readiness Kick-Off Meeting
3. URS Update from the FMCSA Program Office (Jeff Loftus, State Readiness Team)
	1. Meeting Minutes and FAQ page posted to FMCSA’s website
4. URS Technical Update (La-Toya Lawton/ Josh Arzt, State Readiness Team)
	1. Deliverables/Milestones
		1. SAFER Testing in AWS CIE Environment – status update from states
	2. Baseline File Discussion – meeting logistics
	3. Connectivity changes for testing/accessibility to the AWS Cloud Testing Environment
5. Poll of States
	1. Readiness
		1. State Readiness Checklist
	2. Questions

# **Introduction**

Joel Hiatt, FMCSA, kicked off the meeting by providing an overview of the agenda and emphasized the importance of continuous collaboration among the state partners, the Federal Motor Carrier Safety Administration (FMCSA), and the development team(s)/contractors. Joel Hiatt acknowledged the new vehicle in which the weekly meetings will be held to allow for a more structured meeting forum given the quantity of folks that participate.

# **Review of the State Readiness Kick-Off Meeting Action Items**

Andrew Milligan walked through the action items and asked that the action item owners to provide updates to the actions that are assigned in their name:

* **Action Item:** Ray Henley/Leidos will reach out to Lynne Jones to provide her with the necessary password information so Lynne Jones and her team so they can perform their testing.
* **Disposition:** Andrew Milligan referenced an email that was sent earlier that day in which Leidos noted they passed the Amazon Web Service (AWS) Virtual Private Network (VPN) credentials to Lynne Jones and her team to utilize for testing. Ray Henley clarified that Lynne Jones was unable to receive this email due to email complications, but other members of her team have received the VPN passwords. This action item will remain open until Lynne Jones receives her VPN credentials.
* **Action Item:** A meeting will be scheduled with a subset of the state readiness group to review the baseline file process document that Tracy Brown, Wisconsin DOT, assembled and distributed to FMCSA.
* **Disposition:** The baseline implementation review meeting has been scheduled for Thursday, November 17th at 3:30. This action item can be closed.
* **Action Item:** Josh Arzt will follow-up with the Leidos development team as to why the Transaction File, specifically the T0031, has a revised nomenclature (e.g. an ISS value in lieu of a T0031 value) in the testing environment when accessing the web services than what is in the ICD.
* **Disposition:** Tracy brown provided further clarification that this has to do with the transaction ID when making a web service call. The ICD defines what the transaction IDs are for the T0031 and T0032 files, which are T0032v2 and T0031v4, but the transaction ID of the T0031 in the test environment is displaying an ISS value. Wisconsin DOT is hoping to get clarification as to which transaction ID is correct. La-Toya Lawton replied she will confirm with the development team what the actual transaction ID should be to determine if there is a discrepancy between the ICD and transaction ID in the test environment. Tracy Brown prefers the transaction ID to be what is reflected in the ICD. Also, the T0032v2 in the ICD would need to be changed in the T0032v2 in the test environment, because as of now, it is reflected as simply the T0032 in the test environment.
* **Action Item:** The states were requested to fill out the State Readiness Review Checklist, which is posted on the technical documents page of FMCSA’s Registration Website, and send to their local FMCSA representative, so FMCSA can get a gauge as to where the states are in the implementation process.
* **Disposition:** Jeff Loftus mentioned there are 38 CVIEWs out there, and most are to the point where they have made their client connections for the upcoming transition cutover that will happen on Thursday night, as well as made tweaks to the existing CVIEWs and they are waiting for the FMCSA side to do their part and provide the robust test data for states to do their testing. From a readiness standpoint, FMCSA made the observation that the states are primed and ready for test data to consume. Tracy Brown mentioned they are relying completely on the information to be available from the FTP server and the web service. With regards to the readiness checklist, Tracy Brown asked if other states indicated they are done with development (i.e. checked yes to line item number 5 of the checklist). Jeff Loftus noted they are not complete with development and he did not intend to give that impression. Tracy Brown replied it is good to clarify when looking at the January 14th date, and if states are not completed with development, that is a big jump from development to starting their testing because there are various types of testing that states do when they are actually in development (e.g. unit testing when development is complete to ensure the code works).

