Canada Disability Savings Program System

Industry Testing Guide

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Document Version History					
Version	Date	Description			
1.0	September 3 rd , 2008	Initial Version			
1.0	October 6 th , 2008	Final Version			
1.1	February 27 th , 2009	Added Requirements for ITS version 1.2 in Annex A, changed ViaSafe name to MSFT and changed mailing address.			
1.2	July 20 th , 2009	Modified Annex A to remove age requirements.			
2.0	November 23 rd , 2009	Added Requirements of ITS version 2.0 in Annex A.			
2.1	February 1 st , 2010	Added Requirements of ITS version 2.1.			
2.1	September 20 th , 2010	Added Transfer Requirements of ITS version 2.1.			
2.2	December 30 th , 2010	Added Requirements of ITS version 2.2.			
2.3	August 31 st , 2011	Added Requirements of ITS version 2.3.			
3.1	March 31 st , 2013	Added Requirements of ITS version 3.1.			
3.1	September 6 th , 2013	Updated department name and other minor changes.			

Version 3.1 - 2 -

Key Terms	Definitions
Agent	An organization to which the responsibilities as outlined in the Issuer Agreement have been conferred to. Employment and Social Development Canada (ESDC) requires a letter from the Issuer identifying who will act as their agent, as well as a letter from the agent accepting responsibility for the duties as outlined in the letter from the Issuer.
Authorized Agent	Organization conveying information electronically to the CDSP system and receiving Grant and Bond payments from the CDSP system. This organization must be the Issuer of the Registered Disability Savings Plan (RDSP) as approved by the Canada Revenue Agency (CRA), or an administrative agent for the RDSP Issuer.
Issuer	The organization ultimately responsible for the administration of the RDSP, Grant and Bond and, specifically, the organization that has secured approval for the RDSP Specimen Plan from Canada Revenue Agency (CRA).
Production run	Term used to describe the processing of the industry transactions by the Canada Disability Saving Program (CDSP) system, developed in support of the Registered Disability Savings Plan (RDSP), the Canada Disability Savings Grant (Grant) and the Canada Disability Savings Bond (Bond).
Protected	Safeguard of particularly sensitive information with high risk of injury to individuals, specific public or private interests. This information is marked 'protected' and is kept in secure areas.
Service provider	The organization assigned by the sender to provide support services for the administration of RDSPs.

Note to the Reader

Please review this document and contact us prior to undertaking Canada Disability Savings Program (CDSP) system Industry Testing.

Due to ongoing system implementations and processes, please be advised that testing requirements will be subject to changes.

This document is intended for Issuers, Agents, Senders and their Service Providers supplying electronic data files to the CDSP system relating to Industry Testing.

Comments and questions regarding this document may be addressed to:

Version 3.1 - 3 -

Employment and Social Development Canada Canada Education Savings ProgramMonitoring Team 140, Promenade du Portage, Phase IV, Mailstop: Bag 4 Gatineau, Quebec K1A 0J9

Telephone: 1-888-276-3632

E-mail: rdsp-reei.indtest@hrsdc-rhdcc.gc.ca

Version 3.1 - 4 -

Table of Contents

1	INTE	RODUCTION	6
	1.1 1.2 1.3 1.4 1.5	PURPOSE OF INDUSTRY TESTING SCOPE INDUSTRY TESTING SCHEDULE SERVICE LEVELS INDUSTRY TESTING SELF-ASSESSMENT QUESTIONNAIRE	6 6 6
2	IND	USTRY DATA AND TEST RESULTS	7
	2.1 2.2	CONFIDENTIALITY	
3	IND	USTRY TEST PROCESS	8
	3.1 3.2 3.3 3.3 3.3.2 3.4 3.5 3.6 3.7	SUBMITTING INDUSTRY TEST FILE(S) 1 Submission Requirements. 2 Secure Methods for Submitting Test Files. PROCESSING INDUSTRY TEST FILES RUNNING THE TEST. REPORTING RESULTS RECEIVING INDUSTRY TEST RESULTS FROM THE CDSP.	8 8 9 10 11 11
4	PAS	SING INDUSTRY TESTING	12
	4.1. 4.1.2 4.1.3 4.2	Volume Criteria	12 12 12
A	NNEX A	- CDSP SYSTEM INDUSTRY TESTING SUCCESS CRITERIA	14
Λ:	NNEV B	INFORMATION CATHERING OFFESTIONNAIDE	17

