

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-200317

DDCR 3002: Update Reception Log to Allow
More Than 1,000 Rows

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Erika Kusnadi-Cerezo
	Reviewed By	Long Nguyen, Christine Altavilla

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/02/2020	1.0	Initial	Erika Kusnadi-Cerezo

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1 OVERVIEW

The Reception Log List page is used by county workers in order to manage/track participants who are visiting the county offices.

1.1 Current Design

In the C-IV system the Reception Log List allows more than 1,000 records to display in the Search Summary Result. This allows county offices that have more than 1,000 visits in one day to have the Reception Log List display the Reception Log records without having to apply any filters. In the LRS/CalSAWS system, if the search summary returns with more than 1,000 records, the system is not able to display it in the Search Summary Result. In turn, the system will display a message stating "Maximum search limit exceeded. Please refine your search".

1.2 Requests

Update LRS/CalSAWS system to allow more than 1,000 records to display in the Search Summary Result in the Reception Log List.

1.3 Overview of Recommendations

1. Update the Reception Log List to allow more than 1,000 records to display in the Search Summary Results.

1.4 Assumptions

N/A

2 RECOMMENDATIONS

2.1 Reception Log List

2.1.1 Overview

The Reception Log List page is used by county workers to manage/track participants who are visiting the county offices. To accommodate for offices that may have more than 1,000 visits in one day, the Reception Log List will be updated so that it can display more than 1,000 records in the Search Result Summary section.

2.1.2 Reception Log List Mockup

Reception Log List

* - Indicates required fields.

▼ Refine Your Search

Search

Case Number:
 [Select](#)

Application Number:
 [Select](#)

Person:
[Select](#)

Number Assigned:

Office:
060 Rancho Park [Select](#)

Worker ID:
 [Select](#)

Section:
[Select](#)

Unit:

00
11
12

Purpose:

Detail:

Display:*

From Date:*
09/05/2017

To Date:*
09/05/2017

Individual Type:

Customer Status:*
All

Results per Page: [Search](#)

Search Results Summary

Results 1 - 100 of 1500

1 2 3 4 5 6 7 8 9 10 [Next](#)

[Add](#)

View Date(s): 09/05/2017 to 09/05/2017

Last Refreshed at 1:06 PM

Date	Initial Time	Waiting Time	Person	Language	Indiv. Type	Case Type	Purpose	Detail	Appt. Time	Visit Status	Number Assigned	Worker ID
09/05/2017 3:26 PM		00:32					Talk to Eligibility Worker			No Response		19DP606B0D Edit
09/05/2017 8:29 AM		00:22			AP		Apply for Benefits			No Response		Edit
09/05/2017 8:32 AM		00:20			AP		Apply for Benefits			No Response		Edit
09/05/2017 8:40 AM		00:12			AP		Apply for Benefits			No Response		Edit

Figure 2.1.1 – Reception Log List

2.1.3 Description of Changes

1. Update the Reception Log List to allow more than 1,000 records to display in the Search Results Summary section.

- a. Remove the 1,000 records limitation for the Reception Log List Search page.

2.1.4 Page Location

- **Reception Log Link on the LRS Home Page**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.2.2.1	The LRS shall provide a method of tracking the following contacts via the traffic log: a. Face-to-face contacts; d. Inter-County transfer contacts; e. Traffic in the traditional office setting; f. Outreach User contacts in both fixed and non-fixed locations; g. Non-DPSS COUNTY Users; h. Non-COUNTY agencies; i. General public contacts, including e-Government; and j. Other contacts.	Allows tracking of traffic in the traditional office setting.



California Statewide Automated Welfare System

Design Document

CA-200487

DDCR 5033: County Funded Lobby
Management – Add a No Response Button to
the Message Center

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Erika Kusnadi-Cerezo
	Reviewed By	Long Nguyen

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04/06/2020	1.0	Initial	Erika Kusnadi-Cerezo

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1 OVERVIEW

Message Center allows the county worker to receive notification from the Reception Log. Workers are also able to view messages and update the status for Reception Log via Message Center

1.1 Current Design

Currently in the C-IV system, message center allows the county worker to update the Reception Log status to "No Response". This option is not available in the LRS/CalSAWS system through message center. Workers would need to go into the Reception Log Detail page in "Edit" mode in order to update the status to "No Response".

1.2 Requests

Update message center in the LRS/CalSAWS system to add a "No Response" option, so county workers can update the Reception Log to a "No Response" status directly through message center.

1.3 Overview of Recommendations

1. Update Message Center to add a "No Response" option, that will update the Reception Log status to "No Response".

1.4 Assumptions

Existing functionality in both the Reception Log and Message Center will remain in place.

2 RECOMMENDATIONS

Update Message Center with an additional option of “No Response” that will allow the county worker to update the Reception Log status to “No Response” directly from message center.

2.1 Message Center

2.1.1 Overview

Message Center will be updated to include an additional button that will allow the county worker to update the status of Reception Log with “No Response” directly through message center.

2.1.2 Message Center Mockup

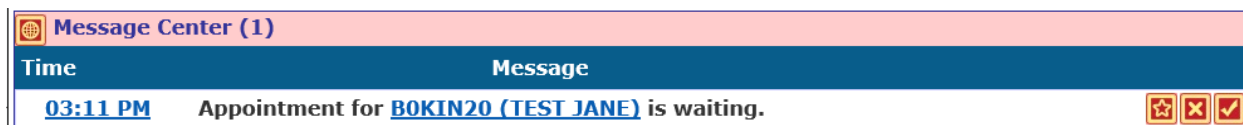


Figure 2.1.1 – Message Center

2.1.3 Description of Changes

1. Add a new 'X' icon in message center as shown in figure 2.1.1.
 - a. The new 'X' icon will be located between the 'Star' icon and the 'Check Mark' icon (if the worker already updated the status to Worker Acknowledge then it will be in the middle of the 'Play' icon and the 'Check Mark' icon).
 - i. The 'X' icon updates the status of the reception log entry to 'No Response' and the message associated to the reception log entry no longer displays in Message Center.
 - ii. Hovering over the 'X' icon will display a tool tip that will state 'No Response Button'.

Note: LRS/CalSAWS system will continue to function the same way as it does now, when the reception log entry is updated to 'No Response' status through the Reception Log Detail page in Edit Mode.

2.1.4 Page Location

- **Global: Case Info**
- **Local: Case Summary**
- **Task: N/A**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.2.2.1	The LRS shall provide a method of tracking the following contacts via the traffic log: a. Face-to-face contacts; d. Inter-County transfer contacts; e. Traffic in the traditional office setting; f. Outreach User contacts in both fixed and non-fixed locations; g. Non-DPSS COUNTY Users; h. Non-COUNTY agencies; i. General public contacts, including e-Government; and j. Other contacts.	Allows tracking of traffic in the traditional office setting.



California Statewide Automated Welfare System

Design Document

CA-201273

DDCR 3004: Reception Log: Add validation
message to detail page

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Erika Kusnadi-Cerezo
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12/09/2019	1.0	Original	Erika Kusnadi-Cerezo

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1 OVERVIEW

The Reception Log Detail page is used by County workers in order to manage/track participants who are visiting the County offices. Through the Reception Log workers are able to send email message or send electronic messages to the Message Center.

1.1 Current Design

Currently in the C-IV system, a validation message display preventing users' from removing records from the Reception Log Detail page after an electronic message was sent to the Message Center.

In CalSAWS, the system allows users' to remove records from the Reception Log Detail page after an electronic message was sent to the Message Center.

1.2 Requests

Per DDCR 3004, migrate existing validation message from C-IV SCR 911 to prevent users' from removing records from the Reception Log Detail in "Edit" mode after an electronic message was sent to the Message Center.

1.3 Overview of Recommendations

Update the Reception Log Detail page to display a validation message when users' try to remove records from the Reception Log Detail in "Edit" mode after an electronic message was sent to the Message Center.

1.4 Assumptions

N/A

2 RECOMMENDATIONS

2.1 Reception Log Detail

2.1.1 Overview

The Reception Log Detail page is used by County workers in order to manage/track participants who are visiting the County offices. Through the Reception Log, workers are able to send email message or send electronic messages to the Message Center. A validation message should display to prevent users' from removing records from the Reception Log Detail page after a message has been sent to the Message Center.

2.1.2 Reception Log Detail Mockup

Reception Log Detail

*- Indicates required fields

Save Remove Cancel

• **Cancel** - This entry cannot be removed because a message center notification has been sent.

Case Number: B2KCA7 Application Number: Person Name: * TEST, JANE 34F Office: CalSAWS Project Office Date: 12/09/2019 ☐ Interpreter ☐ Hide From Monitor

Description: Individual Type: Emergency Requests: Language: Special Needs:

Visit Information

Initial Time	Purpose*	Detail	Appt. Time	Program	Status	Number Assigned	Worker ID	Additional E-mail
2:17 PM	Appointment		2:30 PM	MC	Worker Notified		19LS009P00 Select	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>					New		Select	

Remove Add

Save Remove Cancel

Figure 2.1.1 – Reception Log Detail “Edit” mode Mockup

2.1.3 Description of Changes

1. Update the Reception Log Detail “Edit” mode as shown in Figure 2.1.1
 - a. Display the following validation message when users' try to remove (specifically when users' clicking the “Remove” button located at the top and bottom of the page) a record when Status field showing “Worker Notified”.

- i. "Cancel – This entry cannot be removed because a message center notification has been sent."

2.1.4 Page Location

- **Reception Log Link on the CalSAWS Home Page**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.2.2.1	The LRS shall provide a method of tracking the following contacts via the traffic log: a. Face-to-face contacts; d. Inter-County transfer contacts; e. Traffic in the traditional office setting; f. Outreach User contacts in both fixed and non-fixed locations; g. Non-DPSS COUNTY Users; h. Non-COUNTY agencies; i. General public contacts, including e-Government; and j. Other contacts.	Allows tracking of traffic in the traditional office setting.



California Statewide Automated Welfare System

Design Document

CA-201435

DDCR 4007: Update Reception Log Detail
Worker ID Field

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Erika Kusnadi-Cerezo
	Reviewed By	Long Nguyen, Christine Altavilla

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
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1 OVERVIEW

The Reception Log Detail page is used by county workers in order to manage/track participants who are visiting the county offices. Through the Reception Log workers are able to send message(s) to the Message Center.

1.1 Current Design

Currently in the C-IV system, when users are adding or modifying a record in the Reception Log Detail page, the Worker ID field will autopopulate with a list of all workers associated to the case.

In LRS, users need to search for the worker they would like to have added to the Worker ID field. In order to find the correct worker, users need to reference the Case Summary page to obtain the worker information that is associated to the case.

1.2 Requests

Per DDCR 4007, migrate existing CIV functionality in the Reception Log Detail page where the Worker ID field will auto populate with a list of associated workers that are linked to the case.

1.3 Overview of Recommendations

1. Add the functionality of auto populating a list of workers associated to a case in the Worker ID field when users are adding or modifying a record in the Reception Log Detail page.

1.4 Assumptions

N/A

2 RECOMMENDATIONS

2.1 Reception Log Detail

2.1.1 Overview

The Reception Log Detail page is used by county workers in order to manage/track participants who are visiting the county offices. When users are adding or editing a record on the Reception Log Detail page, the Worker ID field should display an editable field that allows the users to manually enter a Worker ID or select a worker from a list that will auto populate a listing of workers that are associated to the case.

2.1.2 Reception Log Detail Mockup

Reception Log Detail

*- Indicates required fields

Case Number:

Application Number:

Person Name: *

Office:
 CalSAWS
 Project Office

Date:
 02/20/2020

☐ **Interpreter**
☐ **Hide**
☐ **From**
☐ **Monitor**

Description:

Individual Type:

Emergency Requests:

Language:

Special Needs:

Visit Information

Initial Time	Purpose *	Detail	Appt. Time	Program	Status	Number Assigned	Worker ID	Additional E-mail
<input type="checkbox"/>	Appointment		3:00 PM	RC				
<input type="checkbox"/>	Drop Off Doc		4:00 PM					
<input type="checkbox"/>								

36AS16260B - Frederick, Gains
 36LS08YF02 - Hesperia Ninth Cont, CWCF
 36ES083912 - Zero to Twenty Three, Hesperia Exempt
 36LS062C0A - Barstow Cont, MC
 36LS08YF03 - Hesperia Ninth Cont, MC
 36LS48YJ02 - Adelanto Cont, MCCF

Figure 2.1.1 – Reception Log Detail “Add” Mode Mockup

Reception Log Detail

*- Indicates required fields

Case Number:

B2KIN20

Select

Application Number:

Select

Person Name: *

DOE, JANE 34F

Office:

CalSAWS Project Office

Date:

02/20/2020

☐

Interpreter

☐

Hide From Monitor

Description:

Individual Type:

Emergency Requests:

Language:

Special Needs:

Visit Information

	Initial Time	Purpose *	Detail	Appt. Time	Program	Status	Number Assigned	Worker ID	Additional E-mail
<input type="checkbox"/>		Appointment		3:00 PM	RC			36AS16260B	
								36AS16260B - Frederick, Gains	
								Select	
<input type="checkbox"/>		Drop Off Doc		4:00 PM					
								Select	
<input type="checkbox"/>									
								Select	

Remove

Add

Save and Add Another

Save

Cancel

Figure 2.1.2 – Reception Log Detail “Add” Mode Mockup

Reception Log Detail

*- Indicates required fields

Case Number:

B2KIN20

Application Number:

Person Name: *

DOE, JANE 34F

Office:

CalSAWS
Project Office

Date:

12/10/2019

☐

Interpreter

☐

Hide

From

Monitor

Description:

Individual Type:

Emergency Requests:

Language:

Special Needs:

Visit Information

	Initial Time	Purpose *	Detail	Appt.Time	Program	Status	Number Assigned	Worker ID	Additional E-mail
<input checked="" type="checkbox"/>	12:11 PM	Appointment		1:00 PM	MC	Worker Notified			<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>		Fingerprint		12:30 PM	FC		New		
<input type="checkbox"/>							New		

Remove

Add

Save

Remove

Cancel

Figure 2.1.3 – Reception Log Detail “Edit” Mode Mockup

Reception Log Detail

*- Indicates required fields

Save

Remove

Cancel

Case Number:

B2KIN20

Application Number:

Person Name: *

DOE, JANE 34F

Office:

CalSAWS
Project Office

Date:

12/10/2019

☐ Interpreter
☐ Hide
 From Monitor

Description:

Individual Type:

Emergency Requests:

Language:

Special Needs:

Visit Information

Visit Information

■	Initial Time	Purpose *	Detail	Appt.Time	Program	Status	Number Assigned	Worker ID	Additional E-mail
	12:11 PM	Appointment		1:00 PM	MC	Worker Notified		<div>36AS16260B</div> <div>36AS16260B - Frederick, Gains</div> <div>Select</div>	<div></div> <div></div> <div></div>
<input type="checkbox"/>		Fingerprint		12:30 PM	FC		New	<div></div> <div>Select</div>	
<input type="checkbox"/>							New	<div></div> <div>Select</div>	

Remove

Add

Save

Remove

Cancel

Figure 2.1.4 – Reception Log Detail “Edit” Mode Mockup

2.1.3 Description of Changes

1. Add a field in the “Worker ID” column. This field will only be editable in Create and Edit mode.
 - a. Editable field will allow user to enter a Worker ID, or they can click on the “Select” button to search for a Worker ID.
 - i. When users click on the Editable field a dropdown box will display with a list of worker(s) associated to the case.
 1. The worker will display on the list if they are currently assigned to a program (this includes all program statuses such as active, pending, discontinued etc).
 2. For program(s) that do not have a worker currently assigned to it, the system will display the most current worker that was associated to the program in the last 90 days.

3. The list will not display worker(s) that have an inactive position, staff that's been end dated or staff that has a status of inactive or temp inactive.

Note: Staff that's End dated with a future date will continue to display (as long as it meets the criteria listed on #1 and #2) until the date that's been assigned for the Staff to be End dated.

- ii. Workers will be displayed in an order based on how their corresponding program is being listed on the Case Summary page.
- iii. Values on the dropdown list will display the Worker ID and the Worker's name (Worker ID – Worker's Name).
- iv. When a user enters a value (either the Worker ID or the Worker's name) that matches any of the values that exist on the drop down list, the dropdown box will display the matching value (s).

Note: When users' click the "Select" button it should retain existing process flow.

2.1.4 Page Location

- **Reception Log Link on the LRS Home Page**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.2.2.1	The LRS shall provide a method of tracking the following contacts via the traffic log:	Allows tracking of traffic in the traditional office setting.

	<ul style="list-style-type: none"> a. Face-to-face contacts; d. Inter-County transfer contacts; e. Traffic in the traditional office setting; f. Outreach User contacts in both fixed and non-fixed locations; g. Non-DPSS COUNTY Users; h. Non-COUNTY agencies; i. General public contacts, including e-Government; and j. Other contacts. 	
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LRS/C-IV Migration Design Difference Committee Review Form



DDCR #	4052
Committee/Workgroup:	Lobby Management
	List if "Other" selected above:
Review Date:	3/21/2018
Point of Contact (C-IV/LRS):	Dymas
Programs Impacted:	<input type="checkbox"/> CW <input type="checkbox"/> CF <input type="checkbox"/> CAPI <input type="checkbox"/> CFAP <input type="checkbox"/> CMSP <input type="checkbox"/> FC <input type="checkbox"/> KG <input type="checkbox"/> MC <input type="checkbox"/> RCA <input type="checkbox"/> GA/GR <input type="checkbox"/> GROW Other:
C-IV SCR Number(s) (if applicable):	1467
LRS SCR/Defect Number(s) (if applicable):	None

C-IV Design: County Funded: Lobby Monitoring - Create a "Meeting Started" State

This SCR created the ability to create a Meeting Started status. Where previously this function was only available through the Message Center, this SCR allows the user to log into Reception Log and edit a visit to add a Meeting Started status.

Initial Time	Type	Appt. Time	Program	Status	Worker ID	Additional E-mail
10:00 AM	Appointment			Worker Acknowledged	36LS0602UB	Select
						Select

Remove Save Remove Cancel

LRS Design: LRS still only allows the Meeting Started status to be entered through the Message Center. And no SCRs are pending to update this function.

Initial Time	Purpose	Detail	Appt. Time	Program	Status	Worker ID	Additional E-mail
1:47 PM	Customer Se			CW	Worker Acknowledged	19DPL10020	Select



LRS/C-IV Migration Design Difference Committee Review Form



Design Difference(s): C-IV allows the Meeting Started status to be entered from the Reception Log Detail page as well as the Instant Message box. LRS only allows the Meeting Started status to be entered from the Instant Message box.

Project Recommendation *(if applicable):*

Committee Review and Outcome

Design Difference Outcome: *(Select one of the check boxes below)*

☒ **SCR Recommendation(s)**

(Select one or both check boxes below)

☐ Modify existing LRS Functionality ☒ Migrate C-IV Functionality

(Document high-level SCR recommendations below)

☐ **No Change Required**

(Select one or both check boxes below)

☐ Retain LRS Functionality As-Is ☐ Do Not Migrate C-IV Functionality

☐ **Escalation Required**

(Provide brief description below and complete Escalation Form)



LRS/C-IV Migration Design Difference Committee Review Form



Voting Breakdown:

R1: ☒ Agree ☐ Disagree ☐ Not Present

R2: ☒ Agree ☐ Disagree ☐ Not Present

R3: ☒ Agree ☐ Disagree ☐ Not Present

R4: ☒ Agree ☐ Disagree ☐ Not Present

R5: ☒ Agree ☐ Disagree ☐ Not Present

R6: ☒ Agree ☐ Disagree ☐ Not Present

R7: ☒ Agree ☐ Disagree ☐ Not Present

R8A: ☒ Agree ☐ Disagree ☐ Not Present

R8B: ☒ Agree ☐ Disagree ☐ Not Present

R8C: ☒ Agree ☐ Disagree ☐ Not Present

R8D: ☒ Agree ☐ Disagree ☐ Not Present

Design Difference Priority: ☒ High ☐ Medium ☐ Low

Priority Reason: L.A.s business process does not include access to “Start a Meeting” from the Reception Log, it only allows this functionality from the Message Center. The C-IV counties overall business process does require at times the ability to “Start a Meeting” from the Reception Log, specifically for clerical/reception staff that are handling certain customer visit types. For the C-IV counties, it is very important that this functionality is retained and the reason for the **High** priority assignment.

Comments/Notes:

Attachments:

☒ Yes ☐ No



CIV SCR 1467 Lobby
Monitoring_Create a



California Statewide Automated Welfare System

Design Document

CA-202165

Update Issuance Detail Page to remove the
validation of Duplicate Issuances

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jimmy Tu
	Reviewed By	[individual(s) from build and test teams that reviewed document]

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1 OVERVIEW

This change request is to update the Issuance Detail Page and remove the manual validation of duplicate issuances. Currently LRS/CalSAWS throws the error "No Changes were made. Please press Cancel or Close to confirm no changes are required." when the user attempts to change the status of an Issuance from "Validation Error" to "Ready for Issuance."

1.1 Current Design

Currently the LRS/CalSAWS only allows users to edit and change the status of a Duplicate Issuance from "Validation Error" to "Voided." The system will give the user an error when attempting to update the status of a "Validation Error" to "Ready for Issuance."

Example Below:

1. EDBC authorized an amount of \$197 for the benefit month of 5/2020 for a CalWORKs program.
 - a. Potential Benefit (Final Benefit Amount): \$197.00
 - b. Previous Potential Benefit: \$0
 - c. Authorized Amount: \$197.00
2. Issuance batch creates a payment of \$197.00 for the month of 05/2020.
3. EDBC is recalculated for the month of 05/2020 with a change in Net Earned Income.
 - a. Potential Benefit (Final Benefit Amount): \$394.00
 - b. Previous Potential Benefit: \$197.00
 - c. Authorized Amount: \$197.00
4. Issuance batch would mark this as Duplicate Issuance as the Amount for this EDBC authorization and the Previous issuance is same.

1.2 Requests

Update the Issuance Detail Page to remove the validation of duplicate issuances. This would allow the user to change and update the status of issuances that are "Validation Errors" to "Ready for Issuance."

1.3 Overview of Recommendations

1. Update the Issuance Detail Page to remove the validation which would allow the user to change/update the status to "Ready for Issuance" for issuances which are currently in the status, Validation Error, with status reason, Duplicate Issuance.

1.4 Assumptions

None.

2 RECOMMENDATIONS

2.1 Issuance Detail Page

2.1.1 Overview

The primary function of the issuance detail page is to show issuance information for a specific case. This page displays issuance information for a service month, program, and other basic financial information.

This enhancement will remove the validation of duplicate issuances and allow users to change the status of issuances from "Validation Error" to "Ready for Issuance."

2.1.2 Issuance Detail Mockup

Figure 2.1.1 – Issuance Detail Page – Current Design: Error after saving

The screenshot displays the LRS (Los Angeles AT1) Issuance Detail page. The page header includes the LRS logo and navigation links: Case Info, Eligibility, Empl. Services, Child Care, Resource Databank, Fiscal, Special Units, Reports, Client Corresp., and Admin Tools. The case information at the top shows Case Name: Case Name and Case Number: B0XQB32. The main content area is titled "Issuance Detail" and features a message: "No changes were made. Please press Cancel or Close to confirm no changes are required." Below this message, there are three sections: "Payee Information", "Basic Information", and "Financial Information". The "Payee Information" section shows Payee: * (redacted) and Payee Address: (redacted). The "Basic Information" section shows Issuance Method: EBT, Immediacy: Routine, Payment Amount: 229.00, Invoice Number: 1901B0XQB32, Issue Date: 10/01/2018, Available Date: 10/01/2018, Account Number: 1901B0XQB32, Status: Validation Error, and Status Reason: Duplicate Issuance. The "Financial Information" section is currently empty.

Basic Information			
Issuance Method:	Immediacy:	Payment Amount:	Invoice Number:
EBT	Routine	229.00	
Issue Date:	Available Date:	Account Number:	
10/01/2018	10/01/2018	1901B0XQB32	
Status:	Status Reason:		
Validation Error	Duplicate Issuance		

This mockup details the current functionality of the LRS/CalSAWS. When the user attempts to update/change the status of an issuance from "Validation Error" to "Ready for Issuance," the system will give the user an error saying "No changes were made. Please Cancel or Close to confirm no changes are required." The goal is for the system to allow the User to change the status to "Ready for Issuance" without any errors.

2.1.3 Description of Changes

1. Update the Issuance Detail Page to remove the validation which would allow the user to change/update the status to "Ready for Issuance" for issuances which are currently in the status, validation error, with status reason, duplicate issuance.

2.1.4 Page Location

- **Global: Fiscal**
- **Local: Issuance**
- **Task: Issuance Search**

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping

2. Security Groups

Security Group	Group Description	Group to Role Mapping

2.1.6 Page Mapping

None.

2.1.7 Page Usage/Data Volume Impacts

None.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.10.1.18	The LRS shall support manual and automatic re-issuance and replacement of benefits, as specified by COUNTY.	This requirement is met by enhancing the issuance detail page to remove validation of duplicate issuances. This allows LRS/CalSAWS to issue benefits.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

5 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?

6 OUTREACH

None.

7 APPENDIX

None.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-208889 | CIV-104321

eICT III Updates

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Steve Hancock, Connor O'Donnell, Gerald Limbrick
	Reviewed By	Howard Suksanti

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
	1.0	Initial Design for Approval	Steve Hancock, Connor O'Donnell, Gerald Limbrick

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1 OVERVIEW

The Electronic Inter County Transfer interface (E-ICT) allows county workers to electronically perform an Inter County Transfer (ICT) of a case and its clients from one county to another regardless of which consortium the participant resides.

The scope of this SCR is to modify the existing E-ICT Interface to include the information necessary for ongoing determination of programs.

1.1 Current Design

The eICT Interface transmits case, program, and person data to facilitate Inter County Transfers.

1.2 Requests

Update the eICT interface to incorporate data elements affected by ABAWD policy changes and EHIT Schema changes.

1.3 Overview of Recommendations

1. Update the EICT file to support new data elements in both the Outbound and Inbound file layouts for ABAWD policy changes and EHIT schema changes.
2. Update the ICT Detail page to display the new data elements being sent.

1.4 Assumptions

1. There will be no impact or changes required to the E-ICT image writer and reader.
2. Fields not mentioned to be modified within the description of changes will retain their current functionality.
3. Various code values from the eICT and from The Systems will not have a matching code to map with. This is currently the case with prior codes implemented. Workers will continue to review the data and make updates to non-mapped codes to valid codes in The Systems when the eICT is received.

2 RECOMMENDATIONS

2.1 ICT External Person Detail (ICT Person Detail in C-IV)

2.1.1 Overview

Display the following fields that will be transferred with an ICT.

- Individual Demographics block
 - **Is this person eligible to get a service from the Indian Health Service, a tribal health program, urban Indian health programs or through a referral from one of these programs?**
 - **Has this person gotten a service from the Indian Health Service, a tribal health program, or through a referral from one of these programs?**
 - Optional Sexual Orientation and Gender Identity (SOGI) Information block
 - **Gender Identification**
 - **Birth Certificate Gender**
 - **Sexual Orientation**
- Citizenship Documents block
 - **PRUCOL**
 - **PRUCOL -INS Acknowledgement**
 - **Has this person lived in the U.S. continuously since 1996?**
- Additional Information block
 - **Served in the American Military**
 - **Spouse or Parent Served in the American Military**
- Income block
 - Projected Annual Income block
 - **Projected Annual Amount**(Moved from the Income block into the Projected Annual Income block)
 - **Calendar Year**
 - **Begin Date**
 - **End Date**
- Time Limits block
 - **ABAWD Clock Effective Date**
- Non-MAGI Referral block
 - **Foster Care State**
- Other Health Care block
 - **Offered ESI**
 - **Affordability Standards**
- Verification block
 - **Entitled to Medicare**
 - **Projected Annual Income**
 - **Current Monthly Income**

2.1.2 ICT External Person Detail Mockup

Individual Demographics			
Social Security Number: 110-24-0269	Reason for No SSN:	ATIN:	ITIN:
CIN: 410028281	Gender: Female	Date of Birth: 04/08/1957	Birth Country: United States
Language: English	Marital Status:	Was in Foster Care: No	Foster Care State: CA
Hispanic: Yes	US Entry Date:	Tribe State:	Tribe Name:
Has this person gotten a service from the Indian Health Service, a tribal health program, or through a referral from one of these programs?: No			
Is this person eligible to get a service from the Indian Health Service, a tribal health program, urban Indian health programs or through a referral from one of these programs?: No			

Figure 2.1.1- CalSAWS: Individual Demographics Block

Is this person eligible to get a service from the Indian Health Service, a tribal health program, urban Indian health programs or through a referral from one of these programs?:

No

Race/Ethnic Origin:			
American Indian or Alaskan Native			
Black or African American			
Asian			
Filipino	Chinese	Japanese	
Cambodian	Korean	Vietnamese	
Asian Indian	Laotian	Hmong	
Hispanic (Latino or Spanish origin)			
Cuban	Mexican	Puerto Rican	
Salvadoran	Guatemalan	Other Hispanic	
Native Hawaiian or Other Pacific Islander			
Native Hawaiian	Guamanian	Samoan	
Other			
White			
Unknown			

Optional Sexual Orientation and Gender Identity (SOGI) Information		
Gender Identity:	Birth Certificate Gender:	Sexual Orientation:
Female	Female	Straight or Heterosexual

Figure 2.1.2- CalSAWS: Optional Sexual Orientation and Gender Identity (SOGI) Information Block

Citizenship Documents		
US Citizen:	Immigration Status:	Additional Information:
No		
PRUCOL:	PRUCOL - INS Acknowledgement:	Has this person lived in the U.S. continuously since 1996?:
No	No	No

Figure 2.1.3- CalSAWS: Citizenship Documents Block

Additional Information		
Household Status: In the Home	Full Time Student:	Deprivation:
MFG:	CalLearn:	
Primary Earner:	Requesting Aid: Yes	Other Health Care:
WTW: No	WTW Status Date:	WTW Registration Status:
WINS WEI:	WINS Hours:	
Served in the American Military: No	Spouse/Parent Served in the American Military: No	

Figure 2.1.4- CalSAWS: Additional Information Block

Income						
Projected Annual Income						
Projected Annual Amount: \$0.00						
Calendar Year: 2020	Begin Date: 01/01/2020	End Date: 02/01/2020				
Source	Employer	Amount	Hire Date	Frequency	Begin Date - End Date	RDP Shared
Social Security Retirement		\$1,014.00		Monthly	01/01/2020	

Figure 2.1.5- CalSAWS: Projected Annual Income Block

Time Limits							
ABAWD Clock Effective Date: 01/01/2020							
Clocks	Months Used	Months Remaining	Exemptions Count	Extenders Count	Exceptions Count	Current Status	End Date
TANF	0	60	0	0	0	Not Ticking	
CalWORKs	0	48	0	0	0	Not Ticking	
WTW	0	24	0	0	0		

Figure 2.1.6- CalSAWS: Time Limits Block

Non-MAGI Referrals		
Blind or Disabled: No	Temporary Disability: No	Long Term Care: No
Intended To Return Home: No	Other Indicator: No	Long Term Care Request: No
Was in Foster Care: No	Foster Care State: CA	

Figure 2.1.7- CalSAWS: Non-MAGI Referrals Block

Other Health Care		
Enrolled:	Current or Offered Health Program:	
Employer Sponsored Insurance Premium:	ESI Premium Frequency:	Offered ESI: No
Minimum Standard Value:	Expected Changes To Current Coverage:	Term Date Of Current Or Offered Coverage:
Received Medicare Benefits:	Employer Name:	
Free Medicare Part A:	Affordability Standards: No	

Figure 2.1.8- CalSAWS: Other Health Care Block

Verification		
Type	Admin-Verified	E-Verified
Date of Death	No	
Incarceration	No	
SSN	Yes	
SSN Waiver	No	
Applied for SSN	No	
Residence	Yes	
MAGI Medi-Cal Current Monthly Income	No	
MAGI Medi-Cal Projected Annual Income		
Citizenship	Yes	
Immigration Status		
PRUCOL - INS Acknowledgement		
PRUCOL		
Lawful Presence	No	
Qualified Non-Citizen	No	
Five Year Bar	No	
MEDS - Minimal Essential Coverage	No	
ESI - Minimal Essential Coverage	No	
Non-ESI - Minimal Essential Coverage	No	
Was in Foster Care	No	
Entitled to Medicare	No	
Projected Annual Income	No	
Current Monthly Income	No	

Figure 2.1.9- CalSAWS: Verification Block

2.1.3 Description of Changes

1. Add new fields to the Individual Demographics block:
 - a. **Is this person eligible to get a service from the Indian Health Service, a tribal health program, urban Indian health programs or through a referral from one of these programs?** - Display as shown on the Individual Demographics Detail page.
 - b. **Has this person gotten a service from the Indian Health Service, a tribal health program, or through a referral from one of these programs?** - Display as shown on the Individual Demographics Detail page.
 - c. Add a new sub-block titled **Optional Sexual Orientation and Gender Identity (SOGI) Information** to the bottom of the

Individual Demographics block. Display the following fields as shown in the Individual Demographics Detail page:

- i. **Gender Identification**
 - ii. **Birth Certificate Gender**
 - iii. **Sexual Orientation**
 2. Add new fields to the Citizenship Documents block:
 - a. Display the following fields as shown in the MAGI Determination Detail page:
 - i. **PRUCOL**
 - ii. **PRUCOL- INS Acknowledgement**
 - b. Display the following field as shown on the Citizenship Status Detail page:
 - i. **Has this person lived in the U.S. continuously since 1996?**
 3. Add new fields to the Additional Information block:
 - a. **Served in the American Military**
 - i. **C-IV Only:** Display as "Yes" if relationship to Military Veteran = "Self" and blank otherwise.
 - ii. **LRS Only:** Display as "Yes" if relationship to Military Veteran = "Military/Veteran" and blank otherwise.
 - b. **Spouse or Parent Served in the American Military –**
 - i. **C-IV Only:** Display as "Yes" if relationship to Military Veteran = "Child" or "Spouse" and blank otherwise.
 - ii. **LRS Only:** Display as "Yes" if relationship to Military Veteran = "Relative Of" and blank otherwise.
 4. Add a sub-block titled **Projected Annual Income** to the Income block containing the following fields:
 - a. Move the **Projected Annual Amount** field from the Income block to the Projected Annual Income block
 - b. Add the following fields:
 - i. **Calendar Year** – Display the year to which the Projected annual income is applicable, as a four-digit year
 - ii. **Begin Date** – Display the begin date of the projected annual income formatted as 'MM/DD/YYYY'
 - iii. **End Date** – Display the end date of the projected annual income formatted as 'MM/DD/YYYY'
 5. Add a new **ABAWD Effective Clock Date** field to the Time Limits block. Display the individual abawd effective date Formatted as 'MM/DD/YYYY'.
- Note:** For LRS only, these dates all begin on the 1st of the month. For C-IV, the dates may start at any time.
6. Add a new **Foster Care State** field to the Non-MAGI Referrals block. Display the two character state abbreviation.
 7. Add new fields to the Other Health Care block:
 - a. **Offered ESI** – Display as shown on the MAGI Person Detail page
 - i. **For LRS:** Display as shown on the field **Offered ESI**
 - ii. **For C-IV:** Display as shown on the field **Offered Employee Sponsored Insurance**

- Note:** For both systems the new field will be labelled **Offered ESI**
- b. **Affordability Standards** – Display as shown on the MAGI Person Detail page
8. Add new rows to the table in the Verification block (displayed the same as the existing rows) as shown on the MAGI Person Detail page:
 - a. **Entitled to Medicare**
 - b. **Projected Annual Income**
 - c. **Current Monthly Income**

2.1.4 Page Location

- **Global:** Case Info
- **Local:** e-Tools
- **Task:** Incoming ICT/Outgoing ICT

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
N/A		

2. Security Groups

Security Group	Group Description	Group to Role Mapping
N/A		

2.1.6 Page Mapping

Update the page mapping to include the new fields.

2.1.7 Page Usage/Data Volume Impacts

No impact to this section.

2.2 Add New Data Elements to be Processed by The Systems (Inbound and Outbound)

2.2.1 Overview

Update the EICT file to support the new data elements detailed in the following sections. The current XSD file has already been modified to include the updates. These new elements need to be added into the Systems processing of the inbound and outbound data.

2.2.2 Outbound - Description of Change

1. Add the following data elements to the EICT file processing:

#	R	XSD Node	Online ICT Detail Page Program Block\Field	Data Item Name	Tag Name	Format	Length	Description
11.1		ACA Application		CalHEERS Application Id	CalHEERSApplicati onID	String	30	CalHEERS Application Identifier corresponding to the application date.
29.1		Persons > Person Occurs		Individual – Gender Identification	GenderIdentificati on	String	1	Gender Identification of the person. See GENDER IDENTIFICATION table
29.2		Persons > Person Occurs		Individual – Birth Certificate Gender	BirthCertificateGe nderCode	String	1	Gender of the person on their birth certificate. See BIRTH CERTIFICATE GENDER table.
29.3		Persons > Person Occurs		Individual – Sexual Orientation	SexualOrientation Code	String	1	Sexual Orientation of the person if reported. See Sexual Orientation table.

37.1		Persons > Person Occurs		Immigration Status	ImmigrationStatus	String	2	Field represents a consumer attested or County Eligibility Worker SAVE/USCIS Interface verified immigration status of the person. See IMMIGRATION STATUS table.
37.2		Persons > Person Occurs		Additional Immigration Status	AdditionalImmigrationStatusCode	String	2	Field represents a consumer attested or County Eligibility Worker SAVE/USCIS Interface verified immigration status of the person. See ADDITIONAL IMMIGRATION STATUS table.
37.3		Persons > Person Occurs		PRUCOL Ind	PRUCOLInd	String	1	The value corresponding to the individuals PRUCOL status based on the individuals attestation of immigration status.

37.4		Persons > Person Occurs		PRUCOL Last Category Ind	PRUCOLLastCategoryInd	String	1	The value corresponding to PRUCOL Last Category based SAWS Admin Verification.
40.1		Persons > Person Occurs		BeforeAug1996Ind	PRUCOLLastCategoryInd	String	1	Indicates whether or not EDR states that consumer has lived in the United States since August 1996.
40.2		Persons > Person Occurs		Have Served in the American Military Indicator	HaveServedAmericanMilitaryInd	String	1	Indicates if the person has served in the US Military.
40.3		Persons > Person Occurs		Spouse or Parent has Served in the American Military	SpouseorParentServedAmericanMilitaryInd	String	1	Indicates if the person's spouse of parents served in the US Military.
53.3		Persons > Person Occurs > Documents > ACA Document Occurs		Document Date of Birth	DocumentDOB	Date	8	Date of Birth of Individual as shown on the Document (YYYYMMDD)

66.1		Persons > Person Occurs		Received Indian Health Service	ReceivedIndianHealthServiceInd	String	1	Indicates if the person has received Indian Health Services
66.2		Persons > Person Occurs		Eligible For Indian Health Service	EligibleForIndianHealthServiceInd	String	1	Indicates if the person is eligible for Indian Health Services.
127.1		Persons > Person Occurs > ACA Person > Non-MAGI Referrals		Former Foster Person Location Code	FormerFosterPersonLocationCode	String	2	Indicates person's location code when in Foster care. See FORMER FOSTER PERSON LOCATION table.
130.1		Persons > Person Occurs > ACA Person > Other Health Care		FreeMedicarePartAInd	FreeMedicarePartAInd	String	1	Indicates if this person is eligible for free Medicare Part A (Y/N). Will be either Entitled or Enrolled for Medicare Part A.
130.2		Persons > Person Occurs > ACA Person > Other Health Care		OfferedESIInd	OfferedESIInd	String	1	Indicates if this person has been offered insurance through any employer including an employer of spouse or parent, excluding

								COBRA and retiree
130.3		Persons > Person Occurs > ACA Person > Other Health Care		AffordabilityStandardsInd	AffordabilityStandardsInd	String	1	Indicates the plan meets the affordability standards (Y/N)
149.6		Persons > Person Occurs > ACA Person > ACA Verification		Was In Foster Care Admin Verification (WFC)	WasInFosterCareAdminVerifiedInd	String	1	Individual's Former Foster Youth status has been verified.
149.7		Persons > Person Occurs > ACA Person > ACA Verification		Projected Annual Income Electronic Verification (PAI)	ProjectedAnnualIncomeEVerifiedInd	String	1	Projected Annual Income has been electronically verified for reasonable compatibility.
149.8		Persons > Person Occurs > ACA Person > ACA Verification		Projected Annual Income Admin Verification (PAI)	ProjectedAnnualIncomeAdminVerifiedInd	String	1	Projected Annual Income has been verified for reasonable compatibility.

149.9	Persons > Person Occurs > ACA Person > ACA Verification		Current Monthly Income Electronic Verification (INC)	CurrentMonthlyIncomeEVerifiedInd	String	1	Current Monthly Income has been e-verified.
149.10	Persons > Person Occurs > ACA Person > ACA Verification		Current Monthly Income Admin Verification (INC)	CurrentMonthlyIncomeAdminVerifiedInd	String	1	Income has been verified.
149.11	Persons > Person Occurs > ACA Person > ACA Verification		Entitled to Medicare Electronic Verification (MED)	EntitledtoMedicareEVerifiedInd	String	1	Individual has been electronically verified as entitled to Medicare benefits.
149.12	Persons > Person Occurs > ACA Person > ACA Verification		Entitled to Medicare Admin Verification (MED)	EntitledtoMedicareAdminVerifiedInd	String	1	Individual has been verified as entitled to Medicare benefits.
149.13	Persons > Person Occurs > ACA Person > ACA Verification		Immigration Status Electronic Verification (IMM)	ImmigrationStatusAdminVerifiedInd	String	1	The corresponding value of Immigration Status and/or proxy Immigration

								Status derived from Document Type as verified by the County Eligibility Worker.
149.14	Persons > Person Occurs > ACA Person > ACA Verification		PRUCOL Verification (PRU)	PRUCOLEVerified	String	1	The individuals Immigration Status is Electronically verified as PRUCOL.	
149.15	Persons > Person Occurs > ACA Person > ACA Verification		PRUCOL Verification (PCL)	PRUCOLAdminVerified	String	1	The individuals Immigration Status is Admin verified as PRUCOL.	
150.1	Persons > Person Occurs > Incomes > PAI Info ('PAI Info' is a new node to be added into the processing of the inbound and outbound data.)		PAI Calendar Year	PAICalendarYear	String	8	(YYYYMMDD), The year to which a PAI value is being applied.	

150. 2	Persons > Person Occurs > Incomes > PAI Info > PAI Date Range ('PAI Date Range' is a new node to be added into the processing of the inbound and outbound data.)		Begin Date	BeginDate	Date	8	(YYYYMMDD), Beginning Date of the Projected Annual Income
150. 3	Persons > Person Occurs > Incomes > PAI Info > PAI Date Range ('PAI Date Range' is a new node to be added into the processing of the		End Date	EndDate	Date	8	(YYYYMMDD), Ending Date of the Projected Annual Income

		inbound and outbound data.)						
152.1		Persons > Person Occurs > Incomes > Income Occurs		Registered Domestic Partner Income Indicator	RDPIncomeInd	String	1	Indicates that income is for a Registered Domestic Partner. Y= The income is shared income between the RDPs. N = The income is not shared income between the RDPs.
160.1		Persons > Person Occurs > Deductions > Deduction Occurs		Registered Domestic Partner Deduction Indicator	RDPDeductionInd	String	1	Indicates that deduction is for a Registered Domestic Partner and will be treated as such for Eligibility Determinations. Y= The deduction is a shared

								deduction between the RDPs. N = The deduction is not a shared deduction between the RDPs.
194.1		Person > Person Occurs > TimeLimits > ABAWD		Individual - ABAWD Clock Effective Date (attribute)	EffectiveDate	String	6	This data element is used on MEDS to identify the beginning month and year a recipient became eligible for the ABAWD program (YYYYMM).
		Person > Person Occurs > TimeLimits > ABAWD > ABAWD Exemptions ('ABAWD Exemptions' is a new node to be added into the		NODE START				<ABAWDExemptions>, </ABAWDExemptions>

		processing of the inbound and outbound data.)						
196		Person > Person Occurs > TimeLimits > ABAWD > ABAWD Exemptions		Year Occurs (attribute): jan="27" feb="27" mar="27" apr="27" may="37" jun="37" jul="27" aug="37" sep="86" oct="86" nov="86" dec="86")	Year	Integer	4	Months in the year that have an ABAWD exemption. Only include months that have an ABAWD exemption. The exemption reason for the specific month is used in the month attribute (i.e. jan="27"). See ABAWD EXEMPTION REASON for the exemption reason for each month. Years should be in occurs.

