CalSAWS

California Statewide Automated Welfare System

Design Document

CA-48393

DDCR 5016: Develop Subscription Based Reports

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CalSAWS	DOCUMENT APPROVAL HISTORY	
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/29/2018	1.0	Initial Revision	Justin Dobbs
05/26/2020	1.1	Update to CalSAWS Template and continue design.	Esequiel Herrera-Ortiz
07/21/2020	1.2	Added an assumption. Update email notification values in section 2.8.2 Email Template. Update to list of email domains in section 7.2.	Esequiel Herrera-Ortiz
08/12/2020	2.1	Included default value for the Expiration Date field. Made a cosmetic update to the Pending Application Report parameter page mockup.	Esequiel Herrera-Ortiz

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Table of Contents

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1 OVERVIEW

This design will outline the necessary changes to modify the LRS / CalSAWS system to allow a set of reports to be subscribed to via reporting subscription functionality.

1.1 Current Design

The C-IV system provides reporting subscription functionality that allows a user to subscribe to a report with a specific set of parameters and a recurrence frequency. The subscribed report will then execute automatically during the nightly batch process based on the frequency parameters and it will be available to the user the following day.

This functionality is not available in the LRS / CalSAWS system.

1.2 Requests

Implement Reports Subscription functionality in the LRS / CalSAWS system. The initial subscription reports will be the Pending Applications Report which is one of the most common subscription reports in the C-IV system. The Pending Applications Report will be updated to align with the C-IV version of the report that was implemented with SCR 8942.

1.3 Overview of Recommendations

1. Update the home page to display when new reports have been generated for the logged in user's active report subscriptions.
2. Implement new pages in the C-IV system that will allow users to manage report subscriptions and to access the generated reports.
3. Enhance the report parameters pages to allow multiple organizations to be selected within the same organizational level (e.g. multiple units or multiple offices can be selected but NOT a combination of organizations such as 1 unit and 1 office.
4. Implement reports batch architecture to generate reports that have been subscribed to, based on the configuration of the subscription (parameters, frequency, delivery method etc.)
5. Implement functionality to support the sending of subscribed generated reports or notifications through e-mail.
6. Update Page Mapping for the new subscription pages.
7. Implement the Pending Application such that it can be subscribed to, based on a user-defined frequency and set of parameters.

1.4 Assumptions

- Management of report subscriptions within a county will be done by county staff.
- Local Security Administrators will provision the appropriate security for both the subscription pages as well as the subscription reports as needed.

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- Usage of reports will not increase or decrease with the addition of subscription functionality.
- All mockups are taken from the existing online production pages. Any update to the online page implemented after the fact should remain left alone.
- At the time of migration all staff with the c-iv.org email domain will be switched over to the calsaws.org domain.
- The Pending Application Report will continue to generate using the Excel template, which has 65,000 row limit per sheet. This is because the macros and named tabs functionality provided in the Excel template is useful to county workers. This means that larger counties will not be able to successful generate the report at county level if the record count exceeds 65,000 per any worksheet in the report.
- The domain for Email notifications will be updated from @dpss.lacounty.gov to @calsaws.com at a future time.

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2 RECOMMENDATIONS

2.1 Online - Home Page

2.1.1 Overview

The home page is updated to provide different points of access to the subscription reports functionality. The updates provide notification of new events and navigate users to the subscription landing pages.

2.1.2 Home Page Mockup

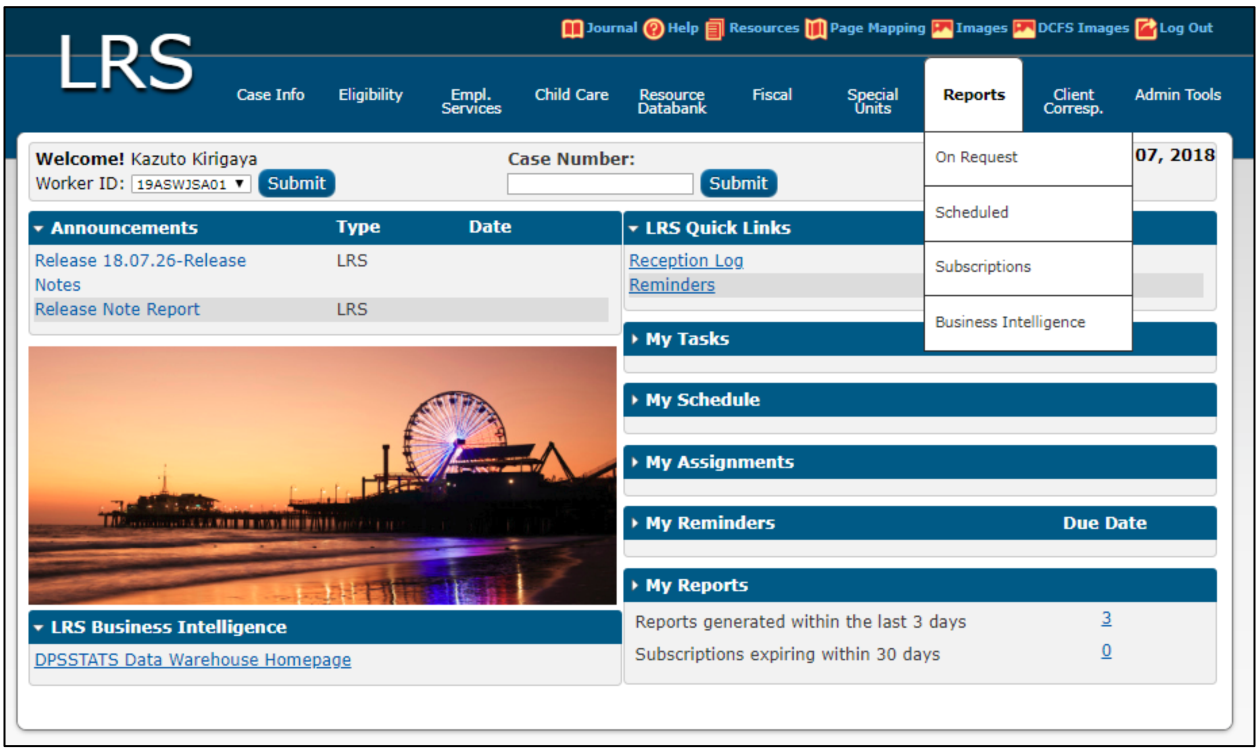

Figure 2.1.2-1 – Home Page Mockup

2.1.3 Description of Changes

1. Add the 'Subscriptions' option to the 'Reports' local navigation menu between the 'Scheduled' and 'Business Intelligence' options.
    a. This link will navigate the user to the Subscription Search page when selected
    b. This link will be hidden if the user does not have the 'SubscriptionListView' right
2. Add a new section, titled 'My Reports', to the homepage beneath the 'My Reminders' section.
    a. This section will contain the following fields:

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i. Reports generated within the last 3 days
    1. This field will display a count of reports generated by the user within the last 3 days
    2. The count shall be a hyperlink that will lead to the 'Report Search' page if the user has the 'GeneratedReportListView' right. Otherwise, the count will display as a label.

ii. Subscriptions expiring within 30 days
    1. This field will display a count of Subscriptions expiring within 30 days
    2. The count shall be a hyperlink that will lead to the 'Subscription Search' page if the user has the 'SubscriptionListView' right. Otherwise, the count will display as a label.

2.1.4 Page Location

The Home page is the default landing page when logging in to the application. If the user is on a page in the application that is not the homepage, clicking on the LRS / CalSAWS icon at the top left-hand side of the screen will navigate to the Home page.

2.1.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
GeneratedReportListView	Generated Report Search;	Subscription View Subscription Edit Subscription Admin
SubscriptionListView	Subscription Search;	Subscription View Subscription Edit Subscription Admin

Security Groups

Security Group	Group Description	Group to Role Mapping
Subscription View	View Generated Report List, Subscription Search and Detail information.	N/A

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Security Group	Group Description	Group to Role Mapping
Subscription Edit	View Generated Report List, Subscription Search and Detail information. Edit and save custom report subscriptions.	N/A
Subscription Admin	View Generated Report List, Subscription Search and Detail information. Edit and save any Report subscriptions.	N/A

2.1.6 Page Mapping

Update page mapping per the addition of the My Reports section to the Home Page.

2.2 Online - Report Search Page

2.2.1 Overview

Users navigate to the "Report Search" page by clicking the "Generated Reports" task navigation item under Reports -> Subscriptions. Alternatively, this page can be accessed by the "Reports generated within." hyperlink on the "My Reports" panel in the home page. The purpose of this page is to allow the user to view previously generated reports that were created based on their own subscriptions. The reports are displayed on the page, providing the user the ability to download or view the report directly from the page.

This page displays the reports that were generated for the current user, for the previous year by default. Users must clear the search filters to display reports generated for other users in the county, and for prior time periods.

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2.2.2 Report Search Page Mockup

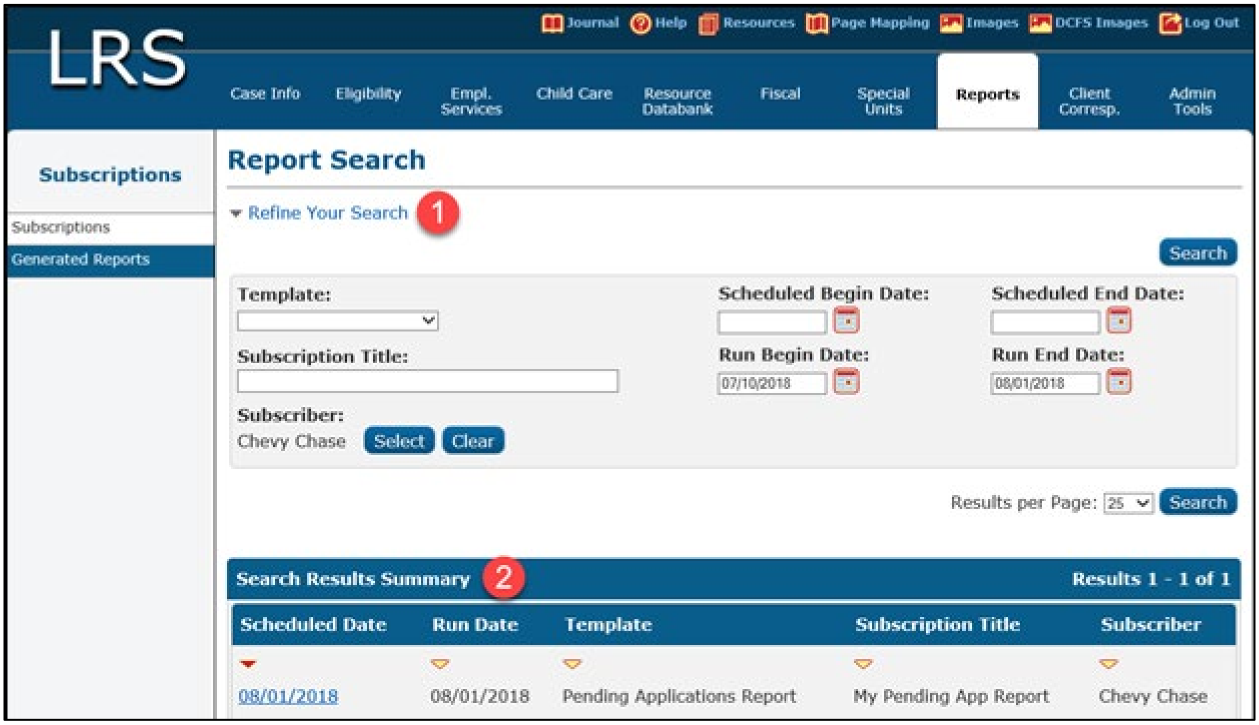

Figure 2.2.2-1 – Report Search Page Mockup

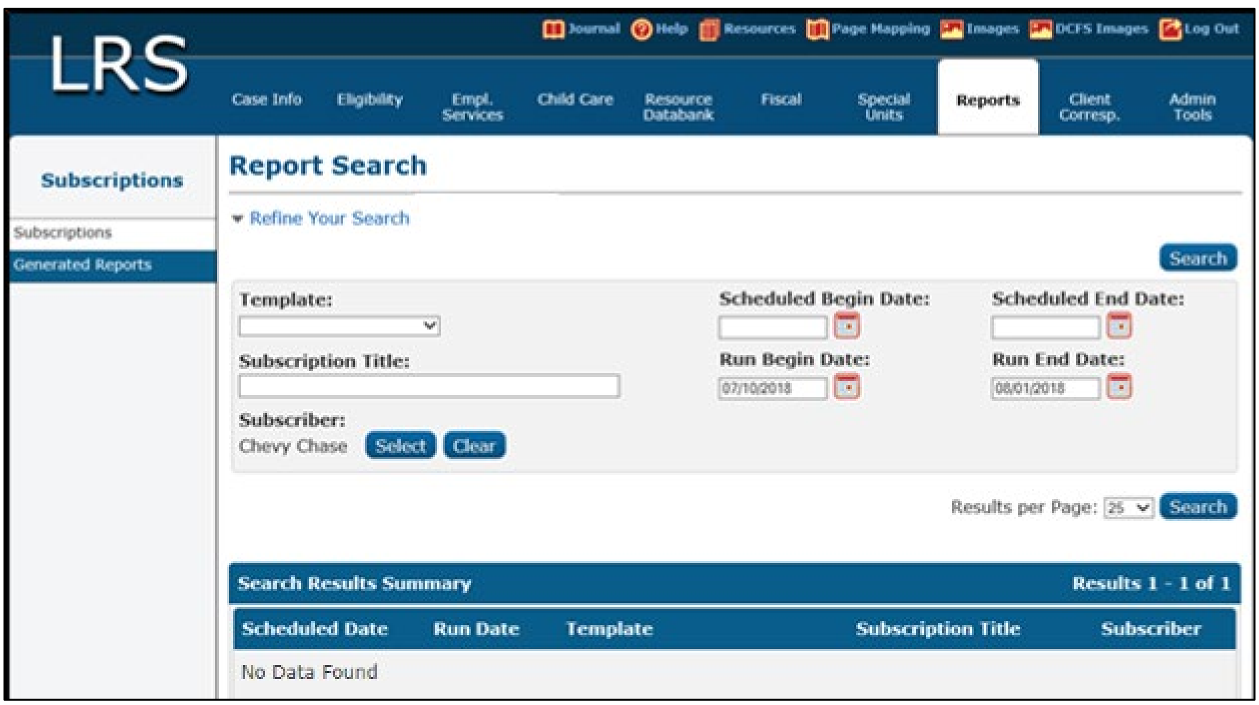

Figure 2.2.2-2 – Report Search Page Mockup – No Results

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2.2.3 Description of Changes

Reference #	Element Name	Element Description
1	Refine Your Search	Allows users to choose the number of search results displayed per page, and filter their results by the following criteria: - Template – A drop down with the available templates listed which is used to filter for the selected report template. - Subscription Title – Text input filter which is used to filter subscription generated reports based on the subscription's title. The search will be non-case sensitive and will match with any subscription generated report where the text input is a substring of the subscription's title. - Subscriber – Used to filter subscription generated reports by the assigned subscriber. If no subscriber is selected, then the result set will be a county wide search. The field is preset with the current logged in user. The "Clear" button will clear the current selection, and the "Select" button will navigate the user to the "Select Staff" page. - Scheduled Begin Date – Populated by calendar select button or direct text input. Used to filter for subscription generated reports which have a Scheduled Date greater than or equal to the provided date. Format: MM/DD/YYYY - Scheduled End Date – Populated by calendar select button or direct text input. Used to filter for subscription generated reports which have a Scheduled Date less than or equal to the provided date. Format: MM/DD/YYYY - Run Begin Date – Populated by calendar select button or direct text input. Used to filter for subscription generated reports which were generated on or after the provided date. The field will be populated by default with the date one year prior to the current date. Format: MM/DD/YYYY - Run End Date – Populated by calendar select button or direct text input. Used to filter for subscription generated reports which were generated on or before the provided date. The field will be populated by default with the current date. Format: MM/DD/YYYY

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Reference #	Element Name	Element Description
2	Search Results Summary	Contains the following information for the result set that matches all the user specified search criteria. Each column is sortable. Default sort is Run Date descending, Template ascending, Subscription Title ascending, Subscriber ascending. - Scheduled Date: Displays the date that the report was scheduled to generate. The date will be a hyperlink if the user has the appropriate security right for the report template. The hyperlink opens a user prompt to download the report from the file server. Date Format: MM/DD/YYYY This field will display 'No Data Found' when the search result set returns 0 rows. - Run Date: Displays the date that the report was generated. This field will be blank when the search result set returns 0 rows. Date Format: MM/DD/YYYY - Template: Displays the report template that was used to generate the report. This field will be blank when the search result set returns 0 rows. - Subscription Title: Displays the user-specified title of the subscription. This field will be blank when the search result set returns 0 rows. - Subscriber: Displays the staff member that is subscribed to the report. Format: [First Name] [Last Name] This field will be blank when the search result set returns 0 rows.

2.2.4 Page Location

Global: Reports

Local: Subscriptions

Task: Generated Reports

2.2.5 Security Updates

<u>Security Rights</u>

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Security Right	Right Description	Right to Group Mapping
GeneratedReportListView	Generated Report Search;	Subscription View Subscription Edit Subscription Admin

Security Groups

Security Group	Group Description	Group to Role Mapping
Subscription View	View Generated Report List, Subscription Search and Detail information.	N/A
Subscription Edit	View Generated Report List, Subscription Search and Detail information. Edit and save custom report subscriptions.	N/A
Subscription Admin	View Generated Report List, Subscription Search and Detail information. Edit and save any Report subscriptions.	N/A

2.2.6 Page Mapping

Add page mapping for the subscription reports Report Search page.

2.2.7 Page Usage/Data Volume Impacts

There are on average between thirteen hundred and fourteen hundred workers who run the Pending Application in the LRS / CalSAWS system on a monthly basis. At most, every one of these workers may visit the Subscription Reports pages.

2.3 Online - Subscription Search Page

2.3.1 Overview

The "Subscription Search" page is the landing page when the user selects "Subscriptions" from the local navigation menu under Reports. From this page, the user can create new subscriptions or view their existing subscriptions. Once a user has completed a change or save to a subscription, they return to this page.

