Minutes
CVISN Architecture Configuration Control Board
18 November 2004 meeting

Attendees:

Keith Kennedy (CT)	Jean Gilstrap (OK)	Gary DeRusha (Volpe)
Veron Kirkendall (DE)	Scott Greenawalt (OK)	Andrew Wilson (Volpe)
Joe Foster (MD)	Steve Trudell (NY)	Jingfei Wu (Volpe)
DJ Waddell (MD/APL)	Sharon Holland (UT)	Laura Cosentino (APL)
Dennis Hult (MT)	Susan Pauls (WI)	Nancy Magnusson (APL)
Cathy Beedle (NE)	RJ Weibly (ACS)	Beth Roberts (APL)
John Casteel (NE)	Bill Guiffre (CSI)	Sandy Salazar (APL)
Beth Hartley (NE)	P. Haridas (CSI)	Mary Stuart (APL)
Dave Vallis (NE)	Dan Coelho (Volpe)	

A meeting of the CVISN Architecture Configuration Control Board (ACCB) was held 18 November 2004. The list of CVISN Architecture Open Change Requests (CRs) for Discussion was distributed to the ACCB members via email. The Architecture and SAFER Change Requests reviewed at the meeting are attached to these minutes.

Action items assigned appear in the relevant section of the minutes. Comments or corrections to these minutes or the CRs should be sent to Beth Roberts (mailto:Onna.Roberts@jhuapl.edu).

Items that the ACCB recommends for submitting to FMCSA for approval are noted below the action item list. In the attached list of CRs discussed at the meeting, the "Description" section of each CR summarizes the discussion and reflects changes to the CR.

The next meeting will be held 16 December 2004 at **1:00 PM** EDT. (Note time change.)

General Topics
- From Jeff Secrist, MCRI Accomplishment Report, under System Development, Work in Progress: Established the FY '05 software development schedule for field systems software. The team will release updates to the roadside and investigation suites in December and July. We have moved to a twice per year release schedule for planned updates.
- The architecture Change Request page is up and running on the CVISN Web site - http://cvisn.fmcsa.dot.gov/index.html

CR Discussion

1. Volpe CR 110: Archive inactive records
   The issue of retaining inactive records in SAFER was reopened because Volpe thinks that inactive records are contributing to the duplicate record problems. Nebraska proposed that inactive vehicle records be retained for two years. After two years inactive vehicle records,

with the exception of out-of-service (OOS) carrier vehicles, would be deleted from SAFER. PRISM should not send out inactive records. A PRISM CR will be written by Volpe.

2. Architecture CR 2954 (SAFER CR 131): Mandatory Data Elements for T0022 and T0028. The use of IRP_Carrier_ID_Number and SAFETY_CARRIER was discussed. The IRP_CARRIER_ID_NUMBER indicates ownership and is the IRP applicant. However, list serv and meeting comments confirmed that not all states use this field, so it should remain optional. SAFETY_CARRIER (CVIS_DEFAULT_CARRIER) is the party responsible for safety, generally the operator. This field should be "conditional mandatory" because it is: optional for CVISN-only states, mandatory for e-screening, and mandatory for PRISM. Thus, no further changes were made to the T0022 Mandatory_Optional List, and CR 2954 is recommended for FMCSA approval.

3. Architecture CR 3013 (SAFER CR 139): Standardization of data values in XML input transactions.
Volpe is continuing their analysis of this problem and will report back. Approved for Volpe to work on standards. When complete, a draft of SAFER data requirements will be distributed to the stakeholders for review and discussion.

4. Architecture CR 3041 (SAFER CR 149): Business rule check in T0024
Volpe is continuing their analysis of this CR.

Action Items from ACCB Meeting 18 November 2004

1. New SAFER CR: Volpe will write a PRISM CR to change PRISM so that inactive records will not be sent to the states. Volpe will also analyze the use of the "reason" codes.

2. Architecture CR 2954 (SAFER CR 131): Mandatory Data Elements for T0022 and T0028

   Action Item: Volpe will post the presentation slides re IRP_CARRIER_ID_NUMBER and SAFETY_CARRIER to the CVISN System Architects list serv.

3. Architecture CR 3013 (SAFER CR 139): Standardization of data values in XML input transaction
Action Item: Volpe will report back on its continuing analysis. Volpe will continue working on a draft of SAFER data requirements

4. Architecture CR 3041 (SAFER CR 149): Business rule check in T0024.
Action Item: APL will post this CR to the CVISN System Architects list serv for comments.

5. SAFER CR 133: Allow SAFER to store one IRP VIN record per VIN for a given jurisdiction.
Action Item: Volpe will re-post to the CVISN System Architects list serv and will include the technical analysis that was distributed prior to the ACCB meeting.

6. SAFER CR 138: Recommend changing CVIS_DEFAULT_CARRIER into mandatory field with left side justification

Action Item: Volpe will clarify the CR to indicate that the states will be responsible for formatting the records without leading zeros or trailing blanks and will re-post to the CVISN System Architects list serv. Volpe and FMCSA will meet to decide when this will be implemented; states will provide feedback as to how much prior notice they will need.

7. Architecture CR 3039 (SAFER CR 144): Modify SAFER to accept New Entrant Code from MCMIS
   Action Item: APL will post the CR with the New Entrant Code attachment to the CVISN System Architects list serv for comments to see if the states want to receive this data.

8. Architecture CR 3040 (SAFER CR 152): Add carrier out-of-service data to the carrier snapshot.
   Action Item: APL will post the CR to the CVISN System Architects list serv for comments to see if the states want to receive this data.

Items that the ACCB Recommended for FMCSA Approval

1. Architecture CR 2954 (SAFER CR 131): Mandatory Data Elements for T0022 and T0028

2. Architecture CR 3013 (SAFER CR 139): Standardization of data values in XML input transaction

Items that the ACCB Disapproved

None.