		Person > Person Occurs > TimeLimits > ABAWD > ABAWD Exemptions ('ABAWD Exemptions' is a new node to be added into the processing of the inbound and outbound data.)		NODE END				
--	--	--	--	----------	--	--	--	--

2. Update the following data elements to the EICT file processing:
 - a. Before Update:

#	R	XSD Node	Online ICT Detail Page Program Block\ Field	Data Item Name	Tag Name	Format	Length	Description
195		Person > Person Occurs >		Year Occurs (attribute): jan="X" feb="X" mar="X" apr="X" may="X" jun="X"	Year	Integer	4	Months in the year that has counts . Only include months

		TimeLimits > ABAWD		jul="X" aug="X" sep="X" oct="X" nov="X" dec="X")				that have counts. 'X' is used in the month attribute (i.e. jan="X"). Years should be in occurs.
--	--	-----------------------	--	---	--	--	--	---

b. After Update:

#	R	XSD Node	Online ICT Detail Page Program Block\ Field	Data Item Name	Tag Name	Format	Length	Description
195		Person > Person Occurs > TimeLimits > ABAWD		Year Occurs (attribute): jan="P" feb="E" mar="E" apr="Z" may="W" jun="W" jul="W" aug="9" sep="9" oct="9" nov="9" dec="9")	Year	Integer	4	Months in the year that have an ABAWD clock status. Only include months that have a clock status. The status of the clock for the specific month is used in the month attribute (i.e. jan="P"). See ABAWD CLOCK STATUS for the status of the clock for each month. Years should be in occurs.

2.2.3 Inbound - Description of Change

1. Update the EICT Inbound Reader to read the new elements outlined in the 'Outbound – Description of Change' section of this document to populate the ICT data tables with the new data elements.

2.2.4 File Transaction Table Values

The following table values will be sent and received through the EICT file. These tables correspond with EICT data elements.

1. ABAWD Clock Status

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 195
- Data Item Name = Year
- The Systems Code = 842 (Time Limit Status Code)
 - Reference Table = 5 (MEDS ABAWD Code)
- Mapping Note:
 - The Systems currently has the 'M' code expired. The Systems will not send this code through eICT. The code will be received by The Systems but will not be able to be transferred from the eICT table to the actual tables. The worker will need to resolve this code before accepting the eICT data.

EICT Code	EICT Code Description	Mapping Direction	The Systems Code	The Systems Code Description
F	15% ABAWD Exemption	↔	F	15% ABAWD Exemption
Z	ABAWD County Waiver	↔	Z	ABAWD County Waiver
M	ABAWD Moved from Non-Exempt County	→	{n/a}	{n/a}
A	Beneficiary has Appealed	↔	A	Beneficiary has Appealed
N	Did not Meet the Work Requirement	↔	N	Did not Meet the Work Requirement
E	Exempt from Work Requirement	↔	E	Exempt from Work Requirement
G	Good Cause	↔	G	Good Cause

9	Inactive or Ineligible	↔	9	Inactive or Ineligible
W	Met the Work Requirement	↔	W	Met the Work Requirement
P	Partial Month Clock	↔	P	Partial Month Clock
C	Wk Rq 2ndConsSetMosNotMet	↔	C	Wk Rq 2ndConsSetMosNotMet

2. ABAWD Exemption Reason

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 196
- Data Item Name = Year
- The System Code = 863
- Mapping Note:
 - The Systems currently has codes that do not map to eICT codes. The Systems will send these codes through eICT. The code will be received by CalWIN where workers will resolve the codes before accepting the eICT data.
 - The eICT will be sending codes to The Systems that do not map to codes in The Systems. The codes will be received by The Systems but will not be able to be transferred from the eICT table to the actual tables. The worker will need to resolve this code before accepting the eICT data.

EICT Code	EICT Code Description	Mapping Direction	The Systems Code	The Systems Code Description
27	Disabled	↔	DB	Disability
31	Pregnant and Cannot Work	↔	PG	Pregnant
37	Incapable of Working	→	{n/a}	{n/a}
41	Domestic Violence	→	{n/a}	{n/a}
42	Dependent Child Under 18 in FS Household	↔	CD	Child in the Home
43	Individual Living in an Area with an ABAWD Waiver	→	{n/a}	{n/a}

65	County Wide ABAWD Waiver	→	{n/a}	{n/a}
66	Individual is Exempt from Work Registration	↔	WE	Work Registration Exempted
86	Chronically Homeless	→	{n/a}	{n/a}
87	15% ABAWD Exemption	→	{n/a}	{n/a}
88	Unfit for Work	↔	UF	Unfit for Employment
{n/a}	{n/a}	←	BM	Backfill Month
{n/a}	{n/a}	←	NA	Not Aided
{n/a}	{n/a}	←	PR	Prorated Month
{n/a}	{n/a}	←	AE	Age

3. Birth Certificate Gender

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 29.2
- Data Item Name = Individual – Birth Certificate Gender
- The Systems Code Table = 230 (Gender Code)
 - Reference Table = 1 (MEDS Gender Code)
- Mapping Note: There are no differences between the eICT codes and The Systems codes so codes will import and export as-is.

EICT Code	EICT Code Description	Mapping Direction	The Systems Code	The Systems Code Description
F	Female	↔	F	Female
M	Male	↔	M	Male

4. Additional Immigration Status

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 37.2
- Data Item Name = Additional Immigration Status

- The Systems Code Table = 596 (CalHEERS Additional Immigration Status List Codes)
- Mapping Note: There are no differences between the eICT codes and The Systems codes so codes will import and export as-is.

EICT Code	EICT Code Description	Mapping Direction	The Systems Code	The Systems Code Description
FU	Filed for a U Visa	↔	FU	Filed for a U Visa
RR	Taking steps to apply for a T visa or for certification by the Office of Refugee Resettlement	↔	RR	Taking steps to apply for a T visa or for certification by the Office of Refugee Resettlement
BS	Battered non-citizen, or parent or child of battered non-citizen	↔	BS	Battered non-citizen, or parent or child of battered non-citizen

5. Former Foster Youth Location

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 127.1
- Data Item Name = Former Foster Person Location Code
- The Systems Code Table = 241 (State Code)
 - Reference Table = 5 (Former Foster Youth Location Code)
- Mapping Note:
 - The eICT will be sending codes to The Systems that do not map to codes in The Systems. The codes will be received by The Systems but will not be able to be transferred from the eICT table to the actual tables. The worker will need to resolve this code before accepting the eICT data.

EICT Code	EICT Code Description	Mapping Direction	The System Code	The Systems Code Description
AL	Alabama	↔	AL	Alabama
AK	Alaska	↔	AK	Alaska

AZ	Arizona	↔	AZ	Arizona
AR	Arkansas	↔	AR	Arkansas
CA	California	↔	CA	California
CO	Colorado	↔	CO	Colorado
CT	Connecticut	↔	CT	Connecticut
DE	Delaware	↔	DE	Delaware
DC	District of Columbia	↔	DC	District of Columbia
FL	Florida	↔	FL	Florida
GA	Georgia	↔	GA	Georgia
HI	Hawaii	↔	HI	Hawaii
ID	Idaho	↔	ID	Idaho
IL	Illinois	↔	IL	Illinois
IN	Indiana	↔	IN	Indiana
IA	Iowa	↔	IA	Iowa
KS	Kansas	↔	KS	Kansas
KY	Kentucky	↔	KY	Kentucky
LA	Louisiana	↔	LA	Louisiana
ME	Maine	↔	ME	Maine
MD	Maryland	↔	MD	Maryland
MA	Massachusetts	↔	MA	Massachusetts
MI	Michigan	↔	MI	Michigan

MN	Minnesota	↔	MN	Minnesota
MS	Mississippi	↔	MS	Mississippi
MO	Missouri	↔	MO	Missouri
MT	Montana	↔	MT	Montana
NE	Nebraska	↔	NE	Nebraska
NV	Nevada	↔	NV	Nevada
NH	New Hampshire	↔	NH	New Hampshire
NJ	New Jersey	↔	NJ	New Jersey
NM	New Mexico	↔	NM	New Mexico
NY	New York	↔	NY	New York
NC	North Carolina	↔	NC	North Carolina
ND	North Dakota	↔	ND	North Dakota
OH	Ohio	↔	OH	Ohio
OK	Oklahoma	↔	OK	Oklahoma
OR	Oregon	↔	OR	Oregon
PA	Pennsylvania	↔	PA	Pennsylvania
RI	Rhode Island	↔	RI	Rhode Island
SC	South Carolina	↔	SC	South Carolina
SD	South Dakota	↔	SD	South Dakota
TN	Tennessee	↔	TN	Tennessee
TX	Texas	↔	TX	Texas

UT	Utah	↔	UT	Utah
VT	Vermont	↔	VT	Vermont
VA	Virginia	↔	VA	Virginia
WA	Washington	↔	WA	Washington
WV	West Virginia	↔	WV	West Virginia
WI	Wisconsin	↔	WI	Wisconsin
WY	Wyoming	↔	WY	Wyoming
AT	An American Indian or Alaska Native Tribe	→	{n/a}	{n/a}
US	US Territories	←	US	Armed Forces (Americas)
US	US Territories	←	US	Armed Forces (Africa, Canada, Europe, Middle East)
US	US Territories	←	US	Armed Forces (Pacific)
US	US Territories	←	US	American Samoa
US	US Territories	←	US	Federated States of Micronesia
US	US Territories	←	US	Guam
US	US Territories	←	US	Marshall Islands
US	US Territories	←	US	Northern Mariana Islands
US	US Territories	← US	US	Puerto Rico
US	US Territories	←	US	Virgin Islands
US	US Territories	→	{n/a}	{n/a}
DK	I Don't Know	→	{n/a}	{n/a}

6. Immigration Status

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 37.1
- Data Item Name = Immigration Status
- The Systems Code Table = 10519 (CalHEERS Immigration Status Codes)
- Mapping Note: There are no differences between the eICT codes and The Systems codes so codes will import and export as-is.

EICT Code	EICT Code Description	Mapping Direction	The System Code	The Systems Code Description
AB	Paroled into the United States for less than one year	↔	AB	Paroled into the United States for less than one year
AC	Paroled into the United States for one year or more	↔	AC	Paroled into the United States for one year or more
AD	Granted Deferred Action (but not under Deferred Action for Childhood Arrivals - DACA)	↔	AD	Granted Deferred Action (but not under Deferred Action for Childhood Arrivals - DACA)
AE	Pending application for asylum with Employment Authorization or is under the age of 14 and has had a pending application for asylum for at least 180 days	↔	AE	Pending application for asylum with Employment Authorization or is under the age of 14 and has had a pending application for asylum for at least 180 days
AI	Amerasian Immigrant	↔	AI	Amerasian Immigrant
AP	Cuban/Haitian Entrant	↔	AP	Cuban/Haitian Entrant
AS	Resident of American Samoa	↔	AS	Resident of American Samoa

BS	Battered non-citizen, or parent or child of battered non-citizen	↔	BS	Battered non-citizen, or parent or child of battered non-citizen
CE	Conditional Entrant granted before 1980	↔	CE	Conditional Entrant granted before 1980
CI	An immigrant who entered and has continuously resided in the United States since before January 1, 1972, who would be eligible for an adjustment of status to lawful permanent resident (eligible as a Registry immigrant)	↔	CI	An immigrant who entered and has continuously resided in the United States since before January 1, 1972, who would be eligible for an adjustment of status to lawful permanent resident (eligible as a Registry immigrant)
CM	Citizens of Micronesia, the Marshall Islands, and Palau	↔	CM	Citizens of Micronesia, the Marshall Islands, and Palau
CQ	Pending application for Creation of Record of Lawful Admission for Permanent Residence, with Employment Authorization	↔	CQ	Pending application for Creation of Record of Lawful Admission for Permanent Residence, with Employment Authorization
CR	Registry applicant, with Employment Authorization	↔	CR	Registry applicant, with Employment Authorization
DA	Pending application for suspension of deportation, or cancellation of removal or special		DA	Pending application for suspension of

	rule cancellation of removal, with Employment Authorization			deportation, or cancellation of removal or special rule cancellation of removal, with Employment Authorization
DC	Granted Deferred Action for Childhood Arrivals – (DACA)	↔	DC	Granted Deferred Action for Childhood Arrivals – (DACA)
DE	Granted Deferred Enforced Departure	↔	DE	Granted Deferred Enforced Departure
DS	Administrative order staying removal issued by the Department of Homeland Security	↔	DS	Administrative order staying removal issued by the Department of Homeland Security
FB	Family Unity Beneficiary	↔	FB	Family Unity Beneficiary
FU	Filed for a U visa	↔	FU	Filed for a U visa
GA	Asylee	↔	GA	Asylee
GD	Granted withholding of deportation or removal	↔	GD	Granted withholding of deportation or removal
GS	Granted suspension of deportation whose departure USCIS does not contemplate enforcing	↔	GS	Granted suspension of deportation whose departure USCIS does not contemplate enforcing
GT	Granted Temporary Protected Status (TPS), or pending applicants for TPS (pending applicants must have Employment Authorization)	↔	GT	Granted Temporary Protected Status (TPS), or pending applicants for TPS

				(pending applicants must have Employment Authorization)
GU	Granted U non-immigrant visa	↔	GU	Granted U non-immigrant visa
GV	Granted a Victim of Trafficking visa (T visa), or spouse, child, sibling, or parent	↔	GV	Granted a Victim of Trafficking visa (T visa), or spouse, child, sibling, or parent
GW	Granted withholding of removal under the Convention against Torture – CAT	↔	GW	Granted withholding of removal under the Convention against Torture – CAT
IC	Pending application for legalization under Immigration Reform and Control Act - IRCA, with Employment Authorization	↔	IC	Pending application for legalization under Immigration Reform and Control Act - IRCA, with Employment Authorization
IS	Granted a stay of deportation	↔	IS	Granted a stay of deportation
JS	Pending application for Special Immigrant Juvenile Status	↔	JS	Pending application for Special Immigrant Juvenile Status
LA	Pending application for legalization under the LIFE Act, with Employment Authorization	↔	LA	Pending application for legalization under the LIFE Act, with Employment Authorization
LP	Lawful Permanent Resident (LPR/Green Card holder)	↔	LP	Lawful Permanent Resident (LPR/Green Card holder)

LT	Lawful Temporary Resident (special agricultural workers, or certain immigrants admitted into the U.S. before 1982)	↔	LT	Lawful Temporary Resident (special agricultural workers, or certain immigrants admitted into the U.S. before 1982)
NS	Document or Status Not Listed	↔	NS	Document or Status Not Listed
OA	Granted Order of Supervision, without Employment Authorization	↔	OA	Granted Order of Supervision, without Employment Authorization
OS	Granted Order of Supervision, with Employment Authorization	↔	OS	Granted Order of Supervision, with Employment Authorization
PD	Pending application for withholding of removal with Employment Authorization, or is under the age of 14 and has had a pending application for withholding of removal for at least 180 days	↔	PD	Pending application for withholding of removal with Employment Authorization, or is under the age of 14 and has had a pending application for withholding of removal for at least 180 days
PP	A non-citizen, without a visa petition, who has a pending application for adjustment to LPR Status, with Employment Authorization	↔	PP	A non-citizen, without a visa petition, who has a pending application for adjustment to LPR Status, with Employment Authorization
PQ	A non-citizen who has a pending application for adjustment to LPR	↔	PQ	A non-citizen who has a pending application for

	status, without Employment Authorization			adjustment to LPR status, without Employment Authorization
PR	A non-citizen with an approved visa petition, who has a pending application for adjustment to LPR status	↔	PR	A non-citizen with an approved visa petition, who has a pending application for adjustment to LPR status
RA	Refugee	↔	RA	Refugee
RP	A non-citizen on whose behalf an immediate relative petition (I-130) has been approved and who is entitled to voluntary departure	↔	RP	A non-citizen on whose behalf an immediate relative petition (I-130) has been approved and who is entitled to voluntary departure
RR	Taking steps to apply for a T visa or for certification by the Office of Refugee Resettlement	↔	RR	Taking steps to apply for a T visa or for certification by the Office of Refugee Resettlement
SV	Student Visa – Granted a student visa (e.g. F or M visa)	↔	SV	Student Visa – Granted a student visa (e.g. F or M visa)
VD	Granted voluntary departure and awaiting issuance of a visa	↔	VD	Granted voluntary departure and awaiting issuance of a visa
VT	Pending application for a Victim of Trafficking visa (T visa), or spouse, child, sibling, or parent	↔	VT	Pending application for a Victim of Trafficking visa (T visa), or spouse,

				child, sibling, or parent
VV	Visitor Visa – Granted a visitor visa (e.g. B visa)	↔	VV	Visitor Visa – Granted a visitor visa (e.g. B visa)
WV	Work Visa – Granted a work visa (e.g. H-1, J-1, O, R, P visa)	↔	WV	Work Visa – Granted a work visa (e.g. H-1, J-1, O, R, P visa)

7. Sexual Orientation

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 29.3
- Data Item Name = Individual – Sexual Orientation
- The Systems Code Table = 524 (Sexual Orientation Code)
 - Reference Table = 1 (CalHEERS)
- Mapping Note: There are no differences between the eICT codes and The Systems codes so codes will import and export as-is.

EICT Code	EICT Code Description	Mapping Direction	The Systems Code	The Systems Code Description
S	Straight or Heterosexual	↔	S	Straight or Heterosexual
G	Gay or Lesbian	↔	G	Gay or Lesbian
B	Bisexual	↔	B	Bisexual
A	Another Sexual Orientation	↔	A	Another Sexual Orientation
U	Unknown	↔	U	Unknown
Q	Queer	↔	Q	Queer

8. Gender Identification

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 29.1
- Data Item Name = Individual – Gender Identification
- The Systems Code Table = 523 (Gender Identity Code)
 - Reference Table = 4 (CalHEERS)

- Mapping Note: There are no differences between the eICT codes and The Systems codes so codes will import and export as-is.

EICT Code	EICT Code Description	Mapping Direction	The Systems Code	The Systems Code Description
F	Female	↔	F	Female
M	Male	↔	M	Male
A	Another Gender Identity	↔	A	Another Gender Identity
T	Transgender: Male to Female	↔	T	Transgender: Male to Female
G	Transgender: Female to Male	↔	G	Transgender: Female to Male
B	Non Binary (neither male nor female)	↔	B	Non Binary (neither male nor female)

2.2.5 Execution Frequency

No changes to the current frequency.

2.2.6 Key Scheduling Dependencies

No changes to the current dependencies.

2.2.7 Counties Impacted

All Counties.

2.2.8 Data Volume/Performance

No change in the data volume and performance.

2.2.9 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc...)

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.20.1.18	The LRS shall include in the design methods where interfaces to the LRS are simple to make additions, deletions and modifications for the import and export of data.	Add the new fields to the ICT online pages and new elements to the EICT Interface file.



California Statewide Automated Welfare System

Design Document

CA-211293 CIV-105386 ACL 19-118 Removal of
the Consecutive Day rule for HA-Temp

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	S Meenavalli, E Kusnadi, J Tran, E Wu, H Suksanti
	Reviewed By	G Chakkingal, M Lower, T Huckaby, D Petersen

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/14/2020	1.0	Initial Draft	S Meenavalli
04/13/2020	1.1	Updated with correspondence design details	J Tran
06/01/2020	1.2	Design Clarification – add mockup page in 2.9 to reflect CIV Time Limit Summary page without Time Limit Extension Request section	Eric Wu
06/09/2020	1.3	Design Clarification – Updates to reflect the difference of name format between LRS/CalSAWS and CIV for the new Time Track functionalities	Eric Wu
6/16/2020	1.4	Design Clarification – Update to validation on when the first begin payment record should be calculated.	E Kusnadi
06/16/2020	1.5	Design Clarification – Update security role name in section 2.9 to 2.12	E Wu
06/18/2020	1.6	Design Clarification – Updated recommendations in EDBC	S Meenavalli

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1 OVERVIEW

1.1 Current Design

- Currently Temporary Homeless Assistance (Temp-HA) is available to homeless families up to 16 consecutive days of HA benefits once every 12 months.
- The 16 days of benefits are issued in three-day increments while homelessness is being verified, followed by seven-day increments up to a maximum of 16 consecutive days.
- This 16-day period begins on the first day that these benefits are issued, and ends 16 calendar days later, regardless of how many days of benefits were issued.
- Temp-HA families that are actively fleeing domestic abuse are eligible for up to two 16-day consecutive periods for a total of 32 consecutive days of Temp-HA benefits, regardless of their abuser's income and assets based on AB 557. This is a once-in-a-lifetime benefit and is considered fully utilized even if the second 16-days are not issued.
- In LRS/CalSAWS, EDBC determines HA programs eligibility on a 12-month benefit period based on the request begin month regardless of the request begin date.
- Also, Temp-HA benefits are calculated in the payment begin first month regardless of the homelessness spans across successor months.
- In LRS/CalSAWS, automation of generating HA NOAs exist. C-IV currently does not generate HA NOAs as it is a manual program in C-IV.
- CW 42, CW 74 and CW 215 currently exist in Template Repository in LRS/CalSAWS. CW 42 and CW 215 currently exist in Template Repository in C-IV.

Note: In LRS/CalSAWS System, Homeless Assistance programs are automated EDBC and in C-IV System these programs are Manual EDBC.

1.2 Requests

- Per ACL 19-118, Section 57 of SB 80 and AB 960 repealed the consecutive day rule for temporary HA benefits. Homeless CalWORKs families and apparently eligible families will no longer need to use their 16 days of temporary HA benefits consecutively.
- The once every 12-month issuance of temporary HA benefits will not be considered exhausted until all 16 days have been issued, the family resolves their homelessness, or 12 months have passed.
- The 12-month period begins on the absolute date that the first payment of temporary or permanent HA is made.
- The removal of the consecutive day rule also applies to AB 557 benefits Expanded temporary HA for CalWORKs applicants that are fleeing domestic abuse.
- These benefits are still issued in two 16-day increments for a total of 32 days; however, the two issuances of 16-days will no longer have to be consecutive.
- The two 16-day increments do not need to be used consecutively, the second issuance of 16 days could be for a different instance of homelessness, months or even years later, as long as the applicant meets the eligibility criteria for these benefits, including being an applicant for CalWORKs who is actively fleeing

domestic abuse. Families are still limited to a maximum of 32 days of these benefits in their lifetime.

- Per ACL 16-98 based on AB 1603, HA programs (Temporary HA, Permanent HA, and Permanent HA Arrearages) are available to an eligible Assistance Unit (AU) once every 12 months (unless the AU meets an HA exception which makes the AU eligible to HA benefits earlier).
- The 12-month period is from the HA payment begin date till the end of 365 days (or 366 in a leap year) and not just 12 months based on the benefit begin month.
- In LRS/CalSAWS, the Temp-HA benefits required to be calculated in the respective homeless months when the homelessness spans across different months.
- Homeless families are no longer required to rent from a person in the business of renting properties who has a history of renting properties and may instead now rent from any person or establishment with whom the family has executed a valid lease, sublease, or shared housing agreement.
- The number of days used / remaining for Temp-HA with and/or without exceptions within the 12-month period and Expanded Temp-HA for CalWORKs applicants that are fleeing domestic abuse within once-in-a-lifetime need to be tracked.
- In LRS/CalSAWS, modify Batch EDBC processing job to not run on Temporary HA program when running in All Program (AP) mode.
- In LRS/CalSAWS, add a new Batch EDBC Sweep job to trigger when all the 16 days benefits are issued, or the 12 months benefit period is ended, or Perm-HA is issued.
- In LRS/CalSAWS, modify MEDS HA20 Interface job to not send transaction when EDBC for HA programs are ran with an authorized amount is zero.
- In both LRS/CalSAWS and C-IV Systems, update HA20 payment type logic.
- In both LRS/CalSAWS and C-IV Systems, based on the ACL 19-118, updated and added Forms and NOAs.
- In LRS/CalSAWS, modify the form name from "CW 74-LA" to "CW 74".

1.3 Overview of Recommendations

- Update the Temp-HA data collection screen to accept multiple payment dates for up to 12-months.
- Modify Temp-HA EDBC rules to accept and calculate the benefits for 16-days cumulative in 12-month period.
- Modify Expanded Temp-HA (AB557) EDBC rules to accept and calculate the benefits for two 16-day increments for a total of 32 days wherein the two 16-days will no longer be consecutive but still once in a lifetime.
- Modify EDBC Temp/Perm HA functionality to determine HA benefits for 365/366 absolute calendar days period based on the first payment begin date.
- Modify Temp-HA and Expanded Temp-HA EDBC rules to split the benefit calculation to the corresponding homelessness months matched to the HA data collection details.
- In both LRS/CalSAWS and CIV, add new pages to track and display the Temp-HA program 12-month period begin date, end date, number of days used, number of days remaining.

- In both LRS/CalSAWS and CIV, add new functionality to track benefits issued for expanded Temporary HA for CalWORKs applicants that are fleeing domestic abuse for two 16-day periods within lifetime.
- LRS/CalSAWS only, add a new batch to calculate Temporary HA program 12-month period begin date, end date, number of days used, number of days remaining. The batch also record benefits issued for expanded Temporary HA for victims of domestic abuse.
- LRS/CalSAWS, Modify Batch EDBC processing job to not run on HT program when running in All Program (AP) mode.
- In LRS/CalSAWS, add a new Batch EDBC Sweep job to trigger HT EDBC following month when any one of the following conditions is met:
 - a. When all the HT 16-days without exception benefits are issued within the 12-month period (OR)
 - b. When Perm-HA is approved/issued regardless of the number of days HT issued within the same 12-month period (OR)
 - c. When all the 16-days with exception benefits are issued within the same 12-month period (OR)
 - d. When the 12-months HT Time track period is ended
- Modify MEDS HA20 Interface job to not send transaction when EDBC for HA programs are ran with an authorized amount is zero (LRS/CalSAWS only), and Update HA20 payment type logic (LRS/CalSAWS and C-IV).
- Update CW 42 (LRS/CalSAWS and C-IV), CW 74 (LRS/CalSAWS only) and CW 215 (LRS/CalSAWS and C-IV) to match the newest state versions to ACL 19-118.
- Update the M44-211A, M44-211B, and M44211D NOA fragments that currently exists in LRS/CalSAWS.
- Add four new NOA fragments from the M44-211B.
- Add ten new NOA fragments from the M44-211D.

1.4 Assumptions

1. No changes to the existing Reasons and Exceptions on the Homeless Assistance Detail pages in the scope of this SCR.
2. No changes to reporting will be performed as part of this SCR.
3. User need to reapply / rescind if the HT program is not active for requesting additional days benefits as per the current existing process.
4. As per the business process, Regular Temp-HA without exception 16-days should be exhausted before issuing Temp-HA with exception 16-days.
5. No change in the Perm-HA Program following month discontinuance logic and it will discontinue the same as per the current functionality.
6. No change in the Expanded Temp-HA program rules to PASS/FAIL based on the CW program eligibility determination and the status reasons associated to it.
7. Existing status reasons and its functionality will remain unchanged unless noted in the Design Document.
8. After the implementation of SCR CA-207463 DDID 374, the Money Management functionality will allow users to issue single party checks to vendors and will include RDB-Money Management or RDB-Resource. Also, the system will not

- require any proof of being in property rental business when setting up a house provider as Money Management Resource.
9. Validation messages on the Homeless Assistance pages will remain unchanged unless noted in the Design Document.
 10. No new threshold languages will be added for existing Forms and NOAs.
 11. The system will not track Temp-HA number of days with 'State/Federal Declared Natural Disaster' Exception as there is no restriction on how many times a customer can request this type of benefit.
 12. The existing generation and population of the Forms and NOA in this effort will not change unless noted in one of the recommendations below.
 13. Based on current business process, workers do not issue Homeless Assistance benefits for past months.

2 RECOMMENDATIONS

2.1 Homeless Assistance List

2.1.1 Overview

The Homeless Assistance List page will be updated to support the newly updated policy for Temporary Homeless Assistance program.

2.1.2 Homeless Assistance List Mockup

Homeless Assistance List

*- Indicates required fields
Continue

Search Results Summary
Results 1 - 3 of 3

Display From: To:
View
Add

Type	Reason	CW 42 Date	Begin Date	End Date	
<input type="checkbox"/> Temporary	Expanded Temp-HA for Victims of Domestic Abuse	05/15/2018	05/15/2018	05/21/2018	Edit
<input type="checkbox"/> Temporary	Lacks regular, fixed night time residence	02/03/2020	02/05/2020	02/18/2020	Edit
<input type="checkbox"/> Permanent	Received Notice to Pay Rent or Quit or eviction notice	02/17/2020	02/17/2020	02/29/2020	Edit

Remove
Type: *
Add
☐ Complete

Continue

This Type_1 page took 0.59 seconds to load.

Figure 2.1.1 – Homeless Assistance List

2.1.3 Description of Changes

1. Update the Homeless Assistance List page as shown on Figure 2.1.1 upon display of the page.
 - a. Rename 'Homeless Assistance Type:' to 'Type:' instead.
 - b. Create two new columns to display on the Homeless Assistance List page.
 - i. Create a new column that will be titled 'Reason'.
 1. This column will display the corresponding Reason when the Homeless Assistance record was created.
 2. Data on this field will update accordingly if the worker were to make an Edit to the record and change the 'Reason' field.
 - ii. Create a new column that will be titled 'CW 42 Date'.
 1. This column will display the corresponding Date on when the CW 42 was received when the Homeless Assistance record was created.
 - a. Date will be display with the following format: MM/DD/YYYY
 2. Data on this field will update accordingly if the worker were to make an Edit to the record and change the 'CW 42 Received Date'.

2.1.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Homeless Assistance**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

Update the Page Mapping to include the 2 additional columns that are being added to this page ('Reason' and 'CW 42 Date'). Secondly, update Page Mapping to rename 'Homeless Assistance Type' to 'Type'.

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Homeless Assistance Detail - Temporary

2.2.1 Overview

The Homeless Assistance Detail – Temporary page will be updated to support the newly updated policy for Temporary Homeless Assistance program.

2.2.2 Homeless Assistance Detail - Temporary Mockup

Homeless Assistance Detail - Temporary

*- Indicates required fields

Save and Return Cancel

Type: Temporary

Reason: *
Living in place not designed as sleeping place for people

Exception:

Prior Misuse of Funds: * No

CW 42 Received Date: * 01/31/2020

Payments *

	Payment Begin Date	Payment End Date	Verified	CW 74 Received	
<input type="checkbox"/>	01/31/2020	02/03/2020	Yes	Yes	Edit
<input type="checkbox"/>	03/08/2020	03/14/2020	Yes	Yes	Edit
<input type="checkbox"/>	12/30/2020	01/03/2021	Yes	unknown	Edit

Remove Add

Last Updated On 05/15/2018 2:14:28 PM By: [527320](#)

Save and Return Cancel

This Type 1 page took 0.19 seconds to load.

Figure 2.2.1 – Homeless Assistance Detail – Temporary Add/Edit mode

Homeless Assistance Detail - Temporary

*- Indicates required fields

Save and Return

Cancel

Type: Temporary

Reason: *
Expanded Temp-HA for Victims of Domestic Abuse

Exception:

Prior Misuse of Funds: * No

CW 42 Received Date: * 02/03/2020

Sworn Statement Received Date: * 02/03/2020

Initiate Additional 16 Day Period: * No

Payments*

	Payment Begin Date	Payment End Date	Verified	CW 74 Received	Additional 16 Day	
<input type="checkbox"/>	02/03/2020	02/18/2020	Yes	Yes	No	Edit

Remove

Add

Last Updated On 02/04/2020 4:33:52 PM By: [991981](#)

Save and Return

Cancel

Figure 2.2.2 – Homeless Assistance Detail – Temporary for Expanded Temp-HA for Victims of Domestic Abuse Reason ‘No’ Add/Edit mode

Homeless Assistance Detail - Temporary

*- Indicates required fields

Save and Return

Cancel

Type: Temporary

Reason: *

Expanded Temp-HA for Victims of Domestic Abuse

Exception:

Prior Misuse of Funds: * No

CW 42 Received Date: * 02/03/2020

Sworn Statement Received Date: * 02/03/2020

Initiate Additional 16 Day Period: * Yes

Additional Period CW 42 Received Date: * 05/05/2023

Additional Period Sworn Statement Received Date: * 05/05/2023

Payments *

Payment Begin Date	Payment End Date	Verified	CW 74 Received	Additional 16 Day	
<input type="checkbox"/> 02/03/2020	02/18/2020	Yes	Yes	No	Edit
<input type="checkbox"/> 05/05/2023	05/20/2023	Yes	Good Cause	Yes	Edit

[Remove](#)

[Add](#)

Last Updated On 02/04/2020 4:33:52 PM By: [991981](#)

Save and Return

Cancel

Figure 2.2.3 – Homeless Assistance Detail – Temporary for Expanded Temp-HA for Victims of Domestic Abuse Reason ‘Yes’ Add/Edit mode

2.2.3 Description of Changes

1. Update the Homeless Assistance Detail-Temporary page as shown on Figure 2.2.1 to Figure 2.2.3.
 - a. Rename 'Homeless Assistance Type:' to 'Type:'.
 - b. Remove the '16 Day Period' field and the 'Extended 16 Day Period' (for Expanded Temp-HA for Victims of Domestic Abuse reason type).
 - c. For "Expanded Temp-HA for Victims of Domestic Abuse" reason type the Homeless Assistance Detail – Temporary page will display additional fields and an additional column on the Payments table as shown on Figure 2.2.2 and 2.2.3.
 - i. Create a new required field titled: 'Initiate Additional 16 Day Period:' this will be a drop-down field with the value of 'Yes' and 'No' and will default to 'No'.
 1. If the value is set to 'Yes' two dynamic required fields will display.

- a. A required editable field titled 'Additional Period CW 42 Received Date:' along with a calendar icon.
 - i. User can input the date on the editable field, or they can click on the calendar icon and choose the date from the calendar.
 - ii. Date will be displayed in MM/DD/YYYY format.
 - b. A required editable field titled 'Additional Period Sworn Statement Received Date:' along with a calendar icon.
 - i. User can input the date on the editable field, or they can click on the calendar icon and choose the date from the calendar.
 - ii. Date will be displayed in MM/DD/YYYY format.
 - ii. Create a new column on the 'Payments' table that will be titled 'Additional 16 Day'.
 - 1. Value will be either 'Yes' or 'No' based on the value on the 'Additional 16 Day Period' field on the Homeless Assistance Detail – Temporary – Payments page (Section 2.3).
- 2. Update the existing "Reason – The selected reason is not valid prior to July 01, 2018" validation message to also be triggered if the date inputted on the 'Additional Period CW 42 Received Date' field is before 07/01/2018.
- 3. Create new validation messages:
 - a. "CW 42 Received Date – Payment Begin Date cannot be prior to the CW 42 Received Date"
 - i. This will be trigger if the date under the "Payment Begin Date" field is prior to the date entered on the "CW 42 Received date" field.
 - b. "Additional Period CW 42 Received Date – Payment Begin Date cannot be prior to the Additional Period CW 42 Received Date"
 - i. This will be trigger only for Temporary Homeless Assistance record with "Expanded Temp-HA for Victims of Domestic Abuse" reason type.
 - ii. This will be for "Additional 16 Day" field equal to "Yes" and the date value in the "Payment Begin Date" field is prior to the date entered on the "Additional Period CW 42 Received Date".
 - c. "Additional Period Sworn Statement Received Date – Additional Period Sworn Statement Received Date should be equal to Additional Period CW 42 Received Date."
 - i. This validation message will be triggered when the date on the 'Additional Period Sworn Statement Received

- Date' field does equal to the date on the 'Additional Period CW 42 Received Date' field.
- ii. Clicking on the 'Additional Period Sworn Statement Received Date' hyperlink will take the cursor to the 'Additional Period Sworn Statement Received Date' editable field.
- d. "Additional Period CW 42 Received Date" – Field is required. Please enter a value."
 - i. This validation message will be triggered when the user tries to save the page or add a payment while leaving the required field as blank.
 - ii. Clicking on the 'Additional Period CW 42 Received Date' hyperlink will take the cursor to the 'Additional Period CW 42 Received Date' editable field.
 - e. "Additional Period CW 42 Received Date" – Cannot be equal or prior to the CW 42 Received Date."
 - i. This validation message will be triggered when the user tries to save the page, but the date entered on the "Additional Period CW 42 Received Date" field is equal to the date or prior to the date entered on the "CW 42 Received Date" field.
 - f. "Additional Period Sworn Statement Received Date" – Field is required. Please enter a value."
 - i. This validation message will be triggered when the user tries to save the page or add a payment while leaving the required field as blank.
 - ii. Clicking on the 'Additional Period Sworn Statement Received Date' hyperlink will take the cursor to the 'Additional Period Sworn Statement Received Date' editable field.
4. Remove existing validation:
 - a. "Homeless Assistance record dates cannot overlap with existing record dates".

2.2.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Homeless Assistance**

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

Update the Page Mapping to include the newly added fields (Initiate Additional 16 Day Period, Additional Period Sworn Statement Received Date, and Additional Period CW 42 Received Date), new column added to the Payments table (Additional 16 Day) and rename 'Homeless Assistance Type' to 'Type'.

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 Homeless Assistance Detail – Temporary - Payments

2.3.1 Overview

The Homeless Assistance Detail – Temporary - Payments page will be updated to support the newly updated policy for Temporary Homeless Assistance program with reason type 'Expanded Temp-HA for Victims of Domestic Abuse'.

2.3.2 Homeless Assistance Detail – Temporary - Payment Mockup

The mockup shows a form titled "Homeless Assistance Detail - Temporary - Payments". At the top right are "Save and Return" and "Cancel" buttons. Below the title, a legend indicates "*- Indicates required fields". The form contains several input fields: "Payment Begin Date:" with a calendar icon, "Payment End Date:" with a calendar icon, "Verified:" with a dropdown menu, "CW 74 Received:" with a dropdown menu, and "Additional 16 Day Period:" with a "-Select-" dropdown menu. At the bottom right are "Save and Return" and "Cancel" buttons. A status bar at the bottom indicates "This type 1 page took 0.17 seconds to load".

Figure 2.3.1 – Homeless Assistance Detail – Temporary - Payment for Expanded Temp-HA for Victims of Domestic Abuse Reason

2.3.3 Description of Change

1. The Homeless Assistance Detail – Temporary – Payment page will be updated to add a new field if the reason type is 'Expanded Temp-HA for Victims of Domestic Abuse'.
 - a. Create a new required field title 'Additional 16 Day Period:' that will have the value of 'Yes' or 'No'.

- i. This field will only display when the worker is adding or modifying the payment record for Temporary Homeless Assistance with the reason being 'Expanded Temp-HA for Victims of Domestic Abuse'.
 2. Create new validation messages:
 - a. "Additional 16 Day Period" – Field is required. Please enter a value."
 - i. This will be triggered when the user is trying to save the page while leaving the required field as blank (select).
 - ii. Clicking on the 'Additional 16 Day Period' hyperlink will take the cursor to the 'Additional 16 Day Period' drop down field.
 - b. "Payment Begin Date" – Is prior to the Additional Period CW 42 Received Date."
 - i. This will be trigger when the user is trying to add a Payment Begin date that is before the date inputted on the Additional Period CW 42 Received Date field on the Homeless Assistance Detail – Temporary page and the "Additional 16 Day Period" field is set to "Yes".
 3. Update the existing validation:
 - a. Payment Begin Date – Is prior to the CW 42 Received Date
 - i. Update existing validation to also apply for the "Expanded Temp-HA for Victims of Domestic Abuse" reason type if the Payment Begin date inputted is prior to the CW 42 Received Date and the "Additional 16 Day Period" field is set to "No".

Note: Existing validation logic for this validation will remain for all other Temporary Homeless Assistance Reason type.
 - b. Update the validation message "Payment End Date" – Is after the end of the 16 Day Period." to "Payment End Date" – Is after the end of the 12-month Period."
 - i. Update the existing validation logic to be trigger for all Temporary Homeless Assistance Reason Type except for the 'Expanded Temp-HA for Victims of Domestic Abuse'.
 1. 12-month period will be based on the earliest date available under the 'Payment Begin Date' + 365/366 absolute calendar days period.
 - c. Update the validation message "Payment Dates cannot overlap with existing payment dates in the payments list." to "Payment Dates cannot overlap with existing payment dates."
 - i. Update existing validation logic to be trigger when the payment dates being entered overlap with existing payment dates for any Temporary Homeless Assistance records.
 - d. Update the validation message "Payment End Date" – The Payment Begin Date and the Payment End Date must be within the 16-Day Period or the Extended 16-Day Period." to "Payment End Date" – The Payment Begin Date and the Payment End Date

must be within the 16-Day Period or the Additional 16-Day Period."

- i. This will be trigger for Temporary Homeless Assistance with Reason type 'Expanded Temp-HA for Victims of Domestic Abuse' only.
- ii. "The 16-Day Period will be calculated from the earliest date available under the ' Payment Begin Date' entered that have the "Additional 16 Day Period" field set to "No" and the Date entered in the "Payment End Date' field. (the total amount of days cannot be greater than 16).
 1. Example: Earliest Begin Date Record that have the "Additional 16 Day period" value of "No" is 11/01/2020, the validation will be displayed if the user tries to enter another payment record that have the "Payment End Date" entered of 11/17/2020 or after.
- iii. If there's no First Payment Begin Date Record that have the "Additional 16 Day period" value of "No" then the total amount of days inputted in the "Payment Begin Date" field and the "Payment End Date" field cannot be greater than 16.
 1. Example: Payment Begin Date enter is 11/01/2020 the Payment End Date enter will need to be less or equal to 11/16/2020. Any other dates enter after 11/16/2020 will trigger this validation.
- iv. "Additional 16-Day Period will be calculated from the earliest date available under the 'Payment Begin Date' entered that have the "Additional 16 Day Period" field set to "Yes" and the Date entered in the "Payment End Date' field. (the total amount of days cannot be greater than 16).
 1. Example: Earliest Payment Begin Date Record that have the "Additional 16 Day period" value of "Yes" is 12/01/2020, the validation will be displayed if the user tries to enter another payment record that have the "Payment End Date" entered of 12/17/2020 or after.
- v. If there's no First Payment Begin Date Record that have the "Additional 16 Day period" value of "Yes" then the total amount of days inputted in the "Payment Begin Date" field and the "Payment End Date" field cannot be greater than 16.
 1. Example: Payment Begin Date enter is 12/01/2020 the Payment End Date enter will need to be less or equal to 12/16/2020. Any other dates enter after 12/16/2020 will trigger this validation.

4. Remove the following validation message:
 - a. "Payment Begin Date – The Payment Begin Date and Payment End Date must be within the 16-Day Period or the Extended 16-Day Period."

2.3.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Homeless Assistance**

2.3.5 Security Updates

N/A

2.3.6 Page Mapping

Update the Page Mapping to include the new field titled 'Additional 16 Day Period'.

2.3.7 Page Usage/Data Volume Impacts

N/A

2.4 Temp-HA, Perm-HA and Expanded Temp-HA EDBC Changes (LRS/CalSAWS Only)

2.4.1 Overview

Currently, Temp-HA 16-day period begins from the CW 42 signed date and ends 16 consecutive days later, regardless of how many days of benefits were issued in a 12-month period. Expanded Temp-HA receives two consecutive periods of 16-day period each for a total of 32 consecutive days of Temp-HA benefits. This is a once-in-a-lifetime benefit and is considered fully utilized even if the second 16-days are not issued. This SCR is designed to remove the Temp-HA 16 consecutive days rule and to issue 16 cumulative days benefits in the same 12-month period. Also, to remove the two consecutive 16-day rule for the Expanded Temp-HA.

2.4.2 Description of Changes

1. Modify Perm-HA and Temp-HA EDBC rules to verify the AU adult CINs against the HA time track tables for the requested program to determine benefits based on the participant eligibility.
2. Add new EDBC logic to read the HA time track tables to retrieve the 12-month period and the HT program number of days used / remaining.

3. Modify Temp-HA EDBC rules to PASS the program and evaluate benefits based on the HA data collection records that will span across months.
4. Modify Temp-HA EDBC logic/rules to accept and calculate the benefits for 16 cumulative days which can span across multiple months within 12-month period.
5. Modify EDBC rules to PASS with \$0 benefit if no Temp-HA data collection records exists but within the 12-month period and if not all 16-days exhausted.
6. Add the status reason "CT73_CY – Not Homeless" to display under the "Negative Action Reason:" dropdown for the Perm-HA and Temp-HA Programs. Also, discontinue the program if this Negative Action is taken by the worker.
7. Modify EDBC logic to check existence of Time track records for the CIN's and if not exists, should verify the EDBC for the past 1 yr.
8. Add HT EDBC budget split logic to determine HT benefits that are spanned across multiple weeks in the same month but if having days gap in between the periods.

Aid Payment	Regular		Regular	
Payment Dates	From: 11/17/2021 To: 11/20/2021		From: 11/25/2021 To: 11/30/2021	
Amount per day	\$	85.00	\$	85.00
Number of days	x	4	x	6
Aid Payment	\$	340.00	\$	510.00
Combined Aid Payment			\$	850.00
Final Aid Payment			\$	850.00
Overridden Aid Payment			\$	
				Override Payment
Penalties			-	0.00
Potential Benefit			=	850.00
Previous Potential Benefit			-	340.00
Overpayment Adjustment Amount			-	0.00
Authorized Amount			=	510.00

9. Modify/Add regular Temp-HA EDBC rules logic to FAIL EDBC with existing reason "End of HA Episode" in the benefit month when any one of the conditions is met in the prior benefit month.
 - a. When all the HT 16-days without exception benefits are issued for at least 1 adult (OR)
 - b. When Perm-HA is approved/issued regardless of the number of days HT issued and Perm-HA BDA is after the Temp-HA BDA (OR)
 - c. When all the 16-days with exception benefits are issued for at least 1 adult (OR)
 - d. When the 12-month period ended

10. Modify EDBC logic to Deny/FAIL the HT/HP EDBC with existing reason "Has No Exception" when the AU already received HA based on without exception and applying HA based on without exception again in the same 12-month period.
11. Modify EDBC logic to Deny/FAIL the HT/HP EDBC with existing reason "Already Got Exception" when the AU already received HA based on an exception and applying HA based on an exception again in the same 12-month period.
12. Add new EDBC rule to Deny/FAIL the HT/HP program with new status reason "Already received HA in another AU" when the adult caretaker already received HA in another AU and applying HT/HP in the same 12-month period in a different AU.
13. Add the new status reason "Already received HA in another AU" is to be set at program status reason and person level status reason.
14. Update the Program Status Reason and Person Status Reason drop downs to add/include the new denial reason "Already received HA in another AU" in the HT/HP Manual EDBC Page.
15. Update the Program Status Reason and Person Status Reason drop downs to add/include the new denial reason "Already received HA in another AU" in the HT/HP Override Program Configuration Page.