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2.3.2 Subscription Search Page Mockup

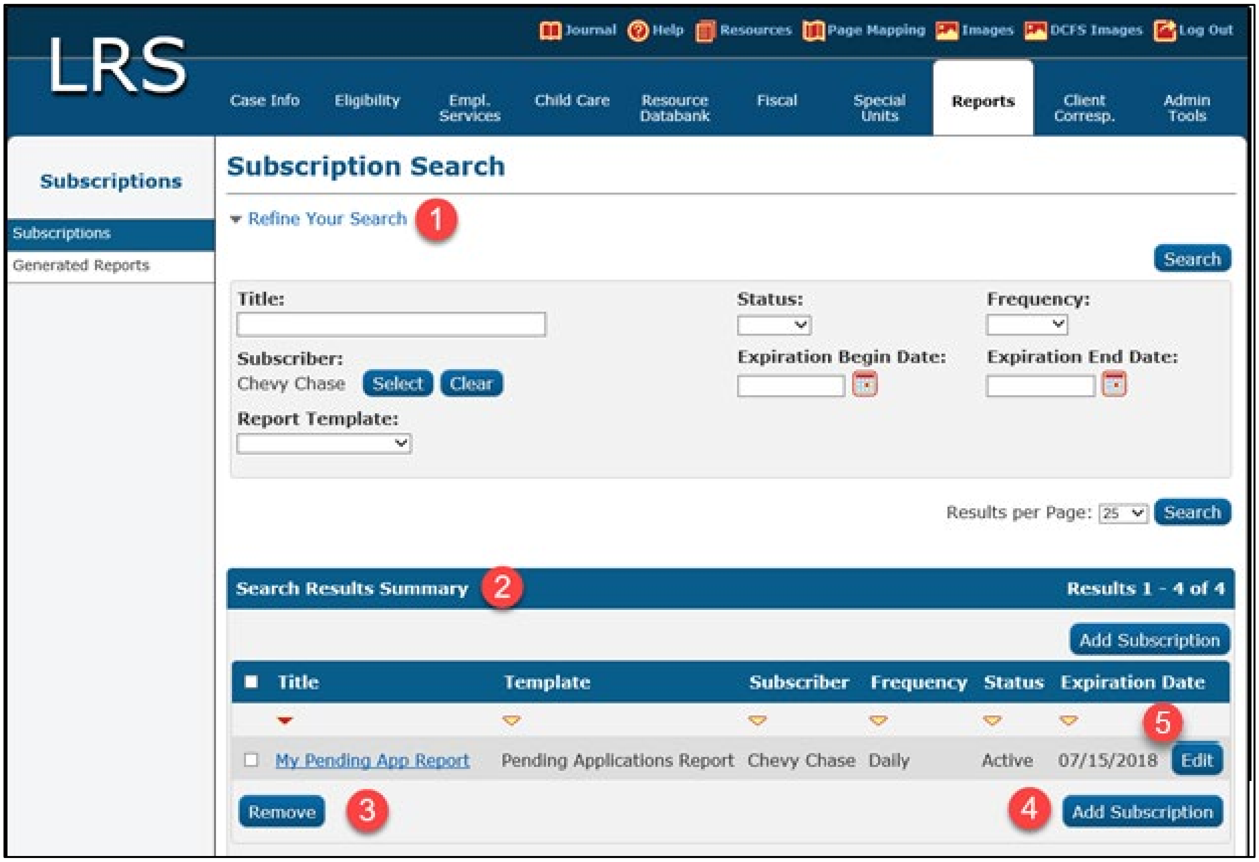

Figure 2.3.2-1 – Subscription Search Page Mockup

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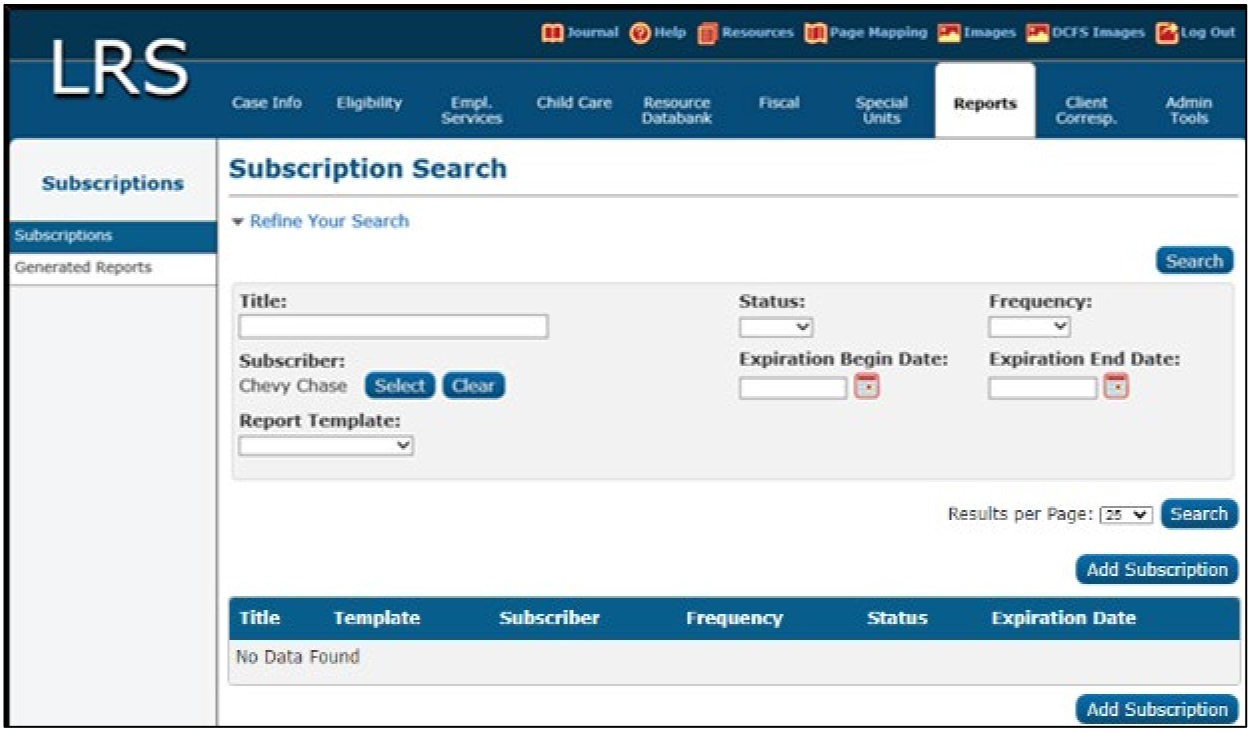

Figure 2.3.2-2 – Subscription Search Page Mockup – No Results

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2.3.3 Description of Changes

Reference #	Element Name	Element Description
1	Refine Your Search	Allows users to choose the number of search results displayed per page, and filter their results by the following criteria: - Title - Text input which is used to filter subscriptions based on title. The search will be non-case sensitive and will match with any subscription where the text input is a substring of the subscription's title. - Report Template – A drop down with the available report templates which is used to filter subscriptions by the report template. - Subscriber – Used to filter subscriptions by the assigned subscriber. If no subscriber is selected, then the result set will be a county wide search. The field is preset with the current logged in user. The "Clear" button will clear the current selection, and the "Select" button will navigate the user to the "Select Staff" page. - Frequency – A drop down which is used to filter subscriptions based on the subscription's frequency. The following options will be available in the given order from top to bottom: • Daily • Weekly • Monthly Note: Additional frequency details are available on the Subscription Detail page, but they are not searchable or sortable on the Subscription Search page. - Status – A drop down used to filter subscriptions by status. The available options are Active and Inactive. - Expiration Begin Date – Provides a calendar select button and direct text input options. The selected date is used to filter for subscriptions that have an expiration date greater than or equal to the provided date. Format: MM/DD/YYYY - Expiration End Date: Provides a calendar select button and direct text input options. The selected date is used to filter for subscriptions that have an expiration date lesser than or equal to the provided date. Format: MM/DD/YYYY

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Reference #	Element Name	Element Description
2	Search Results Summary	Contains the following information for the result set that matches the user specified search criteria. Each column is sortable. Default sort is Title, Template, and Subscriber ascending. - Title: Displays the user-specified title of the subscription. The title hyperlinks to the Subscription Detail page in view mode. Note: This hyperlink is only available to users if they are the listed Subscriber of the Subscription and have Subscription Edit security rights, or if the user has Subscription Admin security rights. This field will display 'No Data Found' when the search result set returns 0 rows. - Template: Displays the report template that was selected by the user. This field will be blank when the search result set returns 0 rows. - Subscriber: Displays the staff member who was subscribed to the report. Format: [First Name] [Last Name] This field will be blank when the search result set returns 0 rows. - Frequency: The report is generated according to this frequency value and the additional frequency details set by the user. This field will be blank when the search result set returns 0 rows. - Status: Displays the status of 'Active' or 'Inactive' for the subscription. This field will be blank when the search result set returns 0 rows. - Expiration Date: Displays the expiration date of the subscription. Format: MM/DD/YYYY This field will be blank when the search result set returns 0 rows.
3	Remove Button	Removes the selected subscriptions making them no longer appear on the search list, generate reports, or provide access to previously generated reports. Note: The associated Remove checkbox is only available to users if they are the listed Subscriber of the Subscription and have Subscription Edit security rights, or if the user has Subscription Admin security rights. Non-admin users are unable to remove other User's subscriptions.

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Reference #	Element Name	Element Description
4	Add Subscription Button	Navigates the user to Subscription Detail page in create mode. Note: User must have Subscription Edit or Subscription Admin security rights to access this button.
5	Edit	Navigates the user to the Subscription Detail page in edit mode for the selected subscription. Note: User must have Subscription Edit or Subscription Admin security rights to access this button.

2.3.4 Page Location

Global: Reports

Local: Subscriptions

Task: Subscriptions

2.3.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
SubscriptionListView	Subscription Search;	Subscription View Subscription Edit Subscription Admin

Security Groups

Security Group	Group Description	Group to Role Mapping
Subscription View	View Generated Report List, Subscription Search and Detail information.	N/A
Subscription Edit	View Generated Report List, Subscription Search and Detail information. Edit and save custom report subscriptions.	N/A

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Security Group	Group Description	Group to Role Mapping
Subscription Admin	View Generated Report List, Subscription Search and Detail information. Edit and save any Report subscriptions.	N/A

2.3.6 Page Mapping

Add page mapping for the subscription reports Subscription Search page.

2.3.7 Page Usage/Data Volume Impacts

There are on average between thirteen hundred and fourteen hundred workers who run the Pending Application in the LRS / CalSAWS system on a monthly basis. At most, every one of these workers may visit the Subscription Reports pages.

Based on statistics of the subscription Pending Applications Report in the C-IV system, and the execution frequency of these reports in the LRS / CalSAWS system, it is estimated that there will be between five and eight thousand subscription reports generated on a monthly basis. As additional subscription reports are introduced, this number will increase. The automated execution of these reports is expected to reduce the volume of On-Request runs of these reports during the day.

2.4 Online - Subscription Detail Page

2.4.1 Overview

The Subscription Detail page lists the settings, subscriber and report parameters that apply to a subscription. This page is used to create new subscriptions, view or edit existing subscriptions, and view the history of changes made to the subscription over time. Users can also use this page to update their email preferences.

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2.4.2 Subscription Detail Page Mockup (Create Mode)

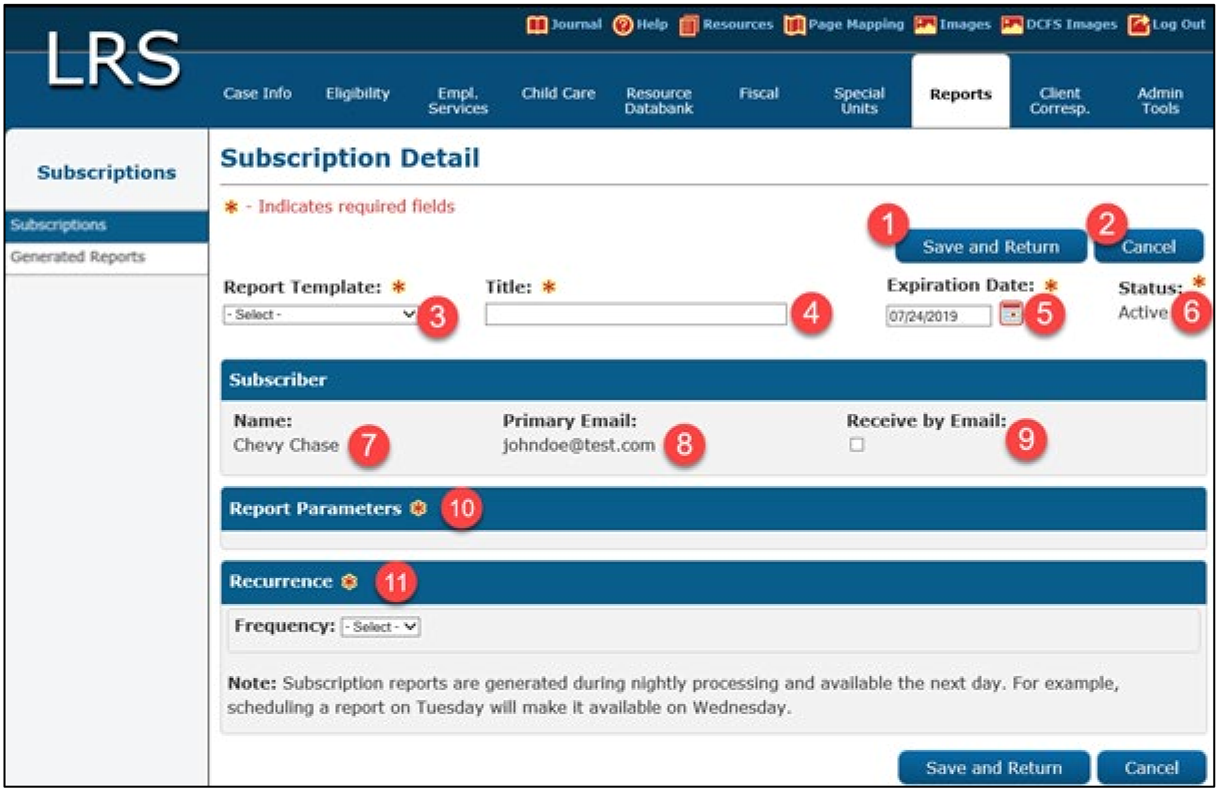

Figure 2.4.2-1 – Subscription Detail Page Mockup

2.4.3 Description of Changes

Reference #	Element Name	Element Description	Page Mode	Editable?
1	Save and Return	Button that navigates the user back to the Subscription Search page, and commits the changes entered into the screen.	Create; Edit	N/A
2	Cancel	Button that navigates the user back to the Subscription Search page, and does not commit any of the changes entered into the screen.	Create; Edit	N/A
3	Report Template*	A drop-down field with all available report templates which will be used to generate reports for this subscription. The drop down will only have 'Pending Applications Report' as an available option for the initial phase of Subscriptions. The Report Parameters specified on this page will dynamically change depending on the report template that is selected.	All	Yes

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Reference #	Element Name	Element Description	Page Mode	Editable?
4	Title *	Text input field for the assigned title for the subscription. Note: There is a limit of 40 characters, including spaces, on the Title field.	All	Yes
5	Expiration Date*	Date field for the expiration date of the subscription. The subscription will continue to generate reports if the expiration date has not passed, and the status of the subscription is "Active." The expiration date cannot be set to a date in the past. See the Page Validation section for more information. The expiration cannot be more than one year from the current date. On create, this field will default to 1 year from current date. Format: MM/DD/YYYY	All	Yes
6	Status*	This field provides the current status of the subscription. The following dropdown options are available in edit mode: - Active: The subscription is active and will generate new reports. This is the default value in create mode. - Inactive: The subscription is inactive and will no longer generate new reports.	All	Yes, only in Edit mode. Not editable in Create mode.
7	Name	Displays the name of the staff member that is subscribed to the report. Format: [First Name] [Last Name]	All	No
8	Email	Displays the subscribed staff members' email if one is associated, else the field displays is blank.	All	No
9	Receive by Email	A checkbox field which is used to opt in to receive an email notification every time the subscription report is generated. This option is unchecked by default.	All	Yes
10	Report Parameters*	This panel contains the template-specific parameters used to configure the report subscription. It is populated when the user selects a template from the Report Template field.	All	Yes

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Reference #	Element Name	Element Description	Page Mode	Editable?
11	Recurrence	This panel allows the user to configure the frequency for when this subscription generates a custom report. For more details on this panel, please refer to the “Recurrence Panel” section.	All	Yes

Note: The asterisk (*) depicts required fields.

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2.4.4 Subscription Detail Page Mockup (Edit Mode)

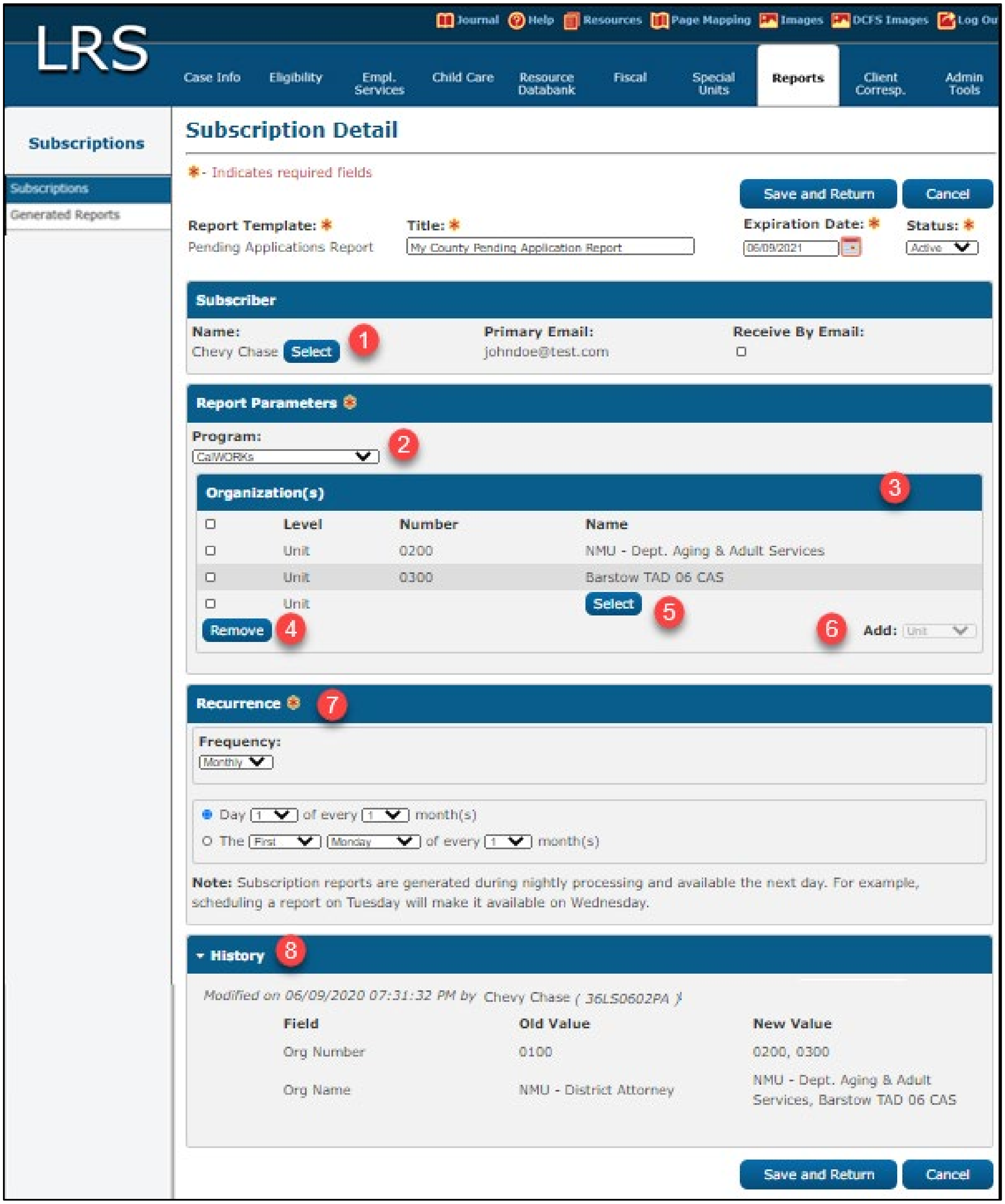

Figure 2.4.4-1 – Subscription Detail Page Mockup (Edit Mode)

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2.4.5 Description of Changes

Reference #	Element Name	Element Description	Page Mode	Editable?
1	Select	Admin only button. Navigates the user to the "Select Staff" page. Allows the subscriber for the subscription to be changed to someone other than the current user. Admin users are the only users that can subscribe another user to a subscription.	Admin-Create; Admin-Edit	N/A
2	Program	This drop-down parameter lists all the available programs the report generates for. The functionality should be the same as the program parameter found on the "Enter Report Parameters" page of the On Request version of the report.	All	Yes
3	Organization(s)	This table lists the organizations that have been selected for this report subscription. Each entry in this table will list the following; - Level: The level of the organization. Possible values include Worker, Unit, Office, Department, District, Region, and County. - Number: The identification number of the organization or worker number. Possible values include Worker ID, Unit Number, and Office Number. This column is blank for other organization levels. - Name: The name of the organization or the Staff member currently assigned to the worker position. Note: A maximum of 1,000 organizations can be added to the Organization Table.	All	No

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Reference #	Element Name	Element Description	Page Mode	Editable?
4	Remove	This button is used in conjunction with the checkboxes on each row. The user may select the organizations they wish to remove from the report parameters by selecting the appropriate row(s) and clicking the Remove button.	All	N/A
5	Select	This organization select button navigates the user to the select organization page based on the organization level they have selected with the Organization Add drop-down. Duplicate additions from the same organization level are not allowed and will be ignored if selected. - If Worker, Unit or Office is selected then the Select button navigates to the corresponding "Select" Organization page. - If Department, District or Region is selected then a drop-down field appears along with an "Add" button which will add the dropdown selection to the Organization(s) table. - County: Add button will add the current county to the Organization table.	All	Yes

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Reference #	Element Name	Element Description	Page Mode	Editable?
6	Add	This organization level drop-down parameter determines what organization level will be used to generate the reports. Once a specific organization has been selected and added to the "Organization Table", this field becomes disabled in edit mode until the table is empty again. The available dropdown options are: - Worker: Allows the user to select workers as the target for reports generated through this subscription. - Unit: Allows the user to select units as the target for reports generated through this subscription. - Office: Allows the user to select offices as the target for reports generated through this subscription. - Department: Allows the user to select departments as the target for reports generated through this subscription. - District: Allows the user to select districts as the target for reports generated through this subscription. - Region: Allows the user to select regions as the target for reports generated through this subscription. - County: Allows user to add their current county as the search parameter.	All	Yes
7	Recurrence*	Please refer to the "Recurrence Panel" section for more information on this panel.	All	Yes

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2.4.6 Subscription Detail Page Mockup (View Mode)