1 Introduction

This document has been prepared to outline guidelines and processes for Industry Testing of the CDSP system. It should be read in conjunction with the current version of the CDSP system Interface Transaction Standards (ITS).

1.1 Purpose of Industry Testing

Industry Testing is an ongoing mandatory activity to ensure a high data quality of the senders' data files in order to reduce the number of rejected transactions. In addition, it helps the financial organizations prepare their computer systems for reporting Registered Disability Savings Plan (RDSP), Grant & Bond transactions. It also serves as an informal point of contact for financial organizations on issues related to the CDSP system.

1.2 Scope

This document is limited to the Industry Testing process and includes criteria for satisfying the related requirements.

1.3 Industry Testing Schedule

Senders can schedule a testing timeframe with the Industry Testing Team at any time. Once the files have been sent, e-mail should be forwarded to the Industry Testing mailbox at **rdsp-reei.indtest@hrsdc-rhdcc.gc.ca** following the instructions in section 3.3.1.

1.4 Service Levels

Typically, results are returned within 3 working days (time between the latter of receipt of file or e-mail request received by the CESP and results being returned to the sender).

1.5 Industry Testing Self-Assessment Questionnaire

Once industry testing is completed, a self-assessment questionnaire is sent to the issuer. The self-assessment questionnaire replaces the on-site phase II testing. Although it is not a requirement to pass Industry Testing it is part of the process and must be completed within the prescribed time frame.

The purpose of this questionnaire is for CESP to obtain information to provide assurance that an issuer's systems-related processes function as required. This information may be used as part of future monitoring or compliance activities.

The questionnaire may be tailored based on the type of Industry Testing activity the issuer is undergoing.

Version 3.1 - 6 -

2 INDUSTRY DATA AND TEST RESULTS

2.1 Confidentiality

Test data provided by senders can contain live data including actual Social Insurance Number (SIN) information and financial information and is considered 'protected'. The data volume information, client information, etc. is competitive information and it is treated with confidentiality, as are test results. Any specific information about an issuer, agent or service provider will not be disclosed to any other Issuer, Agent or service provider.

When data files include production data such as Specimen Plans, they must be forwarded using secure methods only, as specified in section 3.3.2. Test files submitted in violation of this security requirement will not be tested by the Industry Testing Team under any circumstances.

2.2 Archiving of Industry Test Data

Industry input test data files, not test results or output files are archived for a 6 month period and may be reprocessed for multiple tests during this period upon request. Test files cannot be reprocessed under prior releases of the CDSP system or CDSP system ITS versions.

Version 3.1 - 7 -

3 INDUSTRY TEST PROCESS

3.1 Overview

Each participating sender is responsible for providing a file or set of files for testing. Service providers must submit separate files for each sender they represent.

Industry Testing will provide testing of filenames prefixed with 'CDSPT'. Results relating to files prefixed with a 'CDSPT' will be reported back to the sender in terms of number of transactions sent, processed, errors found, contracts registered and success rate per transaction type submitted for the test. This may include one file or multiple files. In the case of multiple files, a cumulative success rate will be provided.

3.2 Creating Industry Test File(s)

3.2.1 Recommendations for Testing

The creation of data files is an internal process to each sender.

Senders should gradually increase complexity, size of tests as success is achieved as follows:

- Start small with sample test records to validate against the current CDSP system ITS;
- Work from smaller to larger files in single production run;
- Submit files that simulate multiple production runs; and
- Once success is achieved, it is recommended that senders intentionally introduce errors in order to test their system's error handling capability.