Technical Note:

Add the new status reason in CT_73 Table, "Already received HA in another AU". This status reason should be applied if the HT/HP program is FAIL due to participant already received HA. The table below lists the Status Reason and the related details.

The new Denial reason "Already received HA in another AU" will be set as the EDBC failure program status reason and person level status reason

Status Reason	Code Num Identif	HP Priority	HP Close Program	HT Priority	HT Close Program
Already received HA in another AU	New	1100	Y	1100	Y

16. Create new columns in the eligibility table(s) to store the required data for the fiscal to establish 12-month time clock and to track the used and / or remaining number of Temp-HA days. The new columns will contain a minimum of the following data points:
 - a. HA Reason Code
 - b. HA Exception Code
 - c. Payment Begin Date
 - d. Payment End Date

Technical Note: It is at the developer's discretion to add additional data points and data constraints as necessary to accommodate the functional and technical needs of this table (i.e. primary keys, foreign keys, etc.).

17. Below given is the table to establish HA Time track and to track the number of Temp-HA days used against the Person based on the number of days HT benefits are issued.

Sl.#	Description	Role / Status	Days Counting Persons
1	Needy Caretaker exists in the AU	Any Role / Active	All Adults in the AU
2	Non-Needy Caretaker relative exists in the AU	N/A	Non-needy Caretaker

Note: Role can be MEM/FRE/FRI/UP/MMO

18. Add new EDBC rules to read the time track tables to retrieve the Expanded Temp-HA (AB557) Initial and/or Additional 16-days against the Applicant / Payee CIN# to determine the Expanded Temp-HA program PASS/FAIL. Below given is the table to track the Initial and/or Additional 16-days used against the Applicant / Payee CIN#

Sl.#	CIN1 Role/Status	CIN2 Role/Status	Payee CIN	Days counting CIN
1	MEM/Active		CIN1	CIN1 (Only 1 Adult in HH)

19. Modify Expanded Temp-HA (AB557) EDBC rules to accept and calculate the benefits for two 16-day increments for a total of 32 days wherein the two 16-days will no longer be consecutive but still once-in-a-lifetime.
20. Modify EDBC to FAIL Temp-HA if at least 1 adult is exhausted with all the 16-days.
21. Modify EDBC to evaluate no of days Temp-HA eligible for the adults based on the table from Point# 17.

Note:

- If an AU receives Temp-HA, the AU can receive Perm-HA, provided the AU is still homeless in the same 12-month period.
- Once 12-month period is passed, the AU can receive regular Temp-HA again without meeting an exception, and Perm-HA, once the AU finds permanent housing, if the AU is otherwise eligible.
- Fail, Deny or Discontinue the HA Program which means the Program block on the Case Summary screen will be closed.
- AU in this design doc represents Caretaker adult regardless of Needy or non-needy Caretaker.
- CIT to create Time track records for the Cases/CIN's that are having BDA on or after 09/01/2020 contingent up on the release 20.09.

2.4.3 Programs Impacted

Perm-HA, Temp-HA and Expanded Temp-HA

2.4.4 Performance Impacts

N/A

2.5 Homeless Assistance Eligibility Changes (LRS/CalSAWS Only)

2.5.1 Overview

Currently, EDBC calculates Perm-HA and Temp-HA program benefits on a 12-month benefit period based on the HA request begin month regardless of the request begin date. EDBC will evaluate the HA program benefits based on a 365 (or 366 for leap-year) absolute calendar days period based on the request begin date.

2.5.2 Description of Changes

1. Modify Temp-HA and/or Perm-HA EDBC determination to determine HA benefits based on a 365/366 absolute calendar day periods based on the HA payment begin date.
2. The 12-month (365/366-calendar-day) period will begin on the day the first payment of either Temp-HA or Perm-HA (whichever comes first) is issued to the AU and ends 12-months later (i.e., end of 365/366 calendar days).
3. Add EDBC logic to end the HT benefits on the absolute 365/366 date regardless of having data collection HT record without exception.
4. Add EDBC logic to approve the HT benefits even if the HT data collection record with exception cross over the absolute 365/366 days but the payment begin date falls on or before the 12-month period end date. (Please refer to Example 7 based on the CRPC 2183 in the EDBC Example Scenarios doc attached under Section 3 Supporting Documents.)
5. Modify Temp-HA and Expanded Temp-HA EDBC rules to split the benefit calculation to the corresponding homelessness months. These months to be matched to the HA data collection payment requested days when the homelessness spans across the successor months.
6. Modify Expanded Temp-HA EDBC rules to Discontinue/FAIL with existing status reason "Not Homeless" in the benefit month if the HA payment record doesn't exist for that benefit month and EDBC benefit month doesn't fall in any 12-month time track period.

Note:

- The reference of 12-month period across the design document is referred to as 365 (or 366 for leap-year) absolute calendar days period.
- Please refer to EDBC Example Scenarios doc attached under Section 3 Supporting Documents.

2.5.3 Programs Impacted

Temp-HA, Expanded Temp-HA, Perm-HA

2.5.4 Performance Impacts

N/A

2.6 Modify Batch EDBC processing job to not run on Temporary HA program when running in All Program (AP) mode (LRS/CalSAWS Only)

2.6.1 Overview

In LRS/CalSAWS, Batch EDBC auto run EDBC on HT program when running in AP mode.

In C-IV, Batch EDBC does not run on HT program. HT program is a manual EDBC program.

As part of this SCR, LRS/CalSAWS Batch EDBC must not run on HT program when running in AP mode.

2.6.2 Description of Change

1. Add a new refer table column into CT 18 – Program Code category. The new Refer Table column will be used to identify program list that Batch EDBC will run in AP mode. HT program must be excluded in the new refer table column.
2. Modify Batch EDBC processing job to use the new Refer Table column when running in AP mode.

2.6.3 Execution Frequency

No Change.

2.6.4 Key Scheduling Dependencies

No Change.

2.6.5 Counties Impacted

LRS/CalSAWS Counties.

2.6.6 Data Volume/Performance

N/A.

2.6.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

2.7 Add a new Batch EDBC Sweep job to trigger when all the 16 days benefits are issued, the 12 months benefit period is end, or Permanent HA is issued (LRS/CalSAWS Only)

2.7.1 Overview

Temporary HA program must be discontinued when all the 16 days of benefits are issued or when the 12 months benefit period is ended or when Permanent HA is issued.

2.7.2 Description of Change

Add a new batch job that will trigger EDBC when all the following are true.

1. HT is active as of the benefit run month.
2. The person is in AC status with role code of Member as of the benefit run month.
3. (All benefits are issued)
 - a. HT without exception (Regular Temp HA) / HT with exception benefits are issued for all 16 days on any person on the Time Track page that is Active in the HT program
Trigger Conditions:
 - Batch will trigger EDBC when all 16 days of benefit are issued on the current HA period. For example, when HA with exception is issued after the regular Temp HA on the same 12 months period, Batch will only look at the number of days on the current HT with exception period.
 - Batch will trigger EDBC when any person with a status of Active in the program has used all 16 days of the benefit.
Note: Benefit for HA with exception can be issued before the HA without exception.
 - b. Batch run date is in between the active Time track Start and End date.
Note: When there is an overlap of Regular and Expand Temp-HA, Batch will trigger EDBC when all 16 days of benefit are issued on both Regular and Expand Temp-HA.

Or (End of 12 months period)

- a. Batch run date is after the latest Homeless time track End date.

Or (Permanent HA is issued)

- a. The person is active on a Permanent HA (HP) program in the same case.
- b. The HP program has an application date on or after the application date of the HT program.

The Batch will trigger EDBC with the following details

1. Trigger EDBC in Single Program mode.
2. Trigger EDBC on the come-up month.
3. Trigger regular EDBC rule. Please refer to section 2.4.2 (Note) on the changes on Case Summary Page when EDBC discontinue the program.

2.7.3 Execution Frequency

Monthly – Batch Sweep for 10 days cutoff.

2.7.4 Key Scheduling Dependencies

Before Batch EDBC processing job.

After the new Fiscal time track sync job.

2.7.5 Counties Impacted

All Counties.

2.7.6 Data Volume/Performance

N/A.

2.7.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

2.8 Modify MEDS HA20 Interface job (PO19E412) to not send transaction when EDBC authorized amount is zero (LRS/CalSAWS Only), and Update HA20 payment type logic (LRS/CalSAWS and C-IV)

2.8.1 Overview

In LRS/CalSAWS, MEDS HA20 is triggered when EDBC approved on the HT or HP program, or when Homeless Assistance benefit is issued through Service Arrangement.

In C-IV, MEDS HA20 transaction is triggered when a Homeless Assistance benefit is issued through Service Arrangement only.

As part of this SCR, MEDS HA20 Interface job will not trigger a transaction when the EDBC authorized amount is zero on HT/HP program (LRS/CalSAWS only).

Additionally, both LRS/CalSAWS and C-IV HA20 transaction jobs must be updated to send payment type based on the new locations that store the HA exception codes.

2.8.2 Description of Change

LRS/CalSAWS only:

Modify Interface MEDS HA20 job (PO19E412) to not trigger HA20 transaction when HT/HP program EDBC authorized amount is zero.

Both LRS/CalSAWS and C-IV:

1. Modify Interface MEDS HA20 job to send payment type (Data Element (DE) 9064) of 'T' for Expanded Temp-HA for Victims of Domestic Abuse.
2. Modify Interface MEDS HA20 job to use the new saved locations of the HA exception codes to determine the HA payment type.
 - a. When HA benefit is issued through Service Arrangement, Interface job will use the new Time Track page to determine if the benefit is for a regular or an Expand Temp-HA for Victims of Domestic Abuse.
 - b. When HA benefit is issued through an EDBC run, the Interface job will consider the benefit is for an Expand Temp-HA when the HA reason code is 'Expanded Temp-HA for Victims of Domestic Abuse'. The Interface job will not look further at the HA Exception code.

Interface HA20 job uses a combination of program code and Homeless Reason/Exception codes to determine the payment type codes

The following table is the list of payment type codes when HA benefit is issued through Service Arrangement.

Program code	Homeless Reason/Exception Code	MEDS Payment Type – (DE 9064)
--------------	--------------------------------	-------------------------------

Homeless Temporary (HT)	N/A	STATE TEMPORARY - T
HT	Expanded Temp-HA for Victims of Domestic Abuse	STATE TEMPORARY - T
Homeless Permanent (HP)	N/A	STATE PERMANENT - P

The following table is the list of payment type codes when HA benefit is issued through EDBC.

Program code	Homeless Reason/Exception Code	MEDS Payment Type – (DE 9064)
HT	Blank	STATE TEMPORARY - T
HT	DECLARED NATURAL DISASTER	STATE TEMPORARY DECLARED NATURAL DISASTER - TD
HT	DOMESTIC VIOLENCE	STATE TEMPORARY VIOLENCE -TV
HT	PHYSICAL OR MENTAL ILLNESS	STATE TEMPORARY PHYSICAL OR MENTAL ILLNESS - TM
HT	UNINHABITABLE	STATE TEMPORARY UNINHABITABILITY - TU
HT	Expanded Temp-HA for Victims of Domestic Abuse	STATE TEMPORARY - T
HP	Blank	STATE PERMANENT - P
HP	DECLARED NATURAL DISASTER	STATE PERMANENT DECLARED NATURAL DISASTER - PD
HP	DOMESTIC VIOLENCE	STATE PERMANENT VIOLENCE - PV
HP	PHYSICAL OR MENTAL ILLNESS	STATE PERMANENT PHYSICAL OR MENTAL ILLNESS - PM

HP	UNINHABITABLE	STATE PERMANENT UNINHABITABILITY - PU
----	---------------	--

Note: When there are more than one EDBC records for the same payment type with the same authorization date, MEDS HA20 job will send one transaction for the case.

2.8.3 Execution Frequency

No Change.

2.8.4 Key Scheduling Dependencies

No Change.

2.8.5 Counties Impacted

All Counties.

2.8.6 Data Volume/Performance

N/A.

2.8.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

2.9 Time Limit Summary (LRS/CalSAWS and CIV)

2.9.1 Overview

The Time Limit Summary Page provides an overview of all-time limit information for individuals on the Case. This includes ABAWD, Cash-Aid, and Time Limit Extension Request. This system-change request will update the Time Limit Summary page to include a section for listing Homeless Assistance Time Track.

2.9.2 Time Limit Summary Mockup

Time Limit Summary

[Continue](#)

ABAWD

Name	Begin Month	End Month
No Data Found		
Add		

Cash-Aid

Name	TANF Used Months	TANF Remaining Months	CalWORKs Used Months	CalWORKs Remaining Months	WTW Used Months	WTW Remaining Months
<input type="checkbox"/> Person 01, Customer 25F	78	-18	60	-12	15	9
Remove						

Time Limit Extension Request

Display by Name: <input type="text"/>		From: <input type="text"/>	To: <input type="text"/>	View		
Name	Reason	Begin Month	End Month	Status	Status Date	
<input type="checkbox"/> Person 01, Customer 25F	605 - CW - Domestic Abuse Good Cause	11/2018	12/2018	Approved	11/19/2018	Edit View History
Remove						Add

Homeless Assistance

Name	Current Caretaker	Type	Begin Date	End Date	Days Used	Exception Days Used
<input type="checkbox"/> Person 01, Customer 25F	Yes	Homeless Assistance	02/05/2020	02/04/2021	16	10
<input type="checkbox"/> Person 01, Customer 25F		Domestic Abuse Assistance -Initial 16 Days	12/01/2019	12/16/2019		
<input type="checkbox"/> Person 01, Customer 25F		Domestic Abuse Assistance - Additional 16 Days	01/01/2020	01/16/2020		
Remove						Add

☐ Complete

[Continue](#)

Figure 2.9.1 – Time Limit Summary in LRS/CalSAWS

Time Limit Summary

* - Indicates required fields

Continue

ABAWD

Name	Begin Month	End Month
No Data Found		

Add

Cash-Aid

<input type="checkbox"/> Name	TANF Used Months	TANF Remaining Months	CalWORKs Used Months	CalWORKs Remaining Months	WTW Used Months	WTW Remaining Months
<input type="checkbox"/> Person 01, Customer	78	-18	60	-12	15	9

Remove

Homeless Assistance

<input type="checkbox"/> Name	Current Caretaker	Type	Begin Date	End Date	Days Used	Exception Days Used
Person 01, Customer	Yes	Homeless Assistance	02/05/2020	02/04/2021	16	10
<input type="checkbox"/> Person 01, Customer		Domestic Abuse Assistance -Initial 16 Days	12/01/2019	12/15/2019		
<input type="checkbox"/> Person 01, Customer		Domestic Abuse Assistance - Additional 16 Days	01/01/2020	01/15/2020		

Remove

Add

☐ Complete

Continue

Figure 2.9.1 – Time Limit Summary in CIV

2.9.3 Description of Changes

1. Add a new Homeless Assistance section that will list the latest Time Track period for each adult on the case. See figure 2.9.1.
 - a. This section will include the following columns:
 - i. Check Box – This field will allow users to remove a Domestic Abuse Assistance Time Track. The check box will be visible when the following conditions are met:

1. Users belong in "Homeless Assistance Time Track Remove" security group.
2. Time Track Type is 'Domestic Abuse Assistance – Initial 16 Days' or 'Domestic Abuse Assistance – Additional 16 Days'.
- ii. Name – The Name of the individual that the Time Track period is for. The format will be [Last], [First] [Age][Gender] in LRS/CalSAWS (see figure 2.9.1), and [Last], [First] in CIV (see figure 2.9.2). . This field will be a hyper link to the Homeless Assistance Time Track List page if users are with the "Homeless Assistance Time Track View" security group and Type is 'Homeless Assistance'.
- iii. Current Caretaker – This field will identify if the person is a caretaker, needy or non-needy, in the HT program. An active adult in the program will have value 'Yes' for being a needy caretaker. When there is no active adult in the HT program, the current payee will have value 'Yes' for being non-needy caretaker.
- iv. Type – The Type of Time Track for an individual. Possible value below:
 1. Homeless Assistance: A 365/366 days period to track Temporary HA or Temporary HA exceptions benefits.
 2. Domestic Abuse Assistance – Initial 16 Days: The first 16 days period of expanded temporary HA for victims of domestic abuse.
 3. Domestic Abuse Assistance – Additional 16 Days: The second 16 days period of expanded temporary HA for victims of domestic abuse.
- v. Begin Date – Begin date of the Time Track period.
- vi. End Date – End date of the Time Track period.
- vii. Days Used – Number of days used for Regular Temp HA benefit within the time period.
- viii. Exception Days Used – Number of days used for Temp HA with exceptions within the time period.
- b. Time Track will not be paginated.
- c. Time Track records will be displayed in order of Name and Type. The order of Type will be 'Homeless Assistance', 'Domestic Abuse Assistance – Initial 16 Days', and 'Domestic Abuse Assistance – Additional 16 Days' for a person. See Figure 2.9.1.
- d. Add a "Remove" button that will allow users to remove Domestic Abuse Assistance Time Track. This button is only visible to users with the "Homeless Assistance Time Track Remove" security group and there are any Time Tracks with Type 'Domestic Abuse Assistance – Initial 16 Days' or 'Domestic Abuse Assistance – Additional 16 Days'.
- e. Add an "Add" button that will navigate users to Homeless Assistance Time Track page in Create Mode. This button will be

only visible to users with the “Homeless Assistance Time Track Add” security group.

2.9.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Time Limit**

2.9.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
HomelessAssistanceTimeTrackView	Ability to navigate to Homeless Assistance Time Track List, Homeless Assistance Time Track, and Homeless Assistance Time Track page	Homeless Assistance Time Track View Homeless Assistance Time Track Edit
HomelessAssistanceTimeTrackEdit	Ability to create Time Track and create, edit Time Track Detail records	Homeless Assistance Time Track Edit
HomelessAssistanceTimeTrackRemove	Ability to Remove Time Track and Time Track Detail	Homeless Assistance Time Track Remove

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Homeless Assistance Time Track View	Give users the ability to view Homeless Assistance Time Track List, Homeless Assistance Time Track, and Homeless Assistance Time Track page	Eligibility Staff, Eligibility Supervisor
Homeless Assistance Time Track Edit	Give users the ability to create Time Track and create, edit Homeless Assistance Time Track Detail records	Eligibility Staff, Eligibility Supervisor
Homeless Assistance Time Track Remove	Give users the ability to remove Time Track and Time Track Detail records	Eligibility Supervisor

2.9.6 Page Mapping

Add page mapping for Homeless Assistance section.

2.10 Homeless Assistance Time Track List (LRS/CalSAWS and CIV)

2.10.1 Overview

The Homeless Assistance Time Track List page will allow users to track benefits for Homeless Assistance. This will include temporary HA, temporary HA with exception.

The system will not track temporary HA with 'State/Federal Declared Natural Disaster' Exception since there is no restrictions on how many times a customer can request this type of benefit within a 12-month period.

2.10.2 Homeless Assistance Time Track List Mockup

Homeless Assistance Time Track List

Close

Name:
Person 01, Customer 25F

Time Period	Begin Date	End Date	Days Used	Days Remaining	Exception Days Used	Exception Days Remaining
1	01/06/2017	01/05/2018	16	0	10	6
2	02/05/2020	02/04/2021	3	13	0	16

RemoveAdd

Display by Time Period:
From:
To:
View

Search Results Summary

Results 1 - 6 of 6

Begin Date	End Date	Days Used	Exception	Time Period
01/06/2017	01/08/2017	3		1
01/09/2017	01/15/2017	7		1
01/16/2017	01/21/2017	6		1
03/15/2017	03/17/2017	3	Former Residence Uninhabitable	1
03/18/2017	03/24/2017	7	Former Residence Uninhabitable	1
02/05/2020	02/07/2020	3		2

RemoveAdd

Close

Figure 2.10.1 – Homeless Assistance Time Track List

Homeless Assistance Time Limit List

Close

Name:
Person 01, Customer

Figure 2.10.2 – Homeless Assistance Time Track List – Name field in CIV

2.10.3 Description of Changes

- 1) Create a new Homeless Assistance Time Track List page that will be visible to users with the "Homeless Assistance Time Track View" security group. See figure 2.10.1.
- 2) Users will be able to navigate to this page from Time Limit Summary page.
- 3) This page will include the following field:
 - a. Name – This will provide the name of the individual that the Homeless Assistance Time Track periods are for. The format will be [Last], [First] [Age][Gender] in LRS/CalSAWS (see figure 2.10.1), and [Last], [First] in CIV (see figure 2.10.2).
- 4) A Time Track period section will include the list of Homeless Assistance Time Track records.
 - a. This section will have the following columns:
 - i. Check Box – This field will allow users to remove a Homeless Assistance Time Track. The check box will be visible for users when following conditions are met:
 1. Users belong in "Homeless Assistance Time Track Remove" security group.
 2. Users' locations are the county where the Time Track is created.
 - ii. Time Period – The number of Time Track period.
 - iii. Begin Date – Begin date of the Time Track period.
 - iv. End Date – End date of the Time Track period.
 - v. Days Used – Number of days used for regular Temporary HA.
 - vi. Days Remaining – Number of days are available for regular Temporary HA. The maximum is 16 days.
 - vii. Exception Days Used – Number of days are used for Temporary HA exceptions.
 - viii. Exception Days Remaining – Number of days are available for Temporary HA exceptions. The maximum is 16 days.
 - b. Homeless Assistance Time Track period section will not be paginated.
 - c. Homeless Assistance Time Track records will be order by Time Period.
 - d. Add a "Remove" button that will allow users to remove Time Track periods. This button will be only visible when following conditions are met:
 - i. Users belong in "Homeless Assistance Time Track Remove" security group.
 - ii. There are any Homeless Assistance Time Track records with Check Box available for users to remove.

Users will be navigated to Time Limit Summary page when all Time Track periods are removed.

- e. Add an “Add” button that will navigate users to the Homeless Assistance Time Track page in Create Mode. This button will only be visible to users with the “Homeless Assistance Time Track Add” security group.
- 5) A Time Track Detail section will include the list of Temporary HA and Temporary HA with exceptions benefits.
- a. This section will include the following fields that will allow users to filter the results by clicking the “View” button.
 - i. Display By Time Period – A drop -down field will contain all Time Track periods of an individual.
 - ii. From – This field will allow users to filter the results based on the payment begin date.
 - 1. All results with Begin Date greater or equal to the ‘From’ date will be displayed.
 - 2. This field will allow users to enter data in “MM/DD/YYYY” format.
 - 3. The default value will be blank.
 - iii. To – This field will allow users to filter the results based on payment begin date.
 - 1. All results with Effective Month less or equal to the ‘To’ date will be displayed.
 - 2. This field will allow users to enter data in “MM/DD/YYYY” format.
 - 3. The default value will be blank.
 - b. This section will have the following columns:
 - i. Check Box – This field will allow users to remove a Homeless Assistance Time Track Detail. The check box will be visible for users when following conditions are met:
 - 1. Users belong in “Homeless Assistance Time Track Remove” security group.
 - 2. Users’ locations are the county where the Time Track Detail is created at.
 - ii. Begin Date – The payment begins date of Temporary HA or Temporary HA with exceptions benefits.
 - iii. End Date – The payment end date of Temporary HA or Temporary HA with exceptions benefits.
 - iv. Days Used – Number of days are used. This is a calculated field based on the Begin Date and End Date. This field will be a hyper link to the Homeless Assistance Time Track Detail page if users are with the “Homeless Assistance Time Limit View” security group.
 - v. Exception – This field will only have value if benefits are for Temporary HA with exceptions. Possible values are below:
 - 1. Domestic Violence
 - 2. Former Residence Uninhabitable
 - 3. Physical/Mental Illness
 - vi. Time Period – The number of Time Track period.

- vii. All columns above will be sortable.
- viii. Time Track Detail records will be displayed in ascending order of Time Period and Begin Date.
- ix. Add an "Edit" button that will navigate users to the Homeless Assistance Time Track Detail page in Edit Mode. This button will only be visible when the following conditions are met:
 - 1. Users belong in the "Homeless Assistance Time Track Add" security group.
 - 2. Users' locations are the county where the Time Track Detail is created.
- c. Time Track Detail section will not be paginated.
- d. Add a "Remove" button that will allow users with the "Homeless Assistance Time Track Remove" security group to remove Time Track Details. This button will only be visible when the following conditions are met:
 - i. There are any Time Track Details with Checkbox available for users to remove.
 - ii. Users belong in the "Homeless Assistance Time Track Remove" security group.
- e. Add an "Add" button that will navigate users to the Homeless Assistance Time Track Detail page in Create Mode. This button will only be visible to users with the "Homeless Assistance Time Track Add" security group.

2.10.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Time Limit**

2.10.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
HomelessAssistanceTimeTrackView	Ability to navigate to Homeless Assistance Time Track List, Homeless Assistance Time Track, and Homeless Assistance Time Track page	Homeless Assistance Time Track View Homeless Assistance Time Track Edit
HomelessAssistanceTimeTrackEdit	Ability to create Time Track and create, edit Time Track Detail records	Homeless Assistance Time Track Edit
HomelessAssistanceTimeTrackRemove	Ability to Remove Time Track and Time Track Detail	Homeless Assistance Time Track Remove

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Homeless Assistance Time Track View	Give users the ability to view Homeless Assistance Time Track List, Homeless Assistance Time Track, and Homeless Assistance Time Track page	Eligibility Staff, Eligibility Supervisor
Homeless Assistance Time Track Edit	Give users the ability to create Time Track and create, edit Homeless Assistance Time Track Detail records	Eligibility Staff, Eligibility Supervisor
Homeless Assistance Time Track Remove	Give users the ability to remove Time Track and Time Track Detail records	Eligibility Supervisor

2.10.6 Page Mapping

Add page mapping for Homeless Assistance Time Track List page.

2.11 Homeless Assistance Time Track (LRS/CalSAWS and CIV)

2.11.1 Overview

The Homeless Assistance Time Track page will allow users to create a Time Track period to track Homeless Assistance benefits.

2.11.2 Homeless Assistance Time Track Mockup

Homeless Assistance Time Track

* - Indicates required fields

Name: *

Type: *

Begin Date: *

End Date: *

Save Cancel

Save Cancel

This Type 1 page took 1.46 seconds to load.

Figure 2.11.1 – Homeless Assistance Time Track Navigated From Time Limit Summary

Homeless Assistance Time Track

* - Indicates required fields

Name: *
Person 01, Customer 25F

Type: *
Homeless Assistance

Begin Date: *

End Date: *

Save Cancel

Save Cancel

This Type_1 page took 1.46 seconds to load.

Figure 2.11.2 – Homeless Assistance Time Track Navigated From Homeless Assistance Time Track List

Name: *
Person 01, Customer

Figure 2.11.3 – Homeless Assistance Time Track – Name field in CIV

2.11.3 Description of Changes

1. Create a new Homeless Assistance Time Track page to allow users to add a new Time Track period.
2. Users with 'Homeless Assistance Time Track View' and 'Homeless Assistance Time Track Add' security groups will be able to navigate to this page from Time Limit Summary page and Homeless Assistance Time Track List page.
3. This page will include the following field:
 - a. Name – This will provide the name of the individual that Homeless Assistance Time Track is for. The format will be [Last], [First] [Age][Gender] in LRS/CalSAWS (see figure 2.11.2), and [Last], [First] in CIV (see figure 2.11.3).
 - i. This field will be only editable and mandatory when page is accessed from Time Limit Summary page. The default value will be '- Select -'. See figure 2.11.1.
 - ii. This field will have all adult persons under the case as available options when editable.
 - iii. This field will not be editable when navigated from Homeless Assistance Time Track List page. The default value will be the Name from the Homeless Assistance Time Track List page. See figure 2.11.2,
 - b. Type – This field will allow users to set the Type of a Time Track.
 - i. This field will be only editable and mandatory when page is accessed from Time Limit Summary page.
 - ii. This field will have following options for selection:
 1. – Select –
 2. Homeless Assistance
 3. Domestic Abuse Assistance – Initial 16 Days

- 4. Domestic Abuse Assistance – Additional 16 Days
- 5. The default value will be ‘– Select –’. See figure 2.11.1.
- iii. This field will not be editable when navigated from Homeless Assistance Time Track List page. The default value will be ‘Homeless Assistance’. See figure 2.11.2,
- c. Begin Date – This field will allow users to set the begin date of a Time Track period.
 - i. This field is editable.
 - ii. This field will allow users to enter data in “MM/DD/YYYY” format.
 - iii. The default value will be blank.
- d. End Date – This field will indicate the end date of a Time Track period. The default value will be automatically calculated based on Begin Date and Type.

For ‘Homeless Assistance’ Type:

- i. This field is not editable.
- ii. The default value will be counting 365 days (or 366 in a leap year) from Begin Date. For example, if Begin Date is ‘04/14/2020’, End Date will be ‘04/13/2021’.

For ‘Domestic Abuse Assistance – Initial 16 Days’ and ‘Domestic Abuse Assistance – Additional 16 Days’ Types

- i. This field is editable.
- ii. The default value will be counting 16 days from Begin Date. For example, if Begin Date is ‘04/14/2020’, End Date will be ‘04/29/2020’.
- iii. Add a validation message ‘Domestic Abuse Assistance Time Track cannot exceed 16 days’ and stop data from being saved.

Note: System does not allow changes on the End Date of a Time Track with Homeless Assistance Type. If a Homeless Assistance Time Track need to end before 365/366 days, it is required to manually delete the Time Track before starting a new one.

- 6) Add a “Save” button that will allow users to save data. For ‘Homeless Assistance’ Type, users will be navigated to Homeless Assistance Time Track List page.
For ‘Domestic Abuse Assistance – Initial 16 Days’ and ‘Domestic Abuse Assistance – Additional 16 Days’ Types, users will be navigated to Time List Summary page.
- 7) When Type is ‘Homeless Assistance’, add a validation with message ‘Time Track period already exists’ when date range of the Begin Date and the End Date overlaps with existing Time Tracks with ‘Homeless Assistance’ Type and stop data from being saved

- 8) Add a validation with message 'Domestic Abuse Assistance – Initial 16 Days' Time Track already exists' and stop data from being saved.
- 9) Add a validation with message 'Domestic Abuse Assistance – Additional 16 Days' Time Track already exists' and stop data from being saved.
- 10) Add a validation with message 'Begin Date cannot be future date.' and stop data from being saved.
- 11) Add an "Cancel" button that will navigate users to the previous page without saving data.

2.11.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Time Limit**

2.11.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
HomelessAssistanceTimeTrackView	Ability to navigate to Homeless Assistance Time Track List, Homeless Assistance Time Track, and Homeless Assistance Time Track page	Homeless Assistance Time Track View Homeless Assistance Time Track Edit
HomelessAssistanceTimeTrackEdit	Ability to create Time Track and create, edit Time Track Detail records	Homeless Assistance Time Track Edit

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Homeless Assistance Time Track View	Give users the ability to view Homeless Assistance Time Track List, Homeless Assistance Time Track, and Homeless Assistance Time Track page	Eligibility Staff, Eligibility Supervisor
Homeless Assistance Time Track Edit	Give users the ability to create Time Track and create, edit Homeless Assistance Time Track Detail records	Eligibility Staff, Eligibility Supervisor

2.11.6 Page Mapping

Add page mapping for Homeless Assistance Time Track page.

2.12 Homeless Assistance Time Track Detail (LRS/CalSAWS and CIV)

2.12.1 Overview

The Homeless Assistance Time Track Detail page will allow users to create, edit, and view a Time Track Detail to track Temporary HA and Temporary HA exceptions benefits.

2.12.2 Homeless Assistance Time Track Detail Mockup

The mockup shows a form titled "Homeless Assistance Time Track Detail". At the top right are "Save" and "Cancel" buttons. A legend indicates that an asterisk (*) denotes required fields. The form contains the following fields:

Name: Person 01, Customer 25F	Case Number: * -Select-
Time Period: * -Select-	Exception: * -Select-
Begin Date: * <input type="text"/>	End Date: * <input type="text"/>

At the bottom right, there are "Save" and "Cancel" buttons.

Figure 2.12.1 – Homeless Assistance Time Track Detail page in Create Mode

The mockup shows the same form as Figure 2.12.1, but in edit mode. The data is populated as follows:

Name: Person 01, Customer 25F	Case Number: * CASE001
Time Period: * 1	Exception: *
Begin Date: * 01/06/2017	End Date: * 01/12/2017

At the bottom right, there are "Save" and "Cancel" buttons.

Figure 2.12.2 – Homeless Assistance Time Track Detail page in Edit Mode

Homeless Assistance Time Track Detail

* - Indicates required fields

Name:
Person 01, Customer 25F

Case Number: *
CASE001

Time Period: *
1

Exception: *

Begin Date: *
01/06/2017

End Date: *
01/08/2017

County:
Los Angeles

Save Cancel

Save Cancel

Figure 2.12.3 – Homeless Assistance Time Track Detail page in View Mode

Name:
Person 01, Customer

Figure 2.12.4 – Homeless Assistance Time Track Detail – Name Field in CIV

2.12.3 Description of Changes

- Create a new Homeless Assistance Time Track Detail page.
- Users with 'Homeless Assistance Time Track View' and 'Homeless Assistance Time Track Add' security groups will be able to navigate to this page from Homeless Assistance Time Track List page.
- This page will include the following field:
 - Name** – This will provide the name of the individual that Homeless Assistance Time Track Month is for. This field will not be editable. The format will be [Last], [First] [Age][Gender] in LRS/CalSAWS (see figure 2.12.3), and [Last], [First] in CIV (see figure 2.12.4).
 - Case Number**– The Case Number of Temporary HA program.
 - This field will be mandatory and editable only in Create Mode.
 - This field's options will include all Cases in current Users' county for the person. The format will be [Case Number] – [Case Name] in Create Mode and [Case Number] in Edit and View Mode.
 - The default value will be '– Select –'.
 - Time Period** – The 365/366 days' time period of the Time Track Detail belong to.
 - This field will be mandatory and editable only in Create Mode.
 - This field will include all Time Tack periods on Homeless Assistance Time Track List page as options.
 - The default value will be '– Select –'.

- d. Exception – This field will indicate tracked benefits are for Temporary HA or Temporary HA with exceptions.
 - i. This field will be non-mandatory and editable only in Create Mode.
 - ii. This field will have following options:
 - 1. – Select –
 - 2. Domestic Violence
 - 3. Former Residence Uninhabitable
 - 4. Physical/Mental Illness
 - iii. The default value is ‘– Select –’.
- e. Begin Date – The begin date of benefits.
 - i. This field will be mandatory and editable in both Create Mode and Edit Mode.
 - ii. This field will allow users to enter data in “MM/DD /YYYY” format.
 - iii. The default value will be blank in Create Mode and last saved data in Edit Mode.
- f. End Date – The end date of benefits.
 - i. This field will be mandatory and editable in both Create Mode and Edit Mode.
 - ii. This field will allow users to enter data in “MM/DD /YYYY” format.
 - iii. The default value will be blank in Create Mode and last saved data in Edit Mode.
- g. County – This field indicates the county where a Time Track Detail is created. This field is only available in View Mode.
- d. Add a “Save” button that will allow users to save data and navigate to Homeless Assistance Time Track List page.
- e. For Temporary HA without exceptions, add a validation with message ‘Begin Date or End Date, or both is not within selected time period’ and stop data from being saved.
- f. For Temporary HA with exceptions:
 - i. add a validation with message ‘Begin Date is not within selected time period’ and stop data from being save.
- g. Add a validation with message ‘Days between Begin Date and End Date cannot be more than 16 days’ and stop data from being saved.
- h. Add a validation with message ‘Begin Date cannot be future date.’ And stop data from being saved.
- i. Add an “Cancel” button that will navigate users to the Homeless Assistance Time Track List page without saving data.

2.12.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Time Limit**

2.12.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
HomelessAssistanceTimeTrackView	Ability to navigate to Homeless Assistance Time Track List, Homeless Assistance Time Track, and Homeless Assistance Time Track page	Homeless Assistance Time Track View Homeless Assistance Time Track Edit
HomelessAssistanceTimeTrackEdit	Ability to create Time Track and create, edit Time Track Detail records	Homeless Assistance Time Track Edit

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Homeless Assistance Time Track View	Give users the ability to view Homeless Assistance Time Track List, Homeless Assistance Time Track, and Homeless Assistance Time Track page	Eligibility Staff, Eligibility Supervisor
Homeless Assistance Time Track Edit	Give users the ability to create Time Track and create, edit Homeless Assistance Time Track Detail records	Eligibility Staff, Eligibility Supervisor

2.12.6 Page Mapping

Add page mapping for Homeless Assistance Time Track Detail page.

2.13 CTCRs

- In LRS/CalSAWS and CIV, insert a new record with below attributes in Catgry table:
CATGRY_NAME: Time Track Type
REFER_TABLE_IND: N
- In LRS/CalSAWS and CIV, insert new records in Code_Defl table as below:

CODE_NUM_IDENTIF	CATGRY_ID	SHORT_DECODE_NAME	LONG_DECODE_NAME	BEG_DATE	END_DATE
HA	(ID of new Catgry record above)	Homeless Assistance	Homeless Assistance	1/1/1000	12/31/9999

DI	(ID of new Catgry record above)	Domestic Abuse Assistance – Initial 16 Days	Expanded Temporary HA for Victims of Domestic Abuse – Initial 16 Days	1/1/1000	12/31/9999
DA	(ID of new Catgry record above)	Domestic Abuse Assistance – Additional 16 Days	Expanded Temporary HA for Victims of Domestic Abuse – Additional 16 Days	1/1/1000	12/31/9999

3. In LRS/CalSAWS, update Catgry with Name 'Homeless Assistance Exception' with below values

- a. Field_label_descr: Homeless Assistance Time Track:1:S;
- b. Refer_table_Ind: Y

In CIV, insert above record in to catgry table.

4. In LRS/CalSAWS, Update Refer_Table_1_Descr of Code_Detl table with below highlighted value for 'Homeless Assistance Exception' category.

CODE_NUM_IDENTIF	CODE_DESCR	REFER_TABLE_1_DESCR
SF	State/Federal Declared Natural Disaster	N
DV	Domestic Violence	Y
FR	Former Residence Uninhabitable	Y
PM	Physical/Mental Illness	Y

In CIV, insert above records into Code_Detl table.

2.14 Database Change Request

1. Create a new table 'PERS_TIME_TRACK' with following columns:
 - a. ID – This column will store system-generated unique identifier for each instance of this table.
 - a. This column will not allow null value.
 - b. Data type will be number.
 - c. Comment will be 'This is a System-generated unique identifier for an instance of this table to be used as the primary key'.
 - b. PERIOD_NUM_IDENTIF – This column will store the identifier of time periods for a person.
 - a. This column will not allow null value.
 - b. Data type will be number.
 - c. Comment will be 'This column stores the number of a time period. Gets incremented for each new time period for a person'.
 - c. PERS_ID – This column will store the primary key of table PERS.
 - a. This column will not allow null value.
 - b. Data type will be number.
 - c. Comment will be 'This is a system-generated unique identifier for an instance of this table propagated from the parent table primary key.'
 - d. BEG_DATE – This column will store begin date of each time period.
 - a. This column will not allow null value.

- b. Data type will be date.
 - c. Comment will be 'This column stores the begin date for each time period.'
- e. END_DATE – This column will store end date of each time period.
 - a. This column will not allow null value.
 - b. Data type will be date.
 - c. Comment will be 'This column stores the end date for each time period.'
- f. TYPE_CODE – This column will store the type of a time period.
 - a. This column will not allow null value.
 - b. Data type will be VARCHAR2(3 Byte).
 - c. Comment will be '[new ID of Time Track Type in section 2.13.1] – This column will store the Type of a Time Track period.'
- g. CREATED_BY – This column will identify the person who creates an instance on this table.
 - a. This column will not allow null value.
 - b. Data type will be VARCHAR2(30 Byte).
 - c. Comment will be 'This column captures the name of the person who created a specific instance on this table.'
- h. UPDATED_BY – This column will identify the last person who updates an instance on this table.
 - a. This column will not allow null value.
 - b. Data type will be VARCHAR2(30 Byte).
 - c. Comment will be 'This column captures the name of the person who last updated a specific instance on this table'
- i. CREATED_ON – This column will store the date/time when an instance of this table is created.
 - a. This column will not allow null value.
 - b. Data type will be TIMESTAMP (6).
 - c. Comment will be 'this column captures the date/time when a specific instance of this table was created.'
- j. UPDATED_ON – This column will store the date/time when an instance of this table is last updated.
 - a. This column will not allow null value.
 - b. Data type will be TIMESTAMP (6).
 - c. Comment will be 'This column captures the date/time when a specific instance of this table was last updated'.

Table comment will be 'This Table stores the time period information for tracking day-based benefits.'

2. Create a new table 'PERS_TIME_TRACK_DETL' with following columns:
 - a. ID – This column will store system-generated unique identifier for each instance of this table.
 - i. This column will not allow null value.
 - ii. Data type will be number.
 - iii. Comment will be 'This is a System-generated unique identifier for an instance of this table to be used as the primary key'.

- b. PERS_TIME_TRACK_ID – This column will store the primary key of TIME_TRACK table.
 - i. This column will not allow null value.
 - ii. Data type will be number.
 - iii. Comment will be 'This column is a foreign key to the TIME_TRACK table.'
- c. BEG_DATE – This column will store the begin date of benefits.
 - i. This column will not allow null value.
 - ii. Data type will be date.
 - iii. Comment will be 'This column stores Begin Date for Homeless Assistance benefits'
- d. END_DATE – This column will store the end date of benefits.
 - i. This column will not allow null value.
 - ii. Data type will be date.
 - iii. Comment will be 'This column stores End Date for Homeless Assistance benefits'
- e. COUNTY_CODE – This column will identify at which county the time track detail record is created.
 - i. This column will not allow null value.
 - ii. Data type will be VARCHAR2(3 Byte).
 - iii. Comment will be '15 - This column will contain the county at which the time period is created.'
- f. EXCEPT_CODE – This column will identify the code of exceptions for Temporary HA.
 - i. This column will allow null value.
 - ii. Data type will be VARCHAR2(3 BYTE)
 - iii. Comment will be '10179 - This is the code of the Exception that allows the person to receive assistance.'
- g. CASE_ID – This column will store the primary key of table CASE.
 - i. This column will not allow null value.
 - ii. Data type will be number.
 - iii. Comment will be 'This is a system-generated unique identifier for a row of this table, propagated from the parent table primary key.'
- h. CREATED_BY – This column will identify the person who creates an instance on this table.
 - i. This column will not allow null value.
 - ii. Data type will be VARCHAR2(30 Byte).
 - iii. Comment will be 'This column captures the name of the person who created a specific instance on this table.'
- i. UPDATED_BY – This column will identify the last person who updates an instance on this table.
 - i. This column will not allow null value.
 - ii. Data type will be VARCHAR2(30 Byte).
 - iii. Comment will be 'This column captures the name of the person who last updated a specific instance on this table'

- j. CREATED_ON – This column will store the date/time when an instance of this table is created.
 - i. This column will not allow null value.
 - ii. Data type will be TIMESTAMP (6).
 - iii. Comment will be 'this column captures the date/time when a specific instance of this table was created.'
- k. UPDATED_ON – This column will store the date/time when an instance of this table is last updated.
 - i. This column will not allow null value.
 - ii. Data type will be TIMESTAMP (6).
 - iii. Comment will be 'This column captures the date/time when a specific instance of this table was last updated'.

Table comment will be 'This Table stores benefits information within a time period for tracking'.

2.15 Homeless Assistance Time Track Batch (LRS/CalSAWS only)

2.15.1 Overview

A new daily batch process will be introduced to track Homeless Assistance benefits. This will include temporary HA, temporary HA with exceptions, and expanded temporary HA for victims of domestic abuse.

2.15.2 Description of Change

1. Create a new Homeless Assistance Time Track batch job with following components:
 - a. Sweep Logic: The batch will pick up accepted HT and HP EDBC ran on the Batch Date. For HP, HT, and HT with exceptions, use table in section 2.4.2.16 to determine which program persons to track issued benefits. For Expanded HT for victims of domestic abuse, use table in section 2.4.2.17.
 Note: Currently EDBC Run Date does not capture the date when the Supervisor or Deputy authorize EDBC. This batch will not be able to pick up any EDBC that are authorized on a later date than the run date. SCR-55990 will address this issue.
 - b. Batch Logic: For each Person and Benefit Month identified from 2.15.2.1a:
 - i. The batch will create a new Time Track with 'Homeless Assistance' Type and payment begin date as the Begin Date when following conditions are met:
 1. Benefits are Permanent HA, Permanent HA exceptions, Temporary HA, Temporary HA exceptions. Exception 'State/Federal Declared Natural Disaster' will be excluded.

2. The payment begin date is not within any existing Time Track period with 'Homeless Assistance' Type for the individual.

