

# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** County Assessors, County Auditors, and Vendors  
**FROM:** James A. Johnson, Director of Data Analysis  
**RE:** 50 IAC 26 Software Testing – Phase I  
**DATE:** January 30, 2018

The purpose of this memorandum is to inform county officials and vendors of the timeline established by the Department of Local Government Finance (“Department”) for property tax management system software certification under 50 IAC 26.

The certification process for property tax management systems will occur in three parts. In Phase I, the separate modules of the property tax management systems will be tested individually. In Phase II, the Department will test the integration of the different modules of the property tax management systems (e.g., CAMA to tax & billing integration) used at the local level. Phase III will include a local verification that a certified software system is installed in the county and that certain core functionality tested during Phase I and Phase II in a test environment also operates accordingly in a live environment. Like the previous testing cycle completed in 2015, the Department plans to administer each phase of testing and counties will not incur the costs from having to hire a third-party entity to conduct testing.

The timeline for testing is outlined in the table below:

Phase	Objective	Timeline
Phase I	Certification of individual modules of the property tax management system. The following modules are required to be certified: CAMA, Tax & Billing, Personal Property Assessment, Oil/Gas Assessment, and Sales Disclosure.	July 1, 2018 – April 30, 2019
Phase II	Certification of system integration across the individual modules of the property tax management system.	May 1, 2019 – October 31, 2019
Phase III	Certification of local county installations of property tax management systems.	November 1, 2019 – June 30, 2020

All property tax management system software vendors must have their systems tested and certified by the Department within the targeted timeline for Phase I and Phase II outlined above. Additionally, all counties must be Phase III certified, which ensures they have installed and are

operating a property tax management system deemed compliant via Phase I and Phase II testing. Per the requirements in 50 IAC 26-18, all three phases of testing must be completed by June 30, 2020.

Attached to this memo are the Department's drafts of the Phase I testing scenarios. Vendors and county officials are encouraged to provide feedback by February 13, 2018, regarding the Phase I testing scenarios. The Department will consider all feedback or suggestions and will issue guidance to any interested party on questions received on the Phase I testing scenarios. The Department will release answers to questions and will publish the final Phase I scenarios on March 1, 2018.

Unlike the previous round of Phase I testing, the Department will not be utilizing a Department-created data bundle for the upcoming round of testing. Instead, the software vendors are to use copies of actual databases from their respective counties to conduct testing. Please note that the software vendors will still be required to submit copies of their databases via the file formats prescribed in 50 IAC 26-20 at least two weeks in advance of their scheduled Phase I testing date.

If you have any questions regarding this information or would like to receive answers to the questions submitted on Phase I scenarios, please feel free to contact James Johnson at [jjohnson@dlgf.in.gov](mailto:jjohnson@dlgf.in.gov) or (317) 234-8274.