3.3 Submitting Industry Test File(s)

3.3.1 Submission Requirements

The following information must be included in the e-mail forwarded to the Industry Testing e-mail address **rdsp-reei.indtest@hrsdc-rhdcc.gc.ca** at the time the data test files are submitted: Name of sender, issuer, agent; also provide name of service provider if one is used;

- Method of transmission (MSFT (see below), CD/ROM)
- Filename(s) being submitted for testing;

Version 3.1 - 8 -

- Name of the contact person and contact information for data and results:
- Identification of whether the file(s) contains live data or not. Please note that Specimen plans and Business Number (BN) provided by the CRA can only be used;
- CDSP system release number or version of the CDSP system ITS being used; and
- Any special instructions on how to process the files (e.g. special test cases such as simulation of multiple production runs).

3.3.2 Secure Methods for Submitting Test Files

Outlined below are the details regarding submitting files to the CESP in a secure manner:

3.3.2.1 Electronic Submission (MSFT)

Managed Secure File Transfer (MSFT) is the departmental approved internet connectivity solution software for transmitting files electronically. Files will be accepted only after the sender has successfully completed connectivity testing. Files sent through MSFT are not automatically queued up for testing; therefore, they must be followed by an e-mail to the CESP listing the information required with each submission (refer to section 3.3.1). The CESP will not test a file until the e-mail is received.

Files cannot be directly sent through email to the Industry Testing Team.

The following e-mail address must be used to notify of an electronic submission through MSFT with the information noted in 3.3.1:

rdsp-reei.indtest@hrsdc-rhdcc.gc.ca

3.3.2.2 Physical Media

Although MSFT is the preferred method of transferring files, the CESP will also accept testing files on compact disc (CD/ROM) (DOS/Windows). If transferred by CD/ROM, a bonded courier must be used in order to accept delivery. Currently, the only departmental approved compression software is WinZip. Files provided from senders that cannot be decompressed will be rejected.

NOTE: Please include the information listed in section 3.3.1 on the data medium label.

Send test files to:

Courier Address:

Employment and Social Development CanadaCanada Education Savings Program- Monitoring Team 140, Promenade du Portage, Phase IV Mailstop: Bag 4 Gatineau, Quebec K1A 0J9

3.4 Processing Industry Test Files

Each Industry test is processed against a non-populated database. The database schema is not populated in order to give the sender complete control over the data environment used to run the test. It is intended to assist the sender in interpreting industry test results. It should be noted that the sender is responsible for the creation and submission of a baseline file containing information related to contracts, holders and beneficiaries which will be loaded into the testing environment.

At this time, the Social Insurance Registry (SIR) and CRA Validation performed in Production are **NOT** conducted in Industry Testing. It is a simulated process whereby the beneficiary SIN data passes all SIR validation edits.

The Industry Testing environment is based on the current date. Therefore, future dated transactions will be rejected and the sender must advise the Industry Testing Team of the testing month in which the sender wishes to process the data files. This notification would also be included in the Special Instructions email (refer to section 3.3.1.).

3.5 Running the Test

The input file(s) will be loaded into the system one at a time until they have all been validated. Financial processing will be performed on all of the input files simultaneously unless otherwise specified by the sender. Files that are illegible or do not adhere to the confidentiality requirements will not be processed and senders will be advised accordingly.

For each simulated Production Run, the following output files will be generated. Please note that, if the data test file does not meet the submission and security requirements (refer to sections 2.1 and 3.3.1), an output file will not be generated.

- .err Error Report: error report for format and business rule errors on data within the transactions submitted.
- .pro Processing Report: transaction report for successful transactions.

Version 3.1 - 10 -

- .reg Contract Registration Report: registration report for registration of contracts. (Will not be generated if no registration changes).
- .sur SIN Usability Report: The CESP will verify its beneficiary and holder SIN information with the SIR on a monthly basis. (Will only be generated upon request).

Note: Please refer to the current version of the CDSP system ITS for a description of format and output files.