End Date will be automatically calculated by counting 365 days (or 366 in a leap year) from Begin Date. For example, if Begin Date is '04/14/2020', End Date will be '04/13/2021'.

- ii. The batch will create a new Time Track with 'Domestic Abuse Assistance – Initial 16 Days' Type and payment begin date as the Begin Date when following conditions are met:
 1. Benefits are Expanded HT for victims of domestic abuse.
Technical Note:
On the eligibility tables, 'Expanded Temp-HA for Victims of Domestic Abuse' on the Reason column will indicate the benefits is for domestic abuse assistance.
 2. There are no 'Domestic Abuse Assistance – Initial 16 Days' and 'Domestic Abuse Assistance – Additional 16 Days' time track for the person.

End Date will be the payment end date.

- iii. The batch will create a new Time Track with 'Domestic Abuse Assistance – Additional 16 Days' Type and payment begin date as the Begin Date when following conditions are met:
 1. Benefits are Expanded HT for victims of domestic abuse.
 2. There is an 'Domestic Abuse Assistance – Initial 16 Days' Time Track, but not 'Domestic Abuse Assistance – Additional 16 Days' time track for the person.
 3. The payment begin date is later than end date of initial 16 days' time track.

End Date will be the payment end date.

Note:

The batch will only automate the creation of Domestic Abuse Assistance Time Track when those benefits are first calculated in EDBC. Any changes to already established Time Track will require manual action on users.

- iv. The batch will update Time Track Details to track Temporary HA and Temporary HA exceptions benefits of an EDBC for a specific case. For example, a customer requests Temporary HA benefits from 4/1/2020 to 4/3/2020 and 4/5/2020 to 4/11/2020 with Case LA01 in Los Angeles County. Batch will maintain all Time Track Details with Begin Date in April 2020 and Case LA01 to two transactions below.

beg Date	End Date	Exception	County	Case	Time period
4/1/2020	4/3/2020		19	LA01	1
4/5/2020	4/11/2020		19	LA01	1

Note:

- After HT EDBC is run, batch will overwrite manually entered Time Track Details to match EDBC's benefits.
- When customers request a payment spans across two months, the benefits will be calculated into two EDBC. For example, if a request begins from 4/29/2020 to 5/1/2020. There will be one EDBC for April with 2-days benefits and one EDBC for May with 1-day benefits. In this scenario, the batch will also split benefits in Time Track Details as below:

beg Date	End Date	Exception	County	Case	Time period
4/29/2020	4/30/2020		19	LA01	1
5/1/2020	5/1/2020		19	LA01	1

2.15.3 Execution Frequency

Daily on Weekdays only.

2.15.4 Key Scheduling Dependencies

The Daily Batch EDBC would be a predecessor to this new job.

2.15.5 Counties Impacted

Los Angeles County only

2.15.6 Data Volume/Performance

This batch job is projected to create less than 3,000-time track records per month across all 58 counties.

2.15.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate the nature of the failure and determine the appropriate action. This Batch job will not utilize restartability. The entire file will be written at the end of processing, or the file will not be created all. This approach will allow this job to be re-run without the possibility of creating a partial file and having to combine multiple partial files

2.16 Update “Statement of Facts – Homeless Assistance” Form CW 42

2.16.1 Overview

This recommendation is to update the form to the newest state version allow per ACL 19-118.

The form can be generated through the Template Repository.

State Form:

CalSAWS/LRS: CW 42 (current system version: 9/16)

C-IV: CW 42 (current system version: 11/06)

Current Programs: CalWORKs

Current Attached Form(s): None

Current Forms Category:

CalSAWS/LRS: Form

C-IV: Administrative

Existing Languages:

CalSAWS/LRS and C-IV: English and Spanish

2.16.2 Description of Change

The existing CW 42 form is out of date in both CalSAWS/LRS and C-IV. Per ACL 19-118, CW 42 was updated to remove references to the 16 consecutive days for Temporary HA.

2.16.2.1 Updates to CalWORKs CW 42 Form XDP

The CW 42 form will be updated to the most recent state version (09/19).

Updated Languages:

CalSAWS/LRS and C-IV: English and Spanish

Include NA Back 9: N/A

Form Mockups/Examples: See Supporting Documents #2

The below table lists the updates for the CalSAWS/LRS current version and the updated CW 42 per ACL 19-118:

Number	Existing Text	Updated Text	Format
1	<none>	.	Arial Font Size 10
2	violence	abuse	Arial Font Size 10
3	"County Use Only" section	Repositioned "County Use Only" section	Arial Font Size 10
4	<none>	also	Arial Font Size 10
5	TS	Temporary Shelter	Arial Font Size 10
6	<ul style="list-style-type: none">You may get TS payments for up to 16 days in a row. The first day starts when you get the first TS payment. If you stay anywhere for free, or somewhere other than a shelter or business which rents rooms, you can't get a	<ul style="list-style-type: none">You may get Temporary Shelter payments for up to 16 days.Once you have used the 16 days, Temporary Shelter will stop. You will not be eligible to receive	Arial Font Size 10

	<p>TS payment, but the days count as part of the 16 days.</p> <ul style="list-style-type: none"> • To get TS payments you must rent from a person or place that is in the business of renting property. • At the end of the 16 days, TS will stop. You will not be eligible to receive TS again for another 12 months, unless you have an exception, even if you have not used up all the TS benefits. • You will be asked to prove that your payments were spent on shelter. If you can't, future payments will go to a shelter, landlord or others for you 	<p>Temporary Shelter again for another 12 months, unless you have an exception.</p> <ul style="list-style-type: none"> • You will be asked to prove that your payments were spent on shelter. If you can't, future payments will be made by voucher directly to a shelter, landlord or others for you. • If you are fleeing domestic abuse and not currently receiving cash aid, you may be eligible for up to 32 days of expanded temporary Homeless Assistance payments. 	
7		(see mockup for details)	Arial Font Size 10
8		(see mockup for details)	Arial Font Size 10
9	- -	<none>	Arial Font Size 10
10	Mo. Day Yr.	Mo. Day Yr.	Arial Font Size 10
11	Number, Street	Street Address	Arial Font Size 10
12	<none>		Arial Font Size 10
13	<none>		Arial Font Size 10
14	<none>		Arial Font Size 10
15		(see mockup for details)	Arial Font Size 10
16	<none>	Why?	Arial Font Size 10
17	(TS)	(see mockup for details)	Arial Font Size 10
18	(PH)	<none>	Arial Font Size 10
19	homeless assistance	Homeless Assistance	Arial Font Size 10
20	TS	Temporary Shelter	Arial Font Size 10
21	homeless assistance	Homeless Assistance	Arial Font Size 10

2.17 CalSAWS/LRS only: Update "Permanent Housing Search Document" Form CW 74

2.17.1 Overview

This recommendation is to update the form to the newest state version per ACL 19-118.

The form can be generated through the Template Repository.

Note: C-IV currently does not have the CW 74. C-IV counties will inherit this Form at migration.

State Form: CW 74 (current system version: 7/12)

Current Form Name: CW 74-LA

Current Programs: CalWORKs

Current Attached Form(s): None

Current Forms Category: Form

Existing Languages:

English

2.17.2 Description of Change

CW 74 was updated per ACL 19-118 to remove reference to receiving Temporary shelter payment for 16 days in a row.

2.17.2.1 Updates to CalWORKs CW 74 Form XDP

The CW 74 form will be updated to the most recent state version (09/19).

Updated Form Name: CW 74

Updated Languages:

English, Spanish (new)

Include NA Back 9: N/A

Form Mockups/Examples: See Supporting Documents #3

The below table lists the updates for the CalSAWS/LRS current version and the updated CW 74 per ACL 19-118:

Number	Existing Text	Updated Text	Format
3	in a row	<none>	Arial Font Size 10
4	<none>	<hr/>	Arial Font Size 10
5	<none>	<hr/>	Arial Font Size 10
6	CW 74-LA (7/12) RECOMMENDED FORM	CW 74 (9/19) Recommended Form	Arial Font Size 10
7	<none>	Page 1 of 1	Arial Font Size 10

2.18 Update " Notification Of Intercounty Transfer" Form CW 215

2.18.1 Overview

This recommendation is to update the form to the newest state version per ACL 19-118.

The form can be generated through the Template Repository.

State Form:

CalSAWS/LRS: CW 215 (current system version: 07/16)

C-IV: CW 215 (current system version: 07/16)

Current Programs: CalWORKs

Current Attached Form(s): None

Current Forms Category:

CalSAWS/LRS: Form

C-IV: Application

Existing Languages:

CalSAWS/LRS and C-IV: English and Spanish

2.18.2 Description of Change

CW 215 was updated per ACL 19-118 to include how many days of Temporary HA the client received.

2.18.2.1 Updates to CalWORKs CW 215 Form XDP

The CW 215 will be updated to the most recent state version

Updated Languages:

CalSAWS/LRS and C-IV: English and Spanish

Include NA Back 9: N/A

Form Mockups/Examples: See Supporting Documents #4

2.19 CalSAWS/LRS only: Update the CalWORKs HA Approval NOA Action Fragment

2.19.1 Overview

This effort is updating the verbiage of the existing CalWORKs HA Approval NOA Action fragment to match the latest version provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

Action Fragment Name and ID: CW_AP_ACTION6 (Fragment ID: 4070)

State Form/NOA: M44-211A

Current Program(s): CalWORKs (HA)

Current Action Type: Approval

Current Fragment Level: Program

Currently Repeatable: No

Existing Languages:

English and Spanish

2.19.2 Description of Change

The existing CW Approval Action Fragment will be update to the newest version via M44-211A from ACL 19-118. There are minor text changes and an extra line inserted between the paragraphs.

2.19.2.1 Update CalWORKs HA Approval NOA Action Fragment XDP

Update the existing CalWORKs HA Approval NOA Action Fragment to match the M44-211A (version 12/19).

Updated Languages:

English and Spanish

NOA Mockups/Examples: See Supporting Documents #5

Description	Existing Text	Updated Text	Formatting*
Static	YOU CAN GET HOMELESS AID ONLY ONCE EVERY 12 MONTHS UNLESS YOU MEET AN EXCEPTION. As of {EffectiveApprovalDate} the County has approved your request for Temporary Shelter. The	YOU CAN GET HOMELESS ASSISTANCE ONLY ONCE EVERY 12 MONTHS UNLESS YOU MEET AN EXCEPTION. As of {EffectiveApprovalDate} the County has approved your	Arial Font Size 10

	amount of your homeless aid is {HomelessAid}.	request for Temporary Shelter. The amount of your homeless assistance is \${HomelessAid}.	
--	---	---	--

*English only, Spanish and threshold will generate based on project standards for that language.

2.20 CalSAWS/LRS only: Update the CalWORKs HA Approval NOA Reason Fragment for Approve Temporary Shelter

2.20.1 Overview

This effort is updating the verbiage of the existing CalWORKs HA Approval NOA Approve Temporary Shelter Reason fragment to match the latest version of M44-211A- 'Approve Temporary Shelter and Permanent Housing, Approve' NOA provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

Reason Fragment Name and ID: CW_AP_TEMP_HOMELESS_AID_A878
(Fragment ID: 6402)

State Form/NOA: M44-211A

Current NOA Template: CW_NOA_TEMPLATE (Fragment ID: 3026)

Current Program(s): CalWORKs (HA)

Current Action Type: Approval

Current Fragment Level: Program

Currently Repeatable: No

Includes NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: N/A

Existing Languages:

English and Spanish

2.20.2 Description of Change

The existing CalWORKs HA Approval NOA Temporary Shelter Reason Fragment will be update to the newest version via M44-211A from ACL 19-118. There are minor text changes and the removal of variables previously used in this fragment.

2.20.2.1 Update CalWORKs HA Approval NOA Reason Fragment for Approve Temporary Shelter XDP

Update the existing CalWORKs HA Approval NOA Approve Temporary Shelter Reason Fragment to match the M44-211A (version 12/19).

Updated Languages:

English and Spanish

NOA Mockups/Examples: See Supporting Documents #5

Description	Existing Text	Updated Text	Formatting*
Static	If you do not find a permanent place to live by {ParticipantReturnDate}, you may be able to get more temporary shelter aid. Come back to this office no later than {Dayafterreturndate} and give us proof that you are looking for a permanent place to live. If you do not give us proof, your temporary shelter may end. You can get temporary shelter aid for up to 16 days in a row. At the end of your 16 days, your temporary shelter aid will stop.	If you do not find a permanent place to live, you may be able to get more temporary shelter aid. Come back to this office once you have used these nights of shelter aid and give us proof that you are looking for a permanent place to live. If you do not give us proof, your temporary shelter aid may end. You can get up to 16 nights of temporary shelter aid.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.20.2.2 Update Temporary Shelter Fragment Variable Population

Variables will no longer be used for this fragment.

2.21 CalSAWS/LRS only: Update the CalWORKs HA Approval NOA Reason Fragment for Temporary Shelter Final Payment

2.21.1 Overview

This effort is updating the verbiage of the existing CalWORKs HA Approval NOA Temporary Shelter Final Payment Reason fragment to match the latest version provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

Reason Fragment Name and ID: CW_AP_HA_FINAL_PAYMENT_A841
(Fragment ID: 6396)
State Form/NOA: M44-211A
Current NOA Template: CW_NOA_TEMPLATE (Fragment ID: 3026)
Current Program(s): CalWORKs (HA)
Current Action Type: Approval
Current Fragment Level: Program
Currently Repeatable: No
Includes NA Back 9: Yes
Current Forms/NOAs Generated with this NOA: N/A

Existing Languages:
English and Spanish

2.21.2 Description of Change

The existing CalWORKs HA Approval NOA Temporary Shelter Final Payment Reason Fragment will be updated to the newest version via M44-211A from ACL 19-118.

2.21.2.1 Update CalWORKs HA Approval NOA Temporary Shelter Final Payment Reason Fragment XDP

Update the existing CalWORKs HA Approval NOA Temporary Shelter Final Payment Reason Fragment to match the M44-211A (version 12/19).

Updated Languages:
English and Spanish

NOA Mockups/Examples: See Supporting Documents #6

Description	Existing Text	Updated Text	Formatting*
Static	This is your last payment for temporary shelter aid.	This is your last payment for temporary shelter aid. You have now gotten all 16 nights.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.22 CalSAWS/LRS only: Update the CalWORKs HA Approval NOA Budget Fragment

2.22.1 Overview

This effort is updating the verbiage of the existing CalWORKs HA Approval NOA Budget Fragment to match the latest version provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

State Form/NOA: M44-211A (12-01-2019)

Current NOA Template ID(s): CW_NOA_TEMPLATE (Fragment ID: 3026)

Budget Name: BUDGT_HA_AP_TEMP (Fragment ID: 909)

Current Program(s): CalWORKs (HA)

Current Action Type: Approval

Current Fragment Level: Program

Currently Repeatable: No

Existing Languages:

English and Spanish

2.22.2 Description of Change

The existing CW Approval Budget Fragment will be update to the newest version via M44-211A from ACL 19-118. With this update, there are minor changes to the verbiage to reflect the updated policy.

2.22.2.1 Update the CalWORKs Approval Budget Fragment XDP

Update the existing CalWORKs HA Approval NOA Budget Fragment to match the M44-211A (version 12/19).

Though EDBC may have multiple budgets, this budget fragment will pull data from the latest budget information.

Updated Languages:

English and Spanish

NOA Mockups/Examples: See Supporting Documents #6

Description	Existing Text	Updated Text	Formatting*
Static	Temporary Shelter	Temporary Shelter	Arial Font Size 10

	<p>Temporary Shelter Aid Per Night: \$<AmountPerDay></p> <p>Number of Nights: x <NumberOfDays></p> <p>Total Temporary Shelter = \$<AuthorizedAmount></p> <p>If you are still homeless after your temporary shelter aid stops, you may be able to get permanent housing aid when you find a place to live. You can get permanent housing aid if your rent is no more than 80% of your total monthly household income (TMHI). 80% of your TMHI is . If your income changes this amount could change. When you find a place to live, get a signed statement or rental agreement from the landlord telling how much your rent will be.</p>	<p>Temporary Shelter Aid per Night: \$<AmountPerDay></p> <p>Number of Nights: x <NumberOfDays></p> <p>Total Temporary Shelter = \$<AuthorizedAmount></p> <p>If you are still homeless after you have used your 16 nights of temporary shelter aid, you may be able to get permanent housing aid when you find a place to live. You can get permanent housing aid if your rent is no more than 80% of your total monthly household income (TMHI). 80% of your TMHI is <80%TMHI>. If your income changes this amount could change too. When you find a place to live, get a signed statement, rental agreement, or shared housing agreement telling how much your rent will be.</p>	
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*English only, Spanish and threshold will generate based on project standards for that language.

2.23 CalSAWS/LRS only: Create a New CalWORKs Expanded HA Approval NOA Action Fragment

2.23.1 Overview

This effort is to add a new CalWORKs Expanded HA Approval NOA Action Fragment provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

State Form/NOA: M44-211B (12-01-2019)

Program(s): CalWORKs (HA)

Action Type: Approval

Fragment Level: Program

Repeatable: No

Languages:

2.23.2 Description of Change

A new CW Approval Action Fragment will be added from M44-211B - 'Expanded Temporary HA for Applicants Fleeing DV, Approve' NOA included in ACL 19-118.

2.23.2.1 Create a CalWORKs Expanded Approval NOA Action Fragment XDP

Create a new CalWORKs Expanded HA Action Fragment to match the M44-211B (version 12/19).

NOA Mockups/Examples: See Supporting Documents #7

Description	Text	Formatting*
Static	<p>YOU CAN GET EXPANDED TEMPORARY HOMELESS ASSISTANCE FOR APPLICANTS FLEEING DOMESTIC ABUSE FOR A TOTAL OF 32 DAYS IN YOUR LIFETIME.</p> <p>As of {EffectiveApprovalDate} the County has approved your request for expanded temporary homeless assistance shelter payments. The amount of your homeless assistance is \$ {HomelessAid}.</p>	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.23.2.2 Add CalWORKs Expanded Approval NOA Action Fragment Generation

This fragment will generate for the following reason fragments:

1. First 16 days Expanded Temp. Shelter Benefits (See Recommendation 2.24)
2. Expanded Temporary Shelter Final Payment (See Recommendation 2.25)

Ordering on NOA: This will be the first fragment generated on the NOA.

2.23.2.3 Add CalWORKs Expanded Approval NOA Action Fragment Variable Population

Create two variables. The first is to indicate the Effective Approval Date. The second is the Homeless Aid amount.

Variable Name	Population	Formatting*
EffectiveApprovalDate	Generates with the date the county has approved the request for expanded homeless assistance. This information pulls from the Homeless-Temp EDBC page, under the "Begin Month" field near the top of the page.	Arial Font Size 10
HomelessAid	Populate with the amount of temporary shelter aid in total. This information pulls from the Homeless-Temp EDBC page, under the "Aid Payment" block, next to the "Authorized Amount" field. that will account for the money management amount along with the authorized amount.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

Variables Requiring Translations: N/A

2.24 CalSAWS/LRS only: Create a New CalWORKs Expanded HA Approval NOA Reason Fragment for First 16 days Expanded Temp. Shelter Benefits

2.24.1 Overview

This effort is adding the new CalWORKs Expanded HA First 16 days Expanded Temp. Shelter Benefits Reason Fragment per the latest text provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

State Form/NOA: M44-211B (12-01-2019)

NOA Template: CW_NOA_TEMPLATE (Fragment ID: 3026)

Program(s): CalWORKs (HA)

Action Type: Approval

Fragment Level: Person

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A

Languages:

English and Spanish

2.24.2 Description of Change

A new CalWORKs Expanded HA First 16 days Expanded Temp. Shelter Benefits Reason Fragment will be added to the newest version via M44-211B from ACL 19-118.

2.24.2.1 Create Expanded HA First 16 days Expanded Temp. Shelter Benefits Reason Fragment XDP

Create a new CalWORKs Expanded HA First 16 days Expanded Temp. Shelter Benefits Reason Fragment to match the M44-211B (version 12/19).

NOA Mockups/Examples: See Supporting Documents #7

Description	Text	Formatting*
Static	You may be able to get two issuances of 16 nights of shelter aid. If your cash aid application has not been approved or denied once you have used the first 16 nights of benefits, you may be able to get another 16 nights of expanded shelter aid. When you request the second 16 nights, the county will ask to see receipts showing that you spent the first 16 nights on housing. If you do not have this proof, your second 16 nights of expanded temporary homeless assistance may be issued as a voucher payment. If you do not get the second 16 nights, you may be eligible for these remaining benefits at a later date.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.24.2.2 Add First 16 days Expanded Temp. Shelter Benefits Reason Fragment Generation

Generate this fragment from HA EDBC for a program person when all the following are true:

1. The program status is active, and there exists at least one person whose status is active with role reason of member on the newly run HA EDBC
2. The newly run HA EDBC has the HA Reason Code of "Expanded Temp-HA for Victims of Domestic Abuse"

Technical NOTE: The new "HA Reason Code" column in the eligibility table is set to "Expanded Temp-HA for Victims of Domestic Abuse" (see: Section 2.4.2 bullet point#15)

3. The person has an entry on the Homeless Assistance List page for the benefit month EDBC was run and From the "Homeless Assistance Detail - Temporary" page, the "Initiate Extended 16 Day Period" dropdown menu is **not** set to "Yes".
4. There is not a previously existing HA EDBC for the current benefit month or the previous month
or
there is at least one existing HA EDBC for the current Benefit month and in the most recent saved HA EDBC of the existing HA EDBCs for that month the person did not have an active status with role of member or did not have a EDBC run date

that was after the 'created on' date for the Homeless Assistance record of "Expanded Temp-HA for Victims of Domestic Abuse" (see generation condition 3 above)

or

there is not a previously existing HA EDBC for the current Benefit month and there is at least one HA EDBC for the previous month and in the most recent saved HA EDBC for the previous month the person did not have an active status with role of member or did not have a EDBC run date that was after the 'created on' date for the Homeless Assistance record of "Expanded Temp-HA for Victims of Domestic Abuse" (see generation condition 2 above)

Action Fragment:

Action Type	NOA Reference Name
Approval	CalWORKs Expanded HA Approval NOA Action Fragment

Budget Fragment:

Budget Type	NOA Reference Name
Approval	CalWORKs Expanded HA Approval NOA Budget Fragment

Ordering on NOA: This fragment will generate immediately following the Action Fragment.

2.24.2.3 Add Regulations for the new First 16 days Expanded Temp. Shelter Benefits Reason

The following Regulations will be added when the First 16 days Expanded Temp. Shelter Benefits Reason is generated on the NOA:

New Regulations: MPP 44-211.5

2.24.2.4 Add NOA Title and Footer Reference for new Reason

NOA Reference on Document List Page: First 16 days Expanded Temp. Shelter Benefits

NOA Title: Expanded Temporary HA for Applicants Fleeing DV

NOA Title Requires Translations: No

NOA Footer: M44-211B

NOA Footer Requires Translations: No

2.25 CalSAWS/LRS only: Create a New CalWORKs Expanded HA Approval NOA Reason Fragment for Expanded Temporary Shelter Final Payment

2.25.1 Overview

This effort is adding the new CalWORKs Expanded HA Expanded Temporary Shelter Final Payment Reason Fragment from text provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

State Form/NOA: M44-211B (12-01-2019)

NOA Template: CW_NOA_TEMPLATE (FRAGMENT ID: 3026)

Program(s): CalWORKs (HA)

Action Type: Approval

Fragment Level: Person

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A

Languages:

English and Spanish

2.25.2 Description of Change

A new CalWORKs Expanded HA Expanded Temporary Shelter Final Payment Reason Fragment will be added via M44-211B from ACL 19-118.

2.25.2.1 Create Expanded Temporary Shelter Final Payment Reason Fragment XDP

Create a new CalWORKs Expanded HA Expanded Temporary Shelter Final Payment Reason Fragment to match the M44-211B (version 12/19).

NOA Mockups/Examples: See Supporting Documents #8

Description	Text	Formatting*
Static	This is your last payment for expanded temporary homeless assistance for applicants fleeing domestic abuse.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.25.2.2 Add Expanded Temporary Shelter Final Payment Reason Fragment Generation

Generate this fragment from HA EDBC for a program person when the following are true:

1. The program status is active, and there exists at least one person whose status is active with role reason of member on the newly run HA EDBC
2. The newly run HA EDBC has the HA Reason Code of "Expanded Temp-HA for Victims of Domestic Abuse"

Technical NOTE: The new "HA Reason Code" column in the eligibility table is set to "Expanded Temp-HA for Victims of Domestic Abuse" (see: Recommendation 2.4.2 bullet point#15)

3. The person has an entry on the Homeless Assistance List page for the benefit month EDBC was run and From the "Homeless Assistance Detail - Temporary" page, the "Initiate Extended 16 Day Period" dropdown menu is set to "Yes".
4. There is not a previously existing HA EDBC for the current benefit month or the previous month

or

there is at least one existing HA EDBC for the current Benefit month and in the most recent saved HA EDBC of the existing HA EDBCs for that month the person did not have an active status with role of member or did not have a EDBC run date that was after the 'created on' date for the Homeless Assistance record of "Expanded Temp-HA for Victims of Domestic Abuse" (see generation condition 2 above)

or

there is not a previously existing HA EDBC for the current Benefit month and there is at least one HA EDBC for the previous month and in the most recent saved HA EDBC for the previous month the person did not have an active status with role of member or did not have a EDBC run date that was after the 'created on' date for the Homeless Assistance record of "Expanded Temp-HA for Victims of Domestic Abuse" (see generation condition 2 above)

Action Fragment:

Action Type	NOA Reference Name
Approval	CalWORKs Expanded HA Approval NOA Action Fragment

Budget Fragment:

Budget Type	NOA Reference Name
Approval	CalWORKs Expanded HA Approval NOA Budget Fragment

Ordering on NOA: This fragment will generate immediately following the Action Fragment.

2.25.2.3 Add Regulations for new Expanded Temporary Shelter Final Payment Reason

The new Expanded Temporary Shelter Final Payment Reason has associated Regulations. The following Regulations will be added when the Expanded Temporary Shelter Final Payment Reason is generated on the NOA:

New Regulations: MPP 44-211.5

2.25.2.4 Add NOA Title and Footer Reference for new Reason

NOA Reference on Document List Page: Expanded Temporary Shelter Final Payment

NOA Title: Expanded Temporary HA for Applicants Fleeing DV

NOA Title Requires Translations: No

NOA Footer: M44-211B

NOA Footer Requires Translations: No

2.26 CalSAWS/LRS only: Create a New CalWORKs Expanded HA Approval NOA Budget Fragment

2.26.1 Overview

This effort is adding a new CalWORKs Expanded HA Approval NOA Budget Fragment to match the text provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

State Form/NOA: M44-211B (12-01-2019)

NOA Template ID(s): CW_NOA_TEMPLATE (Fragment ID: 3026)

Budget Name: CalWORKs Expanded HA Approval NOA Budget

Program(s): CalWORKs (HA)

Action Type: Approval
Fragment Level: Program
Repeatable: No

Languages:
English and Spanish

2.26.2 Description of Change

A new CW Expanded HA Approval Budget Fragment M44-211B was created based on ACL 19-118.

2.26.2.1 Create the CalWORKs Expanded HA Approval Budget Fragment XDP

Create a new CalWORKs Expanded HA Budget Fragment to match the M44-211B (version 12/19).

NOA Mockups/Examples: See Supporting Documents #8

Description	Text	Formatting*
Static	Temporary Shelter Aid per Night: \$ {AmountPerDay} Number of Nights: x 16__ Total Temporary Shelter =\$ {AuthorizedAmount} If you are still homeless after your cash aid application is approved, you may be able to get regular temporary homeless assistance as well as permanent homeless assistance when you find a place to live.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.26.2.2 Add Fragment Generation for new CalWORKs Budget

This fragment will generate for the following reasons:

1. First 16 days Expanded Temp. Shelter Benefits. (See Recommendation 2.24)
2. Expanded Temporary Shelter Final Payment. (See Recommendation 2.25)

2.26.2.3 Add CalWORKs Expanded Approval NOA Action Fragment Variable Population

Create two variables. The first is to indicate the Effective Approval Date. The second is the Homeless Aid amount.

Variable Name	Population	Formatting*
AmountPerDay	Populate with the amount of temporary shelter aid per night. This information pulls from the Homeless-Temp EDBC page, under the "Aid Payment" block, next to the "Amount per day" field.	Arial Font Size 10
AuthorizedAmount	Populate with the amount of temporary shelter aid in total. This information pulls from the Homeless-Temp EDBC page, under the "Aid Payment" block, next to the "Authorized Amount" field.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

Variables Requiring Translations: N/A

2.27 CalSAWS/LRS only: Update the CalWORKs HA Denial NOA Action Fragment

2.27.1 Overview

This effort is updating the verbiage of the existing CalWORKs HA Denial NOA Action Fragment to include Expanded Temporary HA for Applicants Fleeing Domestic Abuse provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

Action Fragment Name and ID: CW_DN_ACTION6 (Fragment ID: 4020)

State Form/NOA: M44-211D (12-01-2019)

Current Program(s): CalWORKs (HA)

Current Action Type: Denial

Current Fragment Level: Program

Currently Repeatable: No

Languages:

English and Spanish

2.27.2 Description of Change

The existing CW Denial Action Fragment will be updated to dynamically populate the HA Type to reflect the newly added HA Type (Expanded Temp HA) based on M44-211D from ACL 19-118.

2.27.2.1 Update Denial CalWORKs NOA Action Fragment XDP

Update the existing Denial CalWORKs NOA Action Fragment to match the M44-211D (version 12/19).

Updated Languages:
English and Spanish

NOA Mockups/Examples: See Supporting Documents #9

Description	Existing Text	Updated Text	Formatting*
Static	The County has denied your request dated {EffectiveDenialDate} for Homeless assistance for: Permanent Housing Here's why:	The County has denied your request dated {EffectiveDenialDate} for homeless assistance for: <REQUEST_HA_TYPE> Here's why:	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.27.2.2 Add Denial CalWORKs NOA Action Fragment Variable Population

This recommendation will add one variable to generate based on the type of HA requested.

Variable Name	Population	Formatting*
<REQUEST_HA_TYPE>	Populate with the type of homeless assistance request that is being made. Possible outputs include: "Permanent Housing", "Temporary Shelter", and "Expanded Temporary Homeless Assistance for Applicants Fleeing Domestic Abuse".	Arial Font Size 10

	<p>In the EDBC table, map the PGM_ID field to the PGM table's ID field, and then check the PGM_CODE field.</p> <ul style="list-style-type: none"> • PGM_CODE of "HP" then populate "Permanent Housing". • PGM_CODE of "HT" <ul style="list-style-type: none"> ○ Then HA is of type Expanded HA, then populate "Expanded Temporary Homeless Assistance for Applicants Fleeing Domestic Abuse" ○ Otherwise, populate "Temporary Shelter". 	
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*English only, Spanish and threshold will generate based on project standards for that language.

Variables Requiring Translations: REQUEST_HA_TYPE, to Spanish

2.27.2.3 Update Denial CalWORKs NOA Action Fragment Generation

Update the NOA logic to generate the Denial CalWORKs NOA Action Fragment with the following Reason fragments.

The following are new reason fragments that will be generated with this action fragment.

1. Not Due To Federal/State Declared Natural Disaster (See Recommendation 2.30)
2. Already Gotten Expanded 32 Nights (See Recommendation 2.31)
3. Cash Aid Application Already Approved/Denied (See Recommendation 2.32)
4. In Receipt of CalWORKs (See Recommendation 2.33)
5. Living With an HA Family (See Recommendation 2.34)

The following are pre-existing reason fragments that will now be generated with this action fragment.

1. CW_DN_NO_HMELESS_EXPTN_FOUND_A822
2. CW_DN_TEMP_HA_DENY_RECVD_HA_IN_12_MO_A823
3. CW_DN_HMELSS_CRIT_NOT_MET_A825
4. CW_DN_NOPRF_PERHME_SRCH_A826
5. CW_DN_NOT_CMMRL_EST_A828
6. CW_DN_LQDRSRCS_GRT_LMT_A829

Note: Existing NOA reasons that use this Action Fragment will use this dynamic updated Action Fragment.

2.27.2.4 Regression Test for CalWORKs HA Denial NOA Action Fragment

A regression test is needed for this NOA action fragment to verify that it will continue to generate as it did previously for "Permanent Housing".

Fragment Name and ID	Shared Logic	Existing Text
CW_DN_ACTION6 (Fragment ID: 4020)	Action associated to CW_DN_NO_PERM_HOUSE_A834 Reason	The County has denied your request dated {EffectiveDenialDate} for Homeless assistance for: Permanent Housing Here's why:
CW_DN_ACTION6 (Fragment ID: 4020)	Action associated to CW_DN_HMELSS_CRIT_NOT_MET_A825 Reason (Use PGM_CODE = "HP")	The County has denied your request dated {EffectiveDenialDate} for Homeless assistance for: Permanent Housing Here's why:
CW_DN_ACTION6 (Fragment ID: 4020)	Action associated to CW_DN_HMELSS_ASS_RCVD_ALRDY_A836 Reason	The County has denied your request dated {EffectiveDenialDate} for Homeless assistance for: Permanent Housing Here's why:
CW_DN_ACTION6 (Fragment ID: 4020)	Action associated to CW_DN_PERM_HA_DENY_RECVD_HA_IN_12_MONTH_A837 Reason	The County has denied your request dated {EffectiveDenialDate} for Homeless assistance for: Permanent Housing Here's why:
CW_DN_ACTION6	Action associated to CW_DN_LQDRSRCS_GRT_LMT_A839 Reason	The County has denied your request dated {EffectiveDenialDate}

(Fragment ID: 4020)		e} for Homeless assistance for: Permanent Housing Here's why:
CW_DN_ACTION6 (Fragment ID: 4020)	Action associated to CW_DN_HMELESS_UNVERID_A840 Reason	The County has denied your request dated {EffectiveDenialDate} for Homeless assistance for: Permanent Housing Here's why:
CW_DN_ACTION6 (Fragment ID: 4020)	Action associated to CW_DN_FAIL_HA_NOT_ELIG_CW_A847 Reason	The County has denied your request dated {EffectiveDenialDate} for Homeless assistance for: Permanent Housing Here's why:
CW_DN_ACTION6 (Fragment ID: 4020)	Action associated to CW_DN_COST_EXCEEDS_80_PERC_TMHI_A848 Reason	The County has denied your request dated {EffectiveDenialDate} for Homeless assistance for: Permanent Housing Here's why:
CW_DN_ACTION6 (Fragment ID: 4020)	Action associated to CW_DN_BACK_RENT_EXCEEDS_80_PERC_TMHI_A959 Reason	The County has denied your request dated {EffectiveDenialDate} for Homeless assistance for: Permanent Housing Here's why:
CW_DN_ACTION6 (Fragment ID: 4020)	Action associated to CW_DN_HA_NOT_COVER_BACK_RENT_A960 Reason	The County has denied your request dated {EffectiveDenialDate} for Homeless assistance for: Permanent Housing Here's why:

CW_DN_ACTION6 (Fragment ID: 4020)	Action associated to CW_DN_NON_PYMNT_RENT_A962 Reason	The County has denied your request dated {EffectiveDenialDate} for Homeless assistance for: Permanent Housing Here's why:
CW_DN_ACTION6 (Fragment ID: 4020)	Action associated to CW_DN_NOPRF_HMELESS_SUB_A965 Reason	The County has denied your request dated {EffectiveDenialDate} for Homeless assistance for: Permanent Housing Here's why:

2.28 CalSAWS/LRS only: Update the CalWORKs HA Denial NOA Reason Fragment for Homeless Criteria Not Met

2.28.1 Overview

This effort is updating the verbiage of the existing CalWORKs HA Denial NOA Denial Homeless Criteria Not Met Reason Fragment to match the latest version provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

Reason Fragment Name and ID: CW_DN_HMELSS_CRIT_NOT_MET_A825 (Fragment ID: 6172)

State Form/NOA: M44-211D (12-01-2019)

Current NOA Template: CW_NOA_TEMPLATE (FRAGMENT ID: 3026)

Current Program(s): CalWORKs (HA)

Current Action Type: Denial

Current Fragment Level: Program

Currently Repeatable: No

Includes NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: N/A

Existing Languages:

English and Spanish

2.28.2 Description of Change

The existing CalWORKs Denial Homeless Criteria Not Met Reason Fragment will be update to the newest version via M44-211D from ACL 19-118. Verbiage was added for fleeing domestic abuse.

2.28.2.1 Update Denial Homeless Criteria Not Met Reason Fragment XDP

Update the existing CalWORKs Denial Homeless Criteria Not Met Reason Fragment to match the M44-211D (version 12/19).

Updated Languages:

English and Spanish

NOA Mockups/Examples: See Supporting Documents #9

Description	Existing Text	Updated Text	Formatting*
Static	You are not homeless. To get homeless assistance, you must meet one of these rules: You do not have your own place to stay at night. OR You are staying at night in a shelter that is temporary, OR The place that you are living in is a place that people do not usually live. OR You have not received a notice to pay rent or quit.	You are not homeless. To get homeless assistance, you must meet one of these rules: You do not have your own place to stay at night, OR You are staying at night in a shelter that is temporary, OR The place you are living in is a place that people do not usually live. OR You have received a notice to pay rent or quit. OR You are a CalWORKs applicant and you are fleeing domestic abuse.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.29 CalSAWS/LRS only: Update the CalWORKs HA Denial NOA Reason Fragment for Once Every 12 Months

2.29.1 Overview

This effort is updating the verbiage of the existing CalWORKs HA Denial NOA Denial Once Every 12 Months Reason Fragment to match the latest version provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

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Reason Fragment Name and ID:

CW_DN_NO_HMELESS_EXPTN_FOUND_A822 (Fragment ID: 6171)

State Form/NOA: M44-211D (12-01-2019)**Current NOA Template:** CW_NOA_TEMPLATE (Fragment ID: 3026)**Current Program(s):** CalWORKs (HA)**Current Action Type:** Denial**Current Fragment Level:** Program**Currently Repeatable:** No**Includes NA Back 9:** Yes**Current Forms/NOAs Generated with this NOA:** N/A**Existing Languages:**

English and Spanish

2.29.2 Description of Change

The existing CalWORKs Denial Once Every 12 Months Reason Fragment will be update to the newest version via M44-211D from ACL 19-118. With this update, there are minor verbiage changes to this fragment to reflect the updated policy. The “natural disaster” exception was removed.

2.29.2.1 Update Denial Once Every 12 Months Reason Fragment XDP

Update the existing CalWORKs Denial Once Every 12 Months Fragment to match the M44-211D (version 12/19).

Updated Languages:

English and Spanish

NOA Mockups/Examples: See Supporting Documents #10

Description	Existing Text	Updated Text	Formatting*
Static	<p>You can get homeless assistance only once every 12 months unless you meet an exception.</p> <p>There is no proof that your homelessness was caused by one of the following 12-month exceptions:</p> <ul style="list-style-type: none"> - domestic violence - place not livable - medical illness - natural disaster 	<p>You can only get homeless assistance once every 12 months unless you meet an exception.</p> <p>There is no proof that your homelessness was caused by one of the following 12-month exceptions:</p> <ul style="list-style-type: none"> - domestic violence - place not livable - medical illness 	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.29.2.2 Update Denial Once Every 12 Months Reason Fragment Generation

Update the existing Fragment generation conditions to suppress this fragment when HA is of type Expanded HA.

2.30 CalSAWS/LRS only: Create a New CalWORKs HA Denial NOA Reason Fragment for Not Due To Federal/State Declared Natural Disaster

2.30.1 Overview

This effort is adding a new CalWORKs HA Denial NOA Denial Not Due To Federal/State Declared Natural Disaster Reason Fragment to match the text provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

State Form/NOA: M44-211D (12-01-2019)

NOA Template: CW_NOA_TEMPLATE (FRAGMENT ID: 3026)

Program(s): CalWORKs (HA)

Action Type: Denial

Fragment Level: Person

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A

Languages:

English and Spanish

2.30.2 Description of Change

A new CalWORKs Denial Not Due To Federal/State Declared Natural Disaster Reason Fragment will be added to the newest version via M44-211D from ACL 19-118.

2.30.2.1 Create Denial For Not Due To Federal/State Declared Natural Disaster Reason Fragment XDP

Create a new CalWORKs Denial Not Due To Federal/State Declared Natural Disaster Reason Fragment to match the M44-211D (version 12/19).

NOA Mockups/Examples: See Supporting Documents #11

Description	Text	Formatting*
Static	Your homelessness was not due to a state or federally declared natural disaster.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.30.2.2 Add Denial For Not Due To Federal/State Declared Natural Disaster Reason Fragment Generation

Generate this fragment from HA EDBC for a program person when the following are true:

1. The person status is "Denied" in the newly run EDBC.
2. The person has an entry on the Homeless Assistance list page with the Exception of State/Federal Declared Natural Disaster and the application date falls outside of the State/Federal declared period.
3. There does not exist a HA EDBC for the month prior to the EDBC benefit month

or

there exists at least one HA EDBC for the previous benefit month and in the most recently saved EDBC for that month the person did not have an active status with role of member

Action Fragment:

Action Type	Fragment	Fragment ID
Approval	CW_DN_ACTION6	4020

Ordering on NOA: This fragment will generate immediately following the Action Fragment.

2.30.2.3 Add Regulations for new Denial For Not Due To Federal/State Declared Natural Disaster Reason

The new Denial For Not Due To Federal/State Declared Natural Disaster Reason has associated Regulations. The following Regulations will be added when the Denial For Not Due To

Federal/State Declared Natural Disaster Reason is generated on the NOA:

New Regulations: MPP 44-211.5

2.30.2.4 Add NOA Title and Footer Reference for new Reason

NOA Reference on Document List Page: Denial Not Natural Disaster

NOA Title: Temporary Shelter and Permanent Housing

NOA Title Requires Translations: No

NOA Footer: M44-211D

NOA Footer Requires Translations: No

2.31 CalSAWS/LRS only: Create a New CalWORKs HA Denial NOA Reason Fragment for Already Gotten Expanded 32 Nights

2.31.1 Overview

This effort is adding a new CalWORKs HA Approval NOA Denial Already Gotten Expanded 32 Nights Reason Fragment to match the text provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

State Form/NOA: M44-211D (12-01-2019)

NOA Template: CW_NOA_TEMPLATE (FRAGMENT ID: 3026)

Program(s): CalWORKs (HA)

Action Type: Denial

Fragment Level: Person

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A

Languages:

English and Spanish

2.31.2 Description of Change

A new CalWORKs Denial Already Gotten Expanded 32 Nights Reason Fragment will be added to the newest version via M44-211D from ACL 19-118.

2.31.2.1 Create Denial Already Gotten Expanded 32 Nights Reason Fragment XDP

Create a new CalWORKs Denial Already Gotten Expanded 32 Nights Reason Fragment to match the M44-211D (version 12/19).

NOA Mockups/Examples: See Supporting Documents #12

Description	Text	Formatting*
Static	You have already gotten your 32 nights of expanded temporary homeless assistance for applicants fleeing domestic abuse.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.31.2.2 Add Denial Already Gotten Expanded 32 Nights Reason Fragment Generation

Generate this fragment from HA EDBC for a program person when the following are true:

1. The person status is 'Denied' in the newly run EDBC
2. The EDBC person Status Reason is "Already received Once-in-a-Lifetime".
3. There does not exist a HA EDBC for the month prior to the EDBC benefit month

or

there does exist an HA EDBC for the prior month and in the most recently saved EDBC for that month the person did not have an active status with role of member

Action Fragment:

Action Type	Fragment	Fragment ID
Approval	CW_DN_ACTION6	4020

Ordering on NOA: This fragment will generate immediately following the Action Fragment.

2.31.2.3 Add Regulations for new Denial Already Gotten Expanded 32 Nights Reason

The new Denial Already Gotten Expanded 32 Nights Reason has associated Regulations. The following Regulations will be added when the Denial Already Gotten Expanded 32 Nights Reason is generated on the NOA:

New Regulations: MPP 44-211.5

2.31.2.4 Add NOA Title and Footer Reference for new Reason

NOA Reference on Document List Page: Denial Already Gotten Expanded 32 Nights

NOA Title: Temporary Shelter and Permanent Housing

NOA Title Requires Translations: No

NOA Footer: M44-211D

NOA Footer Requires Translations: No

2.32 CalSAWS/LRS only: Create a New CalWORKs HA Denial NOA Reason Fragment for Cash Aid Application Already Approved/Denied

2.32.1 Overview

This effort is adding a new CalWORKs HA Denial NOA for Cash Aid Application Already Approved/Denied Reason Fragment to match the text provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

State Form/NOA: M44-211D (12-01-2019)

NOA Template: CW_NOA_TEMPLATE (FRAGMENT ID: 3026)

Program(s): CalWORKs (HA)

Action Type: Denial

Fragment Level: Person

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A

Languages:

English and Spanish

2.32.2 Description of Change

A new CalWORKs Denial Cash Aid Application Already Approved/Denied Reason Fragment will be added to the newest version via M44-211D from ACL 19-118.

2.32.2.1 Create Denial Cash Aid Application Already Approved/Denied Reason Fragment XDP

Create a new CalWORKs Denial Cash Aid Application Already Approved/Denied Reason Fragment to match the M44-211D (version 12/19).

