

GRC Software Use Case for OCHIN, Inc.

February 8, 2016

ID:	Use Case 004
Title:	GRC software used to track Compliance policy and procedure
Description:	GRC software that will track the creation date, implementation date, revision date, review date, and the owner of OCHIN compliance policies and procedures.
Primary Actor:	Compliance Team
Preconditions:	<ol style="list-style-type: none"> 1. OCHIN policies are contained within the GRC software. 2. Compliance Team member uses the GRC software to conduct and document annual reviews of OCHIN compliance policies and procedures. 3. GRC software sends out of date policy and procedure notices to the Compliance Team. 4. Compliance Team reviews the policy or procedure to determine if the documents are up-to-date. 5. Out-of-date policies and procedures are updated in the GRC software by the Compliance Team or the policy owner. 6. When out-of-date policies are compliance policies, but are owned by another department (e.g. the Visitor Policy), the GRC software sends a notice to the policy or procedure owner requesting that he or she update the document. The owner will continue to receive notices until the document is updated. 7. Updated policies are sent electronically to the CEO for electronic signatures. 8. Policies and procedure citations are linked with the regulatory citation tracking section of the GRC system. 9. When a user clicks on a policy reference list, the State or Federal law opens for review. 10. The GRC software provides data regarding the status of OCHIN policies and procedures in a graphical format.
Post conditions:	OCHIN policies are up to date with regulatory changes or other workflow changes. Changes that have been made are tracked, and previous versions of the policies are maintained.
Main Success Scenario:	<ol style="list-style-type: none"> 1. GRC system displays a list of OCHIN policies. 2. GRC software displays the OCHIN policy and procedures regulatory citation links. 3. GRC system displays a list of policies needing annual review and the policy owner. 4. GRC system displays a calendar of policies needing annual review and the date the review is due. 5. GRC system displays a list of policies that have been updated.

	6. GRC system provides a graphical representation of the status of OCHIN policies and procedures that have been reviewed and that are in need of annual review.
Extensions:	GRC system displays a message indicating that no policies are in need of review.
Frequency of Use:	Monthly
Status:	Currently, policies and procedures and their review dates are being tracked in Excel
Owner:	Compliance Team
Priority:	High