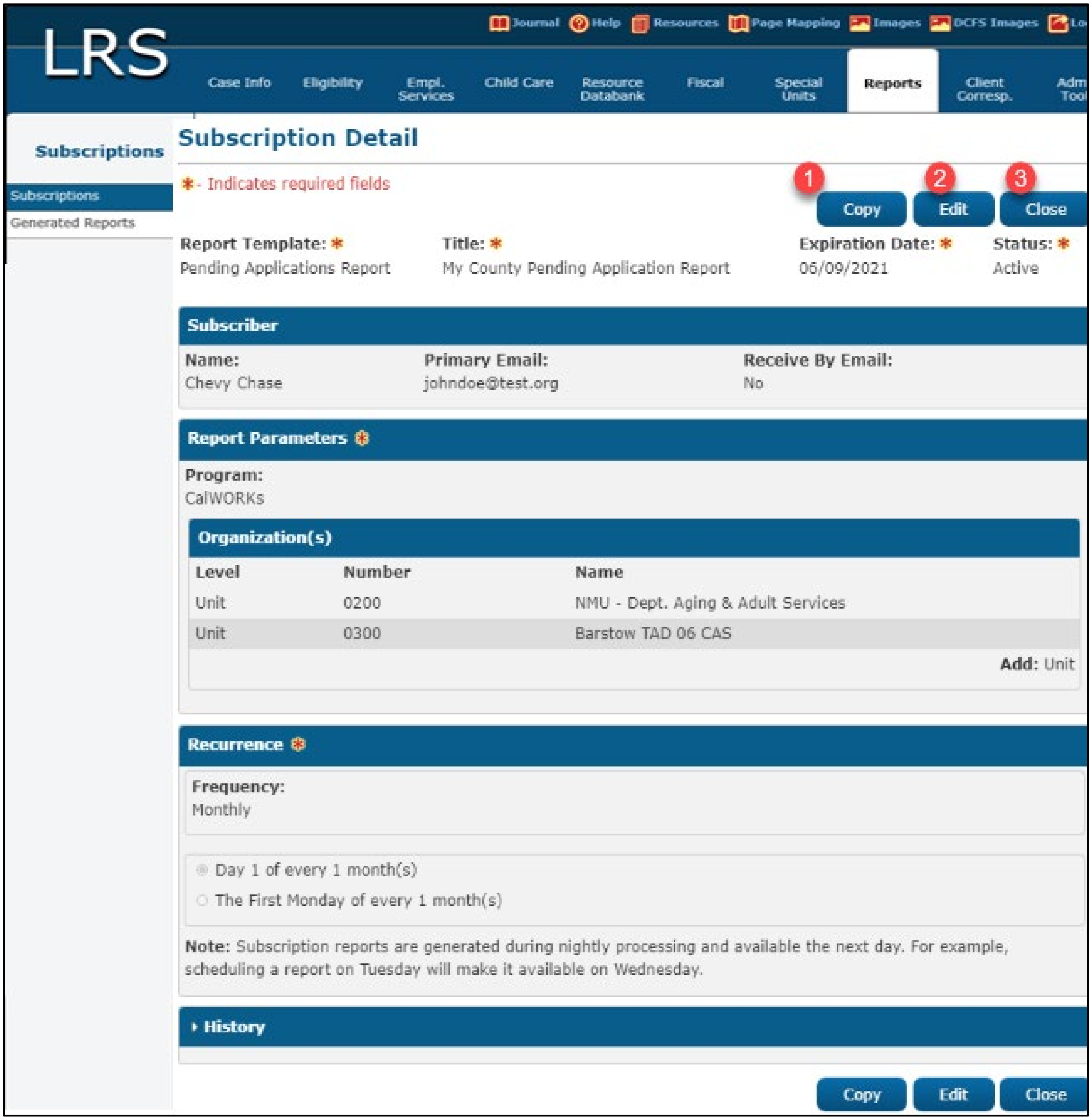

Figure 2.4.6-1 – Subscription Detail Page Mockup (View Mode)

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2.4.7 Description of Changes

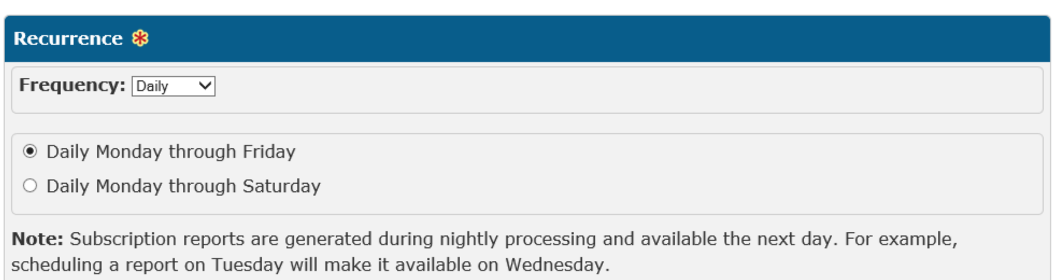
Reference #	Element Name	Element Description	Page Mode	Editable?
1	Copy	The Copy button navigates the user to the Subscription Detail page in create mode with all of the current subscription details pre-populated. The only exception is the Subscriber table information, which is pre-populated with the information of the current logged in user. Note: User must have Subscription Edit or Subscription Admin security rights to access this button.	View	N/A
2	Edit	The Edit button Opens the Subscription Detail page in edit mode. Note: This button is only available to users if they are the listed Subscriber of the Subscription and have Subscription Edit security rights, or if the user has Subscription Admin security rights.	View	N/A
3	Close	Closes the Subscription Detail page and navigates the user back to the Subscription Search page.	View	N/A

2.4.8 Recurrence Panel

Users can set the frequency of the subscription in the Recurrence panel. The options available include: Daily, Weekly, and Monthly. Once a user has selected their preferred frequency, a secondary box will appear with additional settings.

2.4.9 Description of Changes

The screenshots below demonstrate the available settings for each frequency.



The options available under "Daily" frequency include:

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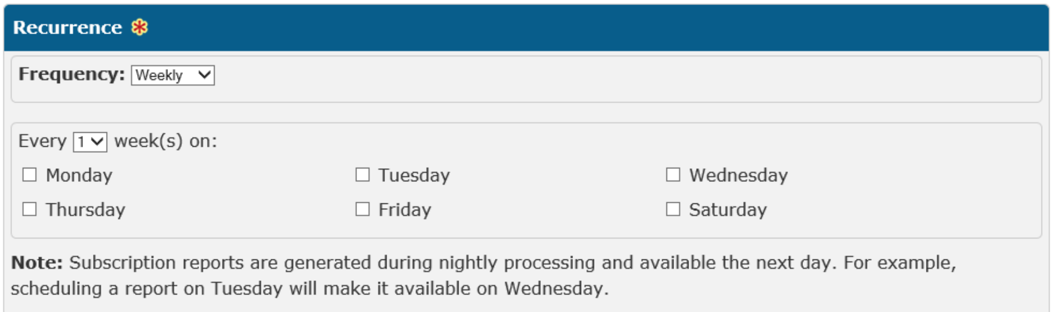
- Daily Monday through Friday – This options indicates that a report will be generated during nightly processing each day Monday through Friday. This is the default option.
- Daily Monday through Saturday – This options indicates that a report will be generated during nightly processing each day Monday through Saturday.



The "Weekly" frequency allows users to select one or multiple days of the week to generate reports.

- The default value will be "Every 1 week(s) on:" when the Frequency is set to Weekly. No checkboxes will be checked by default, the User must select the appropriate days for the Subscription. If no date is selected the page will throw an error. See the Page Validation section for more information.
- Their selection will be repeated every 1, 2, 3, 4, or 5 weeks as specified.
    - Note: The day the Subscription is created marks the beginning week of the subscription. The beginning week is defined as Sunday to Saturday. The weeks to repeat the subscription are based on the beginning week, regardless if the selected weekday(s) has/have passed.
        - Example 1: A User creates their subscription on Wednesday and sets the Recurrence to every 3 weeks on Thursday. The subscription will generate the first Thursday after the subscription was created, and then skip the next two Thursdays before generating a report on the following Thursday.
        - Example 2: A User creates their subscription on Wednesday and sets the Recurrence to every 3 weeks on Monday. Since Monday has already passed, the subscription will not generate the first week. The subscription will then skip the next two Mondays before generating a report on the following Monday.

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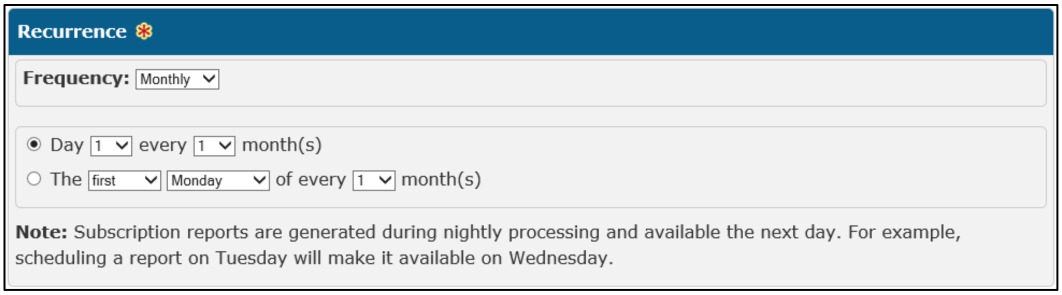

The options available under "Monthly" frequency include:

- Users can select a specific day (1-31) of the month to generate a report. Their selection will be repeated every 1-12 months as specified. This is the default option, with the values set to "Day 1 of every 1 month(s)" by default.
    - Note: If the day falls on a Sunday or a system holiday, the report will be generated on the next nightly processing period.
    - Note: If the date selected is not available for a month (i.e. 31st for February) then the report will process on the last day of that month.
- Users can select the occurrence of a day of the week (Monday – Saturday) to generate a report. Their selection will be repeated every 1-12 months as specified. The values for this option will be set to "The first Monday of every 1 month(s)" by default.
    - The available occurrences for the user to select are: first, second, third, fourth, and last.
- Note: The day the Subscription is created marks the beginning month of the subscription. The months to repeat the subscription are based on the beginning month, regardless if the selected day of the month has passed.
    - Example 1: A User creates their subscription on the 10th of the month and sets the Recurrence to every 2 months on the 15th. The subscription will generate on the 15th after the subscription was created, and then skip the next month before generating a report on the 15th of the following month.
    - Example 2: A User creates their subscription on the 10th of the month and sets the Recurrence to every 2 months on the 1st. Since the 1st has already passed, the subscription will not generate a report the first month. The subscription will then skip the next month before generating a report on the 1st of the following month.

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- Example 3: A User creates their subscription on the 20th of the month and sets the Recurrence to the last Friday of every 1 month. The subscription will generate on the last Friday of the beginning month, and the last Friday of every month following.

2.4.10 Page Validations

- Creating a subscription with the same title as another subscription for the same subscriber will result in a validation message.
    - Title – A subscription with this title already exists for this subscriber.
- Setting the expiration date greater than a year from the current date will result in a validation message.
    - Expiration Date – Date must be equal to, or less than, one year from the current date.
- Attempt to save an expiration date in the past will result in a validation message.
    - Expiration Date – Date must not be in the past.
- Electing to receive an email notification with an invalid email address will result in a validation message.
    - If there is no primary email address associated to the subscriber's staff record:
        - Email – A primary email address is required to receive reports via email.
    - If the primary email address does not belong to one of the county-approved email domains:
        - Email – The primary email address associated with this subscriber does not belong to one of the county approved email domains.
- Attempt to save with a Frequency of "Weekly" in the Recurrence panel, and no weekdays selected will result in a validation message.
    - Recurrence – At least one weekday must be selected for a frequency of Weekly.
- Attempt to save with more than 1,000 records in the organization table will result in a validation message.

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- Organization(s) – Maximum organization levels exceeded. Please select 1,000 or less.

2.4.11 Page Location

Global: Reports

Local: Subscriptions

Task: Subscriptions

2.4.12 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
SubscriptionListView	Subscription Search;	Subscription View Subscription Edit Subscription Admin

Security Groups

Security Group	Group Description	Group to Role Mapping
Subscription View	View Generated Report List, Subscription Search and Detail information.	N/A
Subscription Edit	View Generated Report List, Subscription Search and Detail information. Edit and save custom report subscriptions.	N/A
Subscription Admin	View Generated Report List, Subscription Search and Detail information. Edit and save any Report subscriptions.	N/A

2.4.13 Page Mapping

Add page mapping for the subscription reports Subscription Detail page.

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2.4.14 Page Usage/Data Volume Impacts

There are on average between thirteen hundred and fourteen hundred workers who run the Pending Applications Report in the LRS / CalSAWS system on a monthly basis. At most, every one of these workers may visit the Subscription Reports pages.

Based on statistics of the subscription Pending Applications Report in the C-IV system, and the execution frequency of these reports in the LRS / CalSAWS system, it is estimated that there will be between five and eight thousand subscription reports generated on a monthly basis. As additional subscription reports are introduced, this number will increase. The automated execution of these reports is expected to reduce the volume of On-Request runs of these reports during the day.

2.5 Select Organization Page

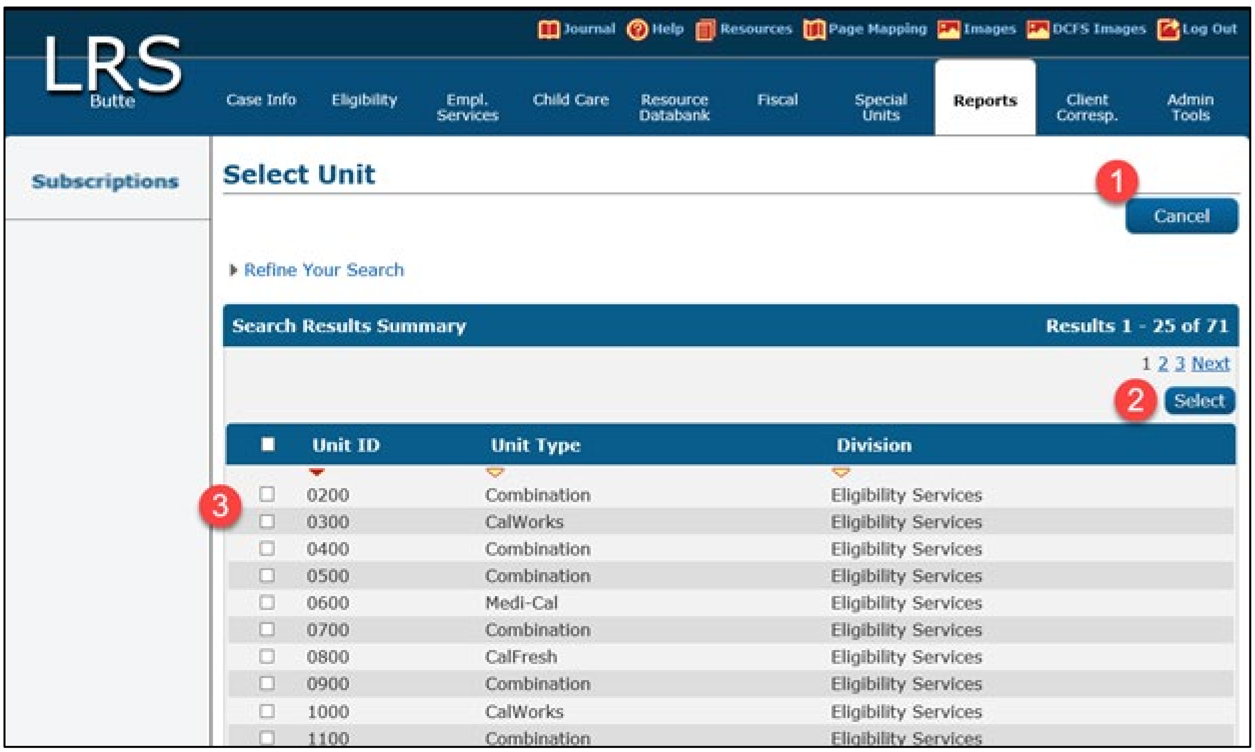

Figure 2.5-1 – Select Organization Page Mockup

2.5.1 Description of Changes

The "Select Organization" page is accessed from the "Subscription Detail" page when the user sets the organization level to Worker, Unit, or Office. The level-appropriate popup page is opened when the user chooses to add a worker or organization to the subscription.

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Note: The changes described in this section pertain only to organization selection for Subscription reports and will not impact other organization selection pages found in the system.

Reference #	Element Name	Element Description
1	Cancel Button	Closes the popup window without committing changes.
2	Select Button	Adds the selected workers or organizations to the subscription if they are not already included in the subscription.
3	Selection Checkboxes	Multi-select checkbox for each table entry. Allows the user to select and add multiple workers or organizations at a time to the subscription. Note: Checkbox selections are not carried forward between paginated result pages. For example, selecting 3 checkboxes on page 1 and navigating to page 2 will "erase" the selected checkboxes from page 1.

2.5.1 Page Location

Global: Reports

Local: Subscriptions

Task: Subscriptions

2.5.2 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
SubscriptionListView	Subscription Search;	Subscription View Subscription Edit Subscription Admin

Security Groups

Security Group	Group Description	Group to Role Mapping
Subscription View	View Generated Report List, Subscription Search and Detail information.	N/A

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Security Group	Group Description	Group to Role Mapping
Subscription Edit	View Generated Report List, Subscription Search and Detail information. Edit and save custom report subscriptions.	N/A
Subscription Admin	View Generated Report List, Subscription Search and Detail information. Edit and save any Report subscriptions.	N/A

2.5.3 Page Mapping

Add page mapping for the subscription reports Select Organization pages.

2.5.4 Page Usage/Data Volume Impacts

There are on average between thirteen hundred and fourteen hundred workers who run the Pending Applications Report in the LRS / CalSAWS system on a monthly basis. At most, every one of these workers may visit the Subscription Reports pages.

Based on statistics of the Pending Applications subscription reports in the C-IV system, and the execution frequency of these reports in the LRS / CalSAWS system, it is estimated that there will be between five and eight thousand subscription reports generated on a monthly basis. As additional subscription reports are introduced, this number will increase. The automated execution of these reports is expected to reduce the volume of On-Request runs of these reports during the day.

2.6 Select Staff Page

2.6.1 Overview

Admin users have access to the “Select Staff” page through the “Subscription Detail” page when they click on the Select [Subscriber] button. From this page, they can change the subscriber that will receive reports generated through this subscription. Admin users are the only users that can subscribe another user to a subscription. This page can also be accessed in the “Refine Your Search” section of the “Subscription Search” page and “Report Search” page.

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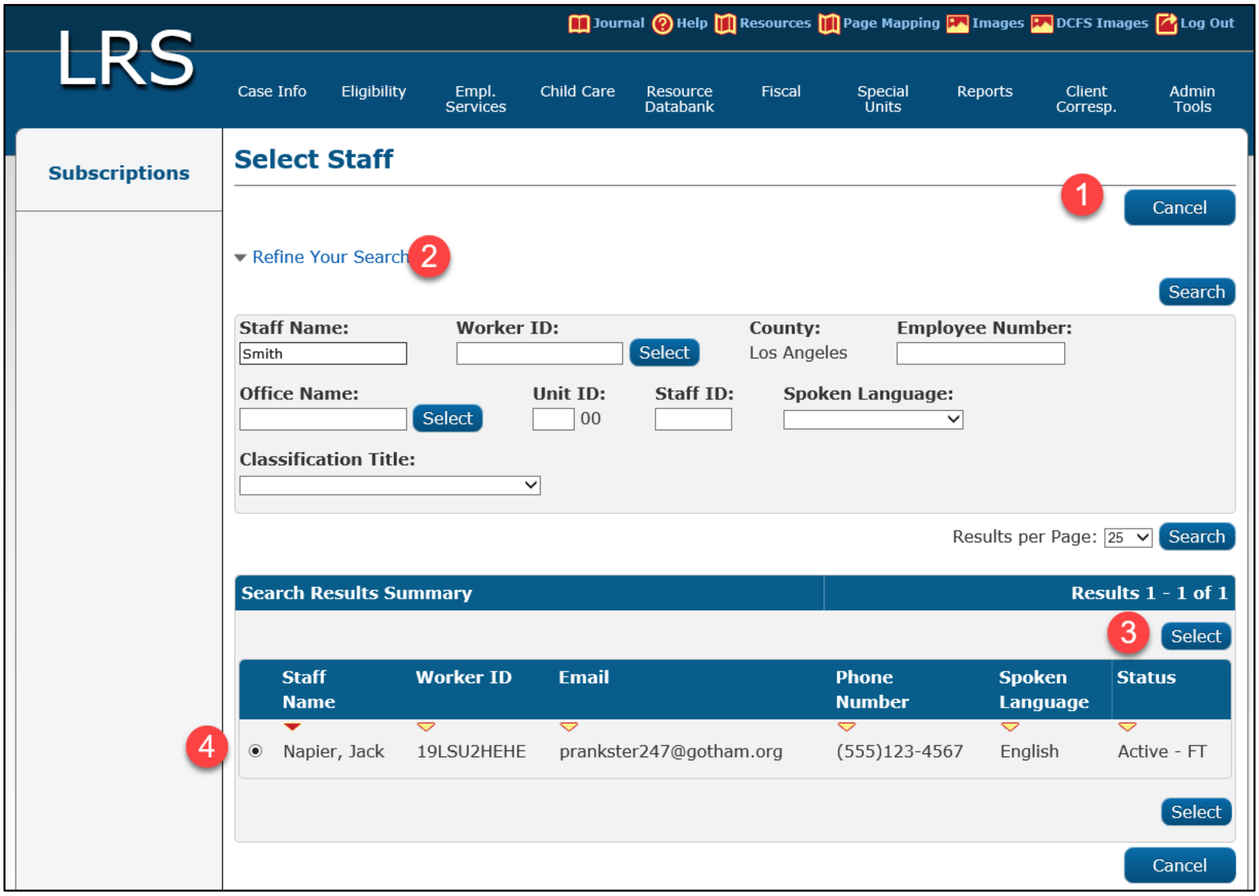

Figure 2.6-1 – Select Staff Page Mockup

2.6.2 Description of Changes

Add the Select Staff page, with fields as described in the table below. By default, the select page loads with no filters set (except County) and no search results populated. The User must click one of the Search buttons to load results.

Reference #	Element Name	Element Description
1	Cancel	The cancel button returns to the previous page without a staff selection.