NOA Mockups/Examples: See Supporting Documents #13

Description	Text	Formatting*
Static	Your cash aid application has been <ACTION_TYPE> so you are no longer eligible for expanded temporary homeless assistance for applicants fleeing domestic abuse.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.32.2.2 Add Denial Cash Aid Application Already Approved/Denied Reason Fragment Generation

Generate this fragment from HA EDBC for a program person when the following are true:

1. The person status is 'Denied' in the newly run HA EDBC
2. The EDBC person Status Reason is "Inelig due to CW determination"

Note: EDBC will set the program status reason as "Inelig due to CW determination" if the CW program is not in pending status

3. The CW program has been approved (application month) or denied in the EDBC benefit month for the program person.
4. There does not exist a HA EDBC for the month prior to the EDBC benefit month

or

there exists at least one HA EDBC for the previous benefit month and in the most recently saved EDBC for that month the person did not have an active status with role of member

Action Fragment:

Action Type	Fragment	Fragment ID
Approval	CW_DN_ACTION6	4020

Ordering on NOA: This fragment will generate immediately following the Action Fragment.

2.32.2.3 Add Fragment Variable Population

New variable is created to properly identify whether the previous cash aid application has been approved or denied.

Variable Name	Population	Formatting
<ACTION_TYPE>	Populates with the outcome of the prior cash aid application. If the CW program has been approved (application month) in the EDBC benefit month for the program person, populate with "approved". If the CW program has been denied (application month) in the EDBC benefit month for the program person, populate with "denied".	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

Variables Requiring Translations: ACTION_TYPE, to Spanish

2.32.2.4 Add Regulations for new Denial Cash Aid Application Already Approved/Denied Reason

The new Denial Cash Aid Application Already Approved/Denied Reason has associated Regulations. The following Regulations will be added when the Denial Cash Aid Application Already Approved/Denied Reason is generated on the NOA:

New Regulations: MPP 44-211.5

2.32.2.5 Add NOA Title and Footer Reference for new Reason

NOA Reference on Document List Page: Denial Cash Aid
Application Already Approved/Denied

NOA Title: Temporary Shelter and Permanent Housing

NOA Title Requires Translations: No

NOA Footer: M44-211D

NOA Footer Requires Translations: No

2.33 CalSAWS/LRD Only: Create a New CalWORKs HA Denial NOA Reason Fragment for In Receipt of CalWORKs

2.33.1 Overview

This effort is adding a new CalWORKs HA Denial NOA Denial In Receipt of CalWORKs Reason Fragment to match the text provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

State Form/NOA: M44-211D (12-01-2019)

NOA Template: CW_NOA_TEMPLATE (FRAGMENT ID: 3026)

Program(s): CalWORKs (HA)

Action Type: Denial

Fragment Level: Person

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A

Languages:

English and Spanish

2.33.2 Description of Change

A new CalWORKs Denial In Receipt of CalWORKs Reason Fragment will be added to the newest version via M44-211D from ACL 19-118.

2.33.2.1 Create Denial In Receipt of CalWORKs Reason Fragment XDP

Create a new CalWORKs Denial In Receipt of CalWORKs Reason Fragment to match the M44-211D (version 12/19).

NOA Mockups/Examples: See Supporting Documents #14

Description	Text	Formatting*
Static	You are currently in receipt of CalWORKs and are therefore not eligible for expanded temporary homeless assistance for applicants fleeing domestic abuse.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.33.2.2 Add Denial In Receipt of CalWORKs Reason Fragment Generation

Generate this fragment from HA EDBC for a program person when the following are true:

1. The person's status is 'Denied' in the newly run HA EDBC
2. The person Status reason is "Inelig due to CW determination"
3. The CW program is currently active for the EDBC benefit month and the prior month for the program person
4. There exists at least one HA EDBC for the previous benefit month and in the most recently saved EDBC for that month the person did not have an active status with role of member

Action Fragment:

Action Type	Fragment	Fragment ID
Approval	CW_DN_ACTION6	4020

Ordering on NOA: This fragment will generate immediately following the Action Fragment.

2.33.2.3 Add Regulations for new Denial In Receipt of CalWORKs Reason

The new Denial In Receipt of CalWORKs Reason has associated Regulations. The following Regulations will be added when the Denial In Receipt of CalWORKs Reason is generated on the NOA:

New Regulations: MPP 44-211.5

2.33.2.4 Add NOA Title and Footer Reference for new Reason

NOA Reference on Document List Page: Denial In Receipt of CalWORKs

NOA Title: Temporary Shelter and Permanent Housing

NOA Title Requires Translations: No

NOA Footer: M44-211D

NOA Footer Requires Translations: No

2.34 CalSAWS/LRS only: Create a New CalWORKs HA Denial NOA Reason Fragment for Living With an HA Family

2.34.1 Overview

This effort is adding a new CalWORKs HA Denial NOA Denial Living With an HA Family Reason Fragment to match the text provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

State Form/NOA: M44-211D (12-01-2019)

NOA Template: CW_NOA_TEMPLATE (FRAGMENT ID: 3026)

Program(s): CalWORKs (HA)

Action Type: Denial

Fragment Level: Program

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A

Languages:

English and Spanish

2.34.2 Description of Change

A new CalWORKs Denial Living With an HA Family Reason Fragment will be added to the newest version via M44-211D from ACL 19-118.

2.34.2.1 Create Living With an HA Family Reason Fragment XDP

Create a new CalWORKs Living With an HA Family Reason Fragment to match the M44-211D (version 12/19).

NOA Mockups/Examples: See Supporting Documents #15

Description	Text	Formatting*
-------------	------	-------------

Static	You were living with a family at the time they got homeless assistance.	Arial Font Size 10
--------	---	-----------------------

*English only, Spanish and threshold will generate based on project standards for that language.

2.34.2.2 Add Living With an HA Family Reason Fragment Generation

Generate this fragment from HA EDBC for program person when the following are true:

1. The person's status is 'Denied' in the newly run EDBC
2. The person Status Reason is "Already received HA in another AU".
3. There does not exist a HA EDBC for the month prior to the EDBC benefit month

or

there exists at least one HA EDBC for the previous benefit month and in the most recently saved EDBC for that month the person did not have an active status with role of member

Action Fragment:

Action Type	Fragment	Fragment ID
Approval	CW_DN_ACTION6	4020

Ordering on NOA: This fragment will generate immediately following the Action Fragment.

2.34.2.3 Add Regulations for new Denial Living With an HA Family Reason

The new Denial Living With an HA Family Reason has associated Regulations. The following Regulations will be added when the Denial Living With an HA Family Reason is generated on the NOA:

New Regulations: MPP 44-211.5

2.34.2.4 Add NOA Title and Footer Reference for new Reason

NOA Reference on Document List Page: Denial Living With an HA Family

NOA Title: Temporary Shelter and Permanent Housing
NOA Title Requires Translations: No
NOA Footer: M44-211D
NOA Footer Requires Translations: No

2.35 CalSAWS/LRS only: Update the CalWORKs HA Denial NOA Reason Fragment for Already Gotten Last 12 Months Due To Exception

2.35.1 Overview

This effort is updating the verbiage of the existing CalWORKs HA Denial NOA Denial Already Gotten Last 12 Months Due To Exception Reason Fragment to match the latest version provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

Reason Fragment Name and ID:

CW_DN_TEMP_HA_DENY_RECVD_HA_IN_12_MO_A823 (Fragment ID: 6393)

State Form/NOA: M44-211D (12-01-2019)

Current NOA Template: CW_NOA_TEMPLATE (Fragment ID: 3026)

Current Program(s): CalWORKs (HA)

Current Action Type: Denial

Current Fragment Level: Program

Currently Repeatable: No

Includes NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: N/A

Existing Languages:

English and Spanish

2.35.2 Description of Change

The existing CalWORKs Denial Already Gotten Last 12 Months Due To Exception Reason Fragment will be update to the newest version via M44-211D from ACL 19-118.

2.35.2.1 Update Denial Already Gotten Last 12 Months Due To Exception Reason Fragment XDP

Update the CalWORKs Denial Already Gotten Last 12 Months Due To Exception Reason Fragment to match the M44-211D (version 12/19).

NOA Mockups/Examples: See Supporting Documents #16

Description	Existing Text	Updated Text	Formatting*
Static	You already got homeless aid due to a 12-month exception.	You already got homeless assistance in the last 12 months due to an exception.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.36 CalSAWS/LRS only: Update the CalWORKs HA Denial NOA Reason Fragment for Not Getting Cash Aid Nor Eligible

2.36.1 Overview

This effort is updating the verbiage of the existing CalWORKs HA Denial NOA Denial Not Getting Cash Aid Nor Eligible Reason Fragment to match the latest version provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

Reason Fragment Name and ID: CW_DN_FAIL_HA_NOT_ELIG_CW_A847 (Fragment ID: 6397)

State Form/NOA: M44-211D (12-01-2019)

Current NOA Template: CW_NOA_TEMPLATE (Fragment ID: 3026)

Current Program(s): CalWORKs (HA)

Current Action Type: Denial

Current Fragment Level: Program

Currently Repeatable: No

Includes NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: N/A

Existing Languages:

English and Spanish

2.36.2 Description of Change

The existing CalWORKs Denial Not Getting Cash Aid Nor Eligible Reason Fragment will be update to the newest version via M44-211D from ACL 19-118. With this update, there are minor changes to the verbiage to reflect the updated policy.

2.36.2.1 Update Denial Not Getting Cash Aid Nor Eligible Reason Fragment XDP

Update the existing CalWORKs Denial Not Getting Cash Aid Nor Eligible Reason Fragment to match the M44-211D (version 12/19).

Updated Languages:
English and Spanish

NOA Mockups/Examples: See Supporting Documents #17

Description	Existing Text	Updated Text	Formatting*
Static	You cannot get homeless assistance because you are not getting cash aid.	You cannot get homeless assistance because you are not getting cash aid and you are not apparently eligible for cash aid.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.37 CalSAWS/LRS only: Update the CalWORKs HA Denial NOA Reason Fragment for Would Not Let Us Verify Homelessness

2.37.1 Overview

This effort is updating the verbiage of the existing CalWORKs HA Denial NOA Denial Would Not Let Us Verify Homelessness Reason Fragment to match the latest version provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

Reason Fragment Name and ID: CW_DN_HMELESS_UNVERID_A840
(Fragment ID: 6180)

State Form/NOA: M44-211D (12-01-2019)

Current NOA Template: CW_NOA_TEMPLATE (FRAGMENT ID: 3026)

Current Program(s): CalWORKs (HA)

Current Action Type: Denial

Current Fragment Level: Program

Currently Repeatable: No

Includes NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: N/A

Existing Languages:
English and Spanish

2.37.2 Description of Change

The existing CalWORKs Denial Would Not Let Us Verify Homelessness Reason Fragment will be update to the newest version via M44-211D from ACL 19-118.

2.37.2.1 Update Denial Would Not Let Us Verify Homelessness Reason Fragment XDP

Update the existing CalWORKs Denial Would Not Let Us Verify Homelessness Reason Fragment to match the M44-211D (version 12/19).

Updated Languages:
English and Spanish

NOA Mockups/Examples: See Supporting Documents #18

Description	Existing Text	Updated Text	Formatting*
Static	We could not verify your homelessness, and you did not agree to sign a statement indicating your homelessness.	You would not agree to let us verify your homelessness. If you do agree to let us verify your homelessness, you may be able to get temporary shelter aid.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.38 CalSAWS/LRS only: Update the CalWORKs HA Denial NOA Reason Fragment for Have Not Shown Proof Seeking Permanent Housing

2.38.1 Overview

This effort is updating the verbiage of the existing CalWORKs HA Denial NOA Denial Have Not Shown Proof Seeking Permanent Housing Reason Fragment to match the latest version provided in ACL 19-118.

Note: C-IV does not have automated NOAs for HA. C-IV counties will inherit the NOAs at migration.

Reason Fragment Name and ID: CW_DN_NOPRF_PERHME_SRCH_A826 (Fragment ID: 6173)

State Form/NOA: M44-211D (12-01-2019)

Current NOA Template: CW_NOA_TEMPLATE (FRAGMENT ID: 3026)

Current Program(s): CalWORKs (HA)

Current Action Type: Denial

Current Fragment Level: Program

Currently Repeatable: No

Includes NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: N/A

Existing Languages:
English and Spanish

2.38.2 Description of Change

The existing CalWORKs Denial Have Not Shown Proof Seeking Permanent Housing Reason Fragment will be update to the newest version via M44-211D from ACL 19-118. With this update, there are minor changes to the verbiage to reflect the updated policy. Primarily, remove verbiage related to the good clause portion of the verbiage.

2.38.2.1 Update Denial Have Not Shown Proof Seeking Permanent Housing Reason Fragment XDP

Update the existing CalWORKs Denial Have Not Shown Proof Seeking Permanent Housing Reason Fragment to match the M44-211D (version 12/19).

Updated Languages:
English and Spanish

NOA Mockups/Examples: See Supporting Documents #19

Description	Existing Text	Updated Text	Formatting*
Static	You have to show proof that you are looking for permanent housing or establish good cause to exclude you from this requirement. You have not shown proof or established good cause. You will no longer be able to get Temporary shelter aid.	You have to show proof that you are looking for permanent housing. You have not shown proof. You will no longer be able to get temporary shelter aid.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.39 CalSAWS/LRS only: Remove the CalWORKs HA Denial NOA Action Fragment for only Temporary Shelter

2.39.1 Overview

This effort is to remove the obsolete CalWORKs HA Denial NOA Action Fragment for only Temporary Shelter. The current design has a separate Denial NOA Action for Permanent Housing (CW_DN_ACTION6) and Temporary Shelter (CW_DN_ACTION7). This SCR requests a third Denial NOA Action, for "Expanded Temporary Homeless Assistance for Applicants Fleeing Domestic Abuse". Instead of creating a new Denial NOA Action Fragment, it was decided to change CW_DN_ACTION6 to generate the HA Type dynamically (See Recommendation 2.27), and to remove this Action Fragment (CW_DN_ACTION7) since it will no longer be in use.

Action Fragment Name and ID: CW_DN_ACTION7 (Fragment ID: 4021)

Current Program(s): CalWORKs (HA)

Current Action Type: Denial

Current Fragment Level: Program

Currently Repeatable: No

Languages:

English and Spanish


2.39.2 Description of Change

Remove the obsolete Denial NOA Action Fragment for only Temporary Shelter (CW_DN_ACTION7).

The XDPs that are to be removed are as follows:

- CW_DN_ACTION7_AE.xdp
- CW_DN_ACTION7_CA.xdp
- CW_DN_ACTION7_CH.xdp
- CW_DN_ACTION7_EN.xdp
- CW_DN_ACTION7_KO.xdp
- CW_DN_ACTION7_RU.xdp
- CW_DN_ACTION7_SP.xdp
- CW_DN_ACTION7_TG.xdp
- CW_DN_ACTION7_VI.xdp

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Eligibility	EDBC Example Scenarios	 EDBC Example Scenarios
2	Form	Updated state version of CW 42	See "CW 42 mockup.docx"
3	Form	Updated state version of CW 74	See "CW 74 mockup.docx"

4	Form	Updated state version of CW 215	See "CW 215 mockup.docx"
5	NOA	Full NOA Mockup for Reason Temporary Shelter	See "2.19 Temporary Shelter.pdf"
6	NOA	Full NOA Mockup for Reason Temporary Shelter Final Payment	See "2.20 Temporary Shelter Final Payment.pdf"
7	NOA	Full NOA Mockup for Reason First 16 days Expanded Temp. Shelter Benefits	See "2.23 First 16 days Expanded Temp. Shelter Benefits.pdf"
8	NOA	Full NOA Mockup for Reason Expanded Temporary Shelter Final Payment	See "2.24 Expanded Temporary Shelter Final Payment.pdf"
9	NOA	Full NOA Mockup for Reason Not Homeless	See "2.27 Not Homeless.pdf"
10	NOA	Full NOA Mockup for Reason Once Every 12 Months	See "2.28 Once Every 12 Months.pdf"
11	NOA	Full NOA Mockup for Reason Not Due To Federal/State Declared Natural Disaster	See "2.29 Not Due To Federal/State Declared Natural Disaster.pdf"
12	NOA	Full NOA Mockup for Reason Already Gotten Expanded 32 Nights	See "2.30 Already Gotten Expanded 32 Nights.pdf"
13	NOA	Full NOA Mockup for Reason Cash Aid Application Already Approved/Denied	See "2.31 Cash Aid Application Already Approved/Denied .pdf"
14	NOA	Full NOA Mockup for Reason In Receipt of CalWORKs	See "2.32 In Receipt of CalWORKs.pdf"
15	NOA	Full NOA Mockup for Reason Living With an HA Family	See "2.33 Living With an HA Family .pdf"
16	NOA	Full NOA Mockup for Reason Already Gotten Last 12 Months Due To Exception	See "2.34 Already Gotten Last 12 Months Due To Exception.pdf"
17	NOA	Full NOA Mockup for Reason Would Not Let Us Verify Homelessness	See "2.35 Not Getting Cash Aid Nor Eligible.pdf"

18	NOA	Full NOA Mockup for Reason Would Not Let Us Verify Homelessness	See "2.36 Would Not Let Us Verify Homelessness.pdf"
19	NOA	Full NOA Mockup for Reason Have Not Shown Proof Seeking Permanent Housing	See "2.37 Have Not Shown Proof Seeking Permanent Housing.pdf"

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.6	The LRS shall manage all the critical start, end, and effective dates for all ED/BC processes, including adverse action periods, in accordance with all applicable federal, State, and local laws, rules, regulations, ordinances, guidelines, directives, policies, and procedures by program type.	LRS system will be updated with the changes related to the ACL 19-118.

5 MIGRATION IMPACTS

In C-IV system, Homeless Assistance programs are manual EDBC programs. C-IV counties will be adopting this functionality as part of migration.

6 OUTREACH

Job Aid (JA) and Web Base Training (WBT) will be updated based on the requirement of this SCR.

6.1 Lists

None

7 APPENDIX

None

CalSAWS

California Statewide Automated Welfare System

Design Document

Multiple DDIDs

CA 214030 – Capture Single and Barcode
Detection

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Imaging Team
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
5/19/2020	1.1	Added Ignore Barcode Scan Mode	Chris Vasquez
6/5/2020	1.2	Update popup dimensions to indicate width and height. Clarified that security right will not be enabled in this SCR (a subsequent SCR at Go-Live will enable the right).	Chris Vasquez
<u>6/8/2020</u>	<u>1.3</u>	<u>App Dev Design of webservice moved to CA-214060 to increase detail of design. Removed subsequent SCR assumption for capture button.</u>	<u>Chris Vasquez</u>

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1 OVERVIEW

1.1 Requests

Per DDID 2242, create the following core capture and indexing scan modes in the imaging solution:

- 1) Single Case - Used for capturing one or more documents for a single case

Implementation of the Virtual Print, and Multi-case scan mode is documented in CA 214172.

Per DDID 2500, configure the imaging solution to have the following security driven options at the point of scanning:

- 1) Task Override: Will ignore task configuration, no task will be created
- 2) Program Selection: Will define which worker is tasked (the list is pre-defined based on the case information and is available in single case mode or when a coversheet is used in batch mode)
- 3) No Change SAR7/QR7: Will prompt the CalSAWS Software to do the following:
 - 3a) Mark the document as received
 - 3b) Mark Eligibility as complete
 - 3c) Ignore task configuration, no task will be created
- 4) Person Override: Will default person level documents as case level documents.
- 5) Confidential: Will allow designated staff to scan to confidential cases

The security driving these option will be documented and implemented in CA-214027 (Security and Auditing).

Per DDID 2198, configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to perform the following functions when a system generated barcode is recognized by the imaging solution:

- 1) Perform a CalSAWS Software lookup of Form Name, Form Number, Case Name, Case Number, and Document Type
- 2) Check the barcode against the case information entered during the scan mode
 - 2a) Not applicable to multi-case scan mode
- 3) If the document is time sensitive (tracked), mark the document as received in the CalSAWS Software
 - 3a) If the barcode is not recognized, time sensitive (tracked) documents are reviewed by designated staff to confirm the barcode

Marking time sensitive documents received and routing rules will be documented and implemented in CA-214027 (Security and Auditing).

Per DDID 2516, create a scan mode for Special Investigation Unit (SIU) with the following metadata:

- 1) Case Number
- 2) Case Name
- 3) Applicable Date
- 4) Received Date
- 5) Form Name
- 6) Form Number
- 7) Document Type - All images/documents will have the value: 'SIU Documents'

Additionally, enable the following scan modes for SIU:

- 1) Single Case - Used for capturing one or more documents for a single case

Implementation of the Virtual Print scan mode is documented in CA-214172. The security driving these modes will be documented and implemented in CA-214027 (Security and Auditing).

Per DDID 2517, a scan mode for Hearings with the following metadata:

- 1) Case Number
- 2) Case Name
- 3) Applicable Date
- 4) Received Date
- 5) Form Name
- 6) Form Number
- 7) Document Type - All images/documents will have the value: 'Court/Hearings Documents'

- 8) State Hearings Number - Optional, editable field

Additionally, enable the following scan modes for Hearings:

- 1) Single Case - Used for capturing one or more documents for a single case

Implementation of the Virtual Print scan mode is documented in CA 214172. The security driving these modes will be documented and implemented in CA-214027 (Security and Auditing).

Per DDID 2521, create a scan mode for Resource Data Bank (RDB) with the following metadata:

- 1) Resource ID
- 2) Resource Name
- 3) Document Type
- 4) Applicable Date
- 5) Received Date

Additionally, enable the following scan modes for RDB:

- 1) Single Case - Used for capturing one or more documents for a single case

Implementation of the Virtual Print scan mode is documented in CA 214172. The security driving these modes will be documented and implemented in CA-214027 (Security and Auditing).

Per DDID 2255, configure the imaging solution to read a unique 2D barcode from all CalSAWS Software system generated forms. This barcode will contain the barcode number which is used to identify the document(s) metadata from the CalSAWS Software.

Per DDID 2501, ensure that the "Applicable Date" and "Received Date" fields are editable at point of capture otherwise they shall default to the capture date.

Additionally, ensure that the "Batch Number" field is editable at point of capture otherwise it shall default to the unique system generated number.

Per DDID 2502, ensure that the following scan modes attempt to locate a CalSAWS Software system generated barcode:

- 1) Capture and Indexing Single Case
- 2) Capture and Indexing Multi-Case
- 3) Capture and Indexing Virtual Print
- 4) Returned Mail

Additionally, read the CalSAWS Software system generated imaging/tracking barcodes.

Implementation of the Returned Mail scan mode will be documented and implemented in CA-214061 (Returned Mail Scan Modes). Multi-Case, and Virtual Print scan modes are documented in CA-214172.

Per DDID 2503, configure the imaging solution to allow the following documents to act as separators for the capture and indexing multi-case scan mode and returned mail multi-case scan mode:

1. Cover Sheets - Will contain a barcode with a case number or a no case identifier
2. System Generated Barcoded Documents

The CONTRACTOR shall configure the imaging solution to allow the optional use of generic separator sheets for all scan modes to assist in separating documents.

The CONTRACTOR shall configure the imaging solution to allow the optional use of envelopes as separator sheets for the returned mail multi-case scan mode.

Multi-Case scan mode is documented in CA-214172, and the returned mail scan mode will be documented and implemented in CA-214061 (Returned Mail Scan Modes). Single case scan modes will not allow the use of envelopes as separators.

1.2 Overview of Recommendations

- Configure the use of a Capture button on the Case Summary screen to launch the "Single Case" capture mode
- Configure the Imaging Solution to perform a webservice call to the CalSAWS system to obtain case information
- Configure Special Investigations Unit (SIU) scan mode to allow the scanning of documents into the county Special Investigations Unit (SIU) drawer
- Configure Hearings scan mode to allow the scanning of documents into the county Hearings drawer
- Configure Resource Data Bank (RDB) scan mode to allow the scanning of documents into the county Resource Data Bank (RDB) drawer
- Configure the Imaging Solution to locate a 2D barcode at the point of scan leveraging hardware (Scanning Device) detection
- Configure the Imaging Solution to store and detect barcodes in a "Barcode" metadata field
- Configure Task Override, Program Selection, No Change SAR7/QR7 options to be available at the point of capture
- Configure all scan mode to allow the optional use of the generic separator sheets (patch code sheets) to separate documents

1.3 Assumptions

- Security driving these scan modes will be documented and implemented in CA-214027 (Security and Auditing)
- The Implementation of Multi-Case, and Virtual Printer scan modes is documented in CA 214172 (Multi, Import, Virtual Capture)
- Marking time sensitive documents received and routing rules will be implemented in CA-214035 (Store Index Values)
- Configure the scan modes to have the editable fields of "Applicable Date", "Received Date" and "Bundle ID" at the time of scan
- The Bundle ID will represent the Batch Number referenced in DDID 2501
- Multi-Case scan mode is documented in CA-214172 (Multi, Import, Virtual Capture)
- Returned Mail scan modes will be implemented in CA-214061 (Returned Mail Scan Modes)
- Single case scan modes will not allow the use of envelopes as separators
- Details surround routing of documents with or without a valid barcode are documented in CA-214058 (Environment Workflow Configuration)
- Coversheets are intended for multi-case scan modes
- Other County Department scan modes will not leverage advanced optical character recognition technology
- SIU, Hearings, and RDB scan modes will not leverage advanced optical character recognition technology
- Use of Optical Character Recognition (OCR) will be implemented in CA-214048 (Categorize by OCR)
- Referenced webservice calls will be documented in CA-214060

- This feature and corresponding security right will only be available when the county is enabled on the CalSAWS Imaging Solution.

DRAFT

Referenced webservice calls will be documented in CA-214060

2 RECOMMENDATIONS

2.1 Configure CalSAWS Capture Button

2.1.1 Overview

Update the Case Summary page in the CalSAWS System. Add a Capture button to the Case Summary page in order to initiate single case scan mode.

2.1.2 Case Summary Mockup

Name	DOB	Age	Gender	SSN	CIN	Person #	Household Status
KIMI MCNAMARA	04/04/2002	17	F	843-95-4627	456520437	03	In the Home
KRISTINE MCNAMARA	11/01/2000	19	F	363-22-9412	345652714	04	In the Home
TOMAS MCNAMARA	06/20/1973	46	F	582-97-1705	608692776	02	In the Home
WINDY MCNAMARA	08/18/1968	51	M	969-60-8017	523893045	01	In the Home

Figure 2.1.2.1 – Case Summary (Capture Button)

2.1.3 Description of Changes

Capture Button – Clicking on the capture button invokes a pop-up that will display capture options for imaging (Perceptive Experience). The dimensions for this pop up are: 850 **pixels tall** by 1500 **pixels wide**. This pop up will be resizable and the user can only open one at a time. In order to view this button, the user must have the ImagingCapture security right and the ability to see the case

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information. This feature and corresponding security right will only be available when the county is ~~live-enabled on~~ on the CalSAWS Imaging Solution.

2.1.4 Page Location

Global: Case Info

Local: Case Summary

Task: NA

2.1.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
ImagingCapture	The ability to capture images for the case that the user is on.	Imaging Capture

Security Groups

Security Group	Group Description	Group to Role Mapping
Imaging Capture	Gives the user the ability to capture documents for the case they are on.	Child Care Supervisor, Clerical Supervisor, Eligibility Staff, Employment Services Contracted Staff, Employment Services Supervisor, Fiscal Supervisor, Hearings Supervisor, Special Investigations Supervisor, Clerical Staff, Eligibility Supervisor, System Administrator

2.1.6 Page Mapping

Add page mapping for the Case Summary page.

2.1.7 Page Usage/Data Volume Impacts

An expected volume usage of this button is 4,500,000 clicks per month.

2.2 Single Case Capture Mode

2.2.1 Imaging URL Handling

By selecting the capture button on the Case Summary screen of the CalSAWS application, the Imaging Service will be invoked. During this process, the "Get Case Info" webservice call will be performed, caching case context from CalSAWS in preparation for the scanning process. Details of Get Case Info webservice call will be documented in CA-214060.

2.2.2 CalSAWS Webservice Request Get Case Info Call

Request:

*Case-UID
User-Name (AD)*

Or

*Case-Number
County-Code
User-Name (AD)*

Response:

*Case-Number
Case-Name
County-Code
Confidential-Flag (Bool)
Programs (List)*

~~When the Get Case Info webservice is called, the Imaging Solution requests case details by sending the case-UID and user name (AD) or case number, county code and user name (AD) to CalSAWS.~~

~~The reason for providing an alternative set of request parameters is to fulfill a webservice call during a re-index process where the case-UID is not available.~~

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If any combination of data listed above exists in the CalSAWS database, CalSAWS responds to the Imaging Solution with the case number, case name, county code, confidential flag, and program list. This data is then cached by the imaging solution to assign context to all non-barcoded documents at the point of scan.

Request:	Data Type:
Case UID	String (ID)
User Name (Active Directory)	String
Case Number	String
County Code	String (2 Char.)

Response:	Data Type:
Case Number	String
Case Name	String
County Code	String (2 Char.)
Confidential Flag	Boolean
Programs	String

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2.2.32.2.2 Document Preparation

Documents scanned using the single case scan mode, should be arranged with the following expectations:

- Separation between individual documents may be indicated by one of the following separator options:
 - A generic separator sheet (patch sheet)
 - A new document containing a CalSAWS generated barcode

2.2.42.2.3 Capture Screen

Once the Perceptive Experience screen has been opened the user will be presented with the following capture options:

- Exception Routing
 - User modifiable
 - A dropdown populated based off of exception queue configurations documented in CA- 214058 (Environment Workflow Configuration)
 - Defaults to last selected value user select, and stored in the cloud
- Bundle ID
 - User modifiable

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- An optional batch scan identifier
 - 50 Alpha-Numeric Character Limit
 - This field will default to a system generated number
- Applicable Date
 - User modifiable
 - The date that the documents are applicable to
 - This field will default to the scanning date
- Received Date
 - User modifiable
 - The date that the documents were received on
 - This field will default to the scanning date

Figure 2.2.3.1 – Capture Mockup

Once the user has finished updating the desired fields, and the documents have been properly loaded into the scanner, the user selects “Start” to initiate the scanning process.

2.2.52.2.4 Scanning Status Screen

As pages are scanned into the imaging solution, the user will be presented with an upload prompt displaying thumbnails of each page as they are uploaded and processed. Upon upload completion, the user will select “Open Batch”.

Capture and Indexing Status

SOURCE

File

BATCH 0000218

ORIGIN

BUNDLE ID

APPLICABLE DATE 04/03/2020

RECEIVED DATE 04/03/2020

PAGES 1

Complete. Total pages: 1.

Close Open Batch

Figure 2.2.4.1 – Status Mockup

2.2.4.2.5 Barcoded Documents

In the Single Case scan mode, the CalSAWS Imaging Solution will attempt to locate a barcode. This will be configured to occur at the point of scan, and utilize hardware (Scanning Device) driven barcode detection. The specifics around the barcode used for this process are outlined in CA 214033 (Categorize Document by System Barcode).

Upon upload of the images from the scanning device, the detected barcode information will be assigned as metadata to the imaging system. This value will be stored on a page by page basis in the barcode field within the properties of each page grouping. Users will need to verify barcode numbers captured, match barcodes on the images.

The image shows a 'PROPERTIES' form with the following fields and values:

Field Label	Value
* BARCODE NUMBER	0000000111111111
* PROGRAM SELECTION	Welfare to Work
* NO CHANGE SAR7/QR7	False
* APPLICABLE DATE	2020-04-01
* RECEIVED DATE	2020-03-31
* PERSON LEVEL OVERRIDE	False
* TASK OVERRIDE	False

Figure 2.2.5.1 – Barcode Field Mockup

2.2.72.2.6 Non-Barcoded Documents

Non-Barcoded documents will retain the cached values from the Get Case Info webservice call. All non-barcoded documents will be assigned the case name, case number, case UID, county code, active program list, and confidentiality level from that call.

2.2.82.2.7 Specialty Flags and Finalization

Once scanning has completed, the user will be presented with a preview of the scanned documents. If a document needs to be rescanned, or additional pages need to be added to the batch, the user can select the "Capture" icon from the left side of the toolbar (Fig. 2.2.8.1). The user will be presented with a "Add Pages" dialog to replace, or add pages before/after the currently selected document (Fig. 2.2.8.2). The scanning user will need to set specialty flags on all documents, both barcoded and non-barcoded - if desired. (Note: security rights driving these flags are documented in CA- 214027 (Security and Auditing))

- Task Override
 - Ignore task configuration, no task will be created
- Person Override
 - Prevent a person level document from being indexed to a person, and instead, index the document to case level
- Program Selection
 - Select a specific program for the task to be generated for
- No Change SAR 7/QR 7
 - Will prompt the CalSAWS Software to do the following:

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- Mark the document as received
- Perform needed steps to update the eligibility (Details of this will be described in a subsequent SCR)
- Ignore task configuration, no task will be created

To finalize the scan, the user will select "Submit".

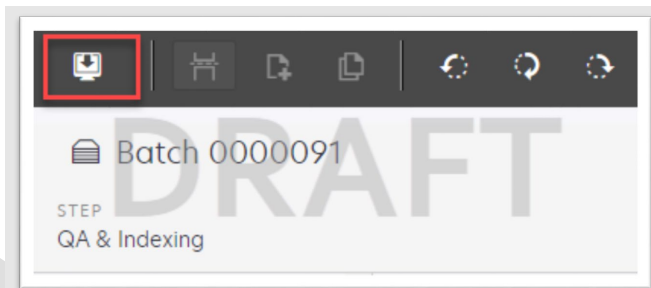


Figure 2.2.8.1 – Rescan/Capture Mockup

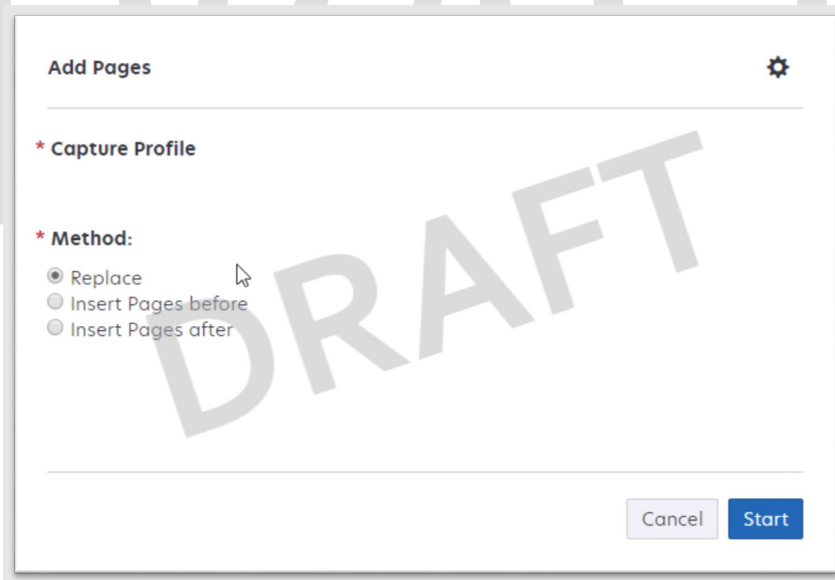


Figure 2.2.8.2 – Add Pages Mockup

2.3 Special Investigation Unit (SIU) Scan Mode

2.3.1 Overview

Cases pertaining to "Special Investigations Unit" or "Fraud" will utilize the SIU capture mode to scan documents into the County SIU Drawer. To invoke SIU scan mode, the users will navigate into the Imaging Solution and select "Capture" from the toolbar.

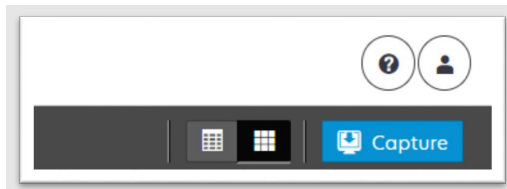


Figure 2.3.1.1 – Capture Mockup

2.3.2 Document Preparation

Documents scanned using the SIU scan mode, may be arranged with the inclusion of generic separator sheets (patch sheets) to aid in document separation.

2.3.3 Initiating Scan

A dialog box will prompt the user to select SIU from the list of available scan modes. The "Exception Routing" dropdown will be populated based off of exception queue configurations to be documented and implemented in CA-214058 (Environment Workflow Configuration). Within the prompt the user will be presented with the option to define a "Received" and/or "Applicable" date, otherwise these fields will default to the scanning date. An optional "Bundle ID" representing the captured documents may be entered. Once documents have been properly prepared and placed in the scanner, the user will initiate scanning by pressing "Start".

Capture and indexing

* Capture Profile

* Exception Routing

Bundle ID

* Applicable Date
04/02/2020

* Received Date
04/02/2020

Cancel Start

Figure 2.3.3.1 – Initiate Mockup

2.3.4 Scan Status

As pages are scanned into the imaging solution, the user will be presented with an upload prompt displaying thumbnails of each page as they are uploaded and processed. Once all the documents have been captured, the user will need to click the 'Open Batch' button in order to proceed to Quality Assurance and Finalization.

Figure 2.3.4.1 – Status Mockup

2.3.5 Scan Quality Assurance and Finalization

Once scanning has completed, the user will be presented with a preview of the scanned documents. If a document needs to be rescanned, or additional pages need to be added to the batch, the user can select the "Capture" icon from the left side of the toolbar (Fig. 2.3.5.1). The user will be presented with a "Add Pages" dialog to replace, or add pages before/after the currently selected document (Fig. 2.3.5.2). All documents scanned using this mode will be set to the documents type of "SIU Documents". Users will need to perform the following tasks (Fig. 2.3.5.3):

- a. Verify the quality of the scanned images are clear and undistorted
- b. Verify barcode numbers captured match barcodes on the images
- c. Verify the Applicable and Received Dates, updating as needed
- d. Separate the scan batch into individual documents
- e. Enter an optional "Investigations ID"
- f. Specify the following fields
 1. Case Number
 2. Form Name

For the SIU scan mode, the **Get Case Info** call will be performed leveraging the Case Number, entered by the user. If an invalid case number is provided, the user will not be able to finalize the scan. Details of Get Case Info webservice call will be documented in CA-214060. The following values will be retained from the webservice call and applied as metadata to the document:

~~Case Name~~

Case Unique ID

Once the user has verified that the returned case information matches the provided case number, the user will finalize the scan by selecting "Submit".

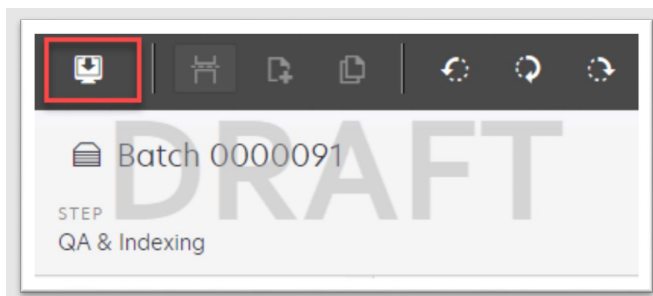


Figure 2.3.5.1 – Rescan/Capture Mockup

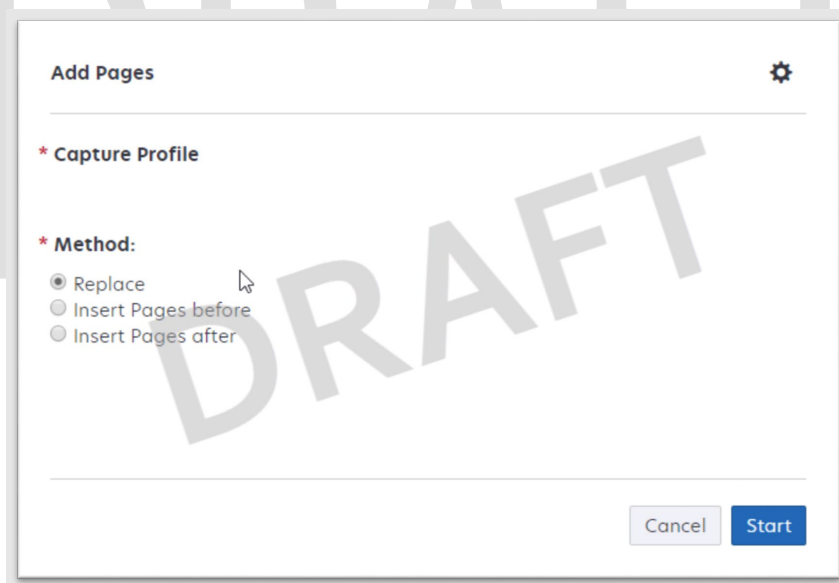


Figure 2.3.5.2 – Add Pages Mockup

PROPERTIES

* APPLICABLE DATE 2020-04-01	* BARCODE NUMBER 000000011111111
* RECEIVED DATE 2020-03-31	* PROGRAM SELECTION Welfare to Work
	* NO CHANGE SAR7/QR7 False
	* PERSON LEVEL OVERRIDE False
	* TASK OVERRIDE False

Figure 2.3.5.3 – Properties Mockup

2.4 Hearings Scan Mode

2.4.1 Overview

“Hearings” capture mode is used to scan documents into the County Hearings Drawer of the Imaging Solution. To invoke “Hearings” scan mode, the user will navigate into the Imaging Solution and select “Capture” from the toolbar.



Figure 2.4.1.1 – Capture Mockup

2.4.2 Document Preparation

Documents scanned using the “Hearings” scanning modes, may be arranged with the inclusion of generic separator sheets (patch sheets) to aid in document separation.

2.4.3 Initiating Scan

A dialog box will prompt the user to select Hearings from the list of available scan modes. The “Exception Routing” dropdown will be populated based off of exception queue configurations to be documented and implemented in CA-214058 (Environment Workflow Configuration). Within the prompt the user will be

presented with the option to define a “Received” and/or “Applicable” date, otherwise these fields will default to the scanning date. An optional “Bundle ID” representing the captured documents may be entered. Once documents have been properly prepared and placed in the scanner, the user will initiate scanning by pressing “Start”.

Figure 2.4.3.1 shows a mockup of the 'Capture and Indexing' dialog box. The dialog is titled 'Capture and Indexing' and includes a settings gear icon. It contains the following fields:

- * Capture Profile**: A dropdown menu.
- * Exception Routing**: A dropdown menu.
- Bundle ID**: A text input field.
- * Applicable Date**: A text input field containing the date '04/02/2020'.
- * Received Date**: A text input field containing the date '04/02/2020'.

At the bottom of the dialog are two buttons: 'Cancel' and 'Start'.

Figure 2.4.3.1 – Initiate Mockup

2.4.4 Scan Status

As pages are scanned into the imaging solution, the user will be presented with an upload prompt displaying thumbnails of each page as they are uploaded and processed. Once all the documents have been captured, the user will need to click the 'Open Batch' button in order to proceed to Quality Assurance and Finalization.

Figure 2.4.4.1 – Status Mockup

2.4.5 Scan Quality Assurance and Finalization

Once scanning has completed, the user will be presented with a preview of the scanned documents. If a document needs to be rescanned, or additional pages need to be added to the batch, the user can select the "Capture" icon from the left side of the toolbar (Fig. 2.4.5.1). The user will be presented with a "Add Pages" dialog to replace, or add pages before/after the currently selected document (Fig. 2.4.5.2). All documents scanned using this mode will be set to the documents type of "Court/Hearings Documents". Users will need to perform the following tasks (Fig. 2.4.5.3):

- a. Verify the quality of the scanned images are clear and undistorted
- b. Verify barcode numbers captured match barcodes on the images
- c. Verify the Applicable and Received Dates, updating as needed
- d. Separate the scan batch into individual documents
- e. Enter an optional "Hearings Number"
- f. Specify the following fields
 - i. Case Number
 - ii. Form Name

For the Hearings scan mode, the **Get Case Info** call will be performed leveraging the Case Number, entered by the user. If an invalid case number is provided, the user will not be able to finalize the scan. ~~The following values will be retained from the webservice call and applied as metadata to the document:~~

- Case Name
- Case Unique ID

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Details of Get Case Info webservice call will be documented in CA-214060.
Once the user has verified that the returned case information matches the provided case number, the user will finalize the scan by selecting "Submit".

