

DRAFT

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-55378

Impose CW MAP Reduction within the allotted
timeframe when Immunization Page is not
updated for children in the Assistance Unit is
under age 6

CalSAWS	DOCUMENT APPROVAL HISTORY	
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/13/2019	1.0	Initial Draft	T. Lazio
12/31/2019	1.1	Updated Overview, Sections 1.2, 1.3, 1.4, 2.1, 2.1.1 and 2.1.2. Removed recommendation for 'hard stop' to prevent users from EDBC when no immunization record exists due to migration impact.	T. Lazio
01/22/2020	1.2	Updated Overview, Sections 1.2, 1.3, 1.4, 2.1 and 2.2 Existing functionality for CW 2200 generation and due date will remain unchanged.	T. Lazio
01/30/2020	1.3	Updated Sections 1.3, 1.4 and 2.1. Added clarification for when 30/45 day penalty grace period is applied versus 45 day penalty grace period.	T. Lazio
03/23/2020	1.4	Added Section 2.3: Add CW 2209 Form Added Assumptions 10 and 11 in Section 1.4 Updated recommendations 1 and added recommendation 3 in Section 1.3 Updated penalty verbiage in Section 2.1.2.	J.Ng T.Lazio
04/08/2020	1.5	Per committee request, the following updates were made: Added recommendation 1 and updated recommendation 2 in Section 1.3.	T. Lazio

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
		Added Section 2.1	
		Updated Section 2.2.2	

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1 OVERVIEW

CalWORKs policy (EAS 40-105.4) requires that immunization verification is submitted by the participant when a child in the Assistance Unit is under age 6. A pending CalWORKs (CW) application can be approved pending verification of immunization records. However, if up-to-date records are not provided at the time the case is approved, a penalty is imposed 30 or 45 days after determination of eligibility with a timely Notice of Action.

This SCR will accommodate the need to impose the MAP reduction penalty within the allotted timeframe on CW cases without immunization record verification for children in the Assistance Unit (AU) who are under age 6.

1.1 Current Design

A pending CalWORKs application can be approved pending verification of immunization records.

CalSAWS displays a soft validation message when running EDBC informing users that "There is no ongoing immunization record for the following child(ren): (Name of Child)" when there exists a child under 6 years old in the case that does not have a immunization record for the benefit month.

If the immunization verification is still pending once 10 days have passed from the Request Date on the Verification Detail page, a MAP grant reduction is imposed at the beginning of the benefit month.

1.2 Requests

Per CalWORKs policy (EAS 40-105.4), verification of immunization is required for all children in the AU under the age of 6 by the CW participant within the established timeframe of 30 to 45 days. Therefore, CalSAWS must include functionality to automatically provide the required time for **parent/caretaker** applicants/participants to submit verifications after the case has been approved or reauthorized before 'FTP-Immunization' MAP reduction penalty is imposed.

1.3 Overview of Recommendations

1. Impose 'FTP-Immunization' MAP reduction penalty in the amount of the biological/adoptive parent(s) or caretaker relative exerting parental control that are receiving aid.
2. Impose 'FTP-Immunization' MAP reduction penalty within the established timeframe of 30 to 45 days while Immunization records remain pending.
3. Update trigger of the existing CalWORKs no school/ immunization verification NOA.

4. Add CW 2209- IMMUNIZATION GOOD CAUSE REQUEST FORM to the Template Repository for LRS/CalSAWS.

1.4 Assumptions

1. The existing soft validation for missing immunization detail record will remain unchanged.
2. User is responsible for adding/updating the immunization record for children in the CW AU under age 6.
3. The existing logic for the soft validation message for the missing immunization verification will remain unchanged.
4. CalWORKs applicants can be approved while verifications of immunization records are still pending.
5. User is responsible for generating the CW 2200 form when the immunization verification is pending.
6. The existing functionality which auto populates the due date and allows the user to edit the due date on the immunization verification record will remain unchanged.
7. An EDBC will lift MAP reduction and restore aid once verification has been received or the child turns six years old. In the case where verification has been received, the MAP grant amount will be increased the first of the benefit month following the month in which verification is received. In the case of child turning six years old, the MAP grant amount will be increased the first of the child's birth month.
8. In C-IV, immunizations will continue to be a manual process and the functionality defined in this SCR will be adopted as part of migration.
9. No changes to the initial period definition will be made with this SCR. SCR CA-207227 will improve the accuracy of the initial period definition logic by accounting for ICT data.
10. Listings of CW cases with children in the Assistance Unit (AU) under age 6 without immunization record verification where there are two parents living in the home and only one parent has role of 'MMO' with role reason of "FTP Immunization will be provided with SCRs CA-214541 and CIV-106750.

