CalSAWS

California Statewide Automated Welfare System

Design Document

SCR CA-204747 & CIV-818

Update Time Limit Batches to not create 48 MTC for parents that are under 18 years

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Chris Carandang
	Reviewed By	Chris Larson, Lien Phan, Joel Acevedo Akira Moriguchi, Sidhant Garg, Kapil Santosh, Christine Altavilla, Himanshu Jain, Jose Calcedo, Chandan Talukdar

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
8/26/2019	1.0	Initial draft	CarandangC
09/18/2019	2.0	Updated from feedback and comments on 09/17/2019	CarandangC
09/23/2019	3.0	Updated from feedback and comments on 09/23/2019	CarandangC
10/10/2019	4.0	Added list of exceptions that will be skipped by DCR and to be listed in Outreach	CarandangC
10/16/2019	5.0	Updated design from feedback and comments on 10/15/2019	CarandangC
11/25/2019	6.0	Updated design from feedback and comments of review committee	CarandangC
01/08/2020	7.0	Updated the case list mock up and outreach section	CarandangC
10/28/2020	8.0	Updated the Section 3 – supporting documents.	Sidhant Garg

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1 OVERVIEW

This document outlines the changes to be implemented in the CalWORKs time limit functionality to stop the clock from counting towards the CalWORKs time limit requirement for a person under 18 years old active in CalWORKs and marked as an adult without an active or pending Cal-Learn program for the effective month. The CalWORKs time limit exception for persons under 18 years old is provisioned in the State regulations under section 42-302.1.

1.1 Current Design

A cash aid time limit record is automatically getting created in the system for a person under 18 years old active in CalWORKs and marked as an adult without an active or pending Cal-Learn program for the effective month. This causes the CalWORKs clock to tick towards the months of aid when ideally it should not occur. As a result, it makes the person ineligible to CalWORKs after reaching the time limit requirement when that person should be receiving benefits.

1.2 Requests

A cash aid time limit record should not be created for a person under 18 years old active in CalWORKs and marked as an adult without an active or pending Cal-Learn program for the effective month. This logic stops the tick for CalWORKS clock.

Note: A cash aid time limit record should continue to be created for a person under 18 years old who has active CW program marked as an Adult and has an active Cal-Learn program. This logic will have their TANF clock tick. The worker adds the 308 Exemption that will stop the CalWORKs and WTW clock but the TANF clock still ticks. The batch time limit also automatically adds the 308 exemption when Work Registration Exempt is determined by EDBC.

1.3 Overview of Recommendations

- Create a DCR to remove the cash aid time limit records for persons under 18 years old on the first day of the time limit month who are active in CalWORKs and marked as an adult without an active or pending Cal-Learn program for the effective month.

- Modify both the daily and monthly time limit batch jobs to stop creating time limit record for persons under 18 years old on the first day of the time limit month active in CalWORKs and marked as an adult without an active or pending Cal-Learn program for the effective month.

1.4 Assumptions

- When a worker changes DOB making the person a minor, we are not capturing that change in order to remove cash aid time limit months. The worker will have to manually update and delete the months after the EDBC has been ran.

- WDTIP has no record of the rejected months for those persons under 18 without Cal-Learn program, and we are not sending the transaction to delete the records to WDTIP.

- The existing functionality for any discrepancy between WDTIP and the system will be handled manually by users.

2 RECOMMENDATIONS

Modify the daily and monthly time limit batch jobs to stop creating cash aid time limit records for persons under 18 years old active in CalWORKs and marked as an adult without an active or pending Cal-Learn program for the effective month. Moreover, create a data change request to remove existing time limit records for the same criteria.

2.1 Daily Time Limit Batch Job

2.1.1 Overview

The daily time limit batch job is an existing batch job that runs on a daily basis and determines the time clock for past benefit month due to retroactive changes. This batch job creates time limit record for a person who is marked as an adult. If a time clock already exists for the effective month, the program makes no changes. This batch job needs to be modified in order to stop creating cash aid time limit record for persons under 18 years old.

2.1.2 Description of Change

Modify the daily time limit batch job to stop creating cash aid time limit record for CalWORKs that meets ALL the following criteria:

a. The person is under 18 years old on the first day of the time limit month, and

b. The person is active in CalWORKs and marked as an adult for the effective month, and

c. The person does not have an active or pending Cal-Learn program for the effective month.

2.1.3 Execution Frequency

No change.

2.1.4 Key Scheduling Dependencies

No change.

2.1.5 Counties Impacted

All counties.