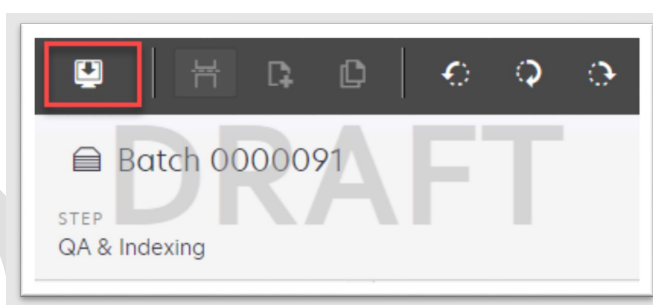


Figure 2.4.5.1 – Rescan/Capture Mockup

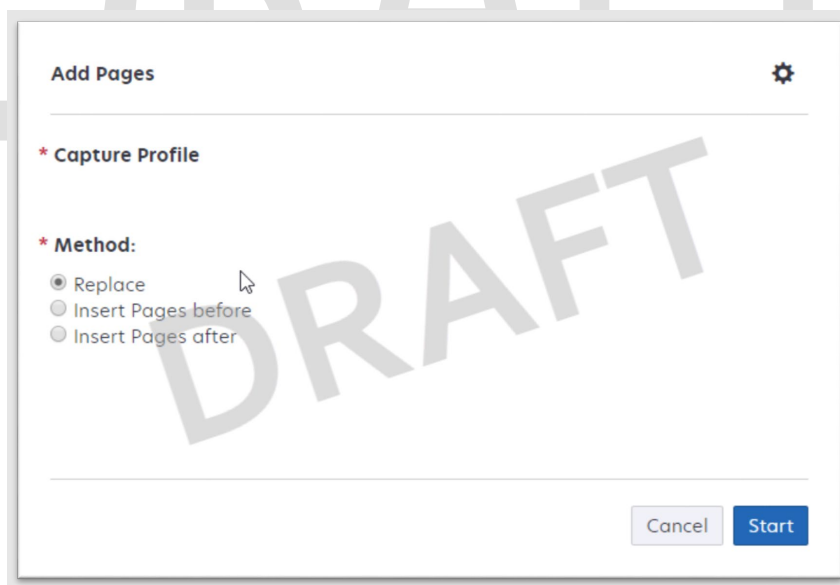


Figure 2.4.5.2 – Add Pages Mockup

PROPERTIES

* BARCODE NUMBER
000000011111111

* PROGRAM SELECTION
Welfare to Work

* NO CHANGE SAR7/QR7
False

* PERSON LEVEL OVERRIDE
False

* TASK OVERRIDE
False

* APPLICABLE DATE
2020-04-01

* RECEIVED DATE
2020-03-31

Figure 2.4.5.3 – Properties Mockup

2.5 Resource Data Bank (RDB) Scan Mode

2.5.1 Overview

RDB capture mode is used to scan documents into the Resource Drawer of the Imaging Solution. To invoke RDB scan mode, the users will navigate into the Imaging Solution and select "Capture" from the toolbar.



Figure 2.5.1.1 – Capture Mockup

2.5.2 Document Preparation

Documents scanned using the RDB scan mode, may be arranged with the inclusion of generic separator sheets (patch sheets) to aid in document separation.

2.5.3 Initiating Scan

A dialog box will prompt the user to select RDB from the list of available scan modes. The "Exception Routing" dropdown will be populated based off of exception queue configurations to be documented and implemented in CA-

214058 (Environment Workflow Configuration). Within the prompt the user will be presented with the option to define a "Received" and/or "Applicable" date, otherwise these fields will default to the scanning date. An optional "Bundle ID" representing the captured documents may be entered. Once documents have been properly prepared and placed in the scanner, the user will initiate scanning by pressing "Start".

The image shows a mockup of a software dialog box titled "Capture and Indexing". It features a settings gear icon in the top right corner. The dialog contains the following fields and controls:

- * Capture Profile**: A dropdown menu.
- * Exception Routing**: A dropdown menu.
- Bundle ID**: A text input field.
- * Applicable Date**: A text input field containing the date "04/02/2020".
- * Received Date**: A text input field containing the date "04/02/2020".

At the bottom right of the dialog are two buttons: "Cancel" and "Start". A large, semi-transparent "DRAFT" watermark is oriented diagonally across the center of the image.

Figure 2.5.3.1 – Initiate Mockup

2.5.4 Scan Status

As pages are scanned into the imaging solution, the user will be presented with an upload prompt displaying thumbnails of each page as they are uploaded and processed. Once all the documents have been captured, the user will need to click the 'Open Batch' button in order to proceed to Quality Assurance and Finalization.

Capture and Indexing Status

SOURCE File

BATCH 0000218

ORIGIN

BUNDLE ID

APPLICABLE DATE 04/03/2020

RECEIVED DATE 04/03/2020

PAGES 1

Complete: Total pages: 1. Close Open Batch

Figure 2.5.4.1 – Status Mockup

2.5.5 Scan Quality Assurance and Finalization

Once scanning has completed, the user will be presented with a preview of the scanned documents. Users will need to verify the quality of the scanned images are clear and undistorted. Additionally within the RDB scan mode, users will need to verify that the resource ID and resource name match what is on the screen in CalSAWS. Finally, the user will need to select a document type to index the documents to then finalize the scan by selecting "Submit".

2.5.6 Scan Quality Assurance and Finalization

Once scanning has completed, the user will be presented with a preview of the scanned documents. If a document needs to be rescanned, or additional pages need to be added to the batch, the user can select the "Capture" icon from the left side of the toolbar (Fig. 2.5.6.1). The user will be presented with a "Add Pages" dialog to replace, or add pages before/after the currently selected document (Fig. 2.5.6.2). Users will need to perform the following tasks (Fig. 2.5.6.3):

- Verify the quality of the scanned images are clear and undistorted
- Verify barcode numbers captured match barcodes on the images
- Separate the scan batch into individual documents
- Specify the following fields
 - Resource Number
 - Form Name

Get RDB Info Call

Request:

Resource Number

Response:

User's Information

County Code

For the RDB scan mode, a webservice call will be performed leveraging the Resource Number, entered by the user, ~~and the requesting user's information and county code~~. If an invalid resource number is provided, the user will not be able to finalize the scan. Details of Get RDB Info webservice call will be documented in CA-214060. ~~The following values will be returned from the webservice call and applied as metadata to the document:~~

Resource Name

Once the user has verified that the returned resource information matches the provided resource number, the user will finalize the scan by selecting "Submit".

Request:-	Data Type:-
<i>Resource Number</i>	<i>String</i>
Response:-	Data Type:-
<i>User's Information</i>	<i>String</i>
<i>County Code</i>	<i>String (2 Char.)</i>

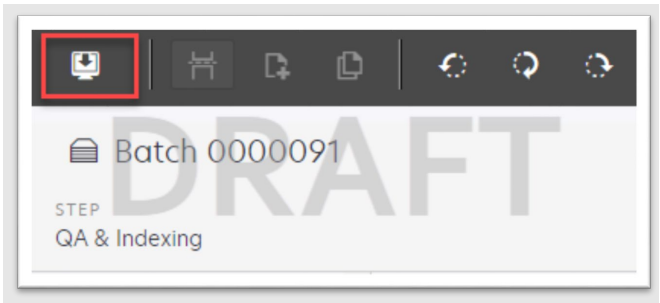
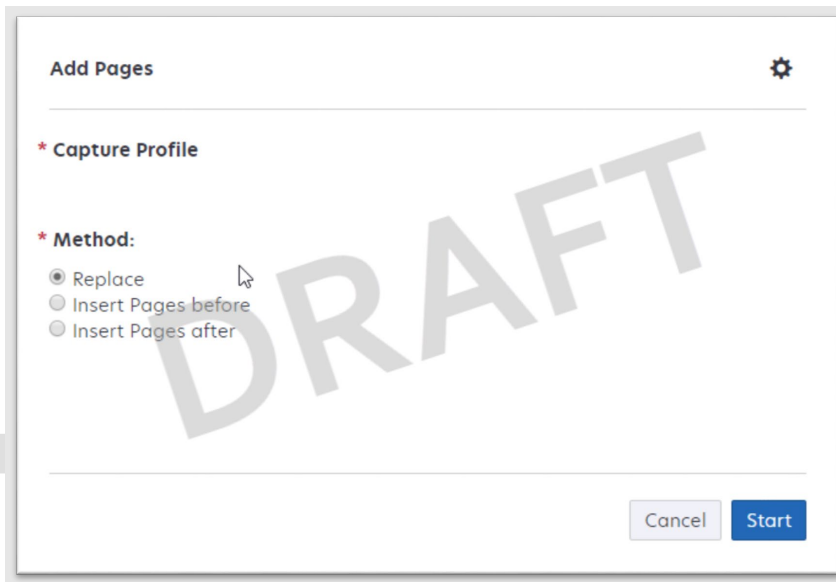


Figure 2.5.6.1 – Rescan/Capture Mockup



Add Pages ⚙️

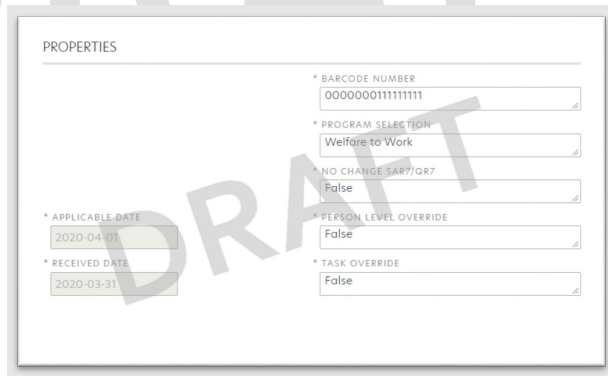
*** Capture Profile**

*** Method:**

- ☒ Replace
- ☐ Insert Pages before
- ☐ Insert Pages after

Cancel Start

Figure 2.5.6.2 – Add Pages Mockup



PROPERTIES

* BARCODE NUMBER	<input type="text" value="0000000111111111"/>
* PROGRAM SELECTION	<input type="text" value="Welfare to Work"/>
* NO CHANGE SART7/OR7	<input type="text" value="False"/>
* APPLICABLE DATE	<input type="text" value="2020-04-01"/>
* PERSON LEVEL OVERRIDE	<input type="text" value="False"/>
* RECEIVED DATE	<input type="text" value="2020-03-31"/>
* TASK OVERRIDE	<input type="text" value="False"/>

Figure 2.5.6.3 – Properties Mockup

2.6 Ignore Barcode Scan Mode

2.6.1 Overview

In cases a user wants to scan a document with no barcode recognition enabled, the Ignore Barcode capture mode can be used. To invoke the Ignore

Barcode scan mode, the users will navigate into the Imaging Solution and select "Capture" from the toolbar.

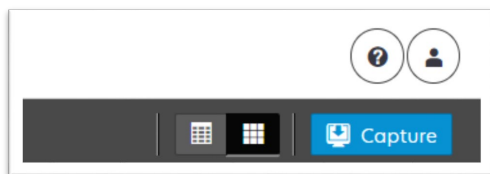


Figure 2.6.1.1 – Capture Mockup

2.6.2 Document Preparation

Documents scanned using the Ignore Barcode scan mode, may be arranged with the inclusion of generic separator sheets (patch sheets) to aid in document separation.

2.6.3 Initiating Scan

A dialog box will prompt the user to select Ignore Barcode from the list of available scan modes. The "Exception Routing" dropdown will be populated based off of exception queue configurations to be documented and implemented in CA-214058 (Environment Workflow Configuration). Within the prompt the user will be presented with the option to define a "Received" and/or "Applicable" date, otherwise these fields will default to the scanning date. An optional "Bundle ID" representing the captured documents may be entered. Once documents have been properly prepared and placed in the scanner, the user will initiate scanning by pressing "Start".

Capture and Indexing

* Capture Profile

* Exception Routing

Bundle ID

* Applicable Date

* Received Date

Figure 2.6.3.1 – Initiate Mockup

2.6.4 Scan Status

As pages are scanned into the imaging solution, the user will be presented with an upload prompt displaying thumbnails of each page as they are uploaded and processed. Once all the documents have been captured, the user will need to click the 'Open Batch' button in order to proceed to Quality Assurance and Finalization.

Figure 2.6.4.1 – Status Mockup

2.6.5 Scan Quality Assurance and Finalization

Once scanning has completed, the user will be presented with a preview of the scanned documents. If a document needs to be rescanned, or additional pages need to be added to the batch, the user can select the "Capture" icon from the left side of the toolbar (Fig. 2.6.5.1). The user will be presented with a "Add Pages" dialog to replace, or add pages before/after the currently selected document (Fig. 2.6.5.2).

- a. The scanning user may set specialty flags on all desired documents . (Note: security rights driving these flags are documented in CA- 214027 (Security and Auditing))
 - a. Task Override
 - b. Person Override
 - c. Program Selection
- b. Verify the quality of the scanned images are clear and undistorted
- c. Verify the Applicable and Received Dates, updating as needed
- d. Separate the scan batch into individual documents
- e. Specify the following field
 - a. Case Number

For the Ignore Barcode scan mode, the **Get Case Info** call will be performed leveraging the Case Number, entered by the user. If an invalid case number is provided, the user will not be able to finalize the scan. The following values will be retained from the webservice call and applied as metadata to the document:

- Case Name

- Case Unique ID

Once the user has verified that the returned case information matches the provided case number, the user will finalize the scan by selecting "Submit".

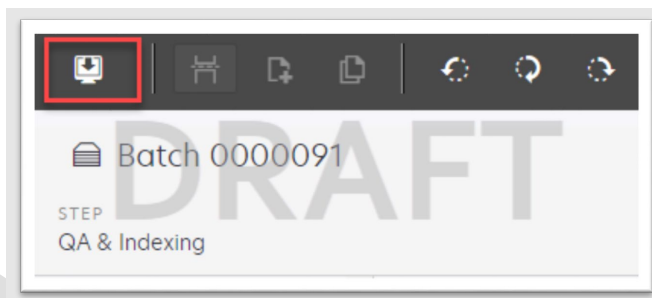


Figure 2.6.5.1 – Rescan/Capture Mockup

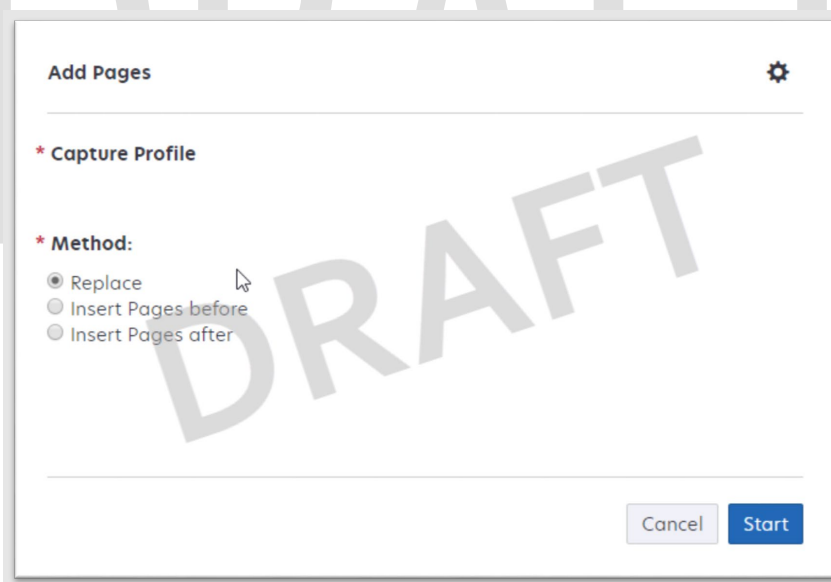


Figure 2.6.5.2 – Add Pages Mockup

PROPERTIES

* APPLICABLE DATE	* BARCODE NUMBER
2020-04-01	0000000111111111
* RECEIVED DATE	* PROGRAM SELECTION
2020-03-31	Welfare to Work
	* NO CHANGE SAR7/QR7
	False
	* PERSON LEVEL OVERRIDE
	False
	* TASK OVERRIDE
	False

Figure 2.6.5.3 – Properties Mockup

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Online Security	This is the security matrix for the capture button being added to the Case Summary page.	Online Security Matrix

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4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2521	<p>The CONTRACTOR shall create a security driven scan mode for Resource Data Bank (RDB) with the following metadata:</p> <ol style="list-style-type: none">1) Resource ID2) Resource Name3) Document Type4) Applicable Date5) Received Date <p>The CONTRACTOR shall enable the following scan modes for RDB:</p> <ol style="list-style-type: none">1) Single Case - Used for capturing one or more documents for a single case2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case	<ul style="list-style-type: none">• The security driving this mode will be documented and implemented in CA-214027 (Security).	<ul style="list-style-type: none">• Configure Resource Data Bank (RDB) scan mode to allow the scanning of documents into the county Resource Data Bank (RDB) drawer
2516	<p>The CONTRACTOR shall create a security driven scan mode for Special Investigation Unit (SIU) with the following metadata:</p> <ol style="list-style-type: none">1) Case Number2) Case Name3) Applicable Date4) Received Date5) Form Name6) Form Number7) Document Type - All images/documents will have the value: 'SIU Documents' <p>The CONTRACTOR shall enable the following scan modes for SIU:</p> <ol style="list-style-type: none">1) Single Case - Used for capturing one or more documents for a single case2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case	<ul style="list-style-type: none">• The security driving this mode will be documented and implemented in CA-214027 (Security).	<ul style="list-style-type: none">• Configure Special Investigations Unit (SIU) scan mode to allow the scanning of documents into the county Special Investigations Unit (SIU) drawer

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2517	<p>The CONTRACTOR shall create a security driven scan mode for Hearings with the following metadata:</p> <ol style="list-style-type: none"> 1) Case Number 2) Case Name 3) Applicable Date 4) Received Date 5) Form Name 6) Form Number 7) Document Type - All images/documents will have the value: 'Court/Hearings Documents' 8) State Hearings Number - Optional, editable field <p>The CONTRACTOR shall enable the following scan modes for Hearings:</p> <ol style="list-style-type: none"> 1) Single Case - Used for capturing one or more documents for a single case 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case 	<ul style="list-style-type: none"> • The security driving this mode will be documented and implemented in CA-214027 (Security). 	<ul style="list-style-type: none"> • Configure Hearings scan mode to allow the scanning of documents into the county Hearings drawer
2242	<p>The CONTRACTOR shall create the following core capture and indexing scan modes in the imaging solution:</p> <ol style="list-style-type: none"> 1) Single Case - Used for capturing one or more documents for a single case 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case 3) Multi-case - Used to capture multiple documents from different cases 	<ul style="list-style-type: none"> • Implementation of the Virtual Print, and Multi-case scan mode is documented in CA 214172. 	<ul style="list-style-type: none"> • Configure Single Case capture mode in the Imaging Solution to allow for the scanning of both barcoded, and non-barcoded documents

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2500	<p>The CONTRACTOR shall configure the imaging solution to have the following security driven options at the point of scanning:</p> <p>1) Task Override: Will ignore task configuration, no task will be created</p> <p>2) Program Selection: Will define which worker is tasked (the list is pre-defined based on the case information and is available in single case mode or when a coversheet is used in batch mode)</p> <p>3) No Change SAR7/QR7: Will prompt the CalSAWS Software to do the following:</p> <p>3a) Mark the document as received</p> <p>3b) Mark Eligibility as complete</p> <p>3c) Ignore task configuration, no task will be created</p> <p>4) Person Override: Will default person level documents as case level documents.</p> <p>5) Confidential: Will allow designated staff to scan to confidential cases</p>	<ul style="list-style-type: none"> The security driving these option will be documented and implemented in CA-214027 (Security). 	<ul style="list-style-type: none"> Configure Task Override, Program Selection, No Change SAR7/QR7 options to be available at the point of capture
2501	<p>The CONTRACTOR shall ensure that the "Applicable Date" and "Received Date" fields are editable at point of capture otherwise they shall default to the capture date.</p> <p>The CONTRACTOR shall ensure that the "Batch Number" field is editable at point of capture otherwise it shall default to the unique system generated number.</p>		<ul style="list-style-type: none"> Configure the scan modes to have the editable fields of "Applicable Date", "Received Date" and "Bundle ID" at the time of scan

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2198	<p>The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to perform the following functions when a system generated barcode is recognized by the imaging solution:</p> <p>1) Perform a CalSAWS Software lookup of Form Name, Form Number, Case Name, Case Number, and Document Type</p> <p>2) Check the barcode against the case information entered during the scan mode</p> <p>2a) Not applicable to multi-case scan mode</p> <p>3) If the document is time sensitive (tracked), mark the document as received in the CalSAWS Software</p> <p>3a) If the barcode is not recognized, time sensitive (tracked) documents are reviewed by designated staff to confirm the barcode</p>	<ul style="list-style-type: none"> Marking time sensitive documents received and routing rules will be in a subsequent SCR. Implementation of the Virtual Print, and Multi-case scan mode is documented in CA 214172. 	<ul style="list-style-type: none"> Configure the Imaging Solution to perform a webservice call to the CalSAWS system to obtain case information
2255	<p>The CONTRACTOR shall configure the imaging solution to read a unique 2D barcode from all CalSAWS Software system generated forms. This barcode will contain the barcode number which is used to identify the document(s) metadata from the CalSAWS Software.</p>		<ul style="list-style-type: none"> Configure the Imaging Solution to locate a 2D barcode at the point of scan leveraging hardware (Scanning Device) detection
2502	<p>The CONTRACTOR shall ensure that the following scan modes attempt to locate a CalSAWS Software system generated barcode:</p> <p>1) Capture and Indexing Single Case</p> <p>2) Capture and Indexing Multi-Case</p> <p>3) Capture and Indexing Virtual Print</p> <p>4) Returned Mail</p> <p>The CONTRACTOR shall read the CalSAWS Software system generated imaging/tracking barcodes.</p>	<ul style="list-style-type: none"> Implementation of the Returned Mail scan mode will be documented and implemented in CA-214061 (Returned Mail Scan Modes). Implementation of the Virtual Print, and Multi-case scan mode is documented in CA 214172. 	<ul style="list-style-type: none"> Configure the Imaging Solution to locate a 2D barcode at the point of scan leveraging hardware (Scanning Device) detection

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2503	<p>The CONTRACTOR shall configure the imaging solution to allow the following documents to act as separators for the capture and indexing multi-case scan mode and returned mail multi-case scan mode:</p> <p>1) Cover Sheets - Will contain a barcode with a case number or a no case identifier</p> <p>2) System Generated Barcoded Documents</p> <p>The CONTRACTOR shall configure the imaging solution to allow the optional use of generic separator sheets for all scan modes to assist in separating documents.</p> <p>The CONTRACTOR shall configure the imaging solution to allow the optional use of envelopes as separator sheets for the returned mail multi-case scan mode.</p>	<ul style="list-style-type: none"> Multi-Case scan mode is documented in CA-214172, and the returned mail scan mode will be documented and implemented in CA-214061 (Returned Mail Scan Modes). Single case scan modes will not allow the use of envelopes as separators. Coversheets are intended for multi-case scan modes 	<ul style="list-style-type: none"> Configure all scan mode to allow the optional use of the generic separator sheets (patch code sheets) to separate documents

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CalSAWS

California Statewide Automated Welfare System

Design Document

DDID 2199 & 2198

CA 214033 – Categorize Documents by System
Barcode

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Imaging Team
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
5/19/20	1.1	Added DDID 2198	Chris Vasquez

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1 OVERVIEW

1.1 Requests

Per DDID 2199, configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to do the following:

- 1) Automatically categorize all system generated documents.
- 2) Automatically categorize up to 70 person level/verification documents.
- 3) Read the form number from a specified location on the document(s) to be determined during detailed design.
- 4) Capture the Form Name, Form Number, Case Name, Case Number, and Document Type as key metadata.
- 4a) Documents with no case number are automatically sent to a quality assurance queue for review.
- 5) Compare the confidence score of all automatically categorized documents to a confidence threshold.
- 5a) All scanned documents that do not meet the categorization confidence threshold are sent to a quality assurance queue for review. All cases associated the document that does not meet the confidence thresholds will be sent to a quality assurance queue for review.
- 6) Designated staff to be prompted to select case member, multiple persons, or no person option for all person level document types which will be determined during detailed design.

Document routing within the Imaging Solution is documented and implemented in CA-214058 (Environment Workflow Configuration). Submission of metadata for task generation is documented in CA-214035 (Store Index Values).

Per DDID 2198, configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to perform the following functions when a system generated barcode is recognized by the imaging solution:

1. Perform a CalSAWS Software lookup of Form Name, Form Number, Case Name, Case Number, and Document Type
2. Check the barcode against the case information entered during the scan mode
 - a. Not applicable to multi-case scan mode
3. If the document is time sensitive (tracked), mark the document as received in the CalSAWS Software
 - a. If the barcode is not recognized, time sensitive (tracked) documents are reviewed by designated staff to confirm the barcode

1.2 Overview of Recommendations

- Configure the Imaging Solution to leverage CalSAWS webservice to obtain indexing information for documents containing a CalSAWS barcode number

1.3 Assumptions

- Document routing within the Imaging Solution is documented and implemented in CA- 214058 (Environment Workflow Configuration)
- Details about the use of coversheets, and the method to generate them will be documented and implemented in CA-214031
- Virtual Printer will leverage OCR to obtain barcode values after the quality assurance step. This process is documented and implemented in CA-214048 (Categorize by OCR)
- Details around routing of documents with or without a valid barcode is documented and implemented in CA- 214058 (Environment Workflow Configuration)
- Details surrounding No-Case routing is documented and implemented in CA- 214058 (Environment Workflow Configuration)

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2 RECOMMENDATIONS

2.1 Barcode Indexing

2.1.1 Overview

Barcode indexing is the primary method by which documents will be categorized in the CalSAWS Imaging System. This indexing makes use of a unique value held within the QR code that is present on CalSAWS generated forms, and CalSAWS generated coversheets. Both single, and multi-case scan modes will leverage hardware barcode detection of the scanning user's device. This value is applied to the barcode metadata field of the scanned page. This barcode value is then passed to the CalSAWS application via the "Get Barcode Info" webservice call.

2.1.2 Get Barcode Info Webservice Call

Request:

Barcode Number
User Name (AD)

Response:

Case Number
Case UID
Case Name
County Code
Form Name
Form Number
Program List
Confidential Flag

When the Get Barcode Info webservice is called, the imaging system makes a request for document information by sending the document's barcode number and user name (AD) to CalSAWS.

This barcode number will consist of either a 16 digit numeric value present on system generated forms, a 16 digit alpha numeric value present on system generated coversheets, or a 16 digit alpha numeric value present on no-case coversheets.

If the barcode number exists in the CalSAWS database, CalSAWS responds to the Imaging System with the case number, case UID, case name, county code, form name, form number, program list and confidential flag associated to the barcode number and user name (AD).

For form names, there will be a list of short names provided in the proposal for "Imaging Form Names". Logic will need to be included in CalSAWS to handle the mapping to the list of short names in order to populate the Form Name field and respond back to the Imaging System.

If the webservice is unable to retrieve indexing values either by no barcode number existing in the CalSAWS database or the barcode was not recognized, no response will be returned. Details surrounding routing of documents with no barcode information will be outlined in a subsequent SCR.

No-case coversheets will result in the document not being categorized to a form name or number, and will return no program list information. Details surrounding no-case coversheet document routing will be described in a subsequent SCR.

Request:	Data Type:
Barcode Number	String (16 Char.)
User Name (Active Directory)	String

Response:	Data Type:
Case Number	String
Case UID	Integer
Case Name	String
County Code	String (2 Char.)
Form Name	String (40 Max) - Refer to the "Imaging Short Names" in the proposal for "Imaging Form Names"
Form Number	String (40 Char. Max)
Program List	String embedded in array (256 Char. Max)
Confidential Flag	Boolean

2.1.3 User Verification/Submittal

The scanning user will be presented with a preview of the scanned document and the information returned from the webservice call to perform validation, additional page splitting as needed, and assign specialty flags to the document(s):

Validation Information

- Barcode Number
- Form Name (Categorization)
- Form Number

Specialty Flags (Note: these flags are security driven and will be defined in a subsequent SCR)

- Task Override
- Person Override
- Program Select
- No Change SAR 7/QR 7

Once the user has completed the quality assurance step of scanning and verified the barcode field's accuracy, the document can be submitted for system routing.

If the barcode number on a document does not match, or was not picked up correctly, the user can re-scan the page(s) or route the document forward for advanced optical character recognition technology to attempt reading the barcode number. If a document needs to be rescanned, or additional pages need to be added to the batch, the user can select the "Capture" icon from the left side of the toolbar (Fig. 2.1.3.1). The user will be presented with a "Add Pages" dialog to replace, or add pages before/after the currently selected document (Fig. 2.1.3.2).

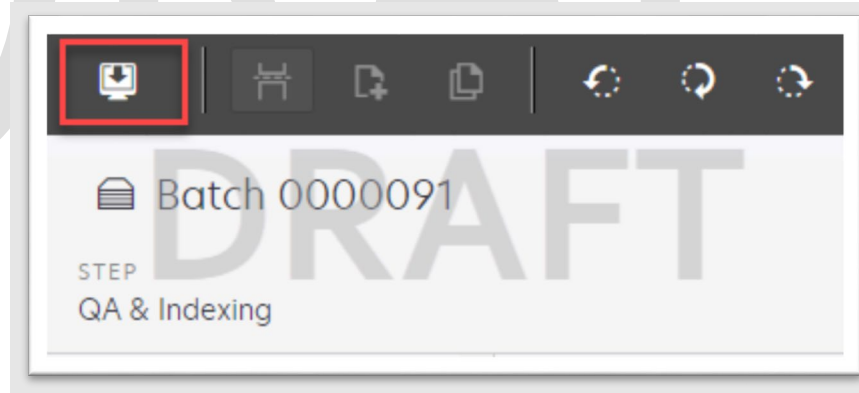
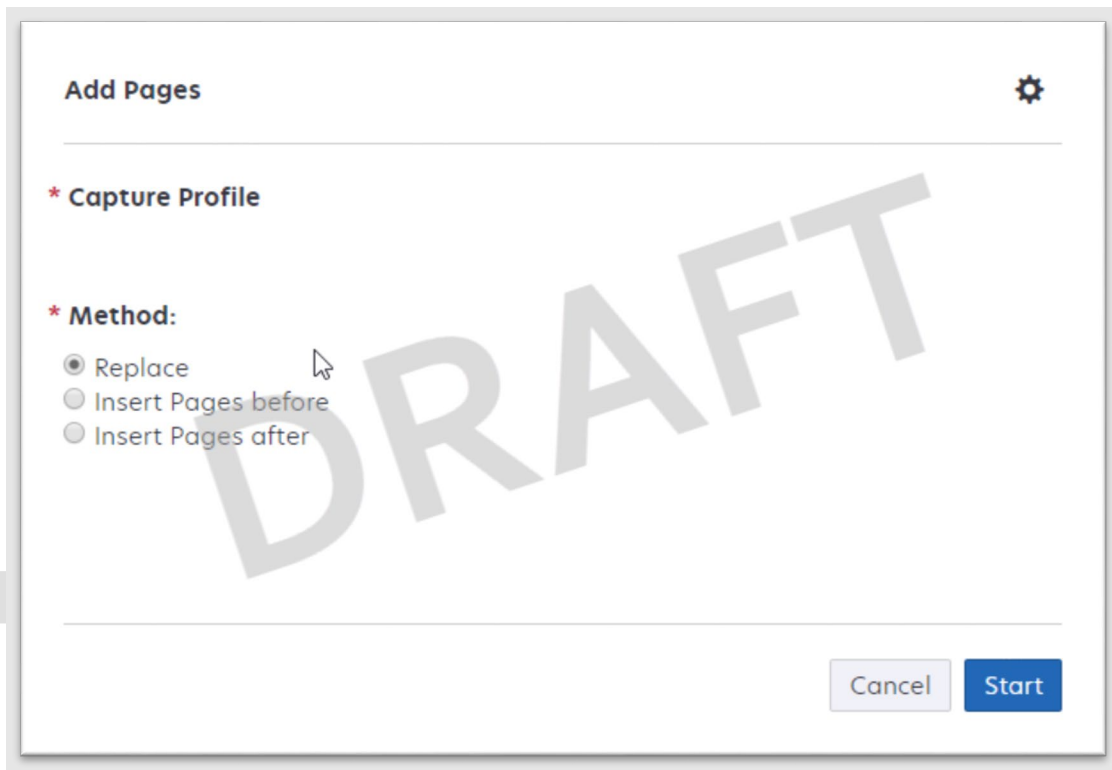


Figure 2.1.3.1 – Rescan/Capture Mockup



The image shows a software mockup for an 'Add Pages' dialog box. At the top left is the title 'Add Pages' and at the top right is a gear icon. Below the title bar is a horizontal separator line. The first section is labeled '* Capture Profile'. Below this is another section labeled '* Method:' which contains three radio button options: 'Replace' (which is selected), 'Insert Pages before', and 'Insert Pages after'. A mouse cursor is pointing at the 'Replace' option. At the bottom right of the dialog are two buttons: 'Cancel' and 'Start'. A large, light gray 'DRAFT' watermark is oriented diagonally across the center of the image.

Figure 2.1.3.2 – Add Pages Mockup

2.1.4 Multi-Case Mode Non-Barcoded Documents

Non-barcoded documents following a barcoded document will be assigned the case context of the preceding barcoded document, this will be leveraged by the Imaging Solution to aid in classifying non-barcoded document routed to OCR. This context is passed to all documents until a new barcode is encountered.

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2199	<p>The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to do the following:</p> <ol style="list-style-type: none">1) Automatically categorize all system generated documents.2) Automatically categorize up to 70 person level/verification documents.3) Read the form number from a specified location on the document(s) to be determined during detailed design.4) Capture the Form Name, Form Number, Case Name, Case Number, and Document Type as key metadata.4a) Documents with no case number are automatically sent to a quality assurance queue for review.5) Compare the confidence score of all automatically categorized documents to a confidence threshold.5a) All scanned documents that do not meet the categorization confidence threshold are sent to a quality assurance queue for review. All cases associated the document that does not meet the confidence thresholds will be sent to a quality assurance queue for review.6) Designated staff to be prompted to select case member, multiple persons, or no person option for all person level document types which will be determined during detailed design.	<ul style="list-style-type: none">• Person Level Documents will be addressed in CA-214035 (Store Index Values)• Functionality requiring Optical Character Recognition (OCR), and task generation within the CalSAWS application will be implemented in CA-214048 (Categorize By OCR)• Details about the use of coversheets, and the method to generate them will be described in a subsequent SCR.• Details surround routing of documents with or without a valid barcode will be outlined in CA-214058 (Environment Workflow Configuration)	<ul style="list-style-type: none">• Configure the Imaging Solution to leverage CalSAWS webservice to obtain indexing information for documents containing a CalSAWS barcode number

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2198	<p>The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to perform the following functions when a system generated barcode is recognized by the imaging solution:</p> <ol style="list-style-type: none"> 1. Perform a CalSAWS Software lookup of Form Name, Form Number, Case Name, Case Number, and Document Type 2. Check the barcode against the case information entered during the scan mode <ol style="list-style-type: none"> a. Not applicable to multi-case scan mode 3. If the document is time sensitive (tracked), mark the document as received in the CalSAWS Software <ol style="list-style-type: none"> a. If the barcode is not recognized, time sensitive (tracked) documents are reviewed by designated staff to confirm the barcode 	<ul style="list-style-type: none"> • Person Level Documents will be addressed in CA-214035 (Store Index Values) • Functionality requiring Optical Character Recognition (OCR), and task generation within the CalSAWS application will be implemented in CA-214048 (Categorize By OCR) • Details about the use of coversheets, and the method to generate them will be described in a subsequent SCR. • Details surround routing of documents with or without a valid barcode will be outlined in CA-214058 (Environment Workflow Configuration) 	<ul style="list-style-type: none"> • Configure the Imaging Solution to leverage CalSAWS webservice to obtain indexing information for documents containing a CalSAWS barcode number

4 APPENDIX

CalSAWS

California Statewide Automated Welfare System

Design Document

Multiple DDIDs

CA-214035 – Store Index Values

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Imaging Team
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
<u>6/03/2020</u>	<u>1.1</u>	<u>Added Document Type as Metadata, Documented Notes as Searchable, and Updated Advance Search</u>	<u>Chris Vasquez</u>
<u>6/30/2020</u>	<u>1.2</u>	<u>Added Date Assumption</u>	<u>Chris Vasquez</u>

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DRAFT

1 OVERVIEW

1.1 Requests

Per DDID 2504, configure the imaging solution to collect and transfer the following data to the CalSAWS Software for task generation:

- 1) Document Type
- 2) Form Name
- 3) Case Info
- 4) Person Info
- 5) Program Override Flag
- 6) No Task Override Flag
- 7) No Change SAR 7 Flag
- 8) Image ID
- 9) Scanning User/Worker/Source
- 10) Applicable Date
- 11) Received Date

Per DDID 2505, configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to store documents at a case or person level. Case level documents are only viewable by the county in which that case resides and person level documents are viewable by all counties.

The configuration of routing for person and case documents is documented in CA-214058 (Environment Workflow Configuration).

Per DDID 2506, configure the imaging solution core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to store documents with the following indexing values:

- 1) Case Number - Only for case level
- 2) Case Name - Only for case level
- 3) Document Type
- 4) Applicable Date
- 5) Received Date
- 6) Form Name
- 7) Form Number
- 8) Person Name - Only for person level
- 9) CIN - Only for person level
- 10) Batch Number - Unique editable number associated to each group of documents scanned

The Bundle ID field will be used to store the requested Batch Number.

Per DDID 2199, configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to do the following:

- 1) Automatically categorize all system generated documents.
- 2) Automatically categorize up to 70 person level/verification documents.
- 3) Read the form number from a specified location on the document(s) to be determined during detailed design.
- 4) Capture the Form Name, Form Number, Case Name, Case Number, and Document Type as key metadata.
 - a. Documents with no case number are automatically sent to a quality assurance queue for review.
- 5) Compare the confidence score of all automatically categorized documents to a confidence threshold.
 - a. All scanned documents that do not meet the categorization confidence threshold are sent to a quality assurance queue for review. All cases associated the document that does not meet the confidence thresholds will be sent to a quality assurance queue for review.
- 6) Designated staff to be prompted to select case member, multiple persons, or no person option for all person level document types which will be determined during detailed design.

Case information will be obtained at the point of capture via selected scan mode, and is documented in CA- 214030 (Capture Single and Barcode Detection) and CA- 214172 (Multi, Virtual, Import Capture) Categorization of non-barcode document will be handled by advanced optical character recognition and is documented in CA- 214048 (Categorize by OCR). Categorization of barcode document is documented in CA- 214033 (Categorize Documents by System Barcode).

Per DDID 2513, configure the imaging solution to update the document metadata on documents associated to an e-application. The e-application number received from the self-service portal and mobile app will be stored as an additional metadata field. Self-service portal, and mobile app functionality will be implemented and described in a subsequent SCR.

Per DDID 2500, configure the imaging solution to have the following security driven options at the point of scanning:

1. Task Override: Will ignore task configuration, no task will be created
2. Program Selection: Will define which worker is tasked (the list is pre-defined based on the case information and is available in single case mode or when a coversheet is used in batch mode)
3. No Change SAR7/QR7: Will prompt the CalSAWS Software to do the following:
 - a. Mark the document as received
 - b. Mark Eligibility as complete
 - c. Ignore task configuration, no task will be created
4. Person Override: Will default person level documents as case level documents.

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5. Confidential: Will allow designated staff to scan to confidential cases

Presentation of these options at point of scan is documented in CA- 214030 (Capture Single and Barcode Detection) and CA- 214172 (Multi, Virtual, Import Capture). The required security permissions for point of scan options are documented in CA- 214027 (Security and Auditing).

Per DDID 2198, configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to perform the following functions when a system generated barcode is recognized by the imaging solution:

- 1) Perform a CalSAWS Software lookup of Form Name, Form Number, Case Name, Case Number, and Document Type
- 2) Check the barcode against the case information entered during the scan mode
 - 2a) Not applicable to multi-case scan mode
- 3) If the document is time sensitive (tracked), mark the document as received in the CalSAWS Software
 - 3a) If the barcode is not recognized, time sensitive (tracked) documents are reviewed by designated staff to confirm the barcode

Routing rules are documented in CA- 214058 (Environment Workflow Configuration).

Per DDID 2516, create a security driven scan mode for Special Investigation Unit (SIU) with the following metadata:

- 1) Case Number
- 2) Case Name
- 3) Applicable Date
- 4) Received Date
- 5) Form Name
- 6) Form Number
- 7) Document Type - All images/documents will have the value: 'SIU Documents'

The CONTRACTOR shall enable the following scan modes for SIU:

- 1) Single Case - Used for capturing one or more documents for a single case
- 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case

Security is documented in CA- 214027 (Security and Auditing). SIU scan mode is documented in CA- 214030 (Capture Single and Barcode Detection).

Per DDID 2517, create a security driven scan mode for Hearings with the following metadata:

- 1) Case Number
- 2) Case Name
- 3) Applicable Date

- 4) Received Date
- 5) Form Name
- 6) Form Number
- 7) Document Type - All images/documents will have the value: 'Court/Hearings Documents'
- 8) State Hearings Number - Optional, editable field

The CONTRACTOR shall enable the following scan modes for Hearings:

- 1) Single Case - Used for capturing one or more documents for a single case
- 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case

Security is documented in CA- 214027 (Security and Auditing). Hearings scan mode is documented in CA- 214030 (Capture Single and Barcode Detection).

Per DDID 2518, configure the imaging solution to allow designated staff to manually index the following values for images/documents scanned into a ""Other County Department"" drawer:

- 1) Department (Drawer) - field will be pre-populated with chosen scan mode
- 2) Case Number - freeform text field
- 3) Document Type - pre-defined based on department
- 4) Applicable Date - pre-populated with system date, editable by the worker
- 5) Received Date - pre-populated with system date, editable by the worker

The above fields are mandatory to ensure that images/documents are searchable in the document management solution drawer.

The CONTRACTOR shall provide the following ""Other County Department Documents"" search criteria:

- 1) Department (Drawer)
- 2) Case Number
- 3) Document Type
- 4) Applicable Date
- 5) Received Date
- 6) Date Scanned
- 7) Created by

Security is documented in CA- 214027 (Security and Auditing). Other County Department scan modes are documented in CA-214172(Multi, Import, Virtual Capture).

Per DDID 2521, create a security driven scan mode for Resource Data Bank (RDB) with the following metadata:

- 1) Resource ID
- 2) Resource Name

- 3) Document Type
- 4) Applicable Date
- 5) Received Date

The CONTRACTOR shall enable the following scan modes for RDB:

- 1) Single Case - Used for capturing one or more documents for a single case
- 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case

Security is documented in CA- 214027 (Security and Auditing). RDB scan mode is documented in CA- 214030 (Capture Single and Barcode Detection).

Per DDID 2204, enable other county departments to have a "drawer" in the imaging solution where they can upload, store, and search for documents.

The CONTRACTOR shall create security driven scan modes of Other County Documents with the following four (4) options:

- 1) Adoptions (AAP)
- 2) Adult Aging Services (IHSS)
- 3) Child Welfare Services
- 4) Quality Assurance/Quality Control (QA/QC)

The scan mode will correspond to a "drawer" that segments the scanned images/documents from the rest of the CalSAWS Software and is controlled via security in the CalSAWS Software.

Security is documented in CA- 214027 (Security and Auditing). Other County Department scan modes are documented in CA-214172(Multi, Import, Virtual Capture).

1.2 Overview of Recommendations

- Configure the Imaging solution to store metadata comprised of indexing fields, custom properties, notes, and document data
- Configure the Imaging Solution to perform a webservice call to generate a Task within the CalSAWS application based on document metadata
- Identify a subset of form names and numbers for the imaging solution to store as person level documents
- Configure the imaging solution to store a person level document as case level if flagged with person override
- Configure the Imaging Solution to notify the CalSAWS application of sensitive (tracked) document(s) via a webservice call, allowing those document(s) to be marked received
- Configure the No Change SAR7/QR7 flag to submit a unique request to CalSAWS during the call to mark documents received, triggering CalSAWS to additionally make eligibility complete
- Configure the Imaging solution to not submit a task request for documents flagged with a task override

- Configure the Imaging Solution to archive person level documents to a Person drawer, viewable by all counties
- Configure the Imaging Solution to archive document scanned via the Adoptions (AAP) scan mode to be archived to a county specific drawer
- Configure the Imaging Solution to archive document scanned via the Adult Aging Services (IHSS) to be archived to a county specific drawer
- Configure the Imaging Solution to archive document scanned via the Child Welfare Services (CWS) to be archived to a county specific drawer
- Configure the Imaging Solution to archive document scanned via the Quality Assurance/Quality Control (QA/QC) to be archived to a county specific drawer
- Configure the Imaging Solution to archive document scanned via the Resource Data Bank (RDB) to be archived to a county specific drawer
- Configure the Imaging Solution to archive document scanned via the SIU to be archived to a county specific drawer
- Configure the Imaging Solution to archive document scanned via the Hearings to be archived to a county specific drawer
- Configure a County Document Removal drawer
- Configure a County Retention Policy Removal drawer
- Configure the Imaging Solution to archive document scanned to a confidential case to be archived to a county specific drawer
- Configure Pre-defined searches for document retrieval within the Imaging Solution
- Configure Advanced searches for document retrieval within the Imaging Solution
- Configure confidential case searches for document retrieval within the Imaging Solution

1.3 Assumptions

- Security will be implemented in CA- 214027 (Security and Auditing).
- Workflow routing rules and queue descriptions are document in CA- 214058 (Environment Workflow Configuration).
- The Implementation of Multi-Case, and Virtual Printer, and Other County Departments scan modes is documented in CA-214172 (Multi, Virtual, Import Capture)
- Single-Case scan modes are documented in CA- 214030 (Capture Single and Barcode Detection)
- Barcode Scanning is document in CA- 214033 (Categorize Documents by System Barcode)

- Documents scanned into the four "Other County Department" drawers are only retrievable via search within the imaging solution.
- Get Person Info Webservice, Get Override Flags Webservice, Get Form Info Webservice, Mark Document Received Webservice, Generate Document Task Webservice, will be detailed in a subsequent SCR
- Displayed dates within the Imaging Solution will be formatted as Month/Day/Year

2 RECOMMENDATIONS

2.1 Metadata

2.1.1 Indexing Fields

Indexing fields are used to identify the uniqueness of a document. Documents or pages with matching indexing fields append together. The following metadata fields are used for indexing:

- Case/Person UID – A unique system case/person identifier
- Case Number/Client Index Number (CIN)/Resource ID - Depending on if a document is indexed at a case, person level, or stored in the RDB Drawer
- Case/Person Name/Resource Name – Depending on if a document is indexed at a case, person level, or stored in the RDB Drawer
- Applicable Date
- Received Date
- Form Name

All indexing fields are stored as VARCHAR(40) in the imaging database. This allows up to 40 alpha-numeric characters to be stored in any of the indexing fields. Additional details surrounding indexing fields and the append process can be found in CA- 214047 (Append).