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Reference #	Element Name	Element Description
2	Refine Your Search	The drop-down section allows users to choose the number of search results displayed per page, and filter their results by the following criteria: - Staff Name – Text input for searching by Staff name. The search will match where the text input is a substring of the staff members first name or last name or the first name and last name combined. The search is non-case sensitive. - Worker ID – Text input option for searching by Worker ID where the text input is a substring of a worker's ID. Alternatively, a Select button is also available which navigates the user to the existing Select Worker page. - County – The County the current User is logged into. This search field is not editable. - Employee Number – The employee number for the staff. Must begin with 'E' and proceeded by 9 numerical digits. The text input must be an exact match to an employee number. - Office Name – Text input for searching by the Office Name where the text input is a substring of an office name. Alternatively, a Select button is provided which navigates User to existing Select Office page. - Unit ID – Two-character search input for the Unit ID. The two-characters must be an exact match. - Staff ID – Ten-character search input for the Staff ID. Must be numerical inputs and the text input must be an exact match. - Spoken Language – Drop-down field with the same values and matching logic then in the Staff Search page, Spoken Language drop-down. - Classification Title – Drop down with the same values listed in the Classification Title drop-down field found on the Staff Search page.

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Reference #	Element Name	Element Description
3	Select	The Select button confirms the selected staff member and navigates back to the previous page.
4	Selection Radio Button	Allows the user to select one staff member as the subscriber.

2.6.3 Page Validations

When a User attempts to search by a Staff ID with non-numerical characters, a validation message is triggered.

- Staff ID - Whole numbers must be entered in this field

2.6.4 Page Location

Global: Reports

Local: Subscriptions

Task: Subscriptions

2.6.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
SubscriptionListView	Subscription Search;	Subscription View Subscription Edit Subscription Admin

Security Groups

Security Group	Group Description	Group to Role Mapping
Subscription View	View Generated Report List, Subscription Search and Detail information.	N/A

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Security Group	Group Description	Group to Role Mapping
Subscription Edit	View Generated Report List, Subscription Search and Detail information. Edit and save custom report subscriptions.	N/A
Subscription Admin	View Generated Report List, Subscription Search and Detail information. Edit and save any Report subscriptions.	N/A

2.6.6 Page Mapping

Add page mapping for the subscription reports Subscription Select Staff page.

2.6.7 Page Usage/Data Volume Impacts

There are on average between thirteen hundred and fourteen hundred workers who run the Pending Applications Report in the LRS / CalSAWS system on a monthly basis. At most, every one of these workers may visit the Subscription Reports pages.

Based on statistics of the subscription Pending Applications Report in the C-IV system, and the execution frequency of these reports in the LRS / CalSAWS system, it is estimated that there will be between five and eight thousand subscription reports generated on a monthly basis. As additional subscription reports are introduced, this number will increase. The automated execution of these reports is expected to reduce the volume of On-Request runs of these reports during the day.

2.7 Online – Subscription Report Batch Job

2.7.1 Overview

The process to generate subscription-based reports must start after predecessor jobs have completed for the report template used in the subscription. For example, the Pending Applications Report subscriptions can only be processed after the Pending Applications Report sweep batch processes (PB00R380, PB00R381 and PB00R382) have completed.

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2.7.2 Description of Change

2.7.2.1 Setup Staging Batch Process

The first job in the process runs during nightly processing. The job takes report and county identifiers as input parameters. The job then determines which subscriptions require generation of a report that day, and which parameters to use. The result after completion, are table entries with the appropriate subscriptions identified along with their parameter values. Thread numbers will also be assigned to each record to disperse the upcoming report processing across multiple batch processes.

The following table describes the steps the job must take to complete this portion of the process.

Step	Description
1	Input Parameters: COUNTY_CODE
2	Select all subscription records that: - Match the COUNTY_CODE. - Are scheduled to run either today or since last run date. For more details about Subscription schedules, please refer to the "Recurrence Panel" section under "Subscription Detail Page". - Have an expiration date greater than or equal to run date. - Have an "ACTIVE" status. - Reference a subscriber with an active staff record.
3	Insert the subscription record IDs, RPT ID, title, subscriber, corresponding parameter keys and thread numbers into the staging table for batch report generation.
4	Update all subscription records to "INACTIVE" status that: - Match the COUNTY_CODE. - Have an expiration date less than the run date. - Have an "ACTIVE" status.

2.7.2.2 Generate Reports Batch Processes

The second set of batch jobs in the daily processing sequence generate the reports through the reports server and save the resulting files to the file server.

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The generation workload is divided by report template, county and thread number. The job processes records inserted into the staging table during the initial setup batch job. Once the jobs complete, files will be generated and linked to the subscriptions through the staging table. Users can view their generated reports on the Report Search page. These jobs leverage existing publisher templates and java classes to generate reports.

The following table describes the steps this batch will execute.

Step	Description
1	Input Parameters: COUNTY_CODE, THREAD_NUM
2	Select all staging records that: - Reference a subscription that matches COUNTY_CODE and THREAD_NUM. - Does not have a reference to a generated report.
3	For each distinct parameter key, complete the following actions: - Lookup the appropriate template using RPT_ID. - Generate a report by calling the BI Publisher service. - Save the generated report on the file server. - Insert file details into the GENERATE_RPT table and insert the resulting ID back into the staging table for each corresponding parameter key. Two separate subscribers will point the same generated report if both subscribers used identical parameters. Note: The parameter key represents the parameters set by the user for the report in a string format. These parameters are inserted into the URL for the publisher service.

2.7.2.3 Email Reports Batch Process

If a user opts into email notification delivery, and they meet the email requirements, they will receive an email informing them their report has been generated and is available for access through the application. This job determines which reports were generated for a given process day, and which staff members should receive an email. The following table outlines the steps taken along the process.

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<table>
<tr><th>Step</th><th>Description</th></tr>
<tr><td>1</td><td>Input Parameters: GENERATE_DATE, COUNTY_CODE</td></tr>
<tr><td>2</td><td>Select all subscription records that:
- Match the county input parameter.
- Reference a generated report that matches the generate date input parameter.
- Reference a subscriber that has opted into email notification.</td></tr>
<tr><td>3</td><td>For each subscription, complete the following actions:
- Set the recipient for the email.
- Construct the subject line and body contents for the message.
- Build a local temp file that is a clone of the report that was generated during the generate date listed in the input parameters. *
- Check if the Subscriber's email address matches the approved domains for the Subscriber's county. For domain list, please refer to the Appendix 7.2 - Email Domains section of this document.
- Check if the report template contains columns with Personally Identifiable Information (PII). *
- Check the size of the local file and compare it to county max attachment size limit and LRS / CalSAWS outbound attachment size limit. *
- Check if the Subscriber has security rights to the report. *
- If either of the attachment size, PII, or security checks fail, or if the county cannot receive subscription reports as attachments, send a notification email (with no attachment) to the subscriber that their report is ready.
- If all checks pass, attach the local temp file to the email and send. *

Delete the local temp file. *

* - Only for counties which can receive subscription reports in e-mail attachments</td></tr>
</table>

<u>Email Max Attachment Size Limit</u>

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Counties may specify their own county-specific attachment size limit via codes table. The outbound email attachment size limit from the LRS / CalSAWS system is 15MB.

Note: This attribute will be included in the implementation, however Los Angeles county has opted out of subscription report e-mail attachments.

Reports with Personally Identifiable Information (PII)

Report templates with columns that classify as PII will be tracked in a reference table for use during the email process step.

Report Security Rights

Reports will be generated for Subscribers if they do not have the security rights for the report template their subscription is based on. The reports will not be accessible through the application until the Subscriber is assigned the appropriate rights to view the report.

Email Delivery Failures

The application will use 2 attempts to deliver an email to the subscriber each time a report is generated. If the message does not get delivered to the target account, there is no certainty that the application will be notified by the recipient's email service provider. For this reason, the application will continue to attempt delivery to the same email address for any reports generated in the future.

2.7.3 Execution Frequency

The series of batch processes that generate Subscription Reports will execute nightly and process any subscription reports scheduled to run for that day based on the recurrence parameters defined for the Subscription.

2.7.4 Key Scheduling Dependencies

The Pending Applications Report has a nightly sweep batch process that loads the report data into a reporting table. The Subscription processing cannot begin until the completion of these predecessor reports batch sweep processes.

2.7.5 Counties Impacted

Los Angeles county is impacted by this change. Reports Subscription functionality has already been implemented in the C-IV system.

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2.7.6 Data Volume/Performance

Data volume depends on the number of Reports Subscriptions that are created by the end users and the frequency of each of those subscriptions. There are 40 reports subscription generation batch processes that will run in parallel to generate all subscription reports based on the thread number assigned by the initial setup batch process. Initial implementation will only disperse thread numbers between 1 and 20. Thread numbers of 21 through 40 will remain in reserve.

2.7.7 Failure Procedure/Operational Instructions

The staging database table that is loaded by the initial batch process will maintain the current state of each subscription report to be processed based on the processing of subsequent batch processes. If these jobs fail along the way, the staging table will still maintain the current state of the processing for each report. A simple restart of the failed job will pick up the processing for those reports that were not processed due to the failure. There is no need for any operational modifications to the data in the staging table.

2.8 Online - Email Templates

2.8.1 Overview

The following e-mail templates will be sent to those users who opted into email notifications for their subscription. The C-IV counties may receive subscription reports that meet specific criteria as attachments to the e-mail. Subscription e-mail functionality for Los Angeles county will only include notification e-mails; generated reports will not be attached.

2.8.2 Email Templates

In the LRS / CalSAWS system, the "County URL" value referenced throughout the templates below will populate with "https://web.calsaws.net". The <<System Name>> references throughout these e-mail templates will display the system name that is applicable to each county to accommodate dynamic display in the e-mails. For example, subscription e-mails generated from LRS / CalSAWS will reference CalSAWS where applicable. Subscription e-mails generated from C-IV will reference C-IV where applicable. The <<Application>> tag referenced throughout the e-mail templates will display "lrsapplication@dpss.lacounty.gov" at the time this SCR is implemented. This will be implemented in a dynamic way such that if the domain is updated the email notifications will reflect the change.

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2.8.2.1 Email Notification Template

The following email template will be used if the county chose not to receive subscription report attachments in the notification e-mail. Currently this template is only applicable to Los Angeles county.

To:	<< Subscription User>>
From:	<< Application >>
Subject:	<<System Name>> Report Subscription: << Subscription Title >>
Attachment:	N/A
Body:	Hi, A <<System Name>> report has been created for you. This report was generated based on your <<System Name>> report subscription. The report can be accessed by logging into the <<System Name>> application using the link below and referencing the "My Reports" section of the homepage. Link: << County URL >> Subscription Information: Run Date: << Run Date >> Title: << Subscription Title >> Template: << Report Template >> Frequency: << Frequency >> Expiration Date: << Expiration Date >> NOTE: You are receiving this email because this address is associated to a <<System Name>> staff member that has elected to receive notifications for reports generated from this subscription via email. If you no longer wish to receive these emails, the preferences for this subscription must be updated in the <<System Name>> application. Please do not reply to this e-mail.

Figure 2.8.2.1-1 – Example of the Email Notification Template

Technical Note: The below listed email templates will only be applicable to those counties which agreed to receive subscription reports as e-mail attachments. Currently that only applies to the C-IV counties.

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2.8.2.2 Email Attachment Template

The following email template will be used if the subscription report does not include PII and the attachment size is below the county-specified size limit. The generated report will be attached directly to the outgoing email.

To:	<< Subscription User>>
From:	<< Application >>
Subject:	<<System Name>> Report Subscription: << Subscription Title >>
Attachment:	<< Subscription Title >> - << Date >> .xls
Body:	Hi, A <<System Name>> report has been created for you and attached to this message. This report was generated based on your <<System Name>> report subscription. Subscription Information: Run Date: << Run Date >> Title: << Subscription Title >> Template: << Report Template >> Frequency: << Frequency >> Expiration Date: << Expiration Date >> NOTE: You are receiving this email because this address is associated to a <<System Name>> staff member that has elected to receive reports generated from this subscription via email. If you no longer wish to receive these emails, the preferences for this subscription must be updated in the <<System Name>> application. Please do not reply to this e-mail.

Figure 2.8.2.2-1 – Email Attachment Template

2.8.2.3 Email Size Template

The following email template will be used for reports that are generated from subscriptions and could not be attached to the email due to exceeding the county-specified attachment size limit.

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To:	<< Subscription User>>
From:	<< Application >>
Subject:	<<System Name>> Report Subscription: << Subscription Title >>
Attachment:	<< none >>
Body:	Hi, A <<System Name>> report has been created for you and could not be attached to this email because it exceeds the attachment size limit. The report can be accessed by logging into the <<System Name>> application using the link below and referencing the "My Reports" section of the homepage. Link: << County URL >> Subscription Information: Run Date: << Run Date >> Title: << Subscription Title >> Template: << Report Template >> Frequency: << Frequency >> Expiration Date: << Expiration Date >> NOTE: You are receiving this email because this address is associated to a <<System Name>> staff member that has elected to receive reports generated from this subscription via email. If you no longer wish to receive these emails, the preferences for this subscription must be updated in the <<System Name>> application. Please do not reply to this e-mail.

Figure 2.8.2.3-1 – Email Size Template

2.8.2.4 Email PII Template

The following will serve as an email template for reports that are generated from subscriptions and could not be attached to the email because the report contains Personally Identifiable Information (PII).

To:	<< Subscription User>>

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From:	<< Application >>
Subject:	<<System Name>> Report Subscription: << Subscription Title >>
Attachment:	<< none >>
Body:	Hi, A <<System Name>> report has been created for you and could not be attached to this email because it contains Personally Identifiable Information (PII). The report can be accessed by logging into the <<System Name>> application using the link below and referencing the "My Reports" section of the homepage. Link: << County URL >> Subscription Information: Run Date: << Run Date >> Title: << Subscription Title >> Template: << Report Template >> Frequency: << Frequency >> Expiration Date: << Expiration Date >> NOTE: You are receiving this email because this address is associated to a <<System Name>> staff member that has elected to receive reports generated from this subscription via email. If you no longer wish to receive these emails, the preferences for this subscription must be updated in the <<System Name>> application. Please do not reply to this e-mail.

Figure 2.8.2.4-1 – Email PII Template

2.8.2.5 Email Security Template

The following will serve as an email template for reports that are generated from subscriptions and could not be attached to the email because the Subscriber does not have the security rights for the report template the subscription is based on.

To:	<< Subscription User>>
From:	<< Application >>

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Subject:	<<System Name>> Report Subscription: << Subscription Title >>
Attachment:	<< none >>
Body:	Hi, A <<System Name>> report has been created for you and could not be attached to this email because your security privileges do not contain the rights for this report. Please contact your supervisor or county security administrator to acquire the rights to view this report. Subscription Information: Run Date: << Run Date >> Title: << Subscription Title >> Template: << Report Template >> Frequency: << Frequency >> Expiration Date: << Expiration Date >> Created By: << Staff Member that Created the Subscription >> NOTE: You are receiving this email because this address is associated to a <<System Name>> staff member that has elected to receive reports generated from this subscription via email. If you no longer wish to receive these emails, the preferences for this subscription must be updated in the <<System Name>> application. Please do not reply to this e-mail.

Figure 2.8.2.5-1 – Email Security Template

2.8.3 Email Hierarchy

Only one email template will be used per each generated subscription report. The first template where the generated subscription report meets all the template requirements should be used using the following hierarchy:

1. Email PII Template
2. Email Size Template
3. Email Security Template
4. Email Attachment Template
5. Email Notification Template

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2.9 Reports - Pending Applications Report

2.9.1 Overview

The Pending Applications Report provides groupings of pending application information by worker. The grouping of information by worker in the spreadsheet format does not lend itself to filtering/sorting of the information on the report by the users. The current layout was a simple conversion of the legacy PDF format rather than including modifications to make the layout spreadsheet friendly. SCR 8942 made updates to the Pending Applications Report in the C-IV system with release 17.09 which included changes to facilitate the report being added as a subscription report. This section will outline the same changes to the report in the LRS / CalSAWS system. This report will remain in Excel format which has a

2.9.2 Pending Applications Report Mockup (Pending Applications Sheet)

Pending Applications Report

County: Los Angeles
Date: 07/03/2018
As of Date: 07/02/2018

Pending Applications — **Total:** 10

Worker ID	Case Number	Case Name	Program	Recertification/ Renewal	File Date	ES Entitled	Application Date	Days Elapsed From Application Date	Date Pended	Days Elapsed From Date Pended
XXES01JR01	0000001	CASE NAME 1	CalFresh		06/20/2018		06/20/2018	13	06/21/2018	12
XXES01JR01	0000002	CASE NAME 2	CalFresh		06/29/2018		06/29/2018	4	06/29/2018	4
XXES01JR01	0000003	CASE NAME 3	CalFresh		07/02/2018		07/02/2018	1	07/02/2018	1
XXES01JR01	0000004	CASE NAME 4	CalFresh		06/26/2018		06/26/2018	7	06/26/2018	7
XXES01JR01	0000005	CASE NAME 5	CalFresh		06/25/2018		06/25/2018	8	06/26/2018	7
XXES01JR05	0000006	CASE NAME 6	CalFresh		06/22/2018		06/22/2018	11	06/22/2018	11
XXES01JR05	0000007	CASE NAME 7	CalFresh		06/19/2018		06/19/2018	14	06/22/2018	11
XXES01JR05	0000008	CASE NAME 8	Child Care				06/29/2018	4	06/29/2018	4
XXES01JR05	0000009	CASE NAME 9	Medi-Cal				06/26/2018	7	07/02/2018	1
XXES01JR05	0000010	CASE NAME 10	Medi-Cal				06/15/2018	18	06/21/2018	12

Figure 2.9.2-1 – Pending Applications Report Mockup (Pending Applications Sheet)

2.9.3 Pending Applications Report Mockup (Pending Persons Sheet)

Pending Applications Report

County: Los Angeles
Date: 07/03/2018
As of Date: 07/02/2018

Pending Persons — **Total:** 10

Worker ID	Case Number	Case Name	Person Name	Program	Added Via Auto-Test	Application Date	Date Person Pended	Days Elapsed From Date Pended
XXES01JR01	0000001	CASE NAME 1	PERSON NAME 1	CalFresh		04/01/2018	04/02/2018	92
XXES01JR01	0000002	CASE NAME 2	PERSON NAME 2	CalFresh		03/25/2014	07/14/2016	719
XXES01JR01	0000003	CASE NAME 3	PERSON NAME 3	CalFresh		07/15/2015	03/08/2017	482
XXES01JR01	0000004	CASE NAME 4	PERSON NAME 4	CalFresh		07/01/2017	01/26/2018	158
XXES01JR01	0000005	CASE NAME 5	PERSON NAME 5	CalFresh		07/01/2017	01/26/2018	158
XXES01JR05	0000006	CASE NAME 6	PERSON NAME 6	CalFresh		01/01/2015	04/12/2018	82
XXES01JR05	0000007	CASE NAME 7	PERSON NAME 7	CalFresh		01/01/2015	04/12/2018	82
XXES01JR05	0000008	CASE NAME 8	PERSON NAME 8	Child Care		10/20/2009	04/30/2018	64
XXES01JR05	0000009	CASE NAME 9	PERSON NAME 9	Medi-Cal	No	07/15/2016	07/20/2016	713
XXES01JR05	0000010	CASE NAME 10	PERSON NAME 10	Medi-Cal	No	03/01/2018	03/16/2018	109

Figure 2.9.3-1 – Pending Applications Report Mockup (Pending Persons Sheet)

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2.9.4 Pending Applications Report Mockup (Pending Rescinds Sheet)

Pending Applications Report

County: Los Angeles
Date: 07/03/2018
As of Date: 07/02/2018

Pending Rescinds						Total:	5
Worker ID	**Case Number**	**Case Name**	**Program**	**Application Date**	**Days Elapsed From Application Date**	**Rescind Date**	**Days Elapsed From Rescind Date**
XXES01JR01	0000001	CASE NAME 1	CalFresh	02/18/2016	866	01/17/2017	532
XXES01JR05	0000002	CASE NAME 2	CalFresh	09/26/2014	1376	08/11/2017	326
XXES01JR05	0000003	CASE NAME 3	Child Care	04/05/2016	819	10/10/2017	266
XXES01JR05	0000004	CASE NAME 4	Medi-Cal	09/29/2016	642	03/01/2017	489
XXES01JR05	0000005	CASE NAME 5	Medi-Cal	10/17/2016	624	09/19/2017	287

Figure 2.9.4-1 – Pending Applications Report Mockup (Pending Rescinds Sheet)

2.9.5 Description of Change

1. Remove the sorting parameters from the reports parameter page as these were used to sort the legacy static PDF versions of the report. With the report being solely in a flexible spreadsheet format, these parameters are no longer needed. The default sorting will be by Worker ID followed by Case Number ascending.