11. There will be no changes to the monthly EDBC sweep jobs that run at 10 day cutoff which look at the immunization verifications (i.e. job numbers JB00E161M and JB00E169M) and lift immunization penalty when the child turns 6 (i.e. job number JB00E162M).
12. Logic to generate NOA Reason for Missing school verification will not be changed. (Logic to generate missing immunization verification is updated in Section 2.3).

2 RECOMMENDATIONS

2.1 Update EDBC Rules to Impose MAP Grant Reduction on Biological/ Adoptive Parent(s) or Caretaker Relative

2.1.1 Overview

Update CW EDBC to impose 'FTP-Immunization' MAP reduction penalty in the amount of the following program participants:

- a. Parent(s) of the child under the age of 6 in the AU with 'pending' immunization record
- b. Caretaker relative with parental control over the child under the age of 6 in the AU with 'pending' immunization record.

2.1.2 Description of Changes

Update CW EDBC logic to impose the role of 'MMO' with the role reason of 'FTP-Immunization' for any the following active participants aided on the case:

- (1) Parent participant(s) with a relationship type of 'Parent (Biological/ Adoptive)' to the MEM participant(s) under the age of 6 in the AU with a 'pending' immunization record.
- (2) Caretaker participant with a relationship type NOT 'Parent(Biological/ Adoptive)' that 'Has Parental Control' over the MEM participant(s) under the age of 6 in the AU with a 'pending' immunization record.

2.1.3 Programs Impacted

CW

2.1.4 Performance Impacts

N/A

2.2 Update EDBC Rules for Timeframe for Imposing MAP Grant Reduction

2.2.1 Overview

Update CW EDBC to levy MAP benefit reductions if immunization record is still pending and verification has not been received within the allotted times for:

- a. Intake or Mid-Period Addition of the child under the age of 6 to the CalWORKs program
- b. Redetermination of CalWORKs program for the child under the age of 6:

2.2.2 Description of Changes

Update CW EDBC logic to impose the 'FTP-Immunization' MAP reduction penalty for active participants identified in Section 2.1.2 for the following timeframes if the verification for the Immunization detail page record remains 'pending' for child in the AU under the age of 6:

- a. Intake or Mid-Period Addition of the child under the age of 6 to the CalWORKs program:

- i. The 'FTP-Immunization' penalty will be imposed with '10 day notice' from the end of the grace period (i.e. no penalty is imposed). The grace period can be 30 or 45 days from the EDBC Run Date or Immunization Verification Request Date, whichever is later. If the child under the age of 6 has Medi-Cal in the prior month, it is 45 days else 30 days.

NOTE: The child will fall under item (a) if the child is considered a mid-period applicant or their activation date was the same as the program activation date for the CW program and the benefit month processed is within the initial period.

- b. Redetermination of CalWORKs program for the child under the age of 6:
 - i. The 'FTP-Immunization' penalty will be imposed with '10 day notice' from the end of the grace period (i.e. no penalty is imposed). The grace period will be 45 days from the EDBC Run Date of the past redetermination or Immunization Verification Request Date, whichever is later.

NOTE: A child that does not qualify under item (a) and is considered period required (i.e. their initial activation date on or before the data month for the redetermination period) will fall under item (b). Take the following examples for a CW redetermination period January – December 2020:

1. A child who was initially activated in November 2019 would be period required for the benefit months January -December 2020 and fall under item (b) above.
2. A child activated in December 2019 would be considered a mid-period addition for the benefit months January -December 2020 and fall under item (a) above.

2.2.3 Programs Impacted

CW

2.2.4 Performance Impacts

N/A

2.3 Update CalWORKs No School/Immunization Verification NOA Reason

2.3.1 Overview

This effort is updating the trigger of the existing CalWORKs no school/immunization verification Reason Fragment.