# **Review of the State Readiness Kick-Off Meeting Action Items**

* **Action Item:** The Leidos team will provide an answer to the states as to when they will be able to provide a more robust data set for the states to test with in the AWS CIE Project environment.
* **Disposition:** The Leidos team is actively working this item internally and meeting with their leadership to establish an approach to get this information to the states sooner rather than later. Leidos is close to finalizing that approach, and will follow-up via email to FMCSA’s state partners at the end of the week related to providing a more robust data set. Tracy Brown expressed concern because of the January 14th date looming, and that if Leidos cannot provide transaction files from their systems, then development may not be completed yet. Wisconsin DOT was under the impression that they were going to get a date today for receiving the new data. La-Toya Lawton replied they don’t have a date to communicate to the states at the meeting and apologized for not being able to provide that date. The challenges Leidos has to providing this robust data to the states is with regards with the data migration. The implementation of development is complete, but there are dependencies on the data migration effort that needs to occur within the enterprise database (EDB) in order to provide the states with robust sample test files to be able to test with. Tracy Brown mentioned that because they are getting so close to the drop-dead date for January 14th, they are unsure that this date can even be met, and now that it is mid-November and the IT team is still without a timeline as to when implementation tasks are to be completed. Tracy Brown continued by stating the conversion (i.e. data migration) can take a while to figure out, and once the development team creates the transaction file, the states still don’t have their baseline files or web services and they are extremely concerned about the January 14th date because they don’t believe they will have sufficient time to perform their testing. Jeff Loftus mentioned in addition to states, FMCSA has tens of thousands of industry users that consume the data, so they are aggressively pushing to get the data out for their partners and users to consume and perform their testing. Tracy Brown requested for firm and concrete dates as to if they don’t make it by this date, the January 14th deployment date will be postponed. Jeff Loftus replied they don’t have a date, but FMCSA would give ample notification to their state and industry partners that the January 14th date is unworkable, if it comes to that. Tracy Brown then asked what the date is that FMCSA would make that determination, to which Jeff Loftus replied it would be at least two weeks before the deployment date, which is the notice they gave for the cloud transition cutover. Tracy Brown mentioned 2 weeks would not be sufficient notice for Wisconsin DOT.
	+ **Action Item:** Jeff Loftus will provide a drop-dead date that FMCSA will provide their go/no-go decision as to the January 14th URS launch, which he will communicate to the state partners.

# **State Partners Q&A**

John Casteel asked if there was any update related to the T0031 subscription process that he brought to FMCSA’s attention last week. Jeff Loftus indicated they are having a meeting next week with the Volpe team supporting the CVISN program, as well as the Leidos team to get in the details of the subscription column, which is referenced in the SAFER ICD on page 75, albeit a cryptic message. Jon Casteel said there is a directory set up for T0031v3 for Nebraska and Maryland. If a user goes into the T0031v3 directory, they will see two sub directories underneath and a whole list of T0031 files. Nebraska receives the T0031 files from the subdirectories and all other states will grab them on the T0031v3 folder.

* **Action Item:** Jeff Loftus will arrange a meeting with the development teams and state partners to discuss the T0031 subscription directories to determine if they have been accounted for in the implementation process.