2.1.6 Data Volume/Performance

No change.

2.1.7 Failure Procedure/Operational Instructions

No change.

2.2 Monthly Time Limit Batch Job

2.2.1 Overview

The monthly time limit batch job is an existing batch job that runs on a monthly basis after the program cut-off date and determines the time clock for continuing cases for the next benefit month. This batch job creates time limit record for a person who is marked as an adult. If a time clock already exists for the benefit month, the program makes no changes. This batch job needs to be modified in order to stop creating cash aid time limit record for persons under 18 years old.

2.2.2 Description of Change

Modify the monthly time limit batch job to stop creating cash aid time limit record for CalWORKs that meets ALL the following criteria:

a. The person is under 18 years old on the first day of the time limit month, and

b. The person is active in CalWORKs and marked as an adult for the effective month, and

c. The person does not have an active or pending Cal-Learn program for the effective month.

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

No change.

2.2.7 Failure Procedure/Operational Instructions

No change.

2.3 Create a data change request to remove the cash aid time limit records for minors without an active or pending Cal-Learn program

2.3.1 Overview

There are existing cash aid time limit records created by the Daily and Monthly Time Limit batch jobs for persons under 18 years old active in CalWORKs and marked as an adult without an active Cal-Learn program for the effective month. By removing these records, the month on aid will not count against the time limit for CalWORKs.

2.3.2 Description of Change

The data change request will remove the cash aid time limit records for CalWORKs from the database table that meets ALL the following criteria:

a. The person is under 18 years old on the first day of the time limit month, and

b. The person is active in CalWORKs and marked as an adult for the effective month, and

c. The person does not have an active or pending Cal-Learn program any time during the effective month, and

d. The cash aid time limit record is not associated with any of the below exceptions:

100 - FTP immunization verif.

101 - FTP school attendance verification
102 - No school attend. or work activities
103 - Non-coop with Child Supp-no good cause
104 - Fraud-False docs for children
105 - Fraud > $10,000
106 - Fraud Felony > $5,000
107 - Fraud < $2,000
108 - Fraud between $2K - $5K
109 - Fraud Dup App - 1st
110 - Fraud Dup App - 2nd
111 - Fraud Dup App - 3rd
112 - Fraud Dup CW
113 - Fraud Activity CW - 1st
114 - Fraud Activity CW - 2nd
115 - Fraud Activity CW - 3rd
150 - Fraud Dup CF
200 - Non-Coop WTW
201 - Non-Coop WtW - 2nd
202 - Non-Coop WtW - 3rd
203 - Fleeing felon
204 - Drug felon
205 - Child Support Assignment of Rights
206 - Cal-Learn sanction - aided adult
207 - Cal-Learn sanction - head of househ.
209 - Removed from Aid
376 - Reimbursed Child Support
500 - Excluded Person
700 - TANF/CalWORKs Repayment (entire month)
701 - CalWORKs Repayment (entire month)
Services for Former Recipients

2.3.3 Estimated Number of Records Impacted/Performance

The data change request will impact approximately 12K cash aid time limit records in C-IV counties and 1K in LRS county.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	CalWORKs clock	The case list of C-IV and LRS counties impacted by the data change request to remove cash aid time limit records.	CA-204747 CIV-818 Case List Mockup.xlsx

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.28.2.4	The LRS shall allow for the stopping of and/or modification to work participation program time clocks and time limit counters for participants.	CalSAWS is implementing a batch logic to stop CalWORKS clock from ticking to persons under 18 years old active in CW as an adult without a Cal-Learn program for the effective month.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
N/A			

5 MIGRATION IMPACTS

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

6 OUTREACH

A case list of cash aid time limit records that will be removed by the DCR, and those records that will be skipped associated with the exceptions listed in section 2.3.2 will be provided to all the impacted counties. The following columns will be included in the file:

a. COUNTY_CODE
b. DISTRICT_OFFICE
c. Region
d. CASE_NAME
e. CASE_NUMBER
f. MEMBER_LAST_NAME
g. MEMBER_FIRST_NAME
h. MEMBER_DOB
i. MEMBER_AGE
j. MEMBER_CIN
k. CALWORKS_PROGRAM_STATUS
l. LAST_CalWORKs_WORKER_ID
m. MEMBER_ROLE
n. MEMBER_ROLE_REASON
o. MEMBER_PROGRAM_STATUS
p. WTW_REP_PROGRAM_STATUS
q. TIME_LIMIT_EFFECTIVE_DATE
r. EXCEPTION_REASON
s. COUNT_OF_TIME_LIMIT_EFF_MONTH
t. LAST_WTW_REP_WORKER_ID