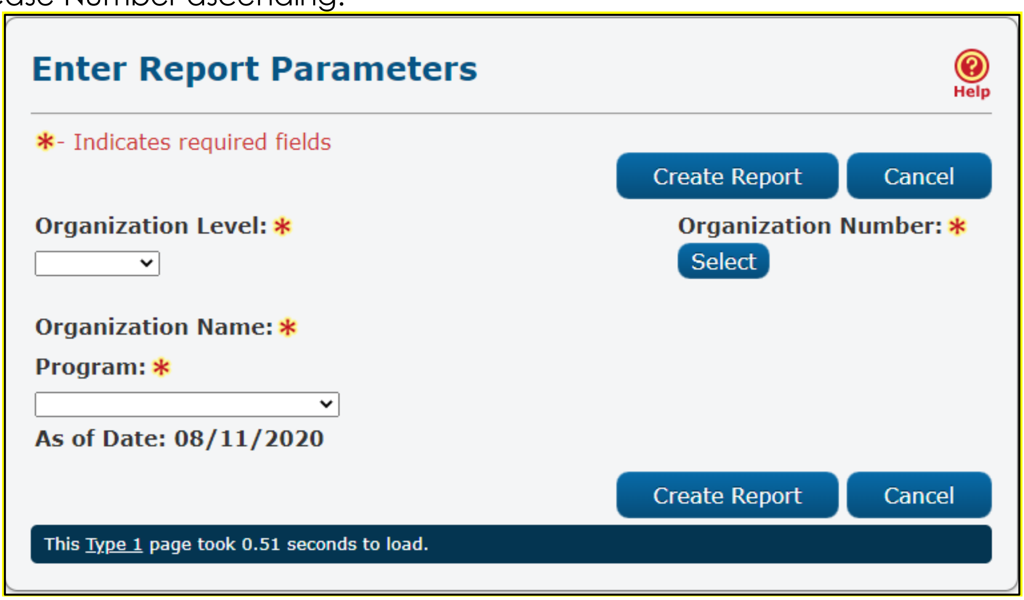

Figure 2.9.5-1 – Pending Applications Report Parameter Page Mockup

2. In every sheet, remove the grouping of records by Worker ID. This includes the Worker ID field and 'Total' that appear in every worker grouping. Each sheet will now provide one continuous list.

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3. In every sheet, add a 'Worker ID' column at the first position. The column will display the worker ID of the worker who is assigned to the program at the time the report is generated. The column will display 'No Worker' if no worker is assigned to the program.
4. Within the Pending Applications tab of the report, rename the column header of the listing from "Recertification" to "Recertification/Renewal".
5. Relocate the sheet title located in the header to be above the column row. See the attached mockup for reference.
6. Add a dynamic total to the top right of every sheet. The total will do a row count over the Case Number column for all visible rows.
7. When the report generates with no data, the case list will be blank. Currently it displays a single record with ''NO RECORDS' for the Worker ID and 'NA' for the Case Number.

2.9.6 Report Location

Global: Reports

Local: On Request

Task: Case Activity

2.9.7 Counties Impacted

Los Angeles county is the only county impacted by this change. The same changes have previously been made to the C-IV system with SCR 8942.

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3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Reports	Pending Applications Report Mockup	CA 48393 Pending Applications Report
2	Security	Security Matrix	Security_Matrix_SCR _CA_48393.xls

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4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.24.1.5	The LRS shall allow COUNTY-specified Users the online ability to generate reports.	Subscription reports allow the counties to customize their own generation of reports through the online pages.
2.24.3.4	The LRS shall allow generation of reports to occur in a time frame specified by COUNTY.	Subscription reports allow the counties to customize their own custom time frames for generation of reports.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	How Requirement Met

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5 MIGRATION IMPACTS

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

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6 OUTREACH

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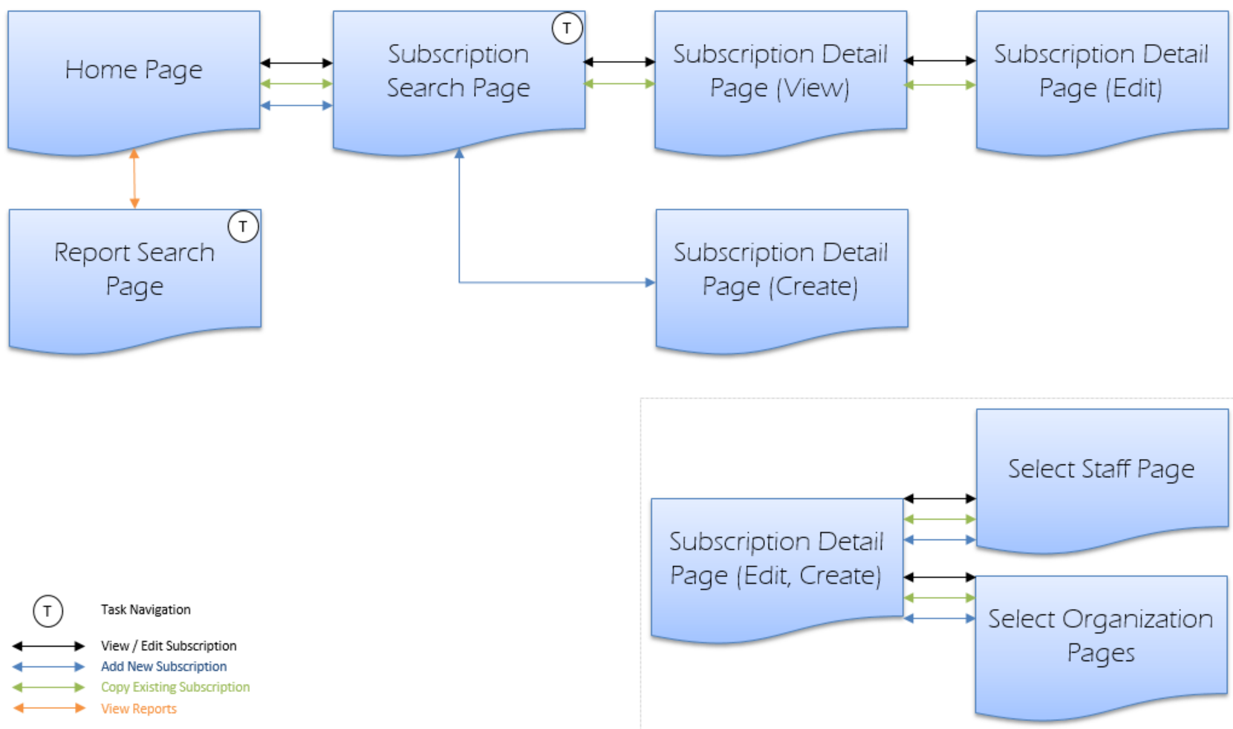
7 APPENDIX

7.1 Page Navigation Flow



7.2 Email Domains

The Los Angeles e-mail domains "dpss.lacounty.gov" and "dcfs.lacounty.gov" have been added to the list of acceptable email domains. This initial list was created based on current email addresses in the system. Counties can choose to update this list at any time by submitting a system change request.

County	County Email Domain(s)
All + Admin	calsaws.org
Alpine	alpinecountyca.gov
Amador	amadorgov.org
Butte	buttecounty.net
Calaveras	co.calaveras.ca.us
Colusa	colusadhhs.org; countyofcolusa.org

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Del Norte	co.del-norte.ca.us
El Dorado	edcgov.us
Glenn	hra.co.glenn.ca.us; countyofglenn.net
Humboldt	co.humboldt.ca.us
Imperial	co.imperial.ca.us
Inyo	inyocounty.us
Kern	kerndhs.com; co.kern.ca.us
Kings	co.kings.ca.us
Lake	dss.co.lake.ca.us lakecountyca.gov
Lassen	co.lassen.ca.us
Los Angeles	dpss.lacounty.gov dcfs.lacounty.gov
Madera	co.madera.ca.gov
Marin	marincounty.org
Mariposa	mariposahsc.org
Mendocino	co.mendocino.ca.us
Merced	hsa.co.merced.ca.us; co.merced.ca.us
Modoc	co.modoc.ca.us
Mono	mono.ca.gov
Monterey	co.monterey.ca.us
Napa	countyofnapa.org
Nevada	co.nevada.ca.us
Plumas	countyofplumas.com
Riverside	riversidedpss.org rivco.org
San Benito	cosb.us
San Bernardino	hss.sbcounty.gov
San Joaquin	sjgov.org
Shasta	co.shasta.ca.us
Sierra	sierracounty.ca.gov
Siskiyou	co.siskiyou.ca.us
Stanislaus	stancounty.com
Sutter	co.sutter.ca.us
Tehama	tcdss.org
Trinity	trinitycounty.org
Tuolumne	co.tuolumne.ca.us
Yuba	co.yuba.ca.us

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CalSAWS

California Statewide Automated Welfare System

Design Document

CA-54659

Update Repayment Term Summary and Detail Page

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CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Sidhant Garg
	Reviewed By	Kapil Santosh, Priya Sridharan

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/09/2019	0.1	Initial Revision	Sidhant Garg
08/27/2020	0.2	Content Revision to revise the recommendation to be consistent with the page mockup	Sidhant Garg

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Table of Contents

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1 OVERVIEW

1.1 Current Design

CIV implemented SCR 5503 in 17.11 release that made updates to the Repayment Term Detail page and the Tax Intercept jobs were also enhanced to consider the Repayment Terms when determining Tax Intercept establishment for CalFresh Recovery Accounts. DFA 377.7F1 and PA 1893 forms populate Due Dates based on the begin date of the repayment term begin date.

1.2 Requests

CIV implemented SCR 5503 in 17.11 release that made updates to the Repayment Term Detail page and the Tax Intercept jobs were also enhanced to consider the Repayment Terms when determining Tax Intercept establishment for CalFresh Recovery Accounts.

This change request will update the LRS/CalSAWS system with similar changes that were made in CIV with CIV-5503 for the Repayment Detail Page.

Update the due date population logic for DFA 377.7F1 and PA 1893 forms.

1.3 Overview of Recommendations

1. Modifications to the Repayment Term Summary page.
2. Modifications to the Repayment Term Detail page.
3. Update the overpayment Adjustment logic to not look at the Begin Date of the Repayment term record when determining the Benefit Reduction amount for a future month.
4. Create a new REPAY_TERM_DETL table.
5. Update the due date population logic for DFA377.7F1 and PA 1893 forms.

1.4 Assumptions

1. Worker will have the ability to edit the due date on the PA 1893 form when generating the from the Template Repository.
2. There is no impact to CalWORKs/CalFresh OP/OI policy, OP/OI process, or pages.

2 RECOMMENDATIONS

2.1. Repayment Term Summary

2.1.1. Overview

The Repayment Term Summary page is used to display the details of repayment terms of a recovery account. This page also allows to navigate to the

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Repayment Term Detail page where the user could add any new Repayment Terms.

2.1.2. Repayment Term Summary Mockup

Figure 2.1.1 – Repayment Term Summary

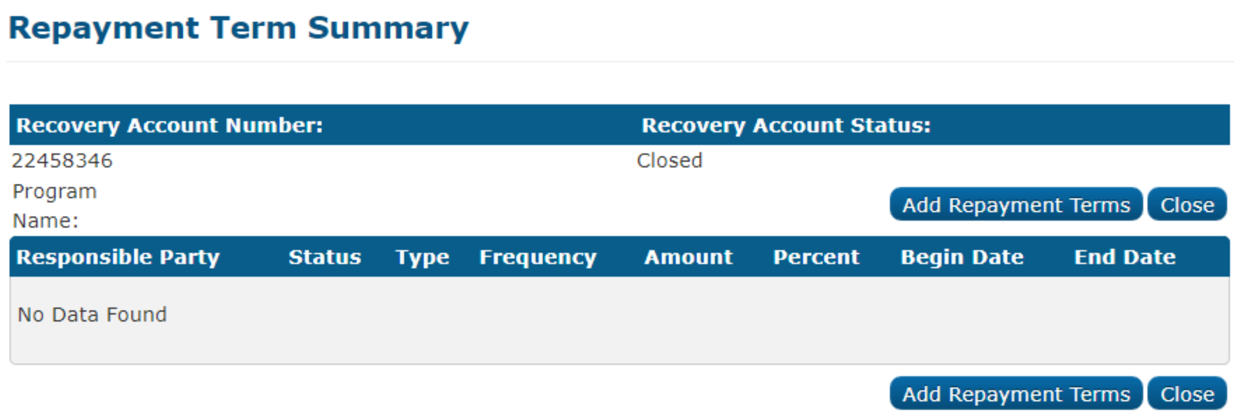

Figure 2.1.1 – Repayment Term Summary (Old Version)

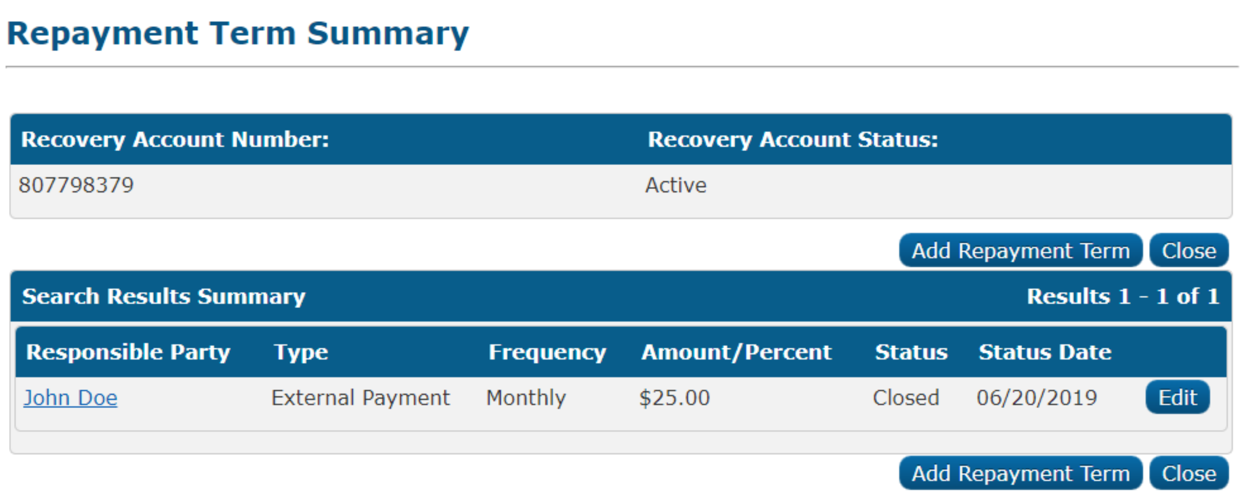

Figure 2.1.2 – Repayment Term Summary (New Version)

2.1.3. Description of Changes

1. Remove the following columns/fields from Search Results Summary section.
   a. Begin Date
   b. End Date
   c. Percent
2. Rename the Amount field label to Amount/Percent. Display the Repayment Amount or the Percentage value in this field. For a Repayment Term either the

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Repayment Amount or the Percentage value is allowed. Please refer to Figure 2.1.2 for reference.
3. Move the Status field next to Amount/Percent field. Please refer to Figure 2.1.2 for reference.
4. Add the Status Date column in the Search Results Summary section as per the figure 2.1.2. The records would have default sort order of Status Date in Descending order.
5. Update the Add Repayment Terms button label to Add Repayment Term.

2.1.4. Page Location

Global: Fiscal

Local: Collections

Task: Repayment Term Summary

2.1.5. Page Mapping

PAGE NAME	FIELD NAME	TABLE NAME	COLUMN	DESCRIPTION
Repayment Term Summary	Amount/Percent	REPAY_TERM	REPAY_AMT or REPAY_PERCENT	This column captures either the agreed amount scheduled for repayments or the agreed percentage of the customer's monthly grant that will be applied to the recovery account balance.

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PAGE NAME	FIELD NAME	TABLE NAME	COLUMN	DESCRIPTION
Repayment Term Summary	Status Date	REPAY_TERM_DETL	STAT_DATE	This column captures the date when the record status was changed.

2.1.6. Page Usage/Data Volume Impacts

No expected page usage or data volume impacts.

2.2. Repayment Term Detail

2.2.1. Overview

The Repayment Term Detail page provides the user with the ability to add any new Repayment Terms.

2.2.2. Repayment Term Detail Page Mockup

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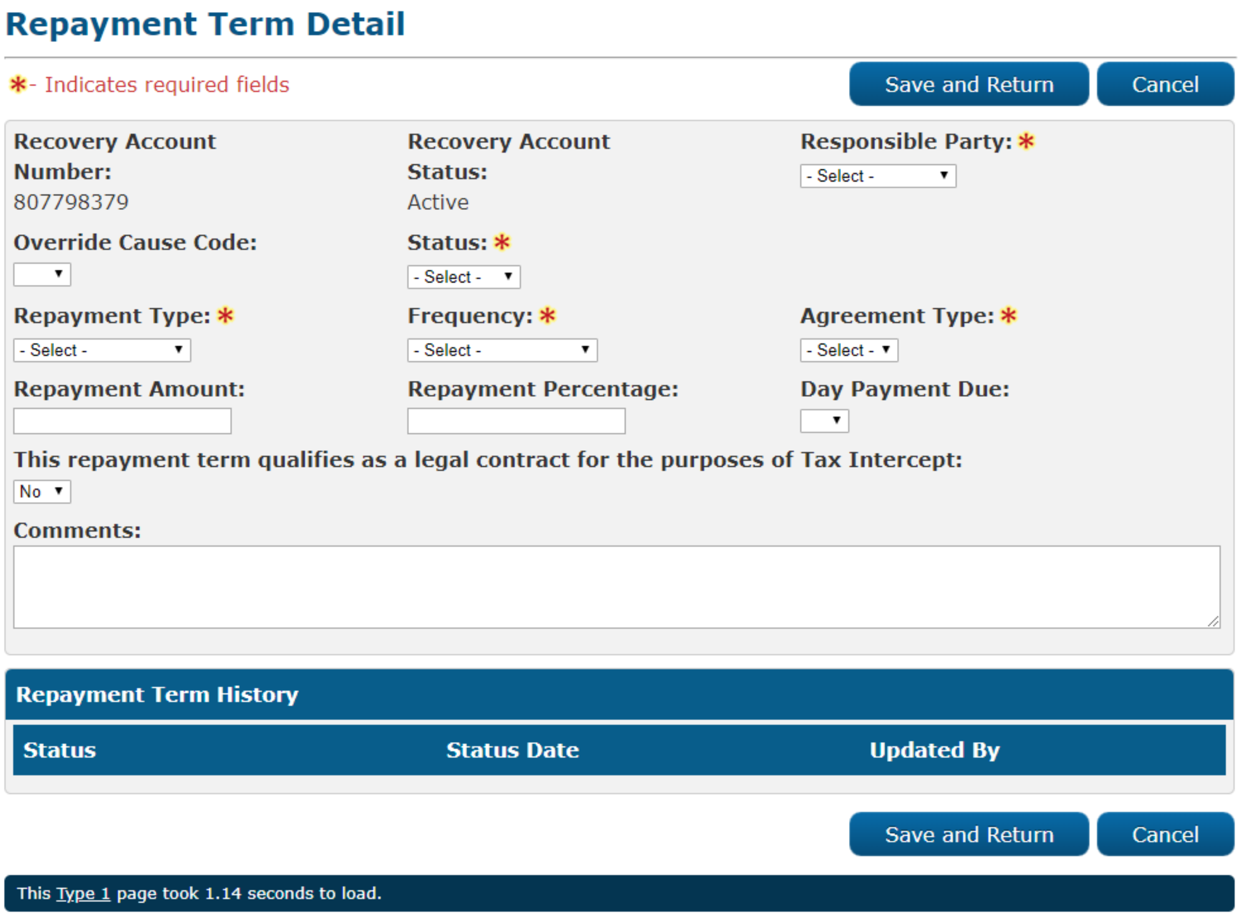

Figure 2.2.1 – Repayment Term Detail page

2.2.3. Description of Changes

1. Update the Status field to be a required field.
2. Remove the following options from the Repayment Type drop down:
    a. Tax Intercept – FTB
    b. Tax Intercept – IRS
3. Remove the following option from the Frequency drop down:
    c. Yearly
4. Remove the 'Entitlement Type' field.
5. Move the 'Responsible Party' field next to Recovery Account Status field as per the page mockup.
6. Move the Override Cause Code field before the Status field as per the page mockup
7. Update the Repayment/Maximum Amount field label to Repayment Amount.
8. Update the Repayment Pct. (%) field label to Repayment Percentage.
9. Remove Date Range and the 'From'/'To' fields.
10. Add a new Day Payment Due field.

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a. This field will be a dropdown field with values ranging from 1-28. This will not be a required field.
b. This field will be editable until the Repayment Agreement is activated.

11. Add a new 'This Repayment Term qualifies as a legal contract for purposes of Tax Intercept' field.
    a. This field will be a dropdown field with Yes and No options with default value of 'No' selected. This will not be a required field.
    b. This field will be editable until the Repayment Agreement is activated.
    c. Add the following validations when the Repayment Term status is updated to Active status for CalFresh recovery account and the value for this field is set to Yes.
        I. Repayment Amount – Please enter a value.
        II. Day Payment Due – Please enter a value.
        III. Agreement Type – Agreement Type has to be Written.
        IV. Save and Return – Responsible Party cannot have more than one Active Repayment Term valid for Tax Intercept purposes.
12. Update the Repayment Term Detail page to display on-Hold, Active, Incomplete Statues in create mode.
13. Update the Repayment Term Detail page to display Active, Incomplete or Closed statuses in the dropdown when the current status is On-Hold.
14. Update the Repayment Term Detail page to display Active, On-Hold or Closed statuses in the dropdown when the current status is Incomplete.
15. Update the Repayment Term Detail page to display Closed in the status dropdown when the current Status is Active.
16. Update the Repayment Term Detail page to allow Status and Comments fields to be editable in the Edit mode.
17. Update the Repayment Term Detail page to allow only comments field to be editable when the Repayment Term Agreement status is Closed.
18. Add a Repayment Term History section at the bottom of the Repayment Term Detail page as per the page mockup.
    a. The records under this section are sorted by Status Date in ascending order.
    b. The following fields will be displayed under this section:
        i. Status
        ii. Status Date
        iii. Updated by – This field is a hyper link and when clicked, it will take the user to Worker Detail page where the user can see the worker information who created the record.
19. Remove the extra spaces between the rows on the Repayment Term detail page as per the page mockup.