2.1.2 Custom Properties

Custom Properties are additional metadata fields that are not leveraged for determining uniqueness of a document. Unlike indexing fields, custom properties can be configured to store data in more specific formats (data can be limited to numeric only, or pre-defined lists can be configured to guide data inputs). The following custom properties will be configured in the Imaging Solution:

Form Number – Stores a 256 alpha-numeric value. This mandatory field is automatically populated by the system via the **Get Barcode Info** call during capture, during reindexing, or OCR via the **Get Form Info** call. This field is not directly editable by users.

Document Type - Stores a 256 alpha-numeric value. This mandatory field is automatically populated by the system via the **Get Barcode Info** call during

capture, during reindexing, or OCR via the **Get Form Info** call. This field is not directly editable by users.

Invalid Reason – This optional field is leveraged by the advanced optical recognition process to identify if a document requires routing to an exception queue for review and validation. This field is not directly editable by users and is automatically populated by the system.

County Code – This is a two digit code representing the county the document should be index under, this mandatory field is automatically populated during capture via webservice calls (**Get Barcode Info**, and **Get Case Info**). This field is directly modifiable by users from within the reindex and exception queues.

Time Sensitive – A system used flag indicating if a document is time sensitive, this optional field is populated during the **Get Form Info** call. This field is not directly editable by users.

Barcode – Stores a barcode number, this optional field is automatically populated by the scanning device at the point of scan, during advanced optical character recognition, or manually by a user in the “Barcode Validation” workflow queue. This field will store a 16 digit alpha-numeric value. Additionally this field may be populated with a legacy system barcode value if the document was migrated into the CalSAWS Imaging Solution.

Exception Routing – Stores alpha-numeric county office names via a selectable list. At point of scan this manually populated field will determine the preference for routing should an exception be encountered during processing of the document. If this optional field is left blank, exceptions will bill routed to the county wide exception queue. The available offices will be based on user security rights. Security permissions detailing this will be described in CA- 214027 (Security and Auditing).

Bundle ID – Stores an optional user defined value, manually populated at the point of scan. This field cannot be altered after being routed out of initial quality assurance. This field will be configured to store up to 40 alpha-numeric characters.

E-Application Number – Stores a 256 alpha-numeric value for documents submitted via external applications (I.E. Customer Web Portal). This field is not modifiable by users and only populated when the document is created within the Imaging Solution.

Capture Information – Stores a 256 alpha-numeric value. If a document is captured via an external source (Kiosk, Portal, Mobile Application) this field will be automatically populated with the corresponding Source information. If a document is captured within the Imaging Solution, this field will be populated with the Capture Mode/Profile used to scan the document. This field will not be user modifiable.

Hearings Number – Stores a 256 alpha-numeric value. This optional value can be manually defined during initial quality assurance when scanning into Hearings Drawer(s), and can be modified in re-indexing queues.

Investigations ID – Stores a 256 alpha-numeric value. This optional value can be manually defined during initial quality assurance when scanning into SIU Drawer(s), and can be modified in re-indexing queues.

Confidential – Stores a value from CalSAWS indicating to the Imaging Solution confidentiality of a document. This automatically populated value determines if a document needs to be stored in a confidential drawer. Security details regarding confidentiality are documented in CA- 214027 (Security and Auditing).

Program List – Stores a list of programs associated to the case a document is indexed to. This list is automatically populated during the point of scanning by the **Get Barcode Info** call or **Get Case Info** call. This field is only accessible at point of scan during initial quality assurance.

Document Scope – Indicates that a document is indexed as a person or case level document. Used by the system and in task generation and automatically populated. Not user modifiable.

Legacy Flag – Indicates that a document was migrated into the CalSAWS Imaging Solution from a legacy system. Not user modifiable.

Legacy Index – Stores the origin system indexing value prior to migration to the CalSAWS Imaging Solution. Not user modifiable.

Legacy Creation Date – Stores the origin system creation date value prior to migration to the CalSAWS Imaging Solution. Not user modifiable.

Barcode Override – Indicates that a document was captured via the "Ignore Barcode" scan mode and that the barcode value should not be set during OCR processing, and is automatically populated. Not user modifiable.

Task Override – Stores a user selected value from a pre-defined list populated during the **Get Override Flags** Call during user login indicating to the Imaging Solution if a task should not be generated for the document. This field is only accessible at point of scan during initial quality assurance.

No Change SAR7/QR7 – Stores a value from a pre-defined list populated during the **Get Override Flags** Call during user login indicating to the Imaging Solution if a document should be treated as a No Change SAR7/QR7. This field is only accessible at point of scan during initial quality assurance.

Person Override – Stores a user selected value from a pre-defined list populated during the **Get Override Flags** Call during user login indicating to the Imaging Solution if a person level document should be stored as case level. This field is only accessible at point of scan during initial quality assurance.

2.1.3 Notes

The notes field is available on all documents and can store up to 2048 alphanumeric characters. ~~This field will not be leveraged for searches.~~ This field can be altered during and after the point of scan.

2.1.4 Other Metadata

The following metadata is captured by the system for documents, ~~and can be leveraged by searches.~~

- Capture User/Source - Upon capture, populated with a user name
- Capture Time - Upon capture, populated with date/time stamp
- Last Modified by User - Upon modification, updated with a user name
- Last Modified Time - Upon modification, update with a date/time stamp

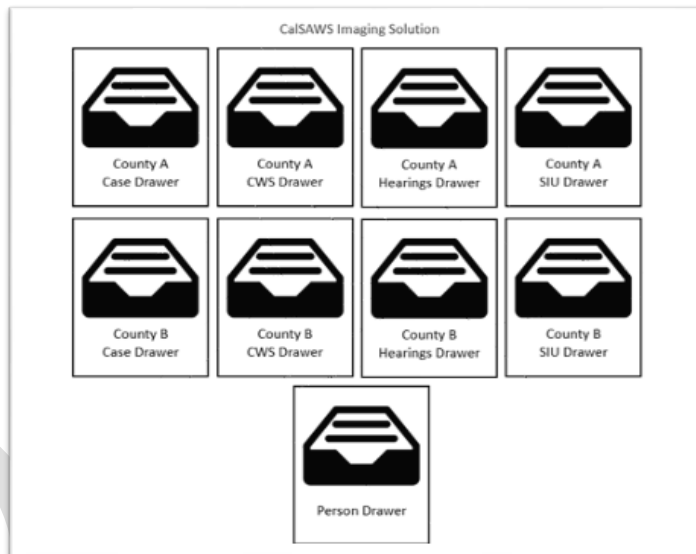
2.2 Archive For Retrieval

Once a document has been fully processed by the system and task generation has been completed, documents are removed from workflow and archived in the appropriate drawer for retrieval. Archived documents cannot be modified unless a user with appropriate security rights brings the document back into workflow. The process of bringing a document back into workflow for modification is known as reindexing. Details surrounding reindex are described in CA- 214058 (Environment Workflow Configuration).

2.3 System Drawers

2.3.1 Overview

Drawers within the Imaging Solution are the first level of organization and the first level of security. Drawers are used to keep documents separate and secure from county to county. In addition, drawers store different categories of documents such as, Person vs. Case forms. Security permissions required for access to individual drawers are documented in CA- 214027 (Security and Auditing).



2.3.2 County Drawers

Drawer Naming Format: <County> Case

The county drawers are where indexed county case level documents with no confidential restrictions are archived.

2.3.3 Person Drawer

Drawer Naming Format: Person

The person drawer where indexed person level documents are archived. Unlike the county drawers, the person drawer will hold documents specific to person(s) not cases. No confidentiality is applied to documents at Person level.

2.3.4 Adoptions (AAP) Drawers

Drawer Naming Format: <County> AAP

The adoptions drawers are where indexed adoptions documents scanned via the Adoptions (AAP) scan mode are archived. AAP drawer documents are manually indexed.

2.3.5 Adult Aging Services (IHSS) Drawers

Drawer Naming Format: <County> IHSS

The adult aging services drawers are where indexed Adult Aging Services/In-Home Supportive Services documents scanned via the Adult Aging Services (IHSS) scan mode are archived. IHSS drawer documents are manually indexed.

2.3.6 Child Welfare Services (CWS) Drawers

Drawer Naming Format: <County> CWS

The child welfare services drawers are where indexed Child Welfare Services documents scanned via the Child Welfare Services (CWS) scan mode are archived. CWS drawer documents are manually indexed.

2.3.7 Quality Assurance/Quality Control (QA/QC) Drawers

Drawer Naming Format: <County> QAQC

The Quality Assurance/Quality Control drawers are where indexed Quality Assurance/Quality Control documents scanned via the Quality Assurance/Quality Control (QA/QC) scan mode are archived. QAQC drawer documents are manually indexed.

2.3.8 Resource Data Bank (RDB) Drawers

Drawer Naming Format: Resource

The Resource drawer is where indexed Resource Data Bank documents scanned via the Resource Data Bank (RDB) scan mode are archived. The documents indexed in this drawer will use the "Case Name" and "Case Number" indexing fields to store the "Resource Name" and "Resource Number" respectively.

2.3.9 Special Investigations Unite (SIU) Drawers

Drawer Naming Format: <County> SIU

The Special Investigations Unite drawers are where indexed Special Investigations Unite documents scanned via the SIU scan mode are archived. SIU drawer documents are indexed at case level.

2.3.10 Hearings Drawers

Drawer Naming Format: <County> Hearings

The Hearings drawers are where indexed Hearings documents scanned via the Hearings scan mode are archived. Hearings drawer documents are indexed at case level.

2.3.11 County Document Removal Drawers

Drawer Naming Format: <County> Document Removal

The Document Removal drawer will hold documents that have been marked for deletion by users. Documents that require deletion can be routed to a document removal queue by a user with the required security rights that will move the document to this drawer. The documents will stay in this drawer as a "Soft Delete" ultimately being permanently deleted when the CalSAWS retention policy is not met. ~~See attached [CalSAWS Retention Policy \(Supporting Document #2\)](#).~~

2.3.12 County Retention Policy Removal (RPR) Drawers

Drawer Naming Format: <County> RPR

This is a temporary holding drawer only accessible by system admins that holds documents routed by the Document Retention Policy till the deletion process is completed. ~~See attached [CalSAWS Retention Policy \(Supporting Document #2\)](#).~~

2.3.13 County Confidential Drawers

Drawer Naming Format: <County> <Sub Drawer> Confidential

Documents indexed with a confidential level are indexed at case level and archived into the county confidential drawer. This logic is applied to the core capture modes and the "Hearings" scan mode.

2.4 Document Retrieval

2.4.1 Page Specific Document Retrieval

Within the CalSAWS application user can retrieve documents via pages containing Image buttons, tasks, and from the distributed documents page. The buttons are configured to pull back documents for a case or person matching predefined filter mappings. Image button mappings to these view filters will be implemented and described in a subsequent SCR.

2.4.2 Perceptive Pre-Defined Searches

Within the Perceptive Experience viewer, users can leverage the following pre-defined searches. These searches are designed to help the user pull back relevant documents without knowledge of how to build search parameters in the Imaging Solution.

Search Group	Search Name	Parameters
All Case Archived	Case Number by Drawer	<ul style="list-style-type: none">Case Number (User Numeric Input)Drawer Name (Selectable List)
All Case Archived	Case by Date(s) Captured	<ul style="list-style-type: none">Case Number (User Numeric Input)

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		<ul style="list-style-type: none"> • Capture Date Range
All Case Archived	Captured by User by Date(s)	<ul style="list-style-type: none"> • User Name (User Input) • Capture Date Range (Selectable List)
All Case Archived	Case Number by Document Type	<ul style="list-style-type: none"> • Case Number (User Numeric Input) • Document Type (Selectable List)
All Case Archived	Case Number by Form Name	<ul style="list-style-type: none"> • Case Number (User Numeric Input) • Form Name (Selectable List)
All Case Archived	Case Number by Form Number	<ul style="list-style-type: none"> • Case Number (User Numeric Input) • Form Number (Selectable List)
All Person Archived	Person by CIN	<ul style="list-style-type: none"> • Person CIN (User Input) • Restricted to Person Drawer
All Person Archived	Person by Date(s) Captured	<ul style="list-style-type: none"> • Person CIN (User Input) • Capture Date Range • Restricted to Person Drawer
All Person Archived	Captured by User by Date(s)	<ul style="list-style-type: none"> • User Name (User Input) • Capture Date Range (Selectable List) • Restricted to Person Drawer
All Person Archived	Person CIN by Document Type	<ul style="list-style-type: none"> • Person CIN (User Input) • Document Type (Selectable List) • Restricted to Person Drawer
All Person Archived	Person CIN by Form Name	<ul style="list-style-type: none"> • Person CIN (User Input) • Form Name (Selectable List) • Restricted to Person Drawer
All Person Archived	Person CIN by Form Number	<ul style="list-style-type: none"> • Person CIN (User Input) • Form Number (Selectable List) • Restricted to Person Drawer
Resource Data Bank	Resource by Number	<ul style="list-style-type: none"> • Resource Number (User Input) • Resource Drawer (Selectable List)
Resource Data Bank	Resource by Name	<ul style="list-style-type: none"> • Resource Name (User Input) • Resource Drawer (Selectable List)

Resource Data Bank	Resource by Number and Date	<ul style="list-style-type: none"> • Resource Number (User Numeric Input) • Capture Date Range
AAP	Case Number by Drawer	<ul style="list-style-type: none"> • Case Number (User Numeric Input) • Drawer Name (Selectable List)
AAP	Case Name by Drawer	<ul style="list-style-type: none"> • Case Name (User Input) • Case Drawer (Selectable List)
AAP	Case by Date(s) Captured	<ul style="list-style-type: none"> • Case Number (User Numeric Input) • Capture Date Range
IHSS	Case Number by Drawer	<ul style="list-style-type: none"> • Case Number (User Numeric Input) • Drawer Name (Selectable List)
IHSS	Case Name by Drawer	<ul style="list-style-type: none"> • Case Name (User Input) • Case Drawer (Selectable List)
IHSS	Case by Date(s) Captured	<ul style="list-style-type: none"> • Case Number (User Numeric Input) • Capture Date Range
CWS	Case Number by Drawer	<ul style="list-style-type: none"> • Case Number (User Numeric Input) • Drawer Name (Selectable List)
CWS	Case Name by Drawer	<ul style="list-style-type: none"> • Case Name (User Input) • Case Drawer (Selectable List)
CWS	Case by Date(s) Captured	<ul style="list-style-type: none"> • Case Number (User Numeric Input) • Capture Date Range
QA/QC	Case Number by Drawer	<ul style="list-style-type: none"> • Case Number (User Numeric Input) • Drawer Name (Selectable List)
QA/QC	Case Name by Drawer	<ul style="list-style-type: none"> • Case Name (User Input) • Case Drawer (Selectable List)
QA/QC	Case by Date(s) Captured	<ul style="list-style-type: none"> • Case Number (User Numeric Input) • Capture Date Range
SIU	Case Number by Drawer	<ul style="list-style-type: none"> • Case Number (User Numeric Input) • Drawer Name (Selectable List)

SIU	Case Name by Drawer	<ul style="list-style-type: none"> Case Name (User Input) Case Drawer (Selectable List)
SIU	Case by Date(s) Captured	<ul style="list-style-type: none"> Case Number (User Numeric Input) Capture Date Range
SIU	Investigation Number by Drawer	<ul style="list-style-type: none"> Investigation Number Case Drawer (Selectable List)
Hearings	Case Number by Drawer	<ul style="list-style-type: none"> Case Number (User Numeric Input) Drawer Name (Selectable List)
Hearings	Case Name by Drawer	<ul style="list-style-type: none"> Case Name (User Input) Case Drawer (Selectable List)
Hearings	Case by Date(s) Captured	<ul style="list-style-type: none"> Case Number (User Numeric Input) Capture Date Range
Hearings	Hearings Number by Drawer	<ul style="list-style-type: none"> Hearings Number (User Input) Case Drawer (Selectable List)
Confidential	Case Number by Drawer	<ul style="list-style-type: none"> Case Number (User Numeric Input) Drawer Name (Selectable List)
Confidential	Case Name by Drawer	<ul style="list-style-type: none"> Case Name (User Input) Case Drawer (Selectable List)
Confidential	Case by Date(s) Captured	<ul style="list-style-type: none"> Case Number (User Numeric Input) Capture Date Range

2.4.3 Perceptive Experience Advanced Searches

In addition to pre-defined searches, the Imaging Solution is configured to allow user defined search parameters.

By selecting the "+" icon (Figure 2.4.3.4), users will be presented with the ability to add constraints and build a search. Each constraint can be defined by the following:

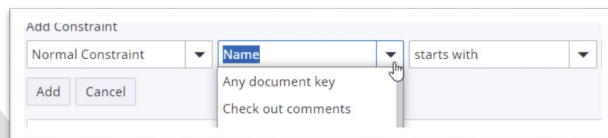
- Type
 - Normal Constraint – Lets user enter a value
 - Variable Constraint – Lets user select a value tied to logged in user
 - Prompted Constraint – Lets user enter value via prompt when initiating the search

Formatted: Font:



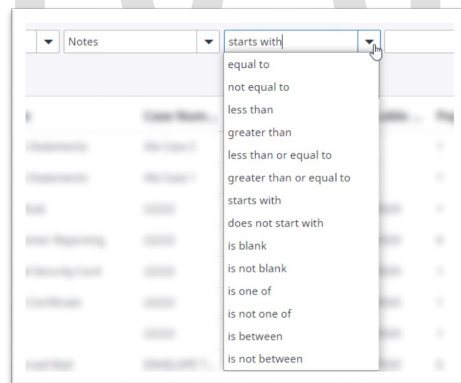
(Figure 2.4.3.1)

- Field
 - All primary indexing fields, and ~~and~~ custom properties are selectable for search. See sections 2.1 ~~1~~, ~~2.2.2~~, and 2.2.4 for the full list and descriptions of searchable fields.



(Figure 2.4.3.2)

- Operator
 - This is a dynamic list of operators that varies based on the selected field.
 - Note: Searching of the notes field is limited to the following depicted (Figure 2.4.3.3) operators for performance reasons:

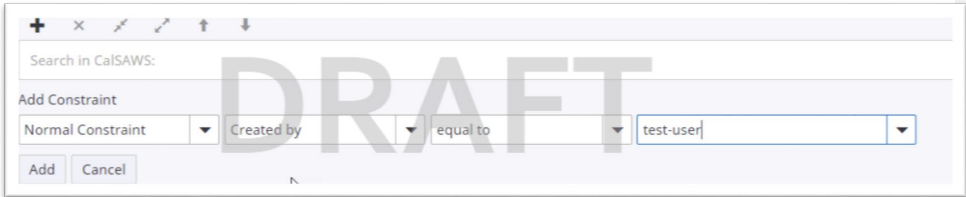


(Figure 2.4.3.3)

- Value
 - Value to constrain the search parameters to. This is an alpha-numeric value. No wildcard characters are accepted. Depending

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on the selected field, more guided user entry may apply. (i.e. date picker, user name selector)




(Figure 2.45.3.4)

Multiple constraints can be defined within a given search by selecting the “+” icon. Existing constraints can be re-ordered by selecting the up and down arrows above the search field. Additionally constraints can be combined, split, or removed with the inward arrows, outward arrows, and “x” icon respectively. Once constraints of the search have been finalized, the user can select the “Search” button from the right side of the window to initiate the search.

2.4.4 Confidential Case Searches

CalSAWS “Image” buttons, tasks, and distributed documents image links are the primary methods to retrieve documents indexed to a confidential case. In addition, users with the appropriate security right can perform searches across the county confidential drawer. This right will enable a user to search across all cases with one or more confidential flags. The security right required to perform these searches is documented in CA-214027 (Security and Auditing).

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Imaging	A list of the form names/numbers and document types used by the imaging system	 Imaging Form Name Matrix - Apprc Imaging Form Matrix
2	Security	Documentation outlining the CalSAWS Retention Policy	CalSAWS Retention Policy

Field Code Changed

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4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2504	The CONTRACTOR shall configure the imaging solution to collect and transfer the following data to the CalSAWS Software for task generation: 1) Document Type 2) Form Name 3) Case Info 4) Person Info 5) Program Override Flag 6) No Task Override Flag 7) No Change SAR 7 Flag 8) Image ID 9) Scanning User/Worker/Source 10) Applicable Date 11) Received Date		<ul style="list-style-type: none">• Configure the Imaging Solution to perform a webservice call to generate a Task within the CalSAWS application based on document metadata
2505	The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to store documents at a case or person level. Case level documents are only viewable by the county in which that case resides and person level documents are viewable by all counties.	<ul style="list-style-type: none">• The configuration of routing for person and case documents is documented in CA-214058 (Environment Workflow Configuration)	<ul style="list-style-type: none">• Identify a subset of form names and numbers for the imaging solution to store as person level documents

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2506	<p>The CONTRACTOR shall configure the imaging solution core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to store documents with the following indexing values:</p> <ol style="list-style-type: none"> 1) Case Number - Only for case level 2) Case Name - Only for case level 3) Document Type 4) Applicable Date 5) Received Date 6) Form Name 7) Form Number 8) Person Name - Only for person level 9) CIN - Only for person level 10) Batch Number - Unique editable number associated to each group of documents scanned 	<ul style="list-style-type: none"> • The Implementation of Multi-Case, and Virtual Printer scan modes is documented in CA-214172 (Multi, Virtual, Import Capture) • Single-Case scan mode is documented in CA- 214030 (Capture Single and Barcode Detection) 	<ul style="list-style-type: none"> • Configure the Imaging solution to store metadata comprised of indexing fields, custom properties, notes, and document data

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2199	<p>The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to do the following:</p> <ol style="list-style-type: none"> 1) Automatically categorize all system generated documents. 2) Automatically categorize up to 70 person level/verification documents. 3) Read the form number from a specified location on the document(s) to be determined during detailed design. 4) Capture the Form Name, Form Number, Case Name, Case Number, and Document Type as key metadata. 4a) Documents with no case number are automatically sent to a quality assurance queue for review. 5) Compare the confidence score of all automatically categorized documents to a confidence threshold. 5a) All scanned documents that do not meet the categorization confidence threshold are sent to a quality assurance queue for review. All cases associated the document that does not meet the confidence thresholds will be sent to a quality assurance queue for review. 6) Designated staff to be prompted to select case member, multiple persons, or no person option for all person level document types which will be determined during detailed design. 		<ul style="list-style-type: none"> • Configure the Imaging solution to store metadata comprised of indexing fields, custom properties, notes, and document data • Identify a subset of form names and numbers for the imaging solution to store as person level documents • Configure the Imaging Solution to archive person level documents to a Person drawer, viewable by all counties
2513	<p>The CONTRACTOR shall configure the imaging solution to update the document metadata on documents associated to an e-application. The e-application number received from the self-service portal and mobile app will be stored as an additional metadata field.</p>	<ul style="list-style-type: none"> • Self-service portal, and mobile app functionality will be implemented and described in a subsequent SCR 	<ul style="list-style-type: none"> • Configure the Imaging solution to store metadata comprised of indexing fields, custom properties, notes, and document data

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2500	<p>The CONTRACTOR shall configure the imaging solution to have the following security driven options at the point of scanning:</p> <p>1) Task Override: Will ignore task configuration, no task will be created</p> <p>2) Program Selection: Will define which worker is tasked (the list is pre-defined based on the case information and is available in single case mode or when a coversheet is used in batch mode)</p> <p>3) No Change SAR7/QR7: Will prompt the CalSAWS Software to do the following:</p> <p>3a) Mark the document as received</p> <p>3b) Mark Eligibility as complete</p> <p>3c) Ignore task configuration, no task will be created</p> <p>4) Person Override: Will default person level documents as case level documents.</p> <p>5) Confidential: Will allow designated staff to scan to confidential cases</p>		<ul style="list-style-type: none"> • Configure the No Change SAR7/QR7 flag to submit a unique request to CalSAWS during the call to mark documents received, triggering CalSAWS to additionally make eligibility complete • Configure the Imaging solution to not submit a task request for documents flagged with a task override • Configure documents with the No Change SAR7/QR7 flag to not submit a task request to CalSAWS • Configure the imaging solution to store a person level document as case level if flagged with person override • Configure the Imaging Solution to notify the CalSAWS application of sensitive (tracked) document(s) via a webservice call, allowing those document(s) to be marked received

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2198	<p>The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to perform the following functions when a system generated barcode is recognized by the imaging solution:</p> <ol style="list-style-type: none"> 1) Perform a CalSAWS Software lookup of Form Name, Form Number, Case Name, Case Number, and Document Type 2) Check the barcode against the case information entered during the scan mode 2a) Not applicable to multi-case scan mode 3) If the document is time sensitive (tracked), mark the document as received in the CalSAWS Software 3a) If the barcode is not recognized, time sensitive (tracked) documents are reviewed by designated staff to confirm the barcode 	<ul style="list-style-type: none"> • Barcode Scanning is document in CA-214033 (Categorize Documents by System Barcode) 	<ul style="list-style-type: none"> • Configure the Imaging Solution to notify the CalSAWS application of sensitive (tracked) document(s) via a webservice call, allowing those document(s) to be marked received
2516	<p>The CONTRACTOR shall create a security driven scan mode for Special Investigation Unit (SIU) with the following metadata:</p> <ol style="list-style-type: none"> 1) Case Number 2) Case Name 3) Applicable Date 4) Received Date 5) Form Name 6) Form Number 7) Document Type - All images/documents will have the value: 'SIU Documents' <p>The CONTRACTOR shall enable the following scan modes for SIU:</p> <ol style="list-style-type: none"> 1) Single Case - Used for capturing one or more documents for a single case 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case 	<ul style="list-style-type: none"> • Single-Case scan modes are documented in CA-214030 (Capture Single and Barcode Detection) 	<ul style="list-style-type: none"> • Configure the Imaging Solution to archive document scanned via the SIU to be archived to a county specific drawer

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2517	<p>The CONTRACTOR shall create a security driven scan mode for Hearings with the following metadata:</p> <ol style="list-style-type: none"> 1) Case Number 2) Case Name 3) Applicable Date 4) Received Date 5) Form Name 6) Form Number 7) Document Type - All images/documents will have the value: 'Court/Hearings Documents' 8) State Hearings Number - Optional, editable field <p>The CONTRACTOR shall enable the following scan modes for Hearings:</p> <ol style="list-style-type: none"> 1) Single Case - Used for capturing one or more documents for a single case 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case 	<ul style="list-style-type: none"> • Single-Case scan modes are documented in CA-214030 (Capture Single and Barcode Detection) 	<ul style="list-style-type: none"> • Configure the Imaging Solution to archive document scanned via the Hearings to be archived to a county specific drawer

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2518	<p>The CONTRACTOR shall configure the imaging solution to allow designated staff to manually index the following values for images/documents scanned into a "Other County Department" drawer:</p> <ol style="list-style-type: none"> 1. Department (Drawer) - field will be pre-populated with chosen scan mode 2. Case Number - freeform text field 3. Document Type - pre-defined based on department 4. Applicable Date - pre-populated with system date, editable by the worker 5. Received Date - pre-populated with system date, editable by the worker 6. The above fields are mandatory to ensure that images/documents are searchable in the document management solution drawer. <p>The CONTRACTOR shall provide the following "Other County Department Documents" search criteria:</p> <ol style="list-style-type: none"> 1. Department (Drawer) 2. Case Number 3. Document Type 4. Applicable Date 5. Received Date 6. Date Scanned 7. Created by 	<ul style="list-style-type: none"> • Security is documented in CA-214027 (Security and Auditing). • Other County Department scan modes are documented in CA-214172(Multi, Import, Virtual Capture). 	<ul style="list-style-type: none"> • Configure Pre-defined searches for document retrieval within the Imaging Solution • Configure Advanced searches for document retrieval within the Imaging Solution

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2521	<p>The CONTRACTOR shall create a security driven scan mode for Resource Data Bank (RDB) with the following metadata:</p> <ol style="list-style-type: none"> 1) Resource ID 2) Resource Name 3) Document Type 4) Applicable Date 5) Received Date <p>The CONTRACTOR shall enable the following scan modes for RDB:</p> <ol style="list-style-type: none"> 1) Single Case - Used for capturing one or more documents for a single case 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case 	<ul style="list-style-type: none"> • Single-Case scan modes are documented in CA-214030 (Capture Single and Barcode Detection) 	<ul style="list-style-type: none"> • Configure the Imaging Solution to archive document scanned via the Resource Data Bank (RDB) to be archived to a county specific drawer
2204	<p>The CONTRACTOR shall enable other county departments to have a "drawer" in the imaging solution where they can upload, store, and search for documents.</p> <p>The CONTRACTOR shall create security driven scan modes of Other County Documents with the following four (4) options:</p> <ol style="list-style-type: none"> 1) Adoptions (AAP) 2) Adult Aging Services (IHSS) 3) Child Welfare Services 4) Quality Assurance/Quality Control (QA/QC) <p>The scan mode will correspond to a "drawer" that segments the scanned images/documents from the rest of the CalSAWS Software and is controlled via security in the CalSAWS Software.</p>	<ul style="list-style-type: none"> • The Implementation of Multi-Case, and Virtual Printer, and Other County Departments scan modes is documented in CA-214172 (Multi, Virtual, Import Capture) 	<ul style="list-style-type: none"> • Configure the Imaging Solution to archive document scanned via the Adoptions (AAP) scan mode to be archived to a county specific drawer • Configure the Imaging Solution to archive document scanned via the Adult Aging Services (IHSS) to be archived to a county specific drawer • Configure the Imaging Solution to archive document scanned via the Child Welfare Services (CWS) to be archived to a county specific drawer • Configure the Imaging Solution to archive document scanned via the Quality Assurance/Quality Control (QA/QC) to be archived to a county specific drawer

DRAFT

CalSAWS

California Statewide Automated Welfare System

Design Document

Multiple DDIDs

CA-214058 – Environment Workflow
Configuration

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Imaging Team
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
5/26/2020	1.1	Modified routing of retuned mail to allow task generation	Chris Vasquez
6/04/2020	1.2	Added Confidential Reindex/All and Confidential Exception Queues and routing logic	Chris Vasquez
6/10/2020	1.3	Person Select Queue is broken out by office via Exception Routing	Chris Vasquez

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1 OVERVIEW

1.1 Requests

Per DDID 2261, configure the imaging solution to permanently delete documents based on the approved CalSAWS Software document retention policies for all 58 Counties.

Per DDID 2515, enable Quality of Service to prioritize document capture processing to optimize performance.

Per DDID 2519, The CONTRACTOR shall configure the imaging solution to allow designated staff with the appropriate security rights to reindex the following metadata directly from the document and from a designated reindex queue:

- 1) Case Number
- 2) Case Name
- 3) Document Type
- 4) Applicable Date
- 5) Received Date
- 6) Form Name
- 7) Form Number
- 8) Person Name - Only for person level
- 9) CIN - Only for person level

The CONTRACTOR shall configure the imaging solution to allow the copy and splitting of images/documents.

Implementation of security rights will be implemented and documented in CA- 214027 (Security and Auditing)

Per DDID 2198, configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to perform the following functions when a system generated barcode is recognized by the imaging solution:

- 1) Perform a CalSAWS Software lookup of Form Name, Form Number, Case Name, Case Number, and Document Type
- 2) Check the barcode against the case information entered during the scan mode
 - a. Not applicable to multi-case scan mode
- 3) If the document is time sensitive (tracked), mark the document as received in the CalSAWS Software
 - a. If the barcode is not recognized, time sensitive (tracked) documents are reviewed by designated staff to confirm the barcode

Implementation of barcode recognition is documented in CA- 214030 (Capture Single and Barcode Detection), and the corresponding lookups performed against CalSAWS are described in CA – 214035 (Store Index Values). Virtual Print will leverage advanced optical character recognition technology to capture barcode numbers, and is documented and implemented in CA- 214048 (Categorize by OCR)

Per DDID 2199, configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to do the following:

- 1) Automatically categorize all system generated documents.
- 2) Automatically categorize up to 70 person level/verification documents.
- 3) Read the form number from a specified location on the document(s) to be determined during detailed design.
- 4) Capture the Form Name, Form Number, Case Name, Case Number, and Document Type as key metadata.
 - a. Documents with no case number are automatically sent to a quality assurance queue for review.
- 5) Compare the confidence score of all automatically categorized documents to a confidence threshold.
 - a. All scanned documents that do not meet the categorization confidence threshold are sent to a quality assurance queue for review. All cases associated with the document that does not meet the confidence thresholds will be sent to a quality assurance queue for review.
- 6) Designated staff will be prompted to select case member, multiple persons, or no person option for all person level document types which will be determined during detailed design.

Case information will be obtained at the point of capture via selected scan mode, and is documented in CA- 214030 (Capture Single and Barcode Detection) and CA- 214172 (Multi, Virtual, Import Capture). Categorization of non-barcode document will be handled by advanced optical character recognition and is documented in CA- 214048 (Categorize by OCR). Categorization of barcode documents is documented in CA- 214033 (Categorize Documents by System Barcode).

Per DDID 2505, configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to store documents at a case or person level. Case level documents are only viewable by the county in which that case resides and person level documents are viewable by all counties.

The configuration of the county case drawers, and person drawer is documented in CA- 214035 (Store Index Values).

Per DDID 2522, create a single case and a multi-case scan mode for returned mail which will do the following:

- 1) Capture the envelope with the 'return to sender' information
- 2) Capture case information from single case mode, system generated document, or cover sheet.
- 3) Capture all documents for the same case as one document (including envelope) with the following metadata:
 - a) Case Name
 - b) Case Number
 - c) Form Name
 - d) Form Number

- e) Applicable Date
- f) Received Date
- g) Document Type - All images/documents will have the value: 'Returned Mail'

4) Returned mail will not be marked as 'received' by the CalSAWS Software for the system generated time sensitive (tracked) documents.

Implementation of security will be documented in CA- 214027 (Security and Auditing). The corresponding scan mode is described in CA – 214061 (Returned Mail Scan Modes).

1.2 Overview of Recommendations

- Configure system and user workflow queues to govern the routing and updating of documents and the corresponding metadata and drawers
- Configure the Imaging Solution to allow the copy and splitting of images/documents
- Configure system queue routing rules
- Configure user queue routing options
- Configure the Imaging Solution to permanently delete documents based on webservice calls configured to identify cases and documents that fall out of the CalSAWS approved retention policy
- Configure the Imaging Solution to prioritize document capture processing to optimize performance

1.3 Assumptions

- Scan modes referenced in this document are described in the following documents CA- 214030 (Capture Single and Barcode Detection) and CA- 214172 (Multi, Virtual, Import Capture).
- The configuration of the task override, program selection, no change SAR7/QR7, and person override flags are documented in CA – 214035 (Store Index Values).
- Security, and handling of confidential cases will be implemented in a CA – 214027 (Security and Auditing).
- Implementation of barcode recognition and the corresponding lookups performed on CalSAWS are described in CA – 214033 (Categorize Documents by System Barcode)
- Virtual Print will leverage advanced optical character recognition technology to capture barcode numbers, and is documented and implemented in CA- 214048 (Categorize by OCR)
- Referenced webservices are documented and implemented in CA-214060, and CA-214054

2 RECOMMENDATIONS

2.1 Workflow Queues

2.1.1 Overview

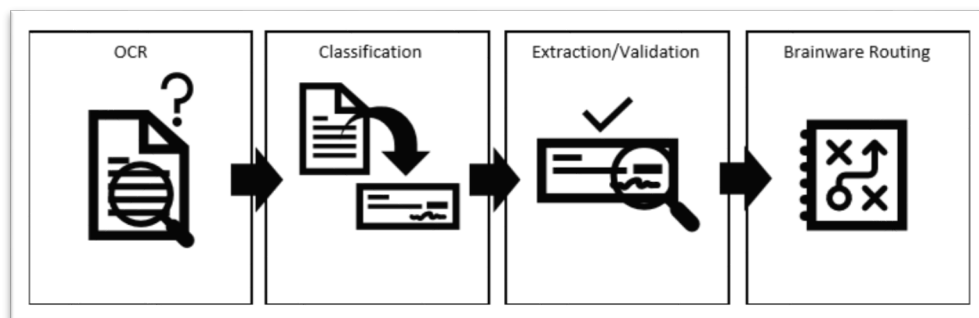
The Imaging Solution Workflow will allow Workers to manage, update and manipulate documents. Workflow offers a guided approach to modifying or updating document metadata (including Indexing Fields, Custom Properties, Document Types). A document that is in a workflow queue is pending finalization, and is modifiable. Once a document has been finalized by either a worker or system process, it is removed from workflow and considered 'archived' in the Imaging Solution for retrieval.

2.1.2 Workflow Start

This is a system queue that will route documents based on document metadata. System queue routing rules are described in section 2.2. Documents that are non-TIFF format will have a temporary TIFF version created to allow for OCR processing. This temporary copy will be removed, and the original non-TIFF document metadata will be updated after the OCR has completed processing.

2.1.3 OCR Processing

Documents with no barcode will be processed by the OCR Service. The OCR Service performs optical character recognition, classification, extraction and validation of data elements on the documents it processes. This process is performed in the background with the results appearing as automatic entry of metadata for the submitted document.



2.1.3.1 Optical Character Recognition (OCR)

The OCR process is similar to a person reading the document. The system extracts each letter, number and symbol along with position information such as which page, distance from the top, and left edge of the

document. This information is used to analyze each document in the subsequent processes.

2.1.3.2 Classification

The OCR Service attempts to classify or identify the form number/name of each document that it processes. Classes (Form Name/Number) for CalSAWS documents will be derived from the CalSAWS Barcode; Form Number located at the bottom left of a document; or identified as a Person Level document such as Birth Certificate, Earnings, Social Security Card, etc. In cases where the system cannot confidently assign categorical data of a document, it will set a metadata flag to indicate that the document should be queued for exception processing.

2.1.3.3 Data Extraction & Validation

Once Classification is completed by the OCR Service, the document goes through data extraction and validation. The OCR Service will attempt to extract information from the document and then leverage that information to perform validation by making use of the following web service calls; **Get Barcode Info** and **Get Form Info**.

In cases where extracted information does not pass validation or could not be extracted, the system will set a metadata flag to indicate that the document should be queued for exception processing.

2.1.3.4 OCR Service Routing

Once the OCR Service has finished OCR, Classification, Extraction and Validation it will route the document to the OCR Handling queue. The OCR Service routing process updates the document indexing values and metadata.

2.1.4 OCR Handling

This is a System queue that will route documents based on metadata. System routing rules are described in section 2.2.

2.1.5 Reindex / Full Reindex

The Reindex / Full Reindex queues are used for updating indexing values of documents that have been archived into the Imaging Solution. Archived documents can be routed to these queues by a user with the required reindex security privileges. Security rights will be documented and implemented in CA-214027 (Security and Infrastructure).

FORM NAME
Birth Certificate

PROPERTIES

* Case Number * APPLICABLE DATE

Record Search

Associate To Case Associate To Person

Case Number Search

Case Name	First Name	Last Na...	County Code

(Figure 2.1.5.1)

2.1.5.1 Copy/Split

From the reindex queues, users can leverage the copy/split functionality to split improperly appended documents, or create additional records of a document that may need to be associated to additional person(s) on a case.

2.1.5.2 Metadata Reindexing

Users with access to "Full Reindex" can use the case number field to initiate either the **Get Case Info** (Associate to Case tab (Figure 2.1.5.1)), or **Get Person Info** (Associate to Person tab (Figure 2.1.5.1)) call. Users with access to both "Full Reindex" and "Reindex", can also update the form name of a document. The form name selection field populates a dropdown of matching system form names based on user input. Finally, users can specify if a document belongs to a different county by updating the county code from within the properties pane.

Once a user has identified the desired case/person association, form name, applicable date, and received date, the document can be routed for archival with the updated metadata. Documents being routed to the Reindex / Full Reindex queues will leverage the **Get Form Info** call to update metadata. This call will update the Form Number, and Document Type based on the updated form name provided.

2.1.5.3 Other County Documents

Documents belonging to other counties can be routed by users with the required security rights to the Other County Documents queue. Based on the County code selected by the user, this process will move documents to that county's exception queue. Documents routed this way will have an indicating note appended to the metadata that the document was routed from a different county workflow.

2.1.5.4 Document Removal

Documents that have been captured/indexed in error can be removed from the system by users with the required security rights. To remove a document(s), users within the reindexing queue can route a document to the "Document Removal" queue. Further details regarding the "Document Removal" queue is documented in section 2.1.11 of this document.

2.1.5.5 Confidential Reindexing

Reindexing of documents belonging to a confidential case is done via the Confidential Reindex and Confidential Reindex All queues. These security driven queues function identically to the non-confidential reindexing queues. This separation ensures that only designated staff can be assigned specifically for the processing of confidential documents.

2.1.6 Exception

After documents are processed by the OCR Service, documents requiring additional verification/validation are sent to the county exceptions queues. At the point of scan if an "Exception Routing" office number was selected, this number will determine which sub-office exception queue the document will be directed. If the Exception Routing field is set as blank at the point of scan, then documents will route to a county wide exception queue. Here the user will be able to populate the Case Number, County Code and/or Form Name of a document. Once the metadata has been fully updated and validated by a user, the document can be submitted.

2.1.6.1 Confidential Exception

Exception handling of documents belonging to a confidential case is done via the Confidential Exception queue. These security driven queues function identically to the non-confidential exception queues. This separation ensures that only designated staff can be assigned specifically for the processing of confidential documents. At the point of scan if an "Exception Routing" office number was selected, this number will

determine which sub-office confidential exception queue the document will be directed.

2.1.7 Exception Handling

This is a System queue that will route documents based on metadata. System routing rules are described in section 2.2.

2.1.8 Admin Exception

This is a Project Imaging Admin monitored queue. Documents that encounter a webservice error during processing will be routed to the Admin Exception queue. Documents held in this queue can be routed by admins to continue processing once webservice troubleshooting is completed.

2.1.9 No Case

Documents indicated as "No Case" via a coversheet during scan are routed to this queue. Within this queue users will have access to the Case Number field. This field can be leveraged to identify the case association of the document once the case has been created/opened in CalSAWS. After the case information has been updated with a valid case, users can submit documents from this queue for system processing. Additionally, if a user has the necessary security rights to route a document for removal, this will be made available at the time of submission.

2.1.10 Person Select

Documents identified as Person level documents are routed to the Person Select Queue. The **Get Person Info** call will be leveraged to pull back persons associated to the case information. At the point of scan if an "Exception Routing" office number was selected, this number will determine which sub-office person select queue the document will be directed. If the Exception Routing field is set as blank at the point of scan, then documents will route to a county wide person select queue. From this queue, a user can select one, or two persons to associate to a document. At least one association must be made. If no valid person exists in this list, a user will have the option to select "No Person" to archive the document with the current case level metadata.

Webservice operations to return a list of persons associated to a case are documented in CA- 214035 (Store Index Values). For a list of person level documents refer to the Imaging Form Name Matrix (Supporting Document #1).

2.1.11 Person Select Handling

This is a System queue that will route documents to the appropriate queue from the Person Select queue. Documents identified as person level via the Person Select queue are passed through the Person Select Handling Queue. This handling queue will have logic to identify whether the drawer needs to be updated. If a person selection was made, the document will be routed to the Person Drawer Update. If a "No Person" selection was made, the document metadata will remain at Case level. Documents are then stored for retrieval.

2.1.12 Person Handling

This is a System queue that will route documents to the appropriate queue based on metadata. System routing rules are described in section 2.2.

2.1.13 Person Drawer Update

This is a System queue that will update the documents drawer metadata to Person and update the corresponding metadata. System routing rules are described in section 2.2.

2.1.14 Document Removal

Document routed to this queue will be reindex to the corresponding counties Document Removal Drawer archive. Users with the security permissions to route documents to this queue will also have access the removal drawer itself. Documents routed to the Document Removal drawers are taken out of the counties primary listing and serves as a soft delete. Documents routed to a removal drawer will remain in this drawer until the document falls out of the CalSAWS Retention Policy guidelines, at which point the document will be permanently deleted.

2.1.15 Barcode Verification

When barcode values cannot be successfully obtained from system generated documents, or when the "County Code" returned from the **Get Barcode Info** call does not match the County of the scanning user, the document(s) will be routed for manual barcode verification. At the point of scan if an "Exception Routing" office number was selected, this number will determine which sub-office barcode verification queue the document will be directed. If the Exception Routing field is set as blank at the point of scan, then documents will route to a county wide barcode verification queue. The user will be able to modify the Barcode Number field of a document and route the document forward. The **Get Barcode Info** call will be performed upon submission and the metadata will be applied as needed. Documents can be routed to the exception queue from here manually, no barcode metadata will be retained when routing documents to the exception queue for case reindexing.

2.1.16 Other County Document

This is a System queue that will route documents to the appropriate county based on metadata. System routing rules are described in section 2.2.

2.1.17 Other County Barcode

This is a System queue that will route documents to the appropriate county based on barcode metadata. System routing rules are described in section 2.2.

2.1.18 Pre-Achieve Processing

This is a System queue that will notify CalSAWS of a document that has been received and if necessary will generate a task. System routing rules are described in section 2.2.