A summary of removed and skipped exception records will be provided with the following columns:

a. Exception Reason
b. Count
c. Grand Total

7 APPENDIX

N/A

CalSAWS

California Statewide Automated Welfare System

Design Document

CIV-102275

Convert the Engagement and Longitudinal Analysis Reports in Business Intelligence to be On-Request Reports

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Esequiel Herrera-Ortiz
	Reviewed By	Justin Dobbs

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
02/18/2020	1.0	Initial Revision	Esequiel Herrera-Ortiz
03/13/2020	1.1	Added the As of Date field to the parameter page and report header.	Esequiel Herrera-Ortiz
03/16/2020	1.2	Updated section 1.2 and 2.1.1 verbiage per analyst input.	Esequiel Herrera-Ortiz
08/12/2020	2.1	• The Summary sheet in the Engagement and Longitudinal Report were updated to remove excessive hyperlinks due to performance issue. • Added note to clarify that the Engagement Status and Engagement Status Reason parameters are now single select value parameters.	Esequiel Herrera-Ortiz
10/08/2020	3.1	The header's line item definition has been updated. Added a missing option to the WPR Sample parameter. Defects from the Dashboard have been addressed. A mockup was included for the parameter page when case level organization level is selected. Additional parameter page descriptions were provided.	Esequiel Herrera-Ortiz

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1 OVERVIEW

The purpose of this SCR is to outline the process in which the Engagement and Longitudinal Analysis Reports will be converted from Business Intelligence reports to On-Request reports.

1.1 Current Design

The Engagement and the Longitudinal Analysis reports are Business intelligence reports found under the WPR and Engagement Dashboard in the Engagement Analysis tab. These reports have work participation rate statistics and engagement information. The reports display summary counts which can then be drilled down to case level information.

Engagement Report – Displays comparative engagement at different points of time. The report displays a count of the number of people engaged by WTW status and activity status.

Longitudinal Report – Displays engagement information for a filtered set of people over a period like the Engagement Report, however this report tracks the same group through time as opposed to a different group at different points in time.

1.2 Requests

1. Convert the Engagement and Longitudinal reports into traditional On-Request reports. This will make the reports more easily accessible by reducing the number of clicks needed to access the report.

1.3 Overview of Recommendations

1. Implement On-Request parameter pages for the two reports.
2. Modify the report template as needed to function as On-Request reports.
3. Deactivate the Engagement Analysis tab within the WPR and Engagement Dashboard.
4. Fix a defect which is causing the Longitudinal Report's Summary and Detail sheet results to change every time the report is generated due to a race condition. The same issue was fixed on the Engagement report with CIV-105632.

1.4 Assumptions

1. The Engagement Analysis tab in the WPR and Engagement dashboard, which is made inaccessible in this SCR, will not be ported over to CalSAWS.
2. The multi select parameters will be reintroduced when the report is converted to the new Qlik reporting tool in CA-216625. For the On Request version of the report a user can manually apply filters in the detail sheet which will satisfy the need to filter through the data.

2 RECOMMENDATIONS

The Business Intelligence Engagement and Longitudinal Analysis reports will be converted to On-Request reports. New templates will be created to read from the existing data set. New On-Request parameter pages will be created for the reports.

2.1 Engagement Report

2.1.1 Overview

The Engagement Report will be converted to an On-Request report. Due the difference in the reporting tool, there will be some differences in the template design as well as parameters available. The base population will remain the same. All historical data will remain available.

2.1.2 Engagement Report Mockup

Engagement Report

Butte
Run Date: JUN-30-19 05:53 PM
Organization: COUNTY Butte
As of Date: 03/12/2020

Engagement Status:	Engagement Status Reason:	WPR Sample:	Include Safety Net:
All	All	No	Yes

