

## **Process for FLAIR Enhancement Requests**

An Enhancement to FLAIR is identified by either DFS or agency staff. The next steps are based on the origination and purpose of the request.

### **Agency Requests for FLAIR Enhancements**

- 1) Agency completes the FLAIR Enhancement Request Form which includes a description of the request, data elements required, reports, samples, etc.
- 2) Agency electronically forwards the FLAIR Enhancement Request Form to the FLAIR Enhancement Sub-Committee Chair to record on the FLAIR Enhancement List.
- 3) The Sub-Committee chair will EMAIL a copy of the FLAIR Enhancement Request Form to all members of the Enhancement Sub-Committee and DFS staff. Questions generated as a result of the request should be sent to the Enhancement Sub-Committee Chair who will communicate back to the requesting agency. The Enhancement Sub-Committee Chair is responsible for emailing all questions and answers and any subsequent modifications to all enhancement subcommittee members and DFS staff prior to the next Enhancement Sub-Committee meeting.
- 4) The Sub-Committee chair is responsible for setting up FLAIR Enhancement Sub-Committee meetings to discuss enhancements. The Enhancement Sub-Committee will elect an agency to be responsible for the recording and distribution of the meeting minutes. The agency representative for each enhancement may further define the purpose and value of the enhancement during this meeting. The request may also be modified during this meeting, with the concurrence of the agency representative. The Sub-Committee also ensures there is sufficient documentation with the request or returns it to the agency for additional information. The Sub-Committee votes to:
  - a. Recommend acceptance of the enhancement request, with a priority status. The list of priorities consists of a letter and a number designation.
    - The letter may represent the classification of the enhancement:
      - A - Fix an Error
      - B - Modify Current Functionality or Data
      - C - Add New Functionality or Data
      - D - Remove Current Functionality or Data
    - The Number may represent the priority within a classification:
      - 1 - Highest Priority
      - 2 - Next Highest Priority
      - 3 - Next Lowest Priority
      - 4 - Lowest Priority
  - b. Recommend rejection of the enhancement request with justification; or,
  - c. Recommend the enhancement request be tabled pending further research.
- 5) The Sub-Committee Chair will provide the FLAIR User Group with subcommittee meeting minutes, the list of enhancements submitted by agencies and the recommendation of the Sub-Committee. The FLAIR User Group will review the enhancements and either concur with the recommendation or modify it.
- 6) Approved request(s) are electronically submitted to DFS – Division of Accounting & Auditing (Ella Hinson).