2.2.4. Page Location

Global: Fiscal

Local: Collections

Task: Repayment Term Summary

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2.2.5. Page Mapping

No Change.

2.2.6. Security Updates

No Change.

2.2.7. Page Usage/Data Volume Impacts

No Change.

2.3. Fiscal – Overpayment Adjustment Logic

2.3.1. Overview

The overpayment adjustment is a process where if an individual is overpaid and is eligible for benefits, then the system suggests an adjustment. This adjustment is a percentage-based calculation per the cause code of the recovery account. This helps in reducing the balance of recovery account. The transaction is posted as a Benefit Reduction.

2.3.2. Description of Changes

1. Update the overpayment Adjustment logic to not look at the Begin Date of the Repayment term record when determining the Benefit Reduction amount for a future month.
2. Update the overpayment Adjustment logic to collect the Cause Code percentage amount if the Repayment Term Agreement amount is less than the Cause Code percentage amount when determining the Benefit Reduction amount for a future month.

2.4. Database Changes and DCR

2.4.1. Description of Changes

1. Create a new REPAY_TERM_DETL table with the following columns:
    a. ID – NUMBER - This is a system-generated unique identifier for an instance of this table to be used as the primary key.
    a. REPAY_TERM_ID (FK) - NUMBER - This column captures the Repayment Term ID
    b. STAT_CODE - VARCHAR2(3) -115 - This column captures the status of the repayment term (Active, closed, On-Hold, Incomplete).
    c. STAT_RSN_CODE   VARCHAR2(3 BYTE) – 10271 - This column captures the Incomplete status reason of the repayment term.

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   d. CREATED_BY - VARCHAR2(30) - This column captures the name of the person who created a specific instance on this table. This field will be written by the application.
   e. UPDATED_BY - VARCHAR2(30) - This column captures the name of the person who last updated a specific instance on this table. This field will be written by the application.
   f. CREATED_ON – TIMESTAMP (6) - This column captures the DATE/TIME when a specific instance of this table was last created. This field will be populated by the DATABASE.
   g. UPDATED_ON – TIMESTAMP (6) - This column will capture the date/time when a specific instance of this table was last updated. This field will be populated by the database.
2. Remove STAT_CODE, ENTITLMNT_TYPE_CODE, BEG_DATE, END_DATE columns from the REPAY_TERM table.
3. Add the following columns to the REPAY_TERM table:
   a. TAX_INTRCPT_IND - VARCHAR2(1) -This indicator will be used to identify if the Repayment Agreement is used for Tax Intercept purposes.
   b. DAY_PMT_DUE - VARCHAR2(2) - This column captures the day when the payment is due every month.
4. Insert all the REPAY_TERM table records and the Statuses into REPAY_TERM_DETL table.
   a. Use UPDATED_ON value to populate the STAT_DATE value in REPAY_TERM_DETL.
   b. Use Status value to populate STAT_CODE value in REPAY_TERM_DETL table.
5. Update TAX_INTRCPT_IND column to Yes for all the Active CalFresh Repayment Term Agreements with Frequency as Monthly and Agreement Type as Written and Repayment amount is not null and Recovery Account Status is Active.

2.5. Correspondence: Form Population updates

2.5.1. Technical Overview

1. This effort is to update variable population logic for the following forms.
   a. DFA 377.7F1
   b. PA 1893

2.5.2. Technical Description of Changes

2. DFA 377.7F1 - Update the query REPAY_TERMS_SQL to not populate the beginning date on the form and instead of checking if the system date is between begin date and end date of the REPAY_TERM record, get the latest REPAY_TERM record associated to the RECOV_ACCT_RESP PARTY.
3. PA 1893 – Update the due date population on the PA 1893 form. Populate the due date based on the status date of the REPAY_TERM_DETL record. If the status is updated on 3/10/2020, DUE_DATE1 should be 3/10/2020, DUE_DATE2 should be 4/10/2020 and DUE_DATE3 should be 5/10/2020.
4. Make all the DUE_DATE fields editable in the PA 1893 form.

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5. Refer to Supporting Documents #1 and #2 for the PDF versions of the DFA377.7F1 and PA 1893 forms.
   Example: If the status of the repayment term was updated on 3/10/2020, and the over payment is $70 with the monthly repayment of $30, the PA 1893 form will have 3 due dates, 1 on each CALFRESH REPAYMENT CARD as part of the PA 1893 form. DUE_DATE1 should be 3/10/2020 with the AMOUNT1 as $30, DUE_DATE2 should be 4/10/2020 with AMOUNT2 as $30 and DUE_DATE3 should be 5/10/2020 with AMOUNT3 as $10.
   Note: There is no change to the logic which calculates the AMOUNT on each CALFRESH REPAYMENT CARD.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	DFA 377.7F1	DFA377.7F1.pdf
2	Client Correspondence	PA 1893	PA1893.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.11.3.19	The LRS shall include the ability to track the repayment of past assistance received and shall apply the repayment to assistance paid to a specific individual, vendor, assistance unit, or case.	This Requirement is met by enhancing the Repay Term Summary and Detail Pages.

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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

N/A.

7 APPENDIX

N/A.

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CalSAWS

California Statewide Automated Welfare System

Design Document

CA-210948 | CIV-105277

Auto assign task to the MC Worker for the IEVS NHR combo (CW/CF and MC) only case

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CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Howard Suksanti
	Reviewed By	Balakumar Murthy

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/14/2019	.1	Initial Draft	Howard Suksanti
11/27/2019	.2	Updated the document with review comments	Howard Suksanti
12/12/2019	.3	Updated the document with review comments	Howard Suksanti
1/10/2020	.4	Updated the document with review comments	Howard Suksanti
2/4/2020	.5	Updated the document with review comments	Howard Suksanti
3/27/2020	.6	Added IEVS NHR Interface job changes	Howard Suksanti
8/12/2020	.7	Updated section 2.1.2 on the trigger condition	Howard Suksanti

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Table of Contents

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1 OVERVIEW

IEVS-NHR (New Hire Registry) abstracts are received monthly by the system and contain the demographic and employer information of the participant who have been hired or rehired in the last 30 to 60 days. Data received through the interface file is used to compare the data from Employment Development Department (EDD) with the participant reported employment data.

When an Income and Eligibility Verification System (IEVS) New Hire Registry (NHR) Abstract is loaded into The System for a case that is simultaneously receiving CalWORKs (CW)/CalFresh (CF) and Medi-Cal (MC), referred to here as a "(CW/CF) and MC combo case", The System will automatically send out a SAWS 30 Form and disposition/close the NHR Abstract. The System auto dispositions/closes the Abstract since there is no further action required on the worker after the SAWS 30 Form is sent out. Per ACL 19-52, the SAWS 30 does not require a recipient response. Also, County Welfare Departments (CWDs) must not contact third-party and/or income/benefit sources to verify information obtained from the NHR match. However, there is concern that once the Abstract is closed (and not assigned to the MC worker), the MC worker will not be made aware that there may be some action required for the MC block based on the received NHR Abstract.

As part of this SCR, there will be new batch job to assign task to the current MC program assigned worker to review the case.

Additionally, Interface IEVS NHR inbound job will be modify to start/stop sending SAWS 30 Form when there is no discrepancy in the employment details for CW/CF case, when the case is a MC only program, or when the case is a MC and Nutrition Benefit (NB) combo case.

1.1 Current Design

There is no task created for the MC worker when The System auto-dispositions the NHR Abstract for the (CW/CF) and MC combo cases.

1.2 Requests

1. Add a new Task Sweep batch job to assign task to the current MC program assigned worker when an NHR Abstract for a (CW/CF) and MC combo case is loaded into The System.
2. Modify IEVS NHR inbound job to start sending SAWS 30 Form when there is no discrepancy in the employment details for CW/CF case. And stop sending the SAWS 30 when the case is a MC only program (C-IV only). When the case is a MC and Nutrition Benefit (NB) combo case (LRS/CalSAWS only) stop sending the PA 2418C and start sending the SAWS 30.

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1.3 Overview of Recommendations

1. Add a new Task Sweep batch job to create task for the current MC program assigned worker when an NHR Abstract for a (CW/CF) and MC combo case is loaded into The System.
2. Modify IEVS NHR inbound job to start sending SAWS 30 Form when there is no discrepancy in the employment details for CW/CF case. And stop sending the SAWS 30 when the case is a MC only program (C-IV only). When the case is a MC and Nutrition Benefit (NB) combo case (LRS/CalSAWS only) stop sending the PA 2418C and start sending the SAWS 30.

1.4 Assumptions

1. The ad hoc list for the CF and MC combo case as part of CA-206520 CIV-103772 will no longer be required to be generated after the implementation of this SCR.
2. CalSAWS only: The new task can be generated on the following night if The System received the NHR file late in the night or the number of Abstract received in the file is high. The new task job will not hold the Batch Operation process.
3. C-IV: IEVS Batch Assignment job will assign the MC only NHR abstract based on the setup on the IEVS Batch Assignment Configuration page. This is a current functionality.

2 RECOMMENDATIONS

Add a new Task Sweep job to notify the worker when The System created and auto disposition/close the NHR Abstract on a (CW/CF) and MC combo case.

Modify IEVS NHR inbound job to start sending SAWS 30 Form when there is no discrepancy in the employment details for CW/CF case. And stop sending the SAWS 30 when the case is a MC only program (C-IV only). When the case is a MC and Nutrition Benefit (NB) combo case (LRS/CalSAWS only) stop sending the PA 2418C Form and start sending the SAWS 30 Form.

2.1 Add a new Task Sweep batch job to assign task when NHR Abstracts are loaded into The System for a (CW/CF) and MC combo case.

2.1.1 Overview

Create a new daily Task Sweep job to assign task to the MC worker to review the case when an NHR Abstract is close for a combo case. The

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System normally receives an NHR file monthly from the Medi-Cal Eligibility Data System (MEDS), however it is unknown as to the exact date on which the file will be received. Therefore, on most days the job will run and not process any records. This new job will be scheduled to run after the nightly NHR Inbound job to create tasks to the MC worker on the same night the NHR file is processed.

2.1.2 Description of Change

Add a new Task Sweep job to assign task to the current MC program worker when all the following are true.

a. The person is active with a role of member on CF program. CF program is active.
   Or
   The person is not active with a role of Member in CW program and has one of the following role in CW program (Financially Responsible - Excluded (FRE), Financially Responsible - Included (FRI), or Medi-Cal Member Only (MMO)). And CW program is active. Technical Note: PGM_PERS_DETL = 'Active'.
b. The person is active with a role of member on MC program.
c. The IEVS NHR Abstract was created for the person in the last 30 days from batch run date.
d. SAWS 30 Form was generated in the last 30 days from batch run date.
e. An NHR Abstract has been auto dispositioned/closed by batch on the same night or since the last Task Sweep job ran.

Technical Note:

- The job will also create a linkage between the task and the Abstract by inserting a record in Task_Attr table to store the IEVS Abstract ID.
- There will be only one task to notify the MC worker when a person is in CW with role code of FRE, FRI, MMO and the person is also active in CF and MC program.

Task Details:

CalSAWS Task Details	
Trigger Condition	Trigger when NHR Abstracts are load into The System for a (CW/CF) and MC combo case.
Task Type	IEVS NHR combo case review
Task Category	Case Update
PR/RE Worklist Page Visible	No

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CalSAWS Task Details	
Task Priority	Medium
Task Due Date	30 Calendar Days
Task Expiration Date	90 Calendar Days
Task Long Description	NHR Abstract/report is dispositioned/closed for a CalWORKs/CalFresh and Medi-Cal combo case. Please review.
Office Distribution	No
Task Initial Assignment	Current MC program assigned worker.
Task Navigation Template	IEVS New Hire Abstract page

C-IV Task Details	

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Trigger Condition	Trigger when NHR Abstracts are load into The System for a CW/CF and MC combo case.
Automated Action Name	IEVS NHR combo case review
Automated Action Scenario	Batch has loaded NHR Abstracts on a CalWORKs/CalFresh and Medi-Cal combo case.
Automated Action Program	MC
Automated Action Source	Batch
Automated Action Run Date	Daily (Mon-Fri)
Automated Action Type	Create Task
Automated Action Due Date	Default Due Date
Task Initial Assignment	Current MC program assigned worker
Task Due Date	30 Calendar days.
Task Long Description	NHR Abstract/report is dispositioned/closed for a CalWORKs/CalFresh and Medi-Cal combo case. Please review.
Automated Action Status	Inactive
Task Type	N/A
Task Sub-Type	N/A
Task Priority	N/A
Task Expiration	N/A
Task Available Online	N/A
Task Available for Automation	N/A

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Task Newly Assigned Indicator	N/A

Note: The C-IV Automated Action will be delivered with a Status of 'Inactive'. To opt-in to the functionality, Counties must update the Automated Action Status to 'Active'.

2.1.3 Execution Frequency

Daily (Mon-Fri).

2.1.4 Key Scheduling Dependencies

The new job will run after the NHR Abstract Disposition job and the IEVS NHR inbound job.

2.1.5 Counties Impacted

All Counties.

2.1.6 Data Volume/Performance

NA.

2.1.7 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…)

2.2 Modify IEVS NHR Interface job.

2.2.1 Overview

In both LRS/CalSAWS and C-IV:

When an NHR Abstract for an active or latest discontinue CW/CF case is received and there is no discrepancy in the employment details, IEVS NHR Inbound job auto disposition/close the Abstract. SAWS 30 Form is not sent

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out to participant. This SCR will modify the batch job to trigger SAWS 30 Form.

C-IV only:

When the system receives an NHR abstract for MC only case, SAWS 30 Form is triggered to participant. This scenario does not include when the case has a Non-Needy Caretaker, Student, or No Discrepancy in the employer information population. NHR report is auto disposition/close.

This SCR will modify the batch job to not trigger SAWS 30 Form.

LRS/CalSAWS only:

When the system receives an NHR abstract for MC and Nutrition Benefit (NB) combo case, PA 2418C Form is triggered except for Non-Needy Caretaker, Student and No Discrepancy in the employer information population. The abstract and task are assigned to an IEVS worker.

This SCR will modify the batch job to send out SAWS 30 Form to participant. The abstract will be auto dispositioned.

2.2.2 Description of Change

There is no change on the scenario that the person is a Non-Needy Caretaker or has a student income. NHR abstract is auto disposition and SAWS 30 Form is not sent out to participant.

Both LRS/CalSAWS and C-IV:
Modify the NHR Inbound job to trigger SAWS 30 Form when all the following are true.

1. NHR abstract is received for a case that has CW/CF active or CW/CF is the latest program in the case that is discontinued.
2. The person is not a Non-Needy Caretaker or student income.
3. There is no discrepancy in the employment information.

C-IV only: (Job Number PIXXC500)

1. Modify IEVS NHR inbound job to not trigger SAWS 30 Form when all the following are true.
    1. NHR abstract is for a MC only case.
    2. The person is not a Non-Needy Caretaker or student income
    3. There is a discrepancy in the employment information.

LRS/CalSAWS only: (Job Number PI19C506)

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1. Modify IEVS NHR inbound job to trigger SAWS 30 Form when all the following are true.
    1. NHR abstract is for a MC and NB combo case.
    2. The person is not a Non-Needy Caretaker or student income
    3. There is a discrepancy in the employment information

LRS/CalSAWS only: Updates the existing IEVS NHR Program Hierarchy

IEVS NHR Inbound job uses program hierarchy to identify if the case is a CW, CF, MC only, etc.

The following table is the updated IEVS NHR Program hierarchy.

Rank	Program Name
1	CalWORKs
2	CalFresh
3	General Assistance/General Relief
4	CAPI
5	RCA
6	Nutrition Benefit
7	Medi-Cal

2.2.3 Execution Frequency

No Change.

2.2.4 Key Scheduling Dependencies

No Change.

2.2.5 Counties Impacted

All Counties.

2.2.6 Data Volume/Performance

NA.

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2.2.7 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…)

3 REQUIREMENTS

The SCR will create a new Task Sweep batch job to trigger task to the MC worker to review the case.

Interface IEVS NHR inbound job will be modify to start/stop sending SAWS 30 Form when there is no discrepancy in the employment details for CW/CF case, when the case is a MC only program, or when the case is a MC and Nutrition Benefit (NB) combo case.

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.19.1.4	The LRS shall generate alerts, reminders, and controls that may not directly affect eligibility.	The SCR will create new Task Sweep batch job to trigger task to the MC worker to review the case.
2.20.1.2	The LRS shall trigger automated requests for LRS Data exchange of information with other systems, based on information captured during the application registration, application evaluation, intake, case maintenance, and referral processes.	Modification on IEVS Interface.

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CalSAWS

California Statewide Automated Welfare System

Design Document

CA-213468 | CIV-106351

CalHEERS eHIT: BREfS: Enhance eHIT Verifications

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CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Maria Feliciano
	Reviewed By	Maksim Volf, Prashant Goel, Geetha Ramalingam, Parul Dhawan, Derek Goering

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/03/2020	1.0	Draft Design	M. Feliciano
05/05/2020	1.5	Reviewed with Analysts	M. Feliciano R. Gustafson
05/08/2020	1.6	Reviewed with Build and Test Team	M. Feliciano R. Gustafson
05/21/2020	1.7	Finalized eHIT section and added clarification that the MAGI Person Detail page updates for verification section is only for DERs.	Renee Gustafson
06/24/2020	1.8	Added 'View Differences' to current design and recommendations. Corrected Typo in Code of FDSH Verification source to FDH. Clarified the same page is shared between ICT, CH and TLI and how the page should be updated. Updated "PRUCOL-INS Acknowledgement" to "PRUCOL-INS Ack" in Mockup 2.1.1and 2.1.3.2.b	M. Feliciano
08/20/2020	2.0	Content Revision: Update EDR to not send an SSN Verification as Yes if the Individual does not have an SSN.	M. Feliciano

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Table of Contents

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1 OVERVIEW

This document details updates to The Systems in support of changes in the electronic Health Information Transfer (eHIT) with CalHEERS Change Request 158675, Business Rules Exposure for SAWS (BREfS) Enhance eHIT Verifications.

The CalHEERS Portal displays an individual's verification details on the Manual Verifications Page where an Admin user can view each verification type, the individual's verification attested value and whether that type is verified by SAWS, Admin or by electronic sources. The Manual Verifications Page also displays the verification cache begin date and the date that verification cache is valid until, as defined by the CalHEERS verification caching rules. If a pending verification type has a reasonable opportunity period (ROP), the ROP due date is displayed on this page as well. This more detailed verification information is not sent in eHIT to display in The Systems and not all County Eligibility Workers (CEW) have access to the CalHEERS Portal to view this information. To expose the CalHEERS Business Rules for SAWS, CH-158675 adds more verification types and the associated detailed verification data used in the MAGI Determination to eHIT in the MAGI Determination of Eligibility Response (DER).

This SCR updates the Systems to display the additional verification information received from CalHEERS in the MAGI Person Detail page.

This change updates the Systems to display the verification type, the attested information for each type, as appropriate, the CalHEERS verification status, verification source, verification cache begin date and expiration date and the ROP due date in the current MAGI Person Detail page.

1.1 Current Design

The Systems receive the verification information used in the MAGI Determination from CalHEERS as a Verification Type and a 'Yes' or 'No' to indicate whether the verification was verified electronically or administratively. The verification type and the 'Yes' or 'No' displays on the MAGI Person Detail Page for each individual on the MAGI Determination. If CalHEERS does not send anything for the Verification type in the MAGI Determination, the MAGI Person Detail page displays the verification as a blank and that is interpreted as the verification status is pending. The Systems do not receive any other information regarding the source of the verification or if CalHEERS assigned the verification cache dates or if CalHEERS determined an ROP Due Date.

The MAGI Person Detail page is the same as the ICT Person Detail Page and the Targeted Low-Income Person Detail Page. The heading in each page is dynamic and some page sections are filtered depending on the source of the information. Current sources are CalHEERS, ICT and Healthy Families.

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The MAGI Person Detail 'View Differences' functionality compares current information in The Systems data collection pages and information received in the latest DER. The 'View Differences' functionality opens a new window displaying grayed out values that did not change in contrast to the values that changed.

LRS/CalSAWS will send Admin Verification of SSN as 'Yes' when a user marks the SSN Verification as 'Verified'. LRS/CalSAWS allows the setting of SSN Verification 'Verified' when there is no SSN. C-IV does not have logic to send Admin Verification of SSN as 'Yes' when there is no SSN.

1.2 Requests

With CH-158675, CalHEERS will add more detailed verification information to eHIT and send it to The Systems in the DER.