Manish Gohil asked for clarification on the difference between the CIE test environment and the URS environment, to which La-Toya Lawton replied by highlighting the two different ongoing efforts:

1. The cloud transition, which some states have their test environment configured to ensure that they will continue to function as they do today when the transition takes place, which is scheduled to take place over the weekend.
2. There is a separate test environment that contains the URS modifications, and is an environment the state’s test environment will need to connect to in order to begin testing these modifications. Once the cutover has been validated and deemed successful, there will only be a single test environment moving forward, and there will not be a distinction between single test environments for the URS functionality. La-Toya Lawton said there is a document that has been shared with the states that guide then on how to connect to the URS environment in order to assist folks to configure their environment correctly. Manish Gohil replied they are working with Roberto Hernandez to make that change on their end to the URS environment. Jeff Loftus said they are having trouble with their FTP connection, and their T files and UCR connection, and, as a result, they identified the appropriate folks on the cloud team to remediate their issue.

# **URS Update from FMCSA’s Registration Office**

Jeff Loftus provided a URS overview and noted they continue to test the URS front-end and requested for Ray Henley, the FMCSA test lead, to provide an update to the group. Ray Henley mentioned they have started release 2 UAT where they are at the phase of build 2 testing, and have resolution on the issues discovered from the initial phase of the release 2 testing. Jeff Loftus noted, from a resource standpoint, they have expanded the federal staff at FMCSA, and are trying to surge up as best they can by meeting daily on issues and roadblocks that are preventing the team from progressing forward. FMCSA stressed that themselves, and their contractors, are working as aggressive as possible to deliver a good product on that date.

# **URS Technical Update**

As for the technical update, La-Toya Lawton noted she does not have anything new to share outside of what was communicated earlier during the review of the action items. Michael Holloman stated the current formats in the XMLs are different than the ICD; meaning, the messaging of the data element name MCMIS\_CENSUS, has a colon in front of it, along with every other element contained in the ICD. La-Toya Lawton replied that is because they were manually generated that way, and they will not be generated in that format when they are generated in the system. Jeff Loftus inquired that since Mike Holloman’s team is supporting a number of states, if they need any additional information or documentation from FMCSA to get them to where they need to go. Mike Holloman replied that their biggest concern was successfully getting through the cloud transition. Mike Holloman asked if the files will still remain on the FTP\_CERT, which is where they pick up files today, just with the revised URS data. La-Toya Lawton confirmed that was correct. Michael Holloman replied that they plan to perform cumbersome testing next week and they represent 4 states that this will affect.

Allen Kaszubski stated that from the latest addendum upload that had the new schema changes from the T0031 and T0032, the T0032 had 2 grammatical issues. These were enumeration issues with regards to the operating authority type and operating authority status. When Wisconsin imported those XSDs in their CVIEW and processed the transaction, it failed. This was due to the fact that the enumerations were not formatted correctly, so Allen Kaszubski requested that Leidos format these correctly in the next release of the ICD and XSDs, as well as inquired as to when the next release of the documentation will be. La-Toya Lawton replied they are in the process of reviewing the feedback and taking that into account, but Leidos does not have a date as to when the next version of the documentation will be available.

* **Action Item:** Leidos will communicate a date before next week’s readiness meeting as to when the XSDs will be revised to correct the enumeration issues.
* **Action item:** The Leidos team will provide a date as to when the new SAFER web services will be made available in the AWS CIE testing environment for the states to begin testing.

# **Next Meeting and Logistics**:

The next state Readiness Review Meeting will occur on Wednesday, November 23rd, 2016 at 3:30 PM EST. Users will go through an operator to ask questions and can email questions in as well. The call-in information and details are provided below:

**Meeting Room URL:** [Meeting Room Link](https://connectdot.connectsolutions.com/fmcsa-urs)

**Choose “ENTER AS A GUEST” and**

**Type in your FIRST and LAST NAME and STATE (Ex. Jane Smith, WY).**

**Phone No.:** (866) 615-1886

**Passcode (11/2/16):** 405620

\*\*For audio (to participate in the discussion), call in by phone.\*\*

*Note: If the first virtual meeting room is full, log into the second room, located at:*

**2nd Meeting Room URL:** [Alternative Meeting Room Link](https://connectdot.connectsolutions.com/ntc-4)

Please forward your contact information for future email and meeting invitation distributions to Andrew Milligan at Andrew.Milligan.Ctr@dot.gov.