3.6 Reporting Results

Test results and transaction information will be returned to the sender using the same method as the test files were received. The filename of test results will be in the following format:

'CDSP' + T + Authorized Agent BN +Transactions Latest Month + Date Sent + File number

(Note: BN represents the business number, as defined in the CDSP system ITS).

3.7 Receiving Industry Test Results from the CDSP System

The RDSP output transaction files should be loaded into the sender's system to confirm the processed transactions and record grant amounts within their systems.

Version 3.1 - 11 -

4 Passing Industry Testing

A report (Transaction Processing Results) has been developed in the CDSP system that documents the success rate of Industry Testing files submitted by the senders. This report provides volume and quality success rates by transaction type. **Annex A** serves as a guide to a sender providing the minimum requirements needed in order to successfully complete industry testing.

4.1 Success Criteria

4.1.1 Approved specimen plans are used

For industry testing, only approved Specimen Plans (those used in the Production data files) will be accepted into the database; transactions that are processed against non-approved specimen plans will be rejected.

4.1.2 Volume Criteria

In order to be successful from an Industry Testing perspective, senders must submit a minimum of 510 transaction records. The maximum number of transaction records per file is 1,000. This requirement can be met with at least 7 files (See Annex A). The entire set of test file(s) must have at least 5 of each financial transaction types.

In the case where the reason for testing is required due to a merger or acquisition of Issuers, the same volume requirement is to be met. However, where the sender is submitting files for their own purposes, there will be no volume requirement.

Note: The transactional integrity of the sample file is the sender's responsibility. Non-adherence may unnecessarily cause a failure to satisfy Industry Testing requirements, thus delaying successful completion of industry testing.

4.1.3 Quality Criteria

In order to meet the quality criteria, the following must be met:

Quality of Functionality

The quality will be determined based on the ratio of successful transactions to processed transactions for each transaction type. Adherence to the current CDSP system ITS will be verified as outlined in the Industry Testing Success Criteria for CDSP system (Annex A).

Version 3.1 - 12 -

Quality of Data

The quality of data criteria will be assessed based on a minimum load success rate of 90% for each transaction type. The success rate is determined by taking the number of transactions loaded successfully divided by the number of transactions processed for each transaction type.

4.2 Re-testing Conditions

Re-testing will be required under the following circumstances:

- When a sender consistently sends transactions with unacceptable error rates, based on Industry Testing Success Criteria (Annex A). The sender may not be permitted to participate in monthly production runs until they demonstrate lower error rates in industry testing.
- Situations where a new software base is implemented such as when Issuers merge or amalgamate (new data from a different source) or when the sender is changing service provider. It should be noted that this type of testing requires the submission of data simulating business from the original sender prior to the merger or amalgamation of Issuers. With the release of a new version of the CDSP system ITS, each participating sender will have to retest to ensure conformance to the new specifications.
- When modifications are made to the sender's system after successfully completing industry testing.