1. Update the eHIT logic to save the additional verification types and information received from CalHEERS for each individual in a DER.
    a. The additional verification information includes:
        - The verification's corresponding attested value
        - Verification source
        - CalHEERS verification status
        - Verification cache begin date
        - Verification cache expiration date
        - Verification Reasonable Opportunity Period (ROP) expiration date

    b. The new Verification types are:
        - American Indian/Alaska Native
        - Household Income- Subsidy
        - Household Income- State Subsidy

        Note: The Household Income-Subsidy verification type displays as 'Federal Subsidy Income' and Household Income- State Subsidy displays as 'State Subsidy Income' on the MAGI Person Detail page.
2. Update the MAGI Person Detail page to a version of the 'Verification' section that applies to only the DERs and a version that applies to EDR, eICT and Targeted Low Income .
    a. Update the MAGI Person Detail page, 'Verification' section to display the new verification types and the additional information for each verification type received on a DER.
    b. Update the EDR, eICT and Targeted Low Income version to display the updated verification types and labels in the same order as the DER, but not the additional verification information that is only received in a DER. There are no changes to eICT interface transactions. EDRs, eICT and Targeted Low Income pages display labels in the same order for consistency.
3. Update the 'Verification' section to have a table that follows the same formatting as the 'Program Configuration' table on the Medi-Cal EDBC Summary page.

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4. Update the 'View Differences' functionality on the MAGI Person Detail Page 'Verification' section to compare only the Admin Verif value on the DER to the data collection in The Systems for each Verification type and gray out the verification type and the Admin Verif value when there are no changes.
5. Update LRS/CalSAWS to no longer send Admin Verif SSN = Y in an EDR when there is no SSN and SSN is marked 'Verified'.

1.3 Overview of Recommendations

1. Update the eHIT logic to save the additional verification types and verification information received from CalHEERS on a DER.
2. Update the MAGI Person Detail page, 'Verification' section to display the new verification types and the additional information for each type on a DER.
3. Update the 'Verification' section to have a table to follow the same formatting as the 'Program Configuration' table on the Medi-Cal EDBC Summary page.
4. Update 'View Differences' functionality on the MAGI Person Detail Page 'Verification' section to gray out the Type and Admin Verified where the verification is not changed.
5. Update eHIT to not send Admin Verification SSN=Y in an EDR for an individual if the individual does not have an SSN.

1.4 Assumptions

1. There will be no changes to The Systems eHIT logic that determines if an Admin Verification is sent with 'Yes' or 'No' in an Eligibility Determination Request (EDR). LRS/CalSAWS has an exception when there is no SSN. See Recommendation 2.2.2.2.
2. The Verification ROP Expiration Date will not be displayed in the Verification section of the MAGI Person Detail page. The Verification ROP Expiration Date provided in the DER verification section only applies to the Covered California Program individuals and does not apply to MAGI Medi-Cal. CEWs manage and track the ROP due date for Medi-Cal individuals in the system. There are no changes to the CEW process for Medi-Cal ROP due dates.
3. No changes to eICT interface transactions.

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2 RECOMMENDATIONS

2.1 MAGI Person Detail Page

2.1.1 Overview

The MAGI Person Detail Page displays information received from CalHEERS on the DER for each individual. At the bottom of the page, the Verification section lists each verification type and the additional verification information associated with each type. This page shows the verification type, its attested value, whether it was admin or e-verified, the CalHEERS status of the verification, the source and the cache dates for each type.

2.1.2 MAGI Person Detail Page Mockup

Verification

Verification Type	Admin Verified	e-Verified	Attested Value	Verif Status	Verif Source	Cache Begin Date	Cache Exp. Date
SSN	Yes	Yes	123-45-5678	e-Verified	FDSH:SSA	05/01/2020	N/A
SSN Waiver							
Applied for SSN							
US Citizenship	Yes		Yes	Pass	SAWS	05/01/2020	N/A
Lawful Presence		No	N/A	Not Verified			
Qualified Non-Citizen		No	N/A	Not Verified			
Five Year Bar Exempt/Met		No	N/A	Not Verified			
PRUCOL		No	N/A	Not Verified			
PRUCOL - INS Ack							
MAGI Current Monthly Income		No	$3000.00	Pending	FDSH:IRS		
MAGI Projected Annual Income		No	N/A	Not Verified			
Federal Subsidy Income		No	$36000.00	Pending	FDSH:IRS		
State Subsidy Income							
MEC MEDS	No		No	Pass	SAWS	05/01/2020	08/1/2020
MEC Employer Sponsored		No	No	e-Verified	FDSH:ESI	05/01/2020	08/1/2020
MEC Non-Employer Sponsored		No	No	e-Verified	FDSH:Non-ESI		
Medicare	No		No	Pass	SAWS	05/01/2020	08/1/2020
Former Foster Youth							
Incarceration		No	No	e-Verified	FDSH:SSA	05/01/2020	08/1/2020
Deceased		No	No	e-Verified	FDSH:SSA	05/01/2020	08/1/2020
American Indian/Alaska Native							
CA Resident	Yes		Yes	Pass	SAWS	05/01/2020	N/A

Figure 2.1.1 – MAGI Person Detail Page – Verification Section for a DER

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2.1.3 Description of Changes

1. Split out the MAGI Person Detail page to have a version of the 'Verification' section that applies only to DERs and a version that applies to EDRs, eICT and Targeted Low Income.
    a. Update the DER version per Recommendations 2 and 3
    b. Update the EDR, eICT and Targeted Low Income version per Recommendations 2a-2c (add new verification type labels, re-label and reorder).
2. Update the 'Verification' section on the MAGI Person Detail page to display the additional verification information provided in the DER as follows:
    a. Add the following new verification types:

Type Code	Type Description
AMI	American Indian/Alaska Native
SUI	Federal Subsidy Income
CAI	State Subsidy Income

    The DER version of the MAGI Person Detail page may receive data for these new verification types; the EDR, eICT and Targeted Low Income version will only have the new types as a label for consistency. The Systems will never send these Verification Types in an EDR or eICT; Targeted Low Income is obsolete.

    b. Re-label the following verification types:

Type Description Before	Type Description After
Residence	CA Resident
Date of Death	Deceased
Entitled to Medicare	Medicare
MEDS – Minimal Essential Coverage	MEC MEDS
ESI – Minimal Essential Coverage	MEC Employer Sponsored
Non- ESI – Minimal Essential Coverage	MEC Non-Employer Sponsored
Income	MAGI Current Monthly Income

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Type Description Before	Type Description After
Projected Annual Income	MAGI Projected Annual Income
PRUCOL – INS Acknowledgement	PRUCOL – INS Ack
Was in Foster Care	Former Foster Youth

c. Reorder the Types to display on the page as follows:

Verification Type
SSN
SSN Waiver
Applied for SSN
US Citizenship
Immigration Status
Lawful Presence
Qualified Non-Citizen
Five Year Bar Exempt/Met
PRUCOL
PRUCOL - INS Ack
MAGI Current Monthly Income
MAGI Projected Annual Income
Federal Subsidy Income
State Subsidy Income
MEC MEDS
MEC Employer Sponsored
MEC Non-Employer Sponsored
Medicare
Former Foster Youth
Incarceration

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Verification Type
Deceased
American Indian/Alaska Native
CA Resident

d. Add new columns as follows:

Column Name
Attested Value
Verif Status
Verif Source
Cache Begin Date
Cache Exp. Date

e. Add the following Verification Sources:

Code	Verification Source	Description
ADM	ADMIN	Admin
EDD	EDD	Employment Development Department
FDH	FDSH	Federal Data Services Hub
FDD	FDSH:DHS	Federal Data Services Hub: Department of Homeland Security
FDE	FDSH:ESI	Federal Data Services Hub: Employer Sponsored Insurance
FDF	FDSH:FTB	Federal Data Services Hub: Franchise Tax Board
EDF	FDSH:EDD	Federal Data Services Hub: Employment Development Department
FFE	FDSH:FTB:EDD	Federal Data Services Hub: Franchise Tax Board: Employment

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Code	Verification Source	Description
		Development Department
FNE	FDSH:Non-ESI	Federal Data Services Hub: Non-Employer Sponsored Insurance
FDI	FDSH:IRS	Federal Data Services Hub: Internal Revenue Service
FDS	FDSH:SSA	Federal Data Services Hub: Social Security Administration
FTB	FTB	Franchise Tax Board
FTE	FTB:EDD	Franchise Tax Board: Employment Development Department
MEF	MEDS:FTB	Medi-Cal Eligibility Determination System: Franchise Tax Board
MER	MEDS	MEDS – Medi-Cal Eligibility Determination System Called for Residency Verification
MEC	MEDS	MEDS – Medi-Cal Eligibility Determination System Called for MEDS MEC Verification
NAP	Not Applicable	Not applicable
SAW	SAWS	SAWS – Statewide Automated Welfare Systems
SGV	Sight Verified	Sight Verified

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f. Add the following Verification Statuses:

Code	Verification Status
EV	E-Verified
FA	Fail
NV	Not Verified
PA	Pass
PE	Pending

g. Update the table to follow the same formatting as the table in the 'Program Configuration' section on the Medi-Cal EDBC Summary page as shown below:

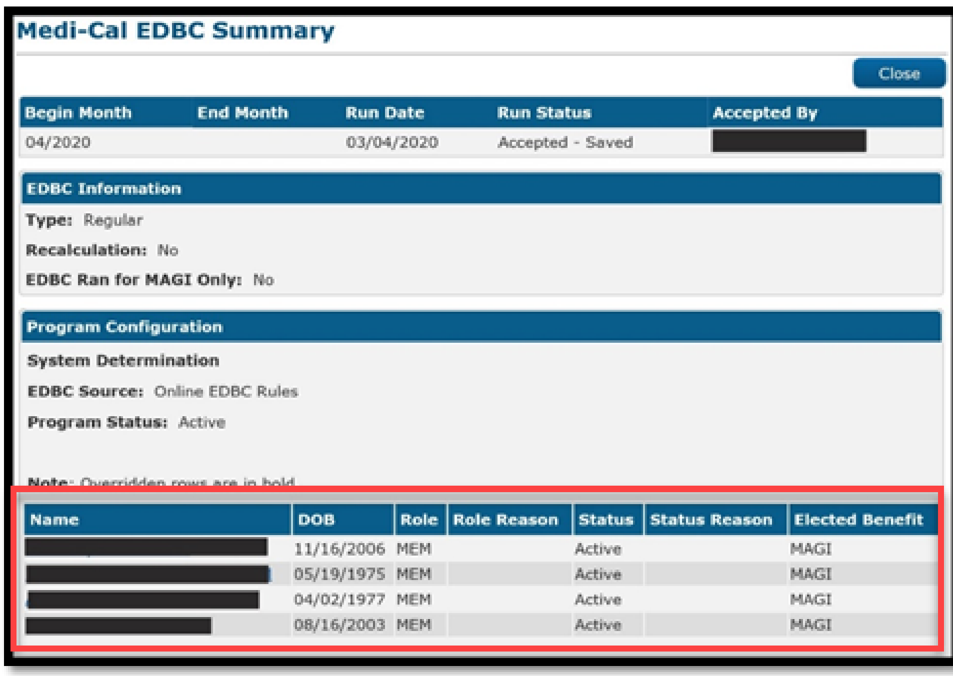

Figure 2.1.2 – Program Configuration Table on Medi-Cal EDBC Page

3. If a DER contains both an e-Verification and an Administrative Verification for the same Verification Type for an individual, display the 'Admin Verified' value and the rest of the values from the e-Verification.
Note: CalHEERS should always only send either Administrative Verification or e-Verification in the DER, because the DER is supposed to represent the verification used in the Determination. However, the eHIT schema does not prevent CalHEERS from sending both. The Systems will save both into the database but will display per above if CalHEERS sends both. This recommendation is strictly to handle the scenario where CalHEERS incorrectly sends both an e-Verification and

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an Administrative Verification for the same Verification Type for the individual.

4. Update 'View Differences' functionality on the MAGI Person Detail Page 'Verification' section to gray out the specific Verification Type and Admin Verif when the Admin Verification on the DER is the same as what is in The System.
   Technical Note: The 'View Differences' functionality determines what The System *would* send in an EDR at the time the MAGI Person Detail View Differences pop-up page is loaded and then compares those values to the values received on the DER.

2.1.4 Page Location

- **Global: Case Info**
- **Local: IAT Summary**
- **Task: MAGI Referral Detail**

2.1.5 Security Updates

No changes.

2.1.6 Page Mapping

Update page mapping for each new field added to the Verification section for the DER view and the EDR/eICT view of the page.

2.1.7 Page Usage/Data Volume Impacts

No impacts.

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2.2 eHIT Interface

2.2.1 Overview

Update eHIT to save the new verification information included in the DER to display in the MAGI Person Detail page 'Verification' section. In LRS/CalSAWS, update the EDR logic to not send a 'Yes' SSN admin verification when the individual does not have an SSN. The technical changes for eHIT Schema updates to handle this change are documented with SCRs CA-214445|CIV-106700 (CalHEERS eHIT: Update Interface Schema to version 16) in the same release as this SCR.

2.2.2 Description of Change

1. Update eHIT to save all verification types and their Attested Value, Verif Status, Verif Source, Cache Begin Date, Cache Exp. Date and ROP Due Date received on the DER. The values will display on the MAGI Person Detail page.

    a. When the verification is administratively verified, the administrative verification values will be populated.

Column Name	eHIT Element
Admin Verified	AdministrativeVerificationInd
Type	AdministrativeVerificationType
Attested Value	AdministrativeVerificationValue
Verif Status	AdministrativeVerificationStatus
Verif Source	AdministrativeVerificationSource
Cache Begin Date	AdministrativeVerificationBeginDate
Cache Exp. Date	AdministrativeVerificationEndDate
ROP Due Date	AdministrativeVerificationReasonableOpportunityExpirationDate

    b. When the verification is e-verified, the e-verification values are populated.

Column Name	eHIT Element
e-Verified	eVerificationInd
Type	eVerificationType
Attested Value	eVerificationValue
Verif Status	eVerificationStatus
Verif Source	eVerificationSource
Cache Begin Date	eVerificationBeginDate
Cache Exp. Date	eVerificationEndDate
ROP Due Date	eVerificationReasonableOpportunityExpirationDate

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2. **LRS/CalSAWS only:** Update eHIT to not send Admin Verification for SSN =Y in the EDR when there is no SSN for an individual and the SSN is marked 'Verified'.

2.2.3 Counties Impacted

All Counties

2.2.4 Data Volume/Performance

No noticeable impact on performance.

Data volume for storing verification information in eHIT is expected to increase tenfold based on the additional information received on the DER and the data model changes in SCRs CA-214445 | CIV-106700 (CalHEERS eHIT: Update Interface Schema to version 16).

System	Transaction Type	Average number of records per month	Expected increase per month
C-IV	EDR	482,000	4,820,000
C-IV	DER	1,000,000	10,000,000
LRS/CalSAWS	EDR	662,000	6,620,000
LRS/CalSAWS	DER	1,288,000	12,880,000

2.2.5 Interface Partner

CalHEERS

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.7	The LRS shall determine when an individual is eligible for Medi-Cal coverage and shall ensure that all required information is collected, eligibility is determined, and share of cost is computed.	Allows continued communication to CalHEERS to receive a MAGI Medi-Cal Eligibility Determination.
2.20.1.9	The LRS shall display summary and detailed interface LRS Data that has been received from external systems, as specified by COUNTY.	LRS will display the new and additional Verification information received on the DER received from CalHEERS.

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Design Document

SCR CA-214060 – Imaging Inbound Web Services

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
6/9/20	1.0	Initial Draft	Jennifer Kim
8/12/20	2.0	Add New Imaging Doc Type; Change References to Imaging Form Name and Doc Type Spreadsheet; Distinguish Imaging-Exclusive Docs, CalSAWS Forms and Forms That Will Be Added to CalSAWS via Future SCR.	Jennifer Kim
8/28/20	3.0	Add CTCR, update dynamically generated NOAs Form Name and Number retrieval process for Get Barcode Info Web Service, make Form Name and Number not required fields for Case and No Case Coversheets for Get Barcode Info Web Service and change security role from 'County Discretion' to 'System Administrator'.	Jennifer Kim

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Table of Contents

DRAFT

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1 OVERVIEW

This SCR addresses three inbound Web Services to serve CalSAWS Data to the CalSAWS Imaging System: Get Barcode Info, Get Case Info and Get Resource Data Bank (RDB) Info Calls. The CalSAWS Imaging System leverages all three calls to receive CalSAWS-generated form and Barcoded coversheet information; Case information; and RDB information respectively.

The Get Barcode Info Web Service makes a request for Case and Form data from CalSAWS by sending request parameters to CalSAWS that validate the request.

The Get Case Info Web Service makes a request for Case details from CalSAWS during Single Case, SIU, Hearings, Ignore Barcode and Re-Indexing capture modes by sending request parameters to CalSAWS that validate the request.

The Get RDB Info Web Service makes a request for RDB document information from CalSAWS by sending request parameters to CalSAWS that validate the request.

1.1 Current Design

There are no established Web Services between the CalSAWS Imaging System and CalSAWS to request Case, Form, and RDB information from CalSAWS.

1.2 Requests

1. Create new inbound Web Services for the CalSAWS Imaging System to request supporting Case, Form, and RDB Data from the CalSAWS System.

1.3 Overview of Recommendations

1. Create a Get Barcode Info Inbound Web Service to return CalSAWS Case, Form, and Document data to the Imaging System.
2. Create a Get Case Info Inbound Web Service to return CalSAWS Case data to the Imaging System.
3. Create a Get RDB Info Inbound Web Service to return CalSAWS RDB data to the Imaging System.

1.4 Assumptions

1. All authentication and error codes handled by API Gateway will be added and implemented after ApiGEE and ForgeRock integration is complete.
2. Database updates within the CalSAWS System will be made to store the Document Type and Imaging form name mappings as part of this SCR. However, this SCR will not incorporate ALL agreed-upon mappings for documents that are not yet captured in the CalSAWS System. A subsequent SCR will be required to fully implement new additions to the template repository in CalSAWS. This SCR will

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account for the Imaging-formatted form names for System-Generated Forms that exist in LRS at the time of implementation.

3. DDID 2302 (SCR CA-207108) will add the standardized 2D barcode to retrieve all pertinent information necessary to identify the document, customer, and case will be added to applicable documents before printing.
4. SCR CA-214030 will implement updates to the CalSAWS Imaging Solution to invoke the webservices implemented in this design. This SCR cannot be end-to-end tested until SCR CA-214030 is complete. Therefore, the system test effort for validating this SCR has also been moved to SCR CA-214030.
5. This design will not be implementing retry mechanisms or addressing system outage scenarios for the inbound web services.
6. The System-Generated Case and No Case Coversheets will not have DOC_TEMPL entries until release 21.01. The DOC_TEMPL entries for both coversheets will exist after the implementation of SCR CA-214031.

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2 RECOMMENDATIONS

2.1 Get Barcode Info Inbound Web Service

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 barcoded 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 Web Service call.

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The Get Barcode Info Inbound Web Service will be used in three different contexts:

1) for a barcode value associated to a specific CalSAWS-generated form OR
2) for a Case-specific barcoded coversheet Separator Form.
3) For a No Case Identified barcoded coversheet Separator Form.

Depending on the context of the barcoded document, the Web Service business logic will retrieve CalSAWS data differently.

