TIGERS PROCEDURES FOR STATE SCHEMA REVIEW

- States may submit schema sets for review at any time; no need to wait until TIGERS meetings. However, schemas must be submitted three weeks prior to a meeting to be discussed at the meeting.
- Schemas are to be emailed, in standard zip packaging, to statemef@rsimail.com. They will be posted on an unpublished web site for access by the review team. The state must include pdf images of the forms and schedules corresponding to the schemas, and at least one instance document of a filing, utilizing the schema set. States are encouraged to submit a preliminary schema set, with just a few forms and schedules, before the final submission of the completed schema set.
- TIGERS support staff, funded through FTA by the states, will perform the initial review and determine whether or not the state appears to be in compliance.
- The state schema set will then be reviewed by at least two members of the TIGERS review team, comprised of both state and industry participants.
- Here are the criteria for the review:
  - Compliance with TIGERS standards, including use of the Common schemas, naming conventions, and schema structure. This is mandatory.
  - Compliance with Tier One Best Practices, unless state can justify deviation for business reasons. These are practices that will make it easier for industry to support the state.
  - Compliance with Tier Two Best Practices to the extent feasible and reasonable within business requirements. These are practices that will make the schemas easier for the states to maintain and accommodate annual and legislative changes.
  - The team will not need to look at the schemas for every form and schedule to determine the level of compliance. States should indicate if there are any particular structures that they would like the team to review.
  - The review team will be looking for structure, format, and compliance with standards and Best Practices; they cannot evaluate whether the schema set meets the business needs of the state.
- A conference call will be scheduled with the state and the review team within three weeks of the submission of the state schemas. The review team will go over its findings with the state, and offer suggestions for improvement. If the schema set could not be approved, a follow up review is scheduled for a future date.
- The goal of state schema reviews at the TIGERS meetings will be to provide education to state and industry attendees. Highlights of schema sets that have been reviewed will be presented – both good practices that states can use as a model, and not so good practices to be avoided.

There is absolutely no intent to embarrass any state; TIGERS members work together to build the overall quality of the Fed/State program.

- Any state with a particularly difficult form or schedule may request the TIGERS co-Chairs to put it on the agenda for the upcoming meeting. The group as a whole will work on the form, and offer suggestions to the state as to how to approach the schema development.
- Once a state's schemas have been approved, they do not have to be reviewed again just because of new elements, forms, or schedules, as long as the state continues to follow TIGERS standards and best practices. The state, however, may request a new review if they have any questions or concerns about changes to the state's schema set.