# **Action Items**

| **#** | **Action Item** | **Owner** | **Date Opened** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1 | La-Toya Lawton will follow-up with the Leidos development team internally to provide a date for when the SAFER web services will be made available | La-Toya Lawton | 10/19/2016 | 10/26/2016 | Closed |
| 2 | La-Toya Lawton will follow-up internally to determine if the folder names of the transaction files will be changing. | La-Toya Lawton | 10/19/2016 | 10/26/2016 | Closed |
| 3 | La-Toya Lawton will seek confirmation as to whether the non-production and production accounts for the FTP servers and connections will be changing. | La-Toya Lawton | 10/19/2016 | 10/26/2016 | Closed |
| 4 | Joel Hiatt will reach out to Lynne Jones to provide her with the necessary password information so Lynne Jones and her team so they can perform their testing | Joel Hiatt/ Jeff Loftus/ Ray Henley | 10/19/2016 | 10/26/2016 | Open |
| 5 | Jeff Loftus will forward the feedback received from Darin Parish, Southwest Texas, to the Leidos team to review and incorporate into the SAFER ICD and XSD documentation | Jeff Loftus | 10/26/2016 | 10/28/2016 | Closed |
| 6 | Tracy Brown will provide a write-up of the necessary steps involved for the states to receive and process baseline files to update their systems accordingly. This involves timelines for when the states would need test baseline files for the test systems to be properly tested prior to production | Tracy Brown | 10/26/2016 | 11/02/2016 | Closed |
| 7 | A meeting will be scheduled with a subset of the state readiness group to review the baseline file process document that Tracy Brown, Wisconsin DOT, assembled and distributed to FMCSA. | Jeff Loftus/ Joel Hiatt/ Andrew Milligan | 11/02/2016 | 11/16/2016 | Closed |
| 8 | Josh Arzt will follow-up with the Leidos development team as to why the Transaction File, specifically the T0031, has a revised nomenclature in the testing environment than what is in the ICD. | Josh Arzt | 11/02/2016 | 11/16/2016 | Open |
| 9 | The states were requested to fill out the State Readiness Review Checklist, which is posted on the technical documents page of FMCSA’s Registration Website, and send to their local FMCSA representative, so FMCSA can get a gauge as to where the states are in the implementation process | FMCSA’s State Partners | 11/02/2016 | 11/16/2016 | Open |
| 10 | The Leidos team will provide an answer to the states as to when they will be able to provide a more robust data set for the states to test with in the AWS CIE Project environment. | La-Toya Lawton | 11/09/2016 | 11/16/2016 | Open |
| 11 | La-Toya Lawton will provide a completion date as to when the XMLs in the new, revised formats will be made available to the states. | La-Toya Lawton | 11/09/2016 | 11/16/2016 | Open |
| 12 | Jeff Loftus will arrange a meeting with the development teams and state partners to discuss the T0031 subscription directories to determine if they have been accounted for in the implementation process. | Jeff Loftus | 11/16/2016 | 11/23/2016 | Open |
| 13 | Jeff Loftus will provide a drop-dead date that FMCSA will provide their go/no-go decision as to the January 14th URS launch, which he will communicate to the state partners. | Jeff Loftus | 11/16/2016 | 11/23/2016 | Open |
| 14 | Leidos will communicate a date before next week’s readiness meeting as to when the XSDs will be revised to correct the enumeration issues | La-Toya Lawton | 11/16/2016 | 11/23/2016 | Open |
| 15 | The Leidos team will provide a date as to when the new SAFER web services will be made available in the AWS CIE testing environment for the states to begin testing. | La-Toya Lawton | 11/16/2016 | 11/23/2016 | Open |