Version 3.1 - 13 -

ANNEX A – CDSP System Industry Testing Success Criteria

Description	Record Type	Trans. Type	Description	Data Format Success Rate	Overall Success Rate	Volume of Transactions	Transaction Location
		01	Contract Information (No PCG)	95%	90%	15	File 1
Contract	101	02	Beneficiary Information	95%	90%	15	File 1
		03	Holder Information	95%	90%	15	File 1
			Note: The Issuer transaction number r Reg. information record.	nust be identical fo	r all components ('	01', '02' and '03') o	of the Contract
		01	Contract Information (With PCG SIN)	95%	90%	15	File 1
Contract	101	02	Beneficiary Information	95%	90%	15	File 1
		03	Holder Information	95%	90%	15	File 1
			Note: The Issuer transaction number r Reg. information record	nust be identical fo	r all components ('	01', '02' and '03') o	of the Contract
		01	Contract Information (With PCG BN)	95%	90%	15	File 1
Contract	101	02	Beneficiary Information	95%	90%	15	File 1
		03	Holder Information	95%	90%	15	File 1
			Note: The Issuer transaction number r Reg. information record	nust be identical fo	r all components ('	01', '02' and '03') o	of the Contract
		01	Contract Information (No PCG) with Transfer Indicator = 'Y'	95%	90%	5	File 2
Contract	101	02	Beneficiary Information	95%	90%	5	File 2
		03	Holder Information	95%	90%	5	File 2
			Note: Other Contract ID must exist				
	101	01	Contract Information (With PCG) with Transfer Indicator = 'Y'	95%	90%	5	File 2
Contract		02	Beneficiary Information	95%	90%	5	File 2
		03	Holder Information	95%	90%	5	File 2
			Note: Other Contract ID must exist				
		01	Contract Information (With PCG BN) with Transfer Indicator = 'Y'	95%	90%	5	File 2
Contract	101	02	Beneficiary Information	95%	90%	5	File 2
		03	Holder Information	95%	90%	5	File 2
			Note: Other Contract ID must exist				
Rename Contract	102	11	Rename Contract	95%	90%	5	File 2
Update Beneficiary	201	02	Update Beneficiary	95%	90%	5	File 2
Update Holder	201	03	Update Holder Information	95%	90%	5	File 2
Add Holder to a contract	201	13	Add Holder to a Contract	95%	90%	5	File 2
		01	Grant request (No PCG)	95%	90%	15	File 3
		01	Grant request Grant requested flag set to 'NO'	95%	90%	15	File 3
Financial	401	01	PCG SIN	95%	90%	15	File 3
Transactions		01	PCG BN	95%	90%	15	File 3
		05	Bond request (No PCG)	95%	90%	15	File 3
		05	PCG SIN	95%	90%	15	File 3
		05	PCG BN	95%	90%	15	File 3

Version 3.1 - 14 -

Description	Record Type	Trans. Type	Description	Data Format Success Rate	Overall Success Rate	Volume of Transactions	Transaction Location
			Correct a contribution amount	95%	90%	5	File 4
Contribution or			Correct PCG information	95%	90%	5	File 4
Grant Request Correction	401	02	Request grant on a contribution where grant was not requested	95%	90%	5	File 4
Remove Holder	201	23	Remove Holder	95%	90%	5	File 4
			Note: Remove a holder that was added	in file 2			
Add Consent	202	01	Beneficiary Consent Information	95%	90%	5	File 4
			Stop Bond payment request (PCG SIN)	95%	90%	5	File 4
Stop Bond	401	06	Stop Bond payment request (PCG BN)	95%	90%	5	File 4
			Stop Bond payment request (NO PCG)	95%	90%	5	File 4
Retirement			RRSP Rollover (PCG SIN)	95%	90%	5	File 4
Savings	401	08	RRSP Rollover (PCG BN)	95%	90%	5	File 4
Rollover			RRSP Rollover (NO PCG)	95%	90%	5	File 4
Education			RESP Rollover (PCG SIN)	95%	90%	5	File 4
Savings	401	30	RESP Rollover (PCG BN)	95%	90%	5	File 4
Rollover			RESP Rollover (NO PCG)	95%	90%	5	File 4
			Reason - 01 DAP	95%	90%	5	File 5
			Reason - 02 LDAP	95%	90%	5	File 5
			Reason - 03 Contract terminated	95%	90%	5	File 5
Repayment of	401	10	Reason - 04 Contract ceases to be registered	95%	90%	5	File 5
grant and/or Bond			Reason - 05 Beneficiary ceases to be DTC eligible	95%	90%	5	File 5
			Reason - 06 Death of beneficiary	95%	90%	5	File 5
			Reason - 07 Non entitlement (as per legislation)	95%	90%	5	File 5
			Reason - 08 Bond payment rectification	95%	90%	5	File 5
			Note: The repayment transaction can both	e used to either re	eport a repayment	or a termination a	djustment or
Disability Assistance Payment (DAP)	401	20	Disability Assistance Payment (DAP)	95%	90%	5	File 6
Lifetime Disability Assistance Payment (LDAP)	401	21	Lifetime Disability Assistance Payment (LDAP)	95%	90%	5	File 6
Episodic DTC Election	501	01	Record Type '501' must refer to the contract number and beneficiary named on the election.	95%	90%	5	File 6
SDSP Election	501	03	Record Type '501' must refer to the contract number and beneficiary named on the election.	95%	90%	5	File 6