2.1.2 Description of Change

1. Add a new "Imaging Program Override" Security Right to CalSAWS. This new security right will allow the scanning worker to select which worker is assigned to document tasks. Having this security right will inform inbound Web Services whether or not to return a program list to the CalSAWS Imaging System, which will be addressed with the document task functionality to be implemented in SCR CA-214034 (DDID 2504) at a future date.
2. Add a new Code Category Table for the CalSAWS Imaging Type Codes. Add the following Imaging Type Descriptions into a new code lookup table (Refer to the document "Imaging Form Name 7.23.20 Comments.xlsx" - Column A (Document Types) for a distinct list of values):

Document Type	Document Type	Document Type
Address/Residency	E-Notification	Overpayment/Overissuance (OP/OI)
Adoption Assistance Program (AAP)	Family Stabilization	Person Verification
Application, Intake, or Screening	Fiscal	Sworn Statements
Appointment Letter	Foster Care (FC)	Personal Expenses
Authorized Rep and Release of Info	GA/GR Work and Activities	Property
CalFresh (CF)	Gen. Assistance/Gen. Relief (GA/GR)	Quality Assurance/Quality Control
Cal-Learn	Homeless Assistance (HA)	Referrals
CalWORKs (CW)	Housing Support Program (HSP)	Rights and Responsibilities
CAPI	IEVS	SIU

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CFET	IHSS	Sponsor Related
Child Care	Income	Tax Documents
Child Support	Inter-County Transfer (ICT)	Time Limit Documents
County Medical Services Program (CMSP)	Interoffice Correspondence	TNB/SNB
Court/Hearings Document	Jail/Inmate	Transportation
Customer Reporting	Kin-GAP	Vendors and Providers
Customer Verification Forms	Language	Verification Requests
Customer/Worker Contact	Learning Disability Documents	Veterans
DDSD	Medi-Cal (MC)	Voter Registration
Domestic Violence	Medical Reports/Records	Welfare to Work (WTW)
Education	MEDS Related	Returned Mail
Electronic Benefit Transfer (EBT)	Notification/NOA	

3. Add a new Static Table for the CalSAWS Imaging System Document Types and Short Names. Refer to the document "Imaging Form Name 7.23.20 Comments.xlsx" for imaging-exclusive document entries. The spreadsheet also includes an 'Imaging Exclusive' column, in which 'Y' means that the document is imaging-exclusive, 'N' means the document is a CalSAWS form and 'SCR' means that the document will be added to the CalSAWS System via an SCR in the future. The new table will store Imaging-exclusive (non-system generated) documents (such as Driver's License, Pay Stub, etc.) and will have columns representing the following elements:
    a. "Imaging Form Name" - This new column will be limited to 40 characters to match the length limitations of the Imaging System.
    b. "Imaging Document Type Code" – this new column will contain a new 2-character code that references the new CalSAWS Imaging Type Code mapping.
4. Update the DOC_TEMPL table with the following changes:
    a. Add a new "Imaging Form Name" Column - This new column will be limited to 40 characters to match the length limitations of the Imaging System.
    b. Repurpose the existing IMG_TYPE column to refer to the new CalSAWS Imaging Type Code Category table.
5. Create a DCR to populate the "Imaging Form Name" and IMG_TYPE columns in DOC_TEMPL based on the "Imaging Form Name 7.23.20 Comments.xlsx" document.
    a. Note – the referenced document contains Form Numbers currently not present in CalSAWS. These new records will be added to the CalSAWS System at a future date.
6. Create a CTCR to mark the 39 C-IV counties from 'ImageNow' to 'Hyland' in the REFER_TABLE_23_DESCR column in Category 15.
7. Create a 'Get Barcode Info' Web Service, in which the imaging system makes a request for CalSAWS data by sending the document's barcode number and Active Directory User Name. This Web Service will return Case and Form information associated to the barcoded document and/or requested Case. The Web Service will have three different responses based on the nature of the barcode value received in the request:
    a. When the request includes a standard barcode value (the barcode number does NOT have 7 leading 'A's), then match the barcode to

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the 2D barcode value in the GENERATE_DOC table. Please refer to the table "Get Barcode Info – RESPONSE 1 – System Generated Document Barcode" below for additional details. If the Web Service Is unable to retrieve Case data values due to no case linkage to the barcoded document, return the Form Name and Form Number with empty Case-related data fields.

b. When the request includes a barcode from a system-generated barcoded coversheet, the barcode will begin with 7 leading 'A's (EX: AAAAAAA02LOD1318). Retrieve the Case information by parsing the Case number and county code from the barcode number.
   i. Starting at the 8th character position, extract the 2-character length County Code. (EX: AAAAAAA02LOD1318, County = 02)
   ii. Starting at the 10th character position, extract the 7-character Case Serial Number. (EX: AAAAAAA02LOD1318, Serial Number = LOD1318). Please refer to the table "Get Barcode Info – RESPONSE 2 – System Generated Coversheet Barcode" below for additional details.

c. When the request includes a No Case Identified barcode (EX: NOCASE0000000000) value, the response will only include the values specified in the "Get Barcode Info – RESPONSE 3 – "No Case" Coversheet Barcode" table below.

8. Perform Integration Testing with the interface partner.

If the Web Service is unable to retrieve indexing values either by no barcode number existing in the CalSAWS database or the barcode was not recognized, an empty response will be returned.

DRAFT

Table 1 – Get Barcode Info Request Parameters

Get Barcode Info – REQUEST			
FIELD NAME	**TYPE**	**COMMENTS**	**REQUIRED**
barcodeNumber	String	Barcode number The barcode number will consist of one of the following values: 1) a value present on system generated forms and represents the 2D Barcode UID, or 2) a 16-character alpha numeric value present on system-generated	Y

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		barcoded coversheet Separator, or 3) a static 16-digit alpha numeric value that represents a No Case : NOCASE0000000000 present on No Case Identified barcoded coversheet.	
userName	String (40 char. limit)	Active Directory user name of user who has logged into the Imaging System. Table name is 'Staff' and column name is 'ACTIV_DIR_USER_NAME' in Active Directory.	Y

Table 2 – Get Barcode Info RESPONSE 1 Parameters

Get Barcode Info – RESPONSE 1 – System Generated Document Barcode			
FIELD NAME	**TYPE**	**COMMENTS**	**REQUIRED**
responseCode	HTTP Response Code: 200	Return HTTP response code 200 if the call was completed successfully.	Y
caseNumber	String (7 char)	The CASE Serial number associated with the 2D barcode number from the GENERATE_DOC table provided in the request.	N
caseUID	Long	The CASE Unique ID associated with the 2D barcode number from the GENERATE_DOC table provided in the request.	N
caseName	String (40 char. limit)	The CASE Name associated with the 2D barcode number from the GENERATE_DOC table provided in the request.	N

DRAFT

		Truncate the Case Name to 40 Characters.	
countyCode	String (2 char)	The CASE County Code associated with the 2D barcode number from the GENERATE_DOC table provided in the request.	N
formName	String (40 char. limit)	1) This element will be found in the new 'Imaging Form Name' column in DOC_TEMPL 2) Dynamically generated NOAs will not be linked to the DOC_TEMPL table. NOA_ID will be populated in GENERATE_DOC. Append 'NOA - ' and the PGM_CODE for the linked PGM record. • Example: 'NOA – CC', 'NOA – CL', etc. Look up this form number in the new Imaging-Exclusive static table. If a matching entry is found, return the Imaging Form Name. If there is no match, use the Form Name for the 'NOA - Sys' entry: • Example: 'NOA - SAWS Generated'	N
formNumber	String (40 char. limit)	1) The Form Number of the DOC_TEMPL record associated with the 2D barcode number from the GENERATE_DOC table provided in the request. 3) Dynamically Generated NOAs will	N

DRAFT

		not be linked to the DOC_TEMPL table. NOA_ID will be populated in GENERATE_DOC. Append 'NOA - ' and the PGM_CODE for the linked PGM record. • Example: 'NOA – CC', 'NOA – CL', etc. Look up this form number in the new Imaging-Exclusive static table. If a matching entry is found, return the form number. If there is no match, use the form number for the 'NOA - Sys' entry: • Example: 'NOA – Sys'	
programList	List of Program Objects	A list of program objects consisting of: • Decoded program name, • program status (as of the system date), • worker number assigned to the program (as of the system date) and • program ID The list of Programs are associated to the CASE record. This field will only be populated if the User Name in the request has the appropriate Imaging Program Override Security	N

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		Right. Blank if otherwise.	
confidentialFlag	Boolean	Confidentiality of the Case associated to the barcoded document being scanned into the Imaging System. Populated with a "True" value if one or more CONFID records are effective for the current system date. "False" if a currently effective CONFID record does not exist.	N

Table 3 – Get Barcode Info RESPONSE 2 Parameters

Get Barcode Info – RESPONSE 2 – System Generated Coversheet Barcode			
FIELD NAME	TYPE	COMMENTS	REQUIRED
responseCode	HTTP Response Code: 200	Return HTTP response code 200 if the call was completed successfully.	Y
caseNumber	String (7 char)	The CASE Serial number matching the Case data present in the request's barcode (Based on SERIAL_NUM_IDENTIF and COUNTY_CODE match in CalSAWS)	N
caseUID	Long	The CASE Unique ID matching the Case data present in the request's barcode (Based on SERIAL_NUM_IDENTIF and COUNTY_CODE match in CalSAWS)	N
caseName	String (40 char. limit)	The CASE Name matching the Case data present in the request's barcode (Based on SERIAL_NUM_IDENTIF and COUNTY_CODE match in CalSAWS). Truncate the Case Name to 40 Characters.	N
countyCode	String (2 char)	The CASE County Code matching the Case data present in the request's barcode (Based on SERIAL_NUM_IDENTIF and COUNTY_CODE match in CalSAWS)	N

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formName	String (40 char. limit)	Form Name "Imaging Case Coversheet" as expressed in CA-214031 Coversheet Generation.	N
formNumber	String (40 char. limit)	The Form Number of the DOC_TEMPL record associated with the Case Barcoded Coversheet.	N
programList	List of Program Objects	A list of program objects consisting of: • Decoded program name, • program status (as of the system date), • worker number assigned to the program (as of the system date) and • program ID The list of Programs are associated to the CASE record. This field will only be populated if the User Name in the request has the appropriate Imaging Program Override Security Right. Blank if otherwise.	N
confidentialFlag	Boolean	Confidentiality of the Case associated to the barcoded document being scanned into the Imaging System. Populated with a "True" value if one or more CONFID records are effective for the current system date. "False" if a currently effective CONFID record does not exist.	

Table 4 – Get Barcode Info RESPONSE 3 Parameters

Get Barcode Info – RESPONSE 3 – "No Case" Coversheet Barcode			
FIELD NAME	**TYPE**	**COMMENTS**	**REQUIRED**
responseCode	HTTP Response Code: 200	Return HTTP response code 200 if the call was completed successfully.	Y
caseNumber	String (7)	This field is left intentionally blank for No Case Identified barcoded coversheet	N

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caseUID	Long	This field is left intentionally blank for No Case Identified barcoded coversheet	N
caseName	String (40 char. limit)	This field will always return with a value of "No Case Identified"	Y
countyCode	String (2 char. limit)	This field is left intentionally blank for No Case Identified barcoded coversheet	N
formName	String (40 char. limit)	Form Name is "Imaging No Case Coversheet" as expressed in SCR CA-214031 Coversheet Generation.	N
formNumber	String (40 char. limit)	The Form Number of the DOC_TEMPL record associated with the No Case Identified barcoded coversheet	N
programList	List of Program Objects	This field is left intentionally blank for No Case Identified barcoded coversheet	N
confidentialFlag	Boolean	This field is left intentionally blank for No Case Identified barcoded coversheet	N

DRAFT

Table 5 – Get Barcode Info - FAILED WEB SERVICE OPERATIONS

HTTP Response Code	Field Name	Value	COMMENTS
Error codes are intended for backend processes and will not be displayed for end-users.			
400	responseCode	400	Return HTTP response code 400 if there is a tech failure because the

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	errorMessage	"${Field Name(s)} Must Be Supplied."	required data attribute(s) was not supplied.
404	responseCode	404	Return HTTP response code 404 if the required data attribute(s) cannot be found in the CalSAWS System.
	errorMessage	"${Field Name(s)} Not Found."	
422	responseCode	422	Return HTTP response code 422 if there is a problem with the request for the required data attribute(s) and the Integration Server is unable to process it.
	errorMessage	"${Field Name(s)} Is an Unprocessable Entity."	
500	responseCode	500	Return HTTP response code 500 if there is an unknown internal server error that

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	errorMessage	"Internal Server Error."	occurred while trying to process the request.

2.1.3 Execution Frequency

The Get Barcode Info Web Service is invoked real-time when the Imaging System requests a barcoded document's information.

2.1.4 Key Scheduling Dependencies

N/A

2.1.5 Counties Impacted

Counties utilizing the CalSAWS Imaging System will be impacted. C-IV, LRS and CalWIN counties will be impacted in phases in that order.

2.1.6 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
ImagingProgramOverride	Allows the imaging worker to select program(s) to which the task is assigned.	Imaging Program Override

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Imaging Program Override	Allows the imaging worker to select program(s) to which the task is assigned.	System Administrator

2.1.7 Data Volume/Performance

N/A

DRAFT

2.1.8 Interface Partner

CalSAWS Imaging System

2.1.9 Failure Procedure/Operational Instructions

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.)

2.2 Get Case Info Inbound Web Service

2.2.1 Overview

The Imaging System invokes the Get Case Info Web Service in various contexts, but the request can be made in one of two formats below:

1. Clicking on the 'Capture' button on the Case Summary Page of the CalSAWS application.
2. Clicking on the 'Search' button in the 'Case Number Lookup' prompt in the Imaging System during Re-Indexing; Scan Quality Assurance and Finalization of 'Special Investigations Unit' or 'Fraud' (SIU); Hearings; or Ignore Barcode capture mode.

The Get Case Info Web Service requests Case details from the CalSAWS System by sending parameters that validates the request.

DRAFT

2.2.2 Description of Change

1. Create a Get Case Info Web Service, in which the Imaging System requests the following Case details by sending the 'Case UID' and 'User Name (AD)' or 'Case Number', 'County Code' and 'User Name (AD)' to CalSAWS:
   - Case UID
   - Case Number
   - County Code
   - Confidential Flag
   - Program List
2. Perform Integration Testing with the interface partner.

Table 1 – Get Case Info Request Parameters

Get Case Info – REQUEST			
FIELD NAME	TYPE	COMMENTS	REQUIRED

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Either 'caseUID' + 'userName' or 'caseNumber' + 'countyCode' + 'username' must be sent to CalSAWS. The reason for providing an alternative set of request parameters is to fulfill a Web Service call during a re-index process where the Case UID is not available.			
caseUID	Integer ($int64)	Case unique ID of non-barcoded document being scanned into the Imaging System.	Y
userName	String (40 char. limit)	Active Directory user name of user who has logged into the Imaging System. Table name is 'Staff' and column name is 'ACTIV_DIR_USER_NAME' in Active Directory.	Y
------- OR --------			
caseNumber	String (7 char.)	Case number of non-barcoded document being scanned into the Imaging System. 7-char case SerialNumIdentif	Y
countyCode	String (2 char.)	2-digit county code of non-barcoded document being scanned into the Imaging System.	Y
userName	String (40 char. limit)	Active Directory user name of user who has logged into the Imaging System. Table name is 'Staff' and column name is 'ACTIV_DIR_USER_NAME' in Active Directory.	Y

Table 2 – Get Case Info Response Parameters

Get Case Info – RESPONSE

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FIELD NAME	TYPE	COMMENTS	REQUIRED
responseCode	HTTP Response Code 200	Return HTTP response code 200 if the call was completed successfully.	Y
caseNumber	String (7 char.)	Case number associated to the requested Case ID OR Case Number and Case County Code in CalSAWS.	Y
caseUID	Integer ($int64)	Case unique ID associated to the requested Case ID OR Case Number and Case County Code in CalSAWS.	Y
caseName	String (40 char. limit)	The Case name associated to the requested Case ID OR Case Number and Case County Code in CalSAWS. This will be truncated to fit the 40 character limit.	Y
countyCode	String (2 char.)	2-digit county code associated to the requested Case ID OR Case Number and Case County Code in CalSAWS. This will be truncated to fit the 40 character limit.	Y
programList	List of Program Objects	A list of program objects consisting of: • Decoded program name, • program status (as of the system date), • worker number assigned to the program (as of the system date) and • program ID The list of Programs are associated to the CASE record. This field will only be populated if the User Name in the request has the appropriate Imaging Program Override Security Right. Blank if otherwise.	N
confidentialFlag	Boolean	Confidentiality of the Case. This will be populated with a "True" value if one or more CONFID records are effective for the current system date. "False" if a currently	Y

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		effective CONFID record does not exist.	

Table 3 – Get Case Info - FAILED WEB SERVICE OPERATIONS

HTTP Response Code	Field Name	Value	COMMENTS
Error codes are intended for backend processes and will not be displayed for end-users.			
400	responseCode	400	Return HTTP response code 400 if there is a tech failure because the required data attribute(s) was not supplied.
	errorMessage	"${Field Name(s)} Must Be Supplied."	
404	responseCode	404	Return HTTP response code 404 if the required data attribute(s) cannot be found in the CalSAWS System.
	errorMessage	"${Field Name(s)} Not Found."	

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422	responseCode	422	Return HTTP response code 422 if there is a problem with the request for the required data attribute(s) and the Integration Server is unable to process it.
	errorMessage	"${Field Name(s)} Is an Unprocessable Entity."	
500	responseCode	500	Return HTTP response code 500 if there is an unknown internal server error that occurred while trying to process the request.
	errorMessage	"Internal Server Error."	

2.2.3 Execution Frequency

The Get Case Info Web Service is invoked real-time as soon as the Imaging User selects the appropriate button in the Imaging System.

2.2.4 Key Scheduling Dependencies

N/A – Real Time Interface

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2.2.5 Counties Impacted

Counties utilizing the CalSAWS Imaging System will be impacted. C-IV, LRS and CalWIN counties will be impacted in phases in that order.

2.2.6 Security Updates

3. Security Rights

Security Right	Right Description	Right to Group Mapping
ImagingProgramOverride	Allows the imaging worker to select program(s) to which the task is assigned.	Imaging Program Override

4. Security Groups

Security Group	Group Description	Group to Role Mapping
Imaging Program Override	Allows the imaging worker to select program(s) to which the task is assigned.	System Administrator

2.2.7 Data Volume/Performance

N/A

2.2.8 Interface Partner

CalSAWS Imaging System

2.2.9 Failure Procedure/Operational Instructions

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.)

2.3 Get RDB Info Inbound Web Service

2.3.1 Overview

The Get Resource Data Bank (RDB) Info Web Service is invoked when the user clicks on the 'Search' button in the 'Resource Number Lookup' prompt in the Imaging System during Scan Quality Assurance and Finalization of RDB capture mode.

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The Get RDB Info Web Service requests RDB document details from the Imaging System by sending parameters that validates the request.

2.3.2 Description of Change

1. Create a Get RDB Info Web Service, in which the Imaging System requests the following by sending the scanned RDB documents' corresponding 'Resource Number' to CalSAWS:
   - Resource Number
   - Resource Name
   - Resource Unique ID

2. Perform Interface Partner Testing with the interface partner.

Table 1 – Get RDB Info Request Parameters

Get RDB Info – REQUEST			
FIELD NAME	TYPE	COMMENTS	REQUIRED
resourceNumber	String	Resource number. The Unique identifier (ID column) of the ORG table.	Y

Table 2 – Get RDB Info Response Parameters

Get RDB Info – RESPONSE			
FIELD NAME	TYPE	COMMENTS	REQUIRED
responseCode	HTTP Response Code 200	Return HTTP response code 200 if the call was completed successfully.	Y
resourceNumber	Long	Resource number is the Unique identifier of the ORG table.	Y
resourceName	String (40 char. limit)	Resource name is the ORG_NAME of the ORG record that matches the Unique Identifier provided in the request. Truncated to 40 characters.	Y

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resourceUID	Long	Resource UID is the Unique Identifier of the ORG table. It is the same value as the resource number.	Y

Table 3 – Get RDB Info - FAILED WEB SERVICE OPERATIONS

HTTP Response Code	Field Name	Value	COMMENTS
Error codes are intended for backend processes and will not be displayed for end-users.			
400	responseCode	400	Return HTTP response code 400 if there is a tech failure because the required data attribute was not supplied.
	errorMessage	"${Field Name} Must Be Supplied."	
404	responseCode	404	Return HTTP response code 404 if the required data attribute cannot be found in the CalSAWS System.
	errorMessage	"${Field Name} Not Found."	

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422	responseCode	422	Return HTTP response code 422 if there is a problem with the request for the required data attribute and the Integration Server is unable to process it.
	errorMessage	"${Field Name} Is an Unprocessable Entity."	
500	responseCode	500	Return HTTP response code 500 if there is an unknown internal server error that occurred while trying to process the request.
	errorMessage	"Internal Server Error."	

2.3.3 Execution Frequency

The Get RDB Info Web Service is invoked real-time when the user clicks on the 'Search' button in the 'Resource Number Lookup' prompt in the Imaging System during Scan Quality Assurance and Finalization of Resource Data Bank (RDB) capture mode.

2.3.4 Key Scheduling Dependencies

N/A – Real Time Interface

2.3.5 Counties Impacted

Counties utilizing the CalSAWS Imaging System will be impacted. C-IV, LRS and CalWIN counties will be impacted in phases in that order.

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2.3.6 Data Volume/Performance

N/A

2.3.7 Interface Partner

CalSAWS Imaging Solution

2.3.8 Failure Procedure/Operational Instructions

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.)

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3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Security	Security Matrix	
2	Imaging	Imaging Form Name 7.23.20 Comments.xlsx	

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4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2198	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: 1) Perform a CalSAWS Software lookup of Form Name, Form Number, Case Name, Case Number, and Document Type2) Check the barcode against the case information entered during the scan mode 2a) Not applicable to multi-case scan mode3) If the document is time sensitive (tracked), mark the document as received in the CalSAWS Software3a) If the barcode is not recognized, time sensitive (tracked) documents are reviewed by designated staff to confirm the barcode	None	1. This design creates a Get Barcode Info Web Service, in which the Imaging System makes a request for Case and Form information associated to the barcoded document and/or requested case from CalSAWS by sending the document's 'Barcode Number' and 'User Name (AD)' to CalSAWS. 2. This design creates a Get Case Info Web Service, in which the Imaging System requests case details from CalSAWS by sending the 'Case UID' and 'User Name (AD)' or 'Case Number', 'County code' and 'User Name (AD)' to CalSAWS.

DRAFT

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DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2523	The CONTRACTOR shall provide configurable security rights that are maintained by county local security administrators within the CalSAWS Software with the following:1) CalSAWS Software security rights will update the imaging solution during a nightly batch process2) The No Change SAR7/QR7 override option will only be available to counties that have opted into this functionality3) Up to 120 individual security rights will be provided as a part of the imaging solution		This design adds the Imaging Program Override Security Right to CalSAWS.
2521	The CONTRACTOR shall 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 case2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case	None	This design creates a Get RDB Info Web Service, in which the Imaging System requests RDB document information by sending the document's corresponding 'Resource Number' to CalSAWS.

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5 MIGRATION IMPACTS

[Document any migration impacts such as data model or potential business process changes]

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

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