

# COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES, INSURANCE & AGING

## INFORMATION TECHNOLOGY PROCEDURE

Name Of Procedure: <b>Element Transfer Request Instructions</b>	Number: <b>PRO-EASS002</b>
Domain: <b>Application</b>	Category: <b>DHS Quality Assurance / Mainframe</b>
Date Issued: <b>11/01/2007</b>	Issued By: <b>DHS Bureau of Information Systems</b>
Date Revised: <b>9/30/2015</b>	

### General:

The Element Transfer Request (ETR) form **MUST** be completed and submitted with every mainframe package that is presented to System Implementation Review Board (SIRB) for approval prior to implementation.

The purpose of this document is to aide developers in completing the Element Transfer Request form.

### Procedure:

#### ITEM

1. Date

2. Requestor

3. Phone

4. Section

#### ACTION

Date (Month/Day/Year) the requestor submits the transfer request to the SIRB.

Name of the requestor seeking the transfer.

Office phone number of the requestor.

Section name of the requestor.

5. Type of Transfer

Scheduled

Scheduled, Expedited or Emergency.

Indicates the request is to be completed on a specific date or time period. The request **MUST** be submitted at least 8 calendar days prior to the requested transfer date/time but will be held (if necessary) and transferred as noted on the request.

**NOTE: Allow more lead time with larger transfer requests.**

Expedited

Indicates a TFS modification to the baseline, a Change in the existing timeline, or a business need as to why it is being implemented early.

Indicates the request is to be completed in less than 24 hours from the submission date/time or not within the 8 day lead time (excluding week-ends and holidays).

**NOTE: Allow more lead time with larger transfer requests.**

Emergency

Indicates a TFS defect, a latent production defect, critical bug fix, security breach, data fix, or a latent SDLC issue.

Indicates the request is to be completed in less than 24 hours from the submission date/time or not within the 8 day lead time (excluding week-ends and holidays).

6. Transfer Date

The date/time entered is to be the time desired to have the elements transferred and in place in the production environment ready and available for Operations to execute.

**Not Before** MM/DD/YY HH:MM AM/PM but **NO Later Than** MM/DD/YY HH:MM AM/PM.

Enter the from and through dates when the transfer may be done. The NOT BEFORE date/time is to be the first date/time when the program may be transferred. The NO LATER THAN date/time is the latest date/time the program may be transferred. The NOT BEFORE date/time may be left blank, which indicates that QA may implement the transfer any time between the time the package is submitted to the Change Board and the NO LATER THAN date/time.

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|---|---|
| 7. Supervisor Approval                        | Signature of the supervisor giving authorization to transfer the elements. A Senior Apps Developer may also give authorization. |
| 8. Approval Date                              | Date (Month/Day/Year) the authorized supervisor approved the request for transfer.  |
| 9. Expedited/Emergency Transfer Justification | The reason for urgency for the expedited or emergency transfer.   |
| 10. Expedited/Emergency Transfer Approval By  | Division Chief signature for approval for the expedited/emergency transfer.   |
| 11. Division Chief Approval Date              | Date (Month/Day/Year) the Division Chief approved the expedited/emergency transfer.   |
| 12. Special Instructions/ Comments            | Enter any special considerations and/or handling that may be required by QA or the Scheduling Unit                              |
| 13. Database Registration Required            | Enter "Yes" when database registration is required and "No" when database registration is NOT required.                         |
| 14. Database Packet Number                    | Enter the Database Packet Number from the Database Request form.  |

15. TFS Task#/Bundle# Enter the TFS Task number and the Bundle Number for the elements listed on the ETR.

16. Element Type Type of element to be transferred. Element Types are ECL, SYM (symbolic), ABS (absolute), OBJ (object module), REL (relocatable), ZOOM, etc.

17. Qualifier **For program files:** Enter the program file Qualifier where the program element is to be transferred from.  
**For web screens:** Enter the file qualifier where the screen is to be transferred from.

18. Filename **For program files:** Enter the program filename where the program element is to be transferred from.  
**For web screens:** Enter the program filename where the screen is to be transferred from.

**NOTE: Items 18 thru 20 may be left blank but a PRT,TL or TOCED must be submitted.**

19. Element Name Name of element which is to be transferred.

20. Element Version An identifier assigned to the program development or modification.

**NOTE:** The version number will be stripped off The element name during the transfer process. If the version name must remain with the element, it must be so noted in the Special Instruction/Comment section.

21. Element Creation Date/Time Date (MM/DD/YY) and time (HH:MM:SS) the element was created. This date and time **MUST** match the program listing.



**NOTE: Items 26 thru 37 are for use by QA staff ONLY.**

27. Revision # Enter the revision number for each element.  
For recompiles, enter RCOM. For standard ECL's, enter ECL.
28. ECL/Compile Verification The ETR data element information has been verified with the program listings. This includes element type, qualifier, filename, element name, version, element creation date/time, online Y/N, screen type, screen number, screen file and host to be transferred to.
29. BQA File Population Checklist item to indicate that the element transferred was copied to the PROD\*BQA-XXXX where (XXXX = ECL, SYM, ABS, REL, OBJ or PROC) software library, the date and time the element was verified.
30. ETR # Number assigned on the 'ETRREQ' (Element Transfer Request) screen that is sent to the Scheduling Unit to have the elements transferred to the production library.
31. Xfer By Name of individual in QA who completed the element transfer process.
32. Date Date (MM/DD/YY) the 'ETR' request was sent to the Scheduling Unit.
33. Time Time of day the 'ETR' request was sent to the Scheduling Unit
34. SIRB Approval This item to indicate the date presented at the SIRB or N/A for ECL's that do NOT require presentation

35. Verification in Production  
Date

The date the elements were verified in  
production

36. Verification in Production  
By

Initials of the QA staff who verified the  
elements have been verified in production

### Refresh Schedule:

All procedures and referenced documentation identified in this document will be subject to review and possible revision annually or upon request by the DHS Information Technology Standards Team.

### Procedure Revision Log:

Change Date	Version	Change Description	Author and Organization
11/01/2007	1.0	Initial Creation	Virjean Dauksha
12/10/2009	1.0	Reviewed	Virjean Dauksha
06/28/2010	1.0	Reviewed	Virjean Dauksha
01/28/2011	1.1	Reviewed	Virjean Dauksha
06/01/2011	2.0	Revised for electronic ETR	Virjean Dauksha
02/24/2014	2.1	Revised for TFS tracking and Removal of Mapper tracking	Cherla Brooks
11/05/2015	2.2	Changed DPW to DHS and updated fields that were changed on the form along with removing all of the section breaks	Virjean Dauksha