Reason Fragment Name and ID:

CW_CH_MISSING_SCHOOL_IMMUNZTN_VERIF_A994_EN.xdp 7331

Current NOA Template: M40-181E (11/2014) CHANGE: SAWS REVERIFICATION-
IMMUNIZATIONS/SCHOOL ATTENDANCE

Current Program(s): CalWORKs

Current Action Type: Change

Currently Repeatable: Yes

Includes NA Back 9: Yes

Existing Languages:

English, Armenian, Cambodian, Chinese, Korean , Russian, Spanish, Tagalog, Vietnamese

2.3.2 Update CalWORKs NOA Generation

Update the NOA logic to generate the reason fragment for immunization when below conditions are met:

1. The Parent/caretaker participant has parental control over a child under 6
2. The AU has 'MMO' role with the role reason of 'FTP-Immunization'

2.4 Correspondence: Add the CW 2209 Form

2.4.1 Overview

The CW 2209- IMMUNIZATION GOOD CAUSE REQUEST FORM will be added to the Template Repository for LRS/CalSAWS.

State Form: CW 2209- IMMUNIZATION GOOD CAUSE REQUEST FORM (12/14)

Programs: CW

Attached Forms: N/A

Forms Category- LRS/CalSAWS: Form

Languages:

English and Spanish (Both languages are available in C-IV)

2.4.2 Description of Change

Create and add CW 2209- IMMUNIZATION GOOD CAUSE REQUEST FORM (12/14) in LRS/CalSAWS to template repository.

2.4.2.1 Create CW 2209 Form XDP

Create XDP for CW 2209 Form in English and Spanish.

Form Header: N/A, This Form will only be available to print locally.

Form Title: IMMUNIZATION GOOD CAUSE REQUEST FORM

Form Number: CW 2209 (12/14)

Include NA Back 9: No.

Form Mockups/Examples: See Supporting Documents #2 & #3

2.4.2.2 Add Form Variable Population for CW 2209

Form Body Variables:

Variable Name	Population	Formatting	Editable	Template Repository Population
Case Name	Populates the Case Name. For Example, "John Doe"	Arial Font 10	Yes	No
Case Number	Populates the Case Number. For Example, "809337372"	Arial Font 10	Yes	No
Name of Participant	Populates the Person Name based on the Document Parameters Person ID. For Example, "John Doe"	Arial Font 10	Yes	No
Name of Participant's children	Populates children of Person Name based on the Document Parameters Person ID. For Example, "Jane Doe"	Arial Font 10	Yes	No

Variables Requiring Translations: N/A

2.4.2.3 Add Form Control

The CW 2209 Form needs to be returned but have no due date. The form is triggered in Template Repository.

Due Date: None

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

2.4.2.4 Add CW 2209 Form to Template Repository

Add the CW 2209 Form to Template Repository with the following Document Parameters:

Required Document Parameters: Case Number, Customer Name, Program, Language

2.4.2.5 Add CW 2209 Form Print Options and Mailing Requirements

The following Print options will be included for the CW 2209 Form.

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
Y	Y	Y	N	Y	N

Mailing Requirements:

N/A, Local Print only

Additional Requirements:

Special Paper Stock: None

Enclosures: None

Electronic Signature: No

2.5 Automated Regression Test

2.5.1 Overview

Create new automated regression test scripts to validate the new immunization validations and NOAs when running EDBC.

2.5.2 Description of Changes

Create cases with each of the following program configurations.




	Config 1	Config 2	Config 3	Config 4
Intake	Parent Child Under 6	Parent Child Under 6	Parent Child Over 6	Parent Child Over 6

Mid-Period	-	-	Child Under 6	Child Under 6
Medi-Cal	No	Yes	No	Yes
MAP Reduction	30 days	45 days	30 days	45 days

For each configuration,

1. Add the CalWORKs program for the specified persons. Run EDBC without adding an Immunization record. Confirm that the immunization validation displays.
2. Add a Pending immunization record and activate the CalWORKs program.
3. Run EDBC again after the verification due date. Confirm that the primary applicant (parent) becomes MMO with a reason of FTP-Immunization. Also confirm that the Change NOA generates.
4. Mark the immunization record as Verified. Run EDBC and confirm that benefits are restored for the next month.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Eligibility	CalWORKs policy (EAS 40-105.4) which specifies timeframes for immunization verifications.	 Policy 40-105.docx
2	Correspondence	CW 2209 Mockup (English)	 CW 2209 IMMUNIZATION GOC
3	Correspondence	CW 2209 Mockup (Spanish)	 CW2209 Spanish.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.5.2.13	The LRS shall allow COUNTY-specified Users to collect immunization information at the individual level.	This SCR will impose the MAP reduction penalty for missing immunizations for children under the age of 6 based on the CalWORKS policy timeframe.