2.1.19 Archive

This is a System queue, documents that have completed the workflow process will be routed here. This queue will move documents out of the workflow/modifiable state and will store documents in the appropriate county drawer.

2.2 System Queue Routing Rules

2.2.1 Workflow Start

Upon quality assurance completion, documents start in the corresponding county "Workflow Start" system queue. This queue will have the following routing rules based on a documents metadata:

Metadata	Destination Queue
Valid Case Barcode – County Code Match	Pre-Archive Processing Queue
Valid Case Barcode – County Code Mis-Match	County <Office*> Barcode Verification Queue
Invalid Barcode	County <Office*> Barcode Verification Queue
Webservice Error	Admin Exception Queue
"No Case" barcode value (Via Coversheet)	County <Office*> No Case Queue
No Barcode Value	OCR Processing Queue

*Office is selected at point of scan via the Exception Routing Drop-Down, if not selected, routing will default to a County wide queue.

2.2.2 OCR Handling

Documents routed to the OCR Processing queue are passed into the OCR Handling queue. This queue will have the following routing rules based metadata passed back from the OCR Service:

OCR Metadata/Invalid Reasons(IR)	Destination Queue
Valid Case/Form Information set by OCR	Pre-Archive Processing Queue
Valid Case Barcode – County Code Mis-Match	County <Office*> Barcode Verification Queue
“No Case” barcode value (Via Coversheet)	County <Office*> No Case Queue
No Barcode – County Code Mis-Match	County <Office*> Exception Queue
Retuned Mail Document Type	Pre-Archive Processing Queue
IR – “Form Name Confidence Threshold Not Met”	County <Office*> Exception Queue
IR – “Webservice Error”	Admin Exception Queue
IR – “No/Invalid Barcode – Time Sensitive Flag Set”	County <Office*> Barcode Verification Queue
IR – “No/Invalid Barcode – No Case Info”	County <Office*> Exception Queue
IR – “Valid Barcode – Case Context Mis-Match”	County <Office*> Exception Queue
IR – “Returned Mail – Split Confidence Threshold Not Met”	County <Office*> Exception Queue

*Office is selected at point of scan via the Exception Routing Drop-Down, if not selected, routing will default to a County wide queue.

2.2.3 Other County Document

Documents routed to the Other County Document queue will be processed and sent to the indicated county based on the following metadata:

Metadata	Destination Queue
No Barcode – County Code Mis-Match	Destination County Exception Queue
No Barcode – County Code Match	Pre-Archive Processing Queue

2.2.4 Other County Barcode

Documents routed to the Other County Document queue will be processed and sent to the indicated county based on the following barcode metadata:

Metadata	Destination Queue
Valid Case Barcode – County Code Mis-Match	Destination County Barcode Verification Queue
Valid Case Barcode – County Code Match	Pre-Archive Processing Queue

Invalid Barcode	Returned to Prior Queue
Webservice Error(s)	Admin Exception Queue

2.2.5 Pre-Archive Processing

Documents routed to the Pre-Archive Processing queue will be processed based on the following metadata:

Metadata	Destination Queue
No Webservice Error(s)	Person Handling Queue
Webservice Error(s)	Admin Exception Queue

2.2.6 Person Handling

Documents routed from county Pre-Archive Processing are submitted to the Person Handling Queue. This queue will have the following routing rules based on the metadata:

Metadata	Destination Queue
No Webservice Error(s) – Case Level Document	Archive Queue
No Webservice Error(s) – Person Level Form Name – No Person Override Flag – Case Not Confidential	<Office*> Person Select Queue
No Webservice Error(s) – Person Level Form Name – Person Override Flag Set	Archive Queue
No Webservice Error(s) – Person Level Form Name – Case is Confidential	Archive Queue

*Office is selected at point of scan via the Exception Routing Drop-Down, if not selected, routing will default to a County wide queue.

2.2.7 Person Select Handling

Documents routed from county Person Select Queue are passed through the Person Select Handling Queue. This queue will have the following routing rules based on the metadata from the user:

Metadata	Destination Queue
Person Selection – “No Person”	Archive Queue
Person Selection – Case Member(s)	Person Drawer Update Queue

2.2.8 Exception Handling

Documents routed from county Exception Queues are submitted to the Exception Handling Queue. This queue will have the following routing rules based on the updated metadata from the user:

Metadata	Destination Queue
Valid Case/Form Information	Pre-Archive Processing Queue
Returned Mail Form Name	Pre-Archive Processing Queue

2.2.9 Add to Reindex/Add to Full Reindex

Documents requiring reindexing are routed to the Add to Reindex/Add to Full Reindex queues. These queues will have the following routing rules based on the updated metadata from the user:

Metadata	Destination Queue
Confidential Document	Confidential Reindex/Reindex All
Non-Confidential Document	Reindex/Reindex All

2.3 User Routing Options

2.3.1 Automatic and Manual Routing

Queues accessed by a user may have one or more routing options. The options for routing fall under either an automatic route or a manual route. Automatic routes are the primary route for documents. These routes rely on the system moving documents between queues. Manual routes are additional routes tied to separate security rights that allow advanced control over the document movement in the system.

When a user submits a document out of a queue, the automatic route will be taken if no other routes are available to the user. For users with the security rights to access manual routes of a queue, a popup will be presented to the user displaying the routing options available for the user to select.

2.3.2 Reindex/Reindex All

Routing Type	Destination Queue
Automatic (Default)	Archive Queue
Manual	Document Removal Queue

Manual	Other County Document Queue
---------------	-----------------------------

2.3.3 Exception

Routing Type	Destination Queue
Automatic (Default)	Exception Handling Queue
Manual	Document Removal Queue
Manual	Other County Document Queue
Manual	Barcode Verification Queue

2.3.4 Person Select

Routing Type	Destination Queue
Automatic (Default)	Person Select Handling Queue

2.3.5 No Case

Routing Type	Destination Queue
Automatic (Default)	Workflow Start Queue
Manual	Document Removal Queue

2.3.6 Barcode Verification

Routing Type	Destination Queue
Automatic (Default)	Other County Barcode Queue
Manual	Document Removal Queue
Manual	Exception Queue

2.3.7 Document Removal

Routing Type	Destination Queue
Manual	Reindex Queue
Manual	Full Reindex Queue

2.4 Document Retention

Document retention policies will be managed by the CalSAWS application. CalSAWS will send a Webservice call to the Imaging Solution that will mark documents to be deleted. These documents will move into the County's Retention Policy Removal Drawer. The documents will reside in this drawer for 30 days before being completely removed by the Imaging Solution. Refer to the CalSAWS Retention Policy for details on document retention.


2.5 Quality of Service

Documents submitted to the CalSAWS Imaging Solution should be searchable and viewable in near real time. Documents that are Scanned, Imported or otherwise captured by county workers will go through a Quality Assurance process to verify the clarity of the document and ensure the document has context to a case. This could be the Case/Person Unique ID , Case Number or CIN, Case Name or Person Name and/or Barcode.

Where all the values are not available during capture the Case/Person Unique ID and/or Barcode will be used to retrieve the remaining metadata from the CalSAWS application.

Documents that are captured via an external system (Kiosk, Mobile App, Customer Portal, ect.) will have case/person context provided within the metadata from the source system. This information will be used to retrieve all the remaining values from the CalSAWS application.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Imaging	A list of the form names/numbers and document types used by the imaging system	Imaging Form Matrix  Imaging Form Name Matrix - Apprc

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4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2261	The CONTRACTOR shall configure the imaging solution to permanently delete documents based on the approved CalSAWS Software document retention policies for all 58 Counties.		<ul style="list-style-type: none">• Configure the Imaging Solution to permanently delete documents based on webservice calls configured to identify cases and documents that fall out of the CalSAWS approved retention policy
2515	The CONTRACTOR shall enable Quality of Service to prioritize document capture processing to optimize performance.		<ul style="list-style-type: none">• Configure the Imaging Solution to prioritize document capture processing to optimize performance
2519	<p>The CONTRACTOR shall configure the imaging solution to allow designated staff with the appropriate security rights to reindex the following metadata directly from the document and from a designated reindex queue:</p> <ol style="list-style-type: none">1) Case Number2) Case Name3) Document Type4) Applicable Date5) Received Date6) Form Name7) Form Number8) Person Name - Only for person level9) CIN - Only for person level <p>The CONTRACTOR shall configure the imaging solution to allow the copy and splitting of images/documents.</p>	<ul style="list-style-type: none">• Implementation of security rights will be implemented and documented in CA-214027 (Security and Auditing)	<ul style="list-style-type: none">• Configure system and user workflow queues to govern the routing and updating of documents and the corresponding metadata• Configure the Imaging Solution to allow the copy and splitting of images/documents

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2198	<p>The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to perform the following functions when a system generated barcode is recognized by the imaging solution:</p> <p>1) Perform a CalSAWS Software lookup of Form Name, Form Number, Case Name, Case Number, and Document Type</p> <p>2) Check the barcode against the case information entered during the scan mode</p> <p>2a) Not applicable to multi-case scan mode</p> <p>3) If the document is time sensitive (tracked), mark the document as received in the CalSAWS Software</p> <p>3a) If the barcode is not recognized, time sensitive (tracked) documents are reviewed by designated staff to confirm the barcode</p>	<ul style="list-style-type: none"> • Implementation of barcode recognition is documented in CA-214030 (Capture Single and Barcode Detection) • Lookups performed on CalSAWS are described in CA – 214035 (Store Index Values) • Virtual Print will leverage advanced optical character recognition technology to capture barcode numbers, and is documented and implemented in CA-214048 (Categorize by OCR) 	<ul style="list-style-type: none"> • Configure system and user workflow queues to govern the routing and updating of documents and the corresponding metadata • Configure system queue routing rules • Configure user queue routing options

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2199	<p>The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to do the following:</p> <ol style="list-style-type: none"> 1) Automatically categorize all system generated documents. 2) Automatically categorize up to 70 person level/verification documents. 3) Read the form number from a specified location on the document(s) to be determined during detailed design. 4) Capture the Form Name, Form Number, Case Name, Case Number, and Document Type as key metadata. 4a) Documents with no case number are automatically sent to a quality assurance queue for review. 5) Compare the confidence score of all automatically categorized documents to a confidence threshold. 5a) All scanned documents that do not meet the categorization confidence threshold are sent to a quality assurance queue for review. All cases associated the document that does not meet the confidence thresholds will be sent to a quality assurance queue for review. 6) Designated staff to be prompted to select case member, multiple persons, or no person option for all person level document types which will be determined during detailed design. 	<ul style="list-style-type: none"> • Case information will be obtained at the point of capture via selected scan mode, and is documented in CA-214030 (Capture Single and Barcode Detection) and CA-214172 (Multi, Virtual, Import Capture) • Categorization of non-barcoded document will be handled by advanced optical character recognition and is documented in CA-214048 (Categorize by OCR) • Categorization of barcoded document is documented in CA-214033 (Categorize Documents by System Barcode) 	<ul style="list-style-type: none"> • Configure system and user workflow queues to govern the routing and updating of documents and the corresponding metadata • Configure system queue routing rules • Configure user queue routing options

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2505	The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to store documents at a case or person level. Case level documents are only viewable by the county in which that case resides and person level documents are viewable by all counties.	<ul style="list-style-type: none"> The configuration of the county case drawers, and person drawer is documented in CA-214035 (Store Index Values) 	<ul style="list-style-type: none"> Configure system and user workflow queues to govern the routing and updating of documents and the corresponding metadata and drawers Configure system queue routing rules Configure user queue routing options
2522	<p>The CONTRACTOR shall create a single case and a multi-case scan mode for returned mail which will do the following:</p> <ol style="list-style-type: none"> 1) Capture the envelope with the 'return to sender' information 2) Capture case information from single case mode, system generated document, or cover sheet. 3) Capture all documents for the same case as one document (including envelope) with the following metadata: <ol style="list-style-type: none"> 3a) Case Name 3b) Case Number 3c) Form Name 3d) Form Number 3e) Applicable Date 3f) Received Date 3g) Document Type - All images/documents will have the value: 'Returned Mail' 4) Returned mail will not be marked as 'received' by the CalSAWS Software for the system generated time sensitive (tracked) documents. 	<ul style="list-style-type: none"> Implementation of security will be documented in CA-214027 (Security and Auditing) Corresponding scan mode is described in CA – 214061 (Returned Mail Scan Modes) 	<ul style="list-style-type: none"> Configure Returned mail to not be marked as 'received' by the CalSAWS Software for the system generated time sensitive (tracked) documents

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CalSAWS

California Statewide Automated Welfare System

Design Document

DDID - 2522

CA 214061 – Return Mail Capture Modes

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Imaging Team
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR

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1 OVERVIEW

1.1 Requests

Per DDID 2522, create a single case and a multi-case scan mode for returned mail which will do the following:

- 1) Capture the envelope with the 'return to sender' information
- 2) Capture case information from single case mode, system generated document, or cover sheet.
- 3) Capture all documents for the same case as one document (including envelope) with the following metadata:
 - a) Case Name
 - b) Case Number
 - c) Form Name
 - d) Form Number
 - e) Applicable Date
 - f) Received Date
 - g) Document Type - All images/documents will have the value: 'Returned Mail'
- 4) Returned mail will not be marked as 'received' by the CalSAWS Software for the system generated time sensitive (tracked) documents.

1.2 Overview of Recommendations

- Configure a single case returned mail capture mode
- Configure a multi-case returned mail capture mode

1.3 Assumptions

- Routing and mark received logic of Returned Mail scan modes are documented in CA-214058 (Environment Workflow Configuration)
- Details on final indexing of document scanned via Returned Mail scan modes are documented in CA-214035 (Store Index Values)
- Advanced Optical Character Recognition processing of documents is documented in CA-214048 (Categorize by OCR)
- Document scanned via the Returned Mail scan modes will have the Document Type, Form Name, and Form Number of "Returned Mail"

2 RECOMMENDATIONS

2.1 Returned Mail Scan Modes

2.1.1 Overview

Documents being scanned to a single case as returned mail will use the “Returned Mail Single-Case” or “Returned Mail Multi-Case” scan mode. To invoke “Returned Mail Single-Case” or “Returned Mail Multi-Case” scan mode, the user will navigate into the Imaging Solution and select “Capture” from the toolbar.

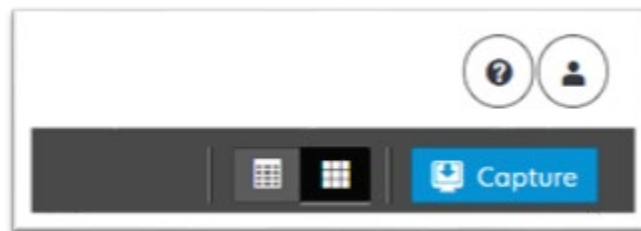


Figure 2.1.1.1 – Capture Mockup

2.1.2 Document Preparation

Documents scanned using the “Returned Mail Single-Case” or “Returned Mail Multi-Case” scan mode, may be arranged with the inclusion of generic separator sheets (patch sheets) to aid in document separation. Additionally an envelope can be scanned to be included with the document. Envelopes should be placed at the end of the document and serve to identify the end of a case or set of documents when being processed by advanced optical character recognition (OCR). Advanced Optical Character Recognition processing of documents is documented in CA-214048 (Categorize by OCR).

2.1.3 Initiating Scan

A dialog box will prompt the user to select “Returned Mail Single-Case” or “Returned Mail Multi-Case” from the list of available scan modes. The “Exception Routing” dropdown will be populated based off of exception queue, configurations of routing rules is documented in CA-214058 (Environment Workflow Configuration). Within the prompt the user will be presented with the option to define a “Received” and/or “Applicable” date, otherwise these fields will default to the scanning date. An optional “Bundle ID” representing the captured documents may be entered. Once documents have been properly prepared and placed in the scanner, the user will initiate scanning by pressing “Start”.

Figure 2.1.3.1 shows a 'Capture and Indexing' dialog box. The dialog contains the following fields and controls:

- Capture Profile:** A dropdown menu.
- Exception Routing:** A dropdown menu.
- Bundle ID:** A text input field.
- Applicable Date:** A text input field containing the date '04/02/2020'.
- Received Date:** A text input field containing the date '04/02/2020'.
- Buttons:** 'Cancel' and 'Start' buttons at the bottom right.

Figure 2.1.3.1 – Initiate Mockup

2.1.4 Scan Status

As pages are scanned into the imaging solution, the user will be presented with an upload prompt displaying thumbnails of each page as they are uploaded and processed. Once all the documents have been captured, the user will need to click the 'Open Batch' button in order to proceed to Quality Assurance and Finalization.

Figure 2.1.4.1 – Status Mockup

2.1.5 Scan Quality Assurance and Finalization

Once scanning has completed, the user will be presented with a preview of the scanned documents. If a document needs to be rescanned, or additional pages need to be added to the batch, the user can select the “Capture” icon from the left side of the toolbar (Fig. 2.3.5.1). The user will be presented with a “Add Pages” dialog to replace, or add pages before/after the currently selected document (Fig. 2.3.5.2). All documents scanned using this mode will be set to the documents type, form name, and form number of “Returned Mail”. Users will need to perform the following tasks (Fig. 2.3.5.3):

- a. Verify the quality of the scanned images are clear and undistorted
- b. Verify barcode numbers captured match barcodes on the images
- c. Verify the Applicable and Received Dates, updating as needed
- d. Separate the scan batch into individual documents
- e. **Single Case Only:** Specify the following field
 - Case Number

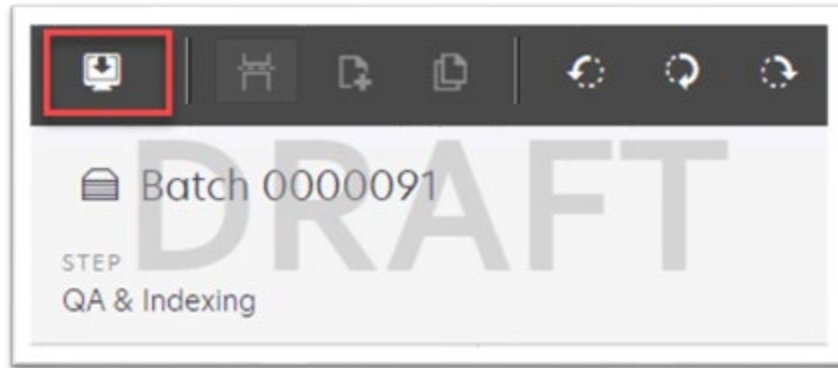


Figure 2.1.5.1 – Rescan/Capture Mockup

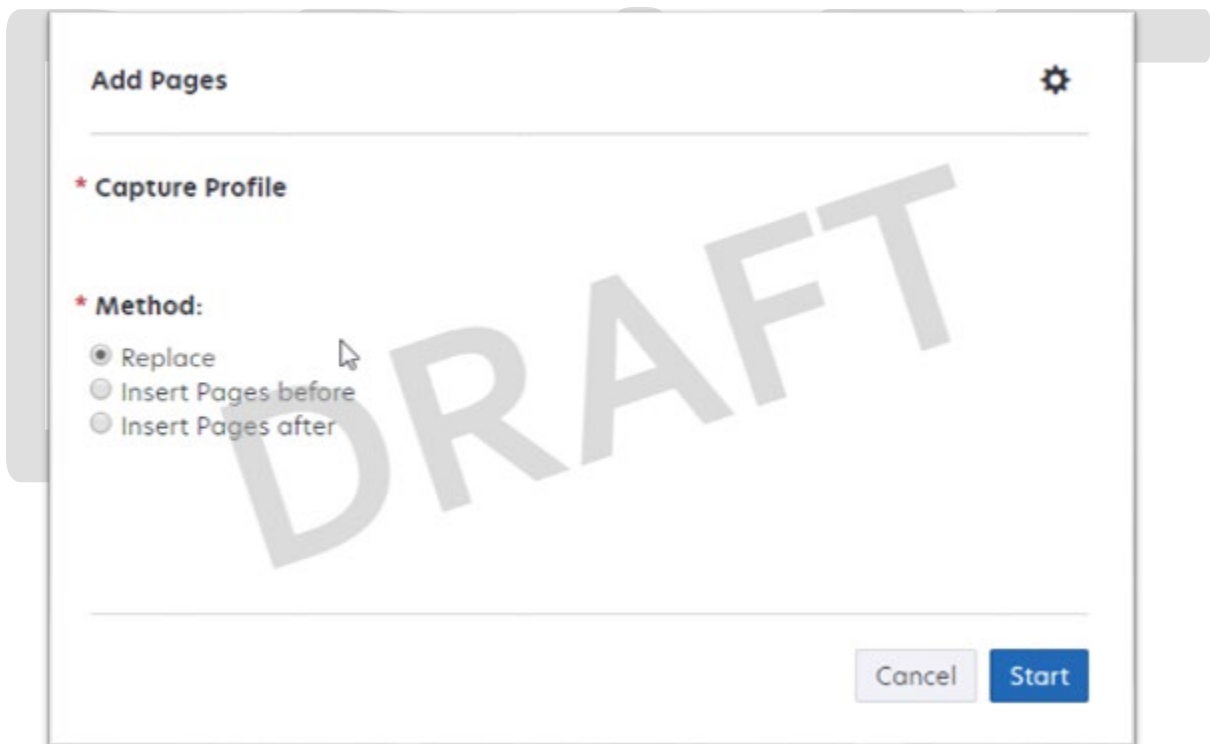


Figure 2.1.5.2 – Add Pages Mockup

PROPERTIES

* BARCODE NUMBER	0000000111111111
* PROGRAM SELECTION	Welfare to Work
* NO CHANCE SAPTOR?	False
* APPLICABLE DATE	2020-04-01
* PERSON LEVEL OVERRIDE	False
* RECEIVED DATE	2020-03-31
* TASK OVERRIDE	False

Figure 2.1.5.3 – Properties Mockup

For the Returned Mail scan modes, the **Get Case Info** call will be performed leveraging the Case Number, entered by the user. If an invalid case number is provided, the user will not be able to finalize the scan. The following values will be retained from the webservice call and applied as metadata to the document:

- Case Name
- Case Unique ID

Once the user has verified that the returned case information matches the provided case number, the user will finalize the scan by selecting "Submit".

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2522	<p>"The CONTRACTOR shall create a single case and a multi-case scan mode for returned mail which will do the following:</p> <p>1) Capture the envelope with the 'return to sender' information</p> <p>2) Capture case information from single case mode, system generated document, or cover sheet.</p> <p>3) Capture all documents for the same case as one document (including envelope) with the following metadata:</p> <p>3a) Case Name</p> <p>3b) Case Number</p> <p>3c) Form Name</p> <p>3d) Form Number</p> <p>3e) Applicable Date</p> <p>3f) Received Date</p> <p>3g) Document Type - All images/documents will have the value: 'Returned Mail'</p> <p>4) Returned mail will not be marked as 'received' by the CalSAWS Software for the system generated time sensitive (tracked) documents."</p>	<ul style="list-style-type: none">• Routing logic of Returned Mail scan modes are documented in CA-214058 (Environment Workflow Configuration)• Details on final indexing of document scanned via Returned Mail scan modes are documented in CA-214035 (Store Index Values)• Advanced Optical Character Recognition processing of documents is documented in CA-214048 (Categorize by OCR)• Document scanned via the Returned Mail scan modes will have the Document Type, Form Name, and Form Number of "Returned Mail"	<ul style="list-style-type: none">• Configure a single case returned mail capture mode• Configure a multi-case returned mail capture mode

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California Statewide Automated Welfare System

Design Document

CA-215294

DDID 1631: Modify DHCS Renewals Master Request Report

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Esequiel Herrera-Ortiz
	Reviewed By	Ravneet Bhatia; Thao Ta

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
05/06/2020	1.0	Initial version	Esequiel Herrera-Ortiz

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1 OVERVIEW

In preparation for migration of C-IV to LRS as part of CalSAWS, detailed code analysis work was conducted from DDID 1061 (CAR-3125) to identify logic gaps that may impact county business processes, to address code gaps between the two systems, and to identify batch scheduling needs and data entry requirements.

DDID 1631 was created to implement the changes identified by the outcome of DDID 1061. Design differences were found for the CMS Renewals Master Request report. This SCR is to implement the respective design changes for this report.

1.1 Current Design

The Renewals Master Request report provides counts on: Medi-Cal renewals, Medi-Cal renewals processing, and Medi-Cal continuance and discontinuance as a result of renewal processing.

In C-IV, the state version of the report which contains county summary information, is sent directly to DHCS via FTP process. A county specific version containing the summary and detail information is provided to counties for data validation.

1.2 Requests

The following updates will be made to the LRS/CalSAWS version of the report to resolve design differences:

1. Update the path to the county detailed version of the report from G: Reports L: Scheduled T: Case Activity to G:Reports L:Scheduled T: State
2. Update the report template to incorporate some design differences found in the C-IV template. The C-IV template includes totals by county that are transferred/sent to DHCS by C-IV. The template with totals for all counties is not viewable through the application.

1.3 Overview of Recommendations

1. Update the county detailed version of the report to take the place of the state version of the report.
2. Send the state version of the report directly to DHCS with all the CalSAWS counties' information via FTP.
3. Update the report template to incorporate some elements found in the C-IV version of the report.

1.4 Assumptions

1. The DDID 1061 analysis was completed as of release 19.03 for this report.

The DHCS Renewals Master Data Request report will be updated to resolve some design differences identified between the LRS/CalSAWS version of the report and the C-IV version of the report.

2.1.1 Overview

The county version of the DHCS Renewals Master Data Request report will now take the place of the state version of the report. The state version of the DHCS Renewals Master Data Request report will be sent directly to DHCS with all CalSAWS counties' data included. The report templates will be updated.

[illegible]

Figure 2.2.1 – DHCS Renewals Master Request – State Template Mockup

its place. All previously generated reports will remain accessible and unchanged.

2. Make the following changes to the county detail version of the DHCS Renewals Master Request:

- a. Update the report location to the following:

Global: Reports

Local: Scheduled

Task: State

All historical versions of the report will remain accessible and unchanged through the old navigation:

Global: Reports

Local: Scheduled

Task: Case Activity

- b. Update the 'MAGI / Non-MAGI' column to display the value 'Non-MAGI' rather than 'NON-MAGI' when applicable. This update only affects the displayed value not the logic that determines MAGI / Non-MAGI.
- c. Update 'Sheet3' to include a dynamic total below the static Total. The dynamic total will be a row count over the Case Number column which are displayed on the sheet. The number will dynamically change when filters are applied.
- d. Update the 'Sheet3' title found in the header to display 'DHCS Renewals Master Request' rather than 'DHCS Renewals Master Request Detail'.



2.1.4 Report Location

- **Global:** Reports
- **Local:** Scheduled
- **Task:** State

2.1.5 Counties Impacted

All CalSAWS counties will be impacted by the changes outlined in this section.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Reports	DHCS Renewals Master Request State Template Mockup	 State Report Mockup.xls
2	Reports	DHCS Renewals Master Request County Template Mockup	 County Report Mockup.xlsm

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1631	<p>1. Update path of the report in G: Reports L: Scheduled T: State to G:Reports L:Scheduled T: State</p> <p>2.Transfer the C-IV report template instead of using existing LRS/CalSAWS. The C-IV template includes totals by county that are transferred/sent to CDSS by C-IV. The template with totals for all counties is not viewable through the application.</p>	None	The report will be updated according the requirements outlined in DDID 1631.

5 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?
N/A					

6 OUTREACH

None

7 APPENDIX

None



California Statewide Automated Welfare System

Design Document

CA-215667

DDID 2316 FDS: GA GR - Security Changes

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Taylor Fitzhugh
	Reviewed By	[individual(s) from build and test teams that reviewed document]

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
05/19/2020	0.1	Initial Draft	

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1 OVERVIEW

This SCR will separate the existing county specific security rights into their own groups to allow counties greater control over their security access.

1.1 Current Design

The GA/GR solution in the CalSAWS system is designed to automate the rules for the Los Angeles county's implementation of the General Assistance/General Relief program as well as the automation and monitoring of their GROW program. The data collection pages for this county specific program are controlled by security groups which can be assigned to county specified roles to allow each county to provide custom access to the application. Aside from the county roles, the system also has generalized project-maintained roles to support the needs of 58 counties.

1.2 Requests

The Security rights controlling the view and edit capability of the GA/GR specific pages will be fully separated from the standard groups tied to the project-maintained roles. Each page will have their own groups, so that the counties may provide access as deemed necessary.

1.3 Overview of Recommendations

1. Remove the GR page rights from the project-maintained security roles and add them into their own groups.
2. Update the existing county-maintained roles that can view the page to ensure that there is no loss of access for users upon implementation.

1.4 Assumptions

1. No security groups for the GA/GR pages under the Customer Information Navigation will be included in the project-maintained roles except System Administrator and View Only.
2. All GA/GR-specific pages that are not specified in this document have been separated from the project-maintained roles in SCR CA-207275 in the 19.11 release.
3. Sub-category 1 of Migration Requirement DDID 2316, "Denial of a GA/GR Case if an applicant does not meet the xx-day residency rule and add the ability to append the arrival date on the Residency Detail Page" shall be addressed in SCR CA-215665.

2 RECOMMENDATIONS

2.1 Update Security Groups for the GR Sanctionable Non-Compliances

2.1.1 Overview

The security rights for the GR Sanctionable Non-Compliances are tied to the Non-Financial security groups for the generic data collection pages.

2.1.2 Description of Changes

Update the GR Non-Compliance link to only display and navigate to the GR Sanctionable Non-Compliances when the user has the 'GRNonComplianceView' right.

2.1.3 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** GR Non-Compliance

2.1.4 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
GRNonComplianceView	The right to view the GR Sanctionable Non-Compliances page	GR Non-Compliance View

Security Groups

Security Group	Group Description	Group to Role Mapping
GR Non-Compliance View	This group has the capability to access the GR Sanctionable Non-Compliances page	See the Security Matrix for the group to role associations

2.1.5 Page Mapping

No new page mappings

2.1.6 Page Usage/Data Volume Impacts

No additional page usage is expected from this update.

2.2 Update existing county roles to continue to provide access

2.2.1 Overview

The Los Angeles County roles in the CalSAWS system that currently can view the GR Sanctionable Non-Compliances page will be impacted by the new security right association and will need to be adjusted to include the new group.

2.2.2 Description of Change

Implement a Data Change Request (DCR) to add the new GR Non-Compliance View group to all Los Angeles County roles that would have been able to view the page at the time of implementation.

2.2.3 Estimated Number of Records Impacted/Performance

200 county roles will be updated to continue to provide access.

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2316	<p>The CONTRACTOR shall update the CalSAWS Software to opt in/opt out of the functionality for the 58 Counties. This includes the following:</p> <p>1) Denial of a GA/GR Case if an applicant does not meet the xx-day residency rule and add the ability to append the arrival date on the Residency Detail Page</p> <p>2) Update all GA/GR specific pages to be controlled by security for the 58 Counties to allow for displaying the GA/GR specific pages based on each county's eligibility rules</p>	<p>Requirement 1: Denial of a GA/GR Case if an applicant does not meet the xx-day residency rule and add the ability to append the arrival date on the Residency Detail Page will be determined by GA/GR Rules in CalSAWS estimated under DDID 2314.</p> <p>Requirement 2: All GA/GR specific pages will be controlled by security for the 58 Counties to allow for displaying the GA/GR specific pages.</p>	<p>The Security rights for the GA/GR specific pages will be separated from all project-maintained Security Roles except System Administrator and View Only</p>



California Statewide Automated Welfare System

Design Document

CA-216183/CIV-107228 The CalWORKs Zero
Grant Rule Should Not Applies to Applicant
(Intake Cases)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Josias Caveto
	Reviewed By	Eligibility Design, Eligibility Build, System Test, BA's

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
05/8/2020	1.0	Initial Draft of the artifact	Josias Caveto

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1 OVERVIEW

The purpose of this SCR is to deny intake applications for CW EDBC when the applicant's Combined Benefit Amount is \$0,00. For an intake application, in order for the case to be active the combined Benefit Amount needs to be above \$0,00.

1.1 Current Design

1. Currently per ACL 19-76, the logic implemented in SCR 206093 Effective 06/01/2020, intake CalWORKs EDBC, only denied the CalWORKs application when the applicant fails for the Applicant Test, EDBC is keeping the CalWORKs case active if the applicant passed the Applicant Test, but the potential CW grant is \$0,00.
2. Below are the mockups that illustrates this functionality:

EDBC List

Display by: Program: [dropdown] Type Reason: [dropdown] Run Status: [dropdown] From: 05/2020 To: 06/2020 [View] [Cancel]

Search Results Summary Results 1 - 1 of 1

Begin Month	End Month	Program	Type	Run Status	Auth Amount	Date Run	EDBC Source
06/2020		CalWORKs	Regular	Not Accepted	0.00	05/07/2020	Online EDBC Rules

[Cancel]

Figure 2 -CalSAWS and CIV: CW EDBC List of an Intake application with Combined Benefit Amount of \$0,00

Program Configuration

System Determination

EDBC Source: Online EDBC Rules

Aid Code: 30 - CW-All Other Families (Fed)

Program Status: Active

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason
Abner, Camb 4F	03/16/2016	MEM		Active	
CFZ, CFZG 37M	05/01/1983	MEM		Active	
Filho, FilhoS 2M	05/01/2018	MEM		Active	

[Override Program Configuration]

Figure 1 CalSAWS and CIV: CW EDBC Summary – Displaying the case as Active for the applicant when the Combined Benefit Amount is \$0

CalWORKs Applicant Financial Eligibility Test		Regular
Unearned Income	\$	1,451.00
Unearned Income Disregards	-	0.00
Net Unearned Income	=	1,451.00
Earned Income	\$	0.00
Earned Income Disregards	-	0.00
Net Earned Income	=	0.00
Total Net Nonexempt Income	\$	1,451.00
MBSAC Family Unit Size		3
MBSAC	\$	1,453.00
Special Needs	\$	0.00
Result		Pass

Figure 3: CW EDBC Summary displaying the applicant test result, passes.

CalWORKs Budget		Regular
Unearned Income	\$	<u>1,451.00</u>
Unearned Income Disregards	-	<u>500.00</u>
Net Unearned Income	=	951.00
Earned Income	\$	<u>0.00</u>
Earned Income Disregards	-	<u>0.00</u>
Net Earned Income	=	0.00
Total Net Nonexempt Income	\$	951.00
MAP Family Unit Size		<u>3</u>
Family MAP	\$	878.00
Family MAP Test		Fail
Family Special Needs	\$	0.00
Potential Grant	\$	0.00
Assistance Unit Size		<u>3</u>
Assistance Unit MAP	\$	878.00
Assistance Unit Special Needs	\$	<u>0.00</u>
Aid Payment	\$	0.00

Figure CalSAWS -4: CW - EDBC Summary - Displaying the CalWORKs Budget , fails; Combined Benefit Amount and aid payment at \$0,00

CalWORKs Budget	Regular	
Unearned Income	\$	1,451.00
Unearned Income Disregards	-	500.00
Net Unearned Income	=	951.00
Earned Income	\$	0.00
Earned Income Disregards	-	0.00
Net Earned Income	=	0.00
Total Net Nonexempt Income	\$	951.00
MAP Family Unit Size		2
Family MAP	\$	739.00
Family Special Needs	\$	0.00
Potential Grant	\$	0.00
Assistance Unit Size		2
Assistance Unit MAP	\$	739.00
Assistance Unit Special Needs	\$	0.00
Aid Payment	\$	0.00

Figure 4 CIV : CW - EDBC Summary - Displaying the CalWORKs Budget; Combined Benefit Amount and aid payment at \$0.00

1.2 Requests

1. An intake application for CalWORKs EDBC will fail for over income when the applicant's Combined Benefit Amount is \$0,00.

1.3 Overview of Recommendations

1. Deny CW intake application when the applicant's combined Benefit Amount is \$0,00.

1.4 Assumptions

1. The recipient's (Existing member) CalWORKs EDBC will remain active when the gross income is under 130% FPL based on the household's size (Family Unit Size).
2. The CalWORKs Applicant test remain unchanged when determine eligibility for new CalWORKs application. The CW EDBC may still fail due to the applicant test.

2 RECOMMENDATIONS

2.1 Deny CW EDBC For Intake Applications When the Applicant's Combined Benefit Amount is \$0,00.

2.1.1 Overview

1. An intake applicant has to pass both the applicant and the MAP tests and have a combined Benefit Amount that exceeds \$0,00 to be active in the CW program, if an applicant's combined Benefit Amount is \$0,00 the CalWORKs application must be denied.

2.1.2 Description of Changes

1. if an applicant's combined benefit amount is \$0,00 , the CalWORKs application must be denied.

EDBC List

Cancel

Display by:
Program:

Type Reason:

Run Status:

From:

05/2020

To:

06/2020

View

Search Results Summary

Results 1 - 2 of 2

Begin Month	End Month	Program	Type	Run Status	Auth Amount	Date Run	EDBC Source
06/2020		CalWORKs	Regular	Not Accepted	Fail	05/07/2020	Online EDBC Rules

Figure 5: CW EDBC List failing CW EDBC when the individual fails for "Over Income" the Combined Benefit Amount is \$0,00.

Program Configuration

System Determination

EDBC Source: Online EDBC Rules

Aid Code:

Program Status: Denied

Program Status Reason: Over Income

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason
Abner, Camb 4F	03/16/2016	MEM		Denied	Over Income
CFZ, CFZG 37M	05/01/1983	MEM		Denied	Over Income
Filho, FilhoS 2M	05/01/2018	MEM		Denied	Over Income

Override Program Configuration

Figure 6: CW EDBC Summary – Displaying the case failing due to “Over Income”, and program status ‘Denied’ for an intake application due \$0,00 Combined Benefit Amount .

2.1.3 Programs Impacted

1. CW, RCA,IN

3 REQUIREMENTS

The following requirements will be resolved in order to resolve and achieve the desired outcome

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.3	The LRS shall provide for integrated eligibility processing, in that an update of eligibility information to an individual or case shall automatically cause a redetermination of eligibility for all assistance groups in which the applicant/participant is requesting aid, based on program rules.	Update the CW EDBC to fail the EDBC for an intake application for over income when the applicant fails the Family MAP Test.

4 OUTREACH

This list contains the CW cases which the grant amount is \$0,00 that meet specific criteria outlined below.

4.1 Lists

List Name: Active_CalWORKs_Case_With_\$0Grant

List Criteria:

Generate a list of CW cases that meet the following criteria.

1. CalWORKs Program
2. EDBC Effective Date is 06/01/2020
3. EDBC status is accepted/saved.
4. The EDBC type is regular
5. CW Program is active
6. EDBC is for an Intake application
7. The Final Benefit Amount is \$0,00.

Standard Columns:

- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker

The list will be posted to the following locations:

System	Path
CalSAWS	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2020>CA-216183
C-IV	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2020>CIV-107228



California Statewide Automated Welfare System

Design Document

CA-212911

Update CalWORKs in Public Assistance CalFresh
Budget at Initial Approval

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Josias Caveto
	Reviewed By	Eligibility Design, Eligibility test, System Test, BA's

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/29/2020	1.0	Initial Draft of the Design	Josias Caveto

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1 OVERVIEW

Per 7 CFR 273.10(c) when determining a household's eligibility and level of benefits, the county shall take into consideration the income received by the household during the certification period. The CalWORKs (CW) grant which has been received in a later month cannot be counted as unearned income in a prior CalFresh (CF) budget calculation. In addition, any retroactive CW grant is considered a non-recurring lump sum payment in the month received and should be excluded per MMP 63-301.633(b), MMP 63-301.634, MMP 62-502.2(j) and 7 CFR 273.9(c)(8).

The purpose of CA-212911 is to change the behavior of the CalSAWS system's logic to not include the prior month's CW grant in the CF budget when the CW/CF application is approved after the month of application.

1.1 Current Design

Per current CalSAWS functionality, when processing CW/CF EDBC for a prior month for intake application, the CW benefit grant received after the benefit month is being counted as unearned income for the CF benefit determination. For example, an applicant applies for CW/CF in March, and in April the CW/CF EDBC is approved. When the case is run for CW/CF EDBC for the benefit month of March and April, the March CW benefit granted in April is for the benefit month of March being counted towards the CF budget as unearned income for the benefit month of March.

The screenshots below illustrate the current functionality:

Run EDBC

*- Indicates required fields

Change Reason Run EDBC Cancel

Benefit Processing Range:

Begin Month: * 03/2020 **End Month: *** 04/2020

	Program	Status	Timely Notice Exception	Reason	Run Reason
<input checked="" type="checkbox"/>	CalWORKs	Pending			
<input checked="" type="checkbox"/>	CalFresh	Pending			

Figure 1: EDBC Summary – EDBC run in April for CW/CF for the March and April benefit months.

EDBC List							
<div> <div>Display by:</div> <div> <div>Program:</div> <div>Type Reason:</div> <div>Run Status:</div> <div>From:</div> <div>To:</div> </div> <div> <div>02/2020</div> <div>04/2020</div> </div> <div> <div>Cancel</div> <div>View</div> </div> </div>							
Search Results Summary				Results 1 - 4 of 4			
Begin Month	End Month	Program	Type	Run Status	Auth Amount	Date Run	EDBC Source
03/2020	03/2020	CalWORKs	Regular	Not Accepted	359.00	04/24/2020	Online EDBC Rules
03/2020	03/2020	CalFresh	Regular	Not Accepted	183.00	04/24/2020	Online EDBC Rules
04/2020		CalWORKs	Regular	Not Accepted	696.00	04/24/2020	Online EDBC Rules
04/2020		CalFresh	Regular	Not Accepted	246.00	04/24/2020	Online EDBC Rules

Figure 2: EDBC Summary List – CW and CF results for the benefit months of March and April.

CalFresh EDBC Summary				
<div> <div>*- Indicates required fields</div> <div> <div>Change Reason</div> <div>Accept</div> <div>Cancel</div> </div> </div>				
Begin Month	End Month	Run Date	Run Status	Accepted By
03/2020	03/2020	04/24/2020	Not Accepted	
EDBC Information				
<div> <div>Semi-Annual Reporting Period Begin</div> <div>Month: 03/2020</div> <div>Reporting Type Reason:</div> <div>Type: Regular</div> <div>Recalculation: No</div> </div>				

Figure 3: CF EDBC Summary – EDBC is run in April for the Benefit Month of March

Gross Income Eligibility		Regular
Unearned Income	\$	359.00
Earned Income	+	0.00
Total Gross Nonexempt Income	=	359.00
Household Size		2
Maximum Gross Income	\$	0.00
Result		Waived

Net Income Eligibility		Regular
Unearned Income	\$	359.00
Earned Income	+	0.00
Deductions	-	167.00
Total Adjusted Income	=	192.00

Figure 4 (Continuation of figure 3): CF EDBC Summary – CW grant received in April (for the month of March) is being counted as unearned Income for the benefit month of March

EDBC Person Line Item Detail - Unearned Income

Close

Name	Type	Description	Amount
Jones, Dave 2M	CalWORKs	\$359.00 CalWORKs + \$0.00 Sanction/Penalty/Special Needs - \$0.00 Admin Error Recoupment (from the 03/2020 EDBC run 04/24/2020)	\$ 359.00
Total			\$ 359.00

Close

Figure 5: EDBC Person Line Detail - Unearned Income

1.2 Requests

1. Per Federal SNAP regulations at 7 CFR 273.10(c) and clarified in CRPC 2167:"If the amount of income that will be received, or when it will be received, is uncertain, that portion of the household's income that is uncertain shall not be counted by the State agency". CW grant which has been received in a later month shall not be counted as unearned income in a prior CF budget calculation.

1.3 Overview of Recommendations

1. Update CF EDBC logic to not include CW benefit grant as unearned income when CF EDBC is processed for a prior month at initial application.

1.4 Assumptions

1. There will be no retroactive eligibility determination. After the changes are in the CalSAWS systems the future cases will be impacted with this change.
2. Pending intake applications will be impacted by this change

2 RECOMMENDATIONS

2.1 Update CF EDBC Logic to Not Include CW Benefit Grant for the Previous Month Calculation on an Intake application

2.1.1 Overview

The CalSAWS system will not include CW benefit grant as unearned income when CF EDBC is processed for a prior month at initial application.

2.1.2 Description of Changes

1. Update CF EDBC logic for intake applications not to include the CW benefit grant as unearned income if the grant was issued in a later month.
 - a. Example:
 - i. Application date is March 15th. On April 5th the application process is completed for both CW and CF.
 - ii. On April 5th CW and CF programs are approved for March benefit month.
 - iii. By Approving March's benefits (prior month) for CW & CF on April 5th, the CW grant will not be counted as unearned income in the March CalFresh budget.

Gross Income Eligibility		Regular
Unearned Income	\$	0.00
Earned Income	+	0.00
Total Gross Nonexempt Income	=	0.00
Household Size		2
Maximum Gross Income	\$	0.00
Result		Waived
Net Income Eligibility		Regular
Unearned Income	\$	0.00
Earned Income	+	0.00

Figure 4: CF EDBC Summary – CF EDBC Summary – CW grant received in April (for the month of March) is not being counted as unearned Income for the month of March.

2.1.3 Programs Impacted

CW, CF

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.2.5	The LRS shall separately and concurrently evaluate information for each type of benefit the applicant/participant has requested, following the order of related assistance group processing (i.e., cash assistance is calculated first in order to be used in the CalFresh calculation).	Update the CF EDBC logic to not include the CW benefit amount as an unearned income for a prior month at an intake application.