Version 3.1 - 15 -

DAP Reversal	401	22	DAP Reversal	95%	90%	5	File 7
LDAP Reversal	401	23	LDAP Reversal	95%	90%	5	File 7
Reverse Repayment of Grant and/or Bond	401	11	Reverse Repayment of Grant and/or Bond	95%	90%	5	File 7
Retirement			RRSP Rollover Reversal(PCG SIN)	95%	90%	5	File 7
Savings Rollover	401	09	RRSP Rollover Reversal(PCG BN)	95%	90%	5	File 7
Reversal			RRSP Rollover Reversal(NO PCG)	95%	90%	5	File 7
Education			RESP Rollover Reversal(PCG SIN)	95%	90%	5	File 7
Savings Rollover	401	31	RESP Rollover Reversal(PCG BN)	95%	90%	5	File 7
Reversal			RESP Rollover Reversal(NO PCG)	95%	90%	5	File 7
Episodic DTC Election Reversal	501	02	Record Type '501' must refer to the contract number and beneficiary named on the election.	95%	90%	5	File 7
SDSP Election Reversal	501	04	Record Type '501' must refer to the contract number and beneficiary named on the election.	95%	90%	5	File 7
Close Contract	102	10	Close a Contract	95%	90%	5	File 7
Revoke Consent	202	02	Revoke Beneficiary Consent	95%	90%	5	File 7
Reporting	701	01	Monthly Reporting of FMV	95%	90%	5	File 7
Transactions	701	02	Reporting a Transfer –FMV, Earnings	95%	90%	5	File 7
Total						510	

Version 3.1 - 16 -

ANNEX B - Information Gathering Questionnaire

To be completed by the Issuer and returned to the monitoring team before Industry Testing commences.

1. Who will be the primary and/or secondary contacts during Industry

	resuing:
	Primary Contact Name: Title: Phone Number:
	Secondary Contact Name: Title: Phone Number:
	Priorie Number.
2.	Provide the Issuer BN and approved specimen plan(s) that will be used during Industry Testing
	Issuer BN: Approved Specimen plan(s):
3.	Did you receive the required documentation from the Enrollment team?
	Yes
	□ No
4.	Have your PKI Key and MSFT account been set up?
	Yes
	□ No
5.	When do you plan on beginning Industry Testing?
J.	
	Provide start date:

Version 3.1 - 17 -

6.	Are all transactions submitted in the production file created by the system?
	Yes
	□ No
	If no, please provide additional details:
7.	Will you be using an internally built system or are will you be using a service provider?
	☐ Internally built system
	Service provider:
8.	If using a service provider, please explain in detail their

8. If using a service provider, please explain in detail their responsibilities in regards to the processing, creation and submission of production files.

Version 3.1 - 18 -

Test files sent through MSFT are not automatically queued for Industry Testing; they must be followed by an e-mail to the CES Program. Industry Testing will not begin until a notification email has been received with the following information:

- Name of sender, issuer, authorized agent; also provide name of service provider if one is used;
- Method of transmission (MSFT, CD/ROM)
- Filename(s) being submitted for testing;
- Name of the contact person and contact information for data and results;
- Identification of whether the file(s) contains live data or not. Please note that Specimen plans and Business Number (BN) provided by the CRA can only be used;
- CDSP system release number or version of the CDSP system ITS being used; and
- Any special instructions on how to process the files (e.g. special test cases such as simulation of multiple production runs).

To notify the CESP of your test file submissions, the Industry Testing email address is: rdsp-reei.indtest@hrsdc-rhdcc.gc.ca

Version 3.1 - 19 -