	Base Date 01/01/2019	%	Comp Date 1 02/01/2019	%	Diff	Comp Date 2 03/01/2019	%	Diff	Comp Date 3 04/01/2019	%	Diff	01/01/2019 - 02/01/2019 Average	%
Total Programs	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Exempt	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
60 years of age or Older	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Aided Non-parent Relative caring for at risk child	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Care of 2 or More Children Under Age 6	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Care of Child Age 12-23 Months	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Care of a child 23 months or younger	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Care of First Child	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Care of Subsequent Child(ren)	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Cares for HH Member Mental/Physically Impaired	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Federal Soc Sec Disability Ins	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Non-Parent Caring for Disabled HH Member	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Parent Caring for Disabled HH Member	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Physically/Mentally Incapacitated	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Pregnant and Doctor states unable to work	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Exempt but Engaged	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Not on Aid	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Pending	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Engageable	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
SIP	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Non SIP	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Participating	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Qualified Activities	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Employment	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Other Work	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Vocational Education	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Job Readiness	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Non-Core Activities	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Non Qualified Activities	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Treatment/Counseling	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Education	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
In Process	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Enrolled, Pending Start	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Assessment/Appraisal	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Good Cause	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Caring for family member	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Difficult pregnancy	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Domestic violence	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Lack of supportive services	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Legal Difficulties	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Mental health	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
No Child Care Available	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
No Child Care Transportation Available	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
No Stage 1 Available for Other Reasons	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
No transportation	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Other Substantial & Compelling Reasons	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Second Parent	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Substance abuse	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Verified illness < 30 days	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Non Compliance	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
In Conciliation	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
In process of curing sanction	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Not accepting a job	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Not participating in activity	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Not providing proof of satisfactory progress in assigned activity	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Not signing the WtW plan	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Quitting a job	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Reducing their earnings	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Sanctioned	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%
Unengaged	0	0%	0	0%	0	0	0%	0	0	0%	0	0	0%

Figure 2.1.2-1 – Engagement Report Summary Sheet Mockup

Engagement Report

Butte
Run Date: JUN-30-19 05:53 PM
Organization: COUNTY Butte
As of Date: 03/12/2020 Summary

Distinct Persons:	**1**

Total:	**1**

Base Date: 03/11/2020

Case Number	Last Name	First Name	Worker Number	Engagement Status	Begin Date	SIP Indicator
0000006	Last Name	First Name	04FS000003	Caring for family member	10/29/2019	N

Figure 2.1.2-2 – Engagement Report Detail Sheet Mockup

2.1.3 Description of Change

1. Create a template for the Engagement Report that reflects the OBIEE dashboard. Please see the attached Engagement Report mockup in the Supporting Documents section for reference.
    a. Each sheet will have a header which displays the following information:
    Line 1: Displays the system logo followed by the report title.
    Line 2: The county for which the report was generated for.
    Line 3: The run date in which the report was generated.
        Format:
        Run Date: MON-DD-YY HH:MM AM/PM
    Line 4: The organization level for which the report was generated for.
    Format:
        - Organization: COUNTY [County Name]
        - Organization: OFFICE [Office Name]
        - Organization: UNIT [Unit Name]
        - Organization: WORKER [Worker Num]
        - Organization: CASE [Case Number]
    Line 5: Displays the date the report's data was last refreshed.
        Format:
        As of Date: MM/DD/YYYY
    b. The report will have the following sheets:
        i. Summary (Sheet1): The summary sheet will mimic the Business Intelligence – WPR and Engagement Dashboard – Engagement Analysis tab – Engagement Analysis report summary page.
            1. The Summary sheet will have the following differences from the Business Intelligence report:
                a. Only the Total Programs count totals will hyperlink to the detail data. The data will

not be filtered based on the hyperlink selected like in the Business Intelligence report. Excel filters can be used to achieve the same functionality.

b. A section has been added to the top of the Summary Sheet which will display the following parameter:
    - Engagement Status – The engagement Status parameter used to generate the report. If no value is selected 'All' will be displayed.
    - Engagement Status Reason – The engagement Status Reason parameter used to generate the report. If no value is selected 'All' will be displayed.
    - WPR Sample – The WPR Sample parameter used to generate the report.
    - Include Safety Net - The Safety Net parameter used to generate the report.

c. The layout will be updated to adhere to reporting standards.

ii. Base Date (Sheet2) / Comparison Date 1 (Sheet3) / Comparison Date 2 (Sheet4) / Comparison Date 3 (Sheet5): Displays the case level information for the corresponding data presented on the Summary sheet.

1. The report will have the following differences from the Business Intelligence report:

    a. The Engagement Status column value will not change depending on the hyperlink used in the Summary sheet. Instead the column will display the lowest level subset status in the Status / Status Reason hierarchy.
    Please see Appendix 7.1 for status hierarchy.
    Please see appendix 7.2 for an example of the functional difference.

    b. Rearrange the column order as presented on the attached mockup.

    c. Remove the Date column and replace it with a date field above the Case Number column.
    Format:
    [Sheet Name]: MM/DD/YYYY

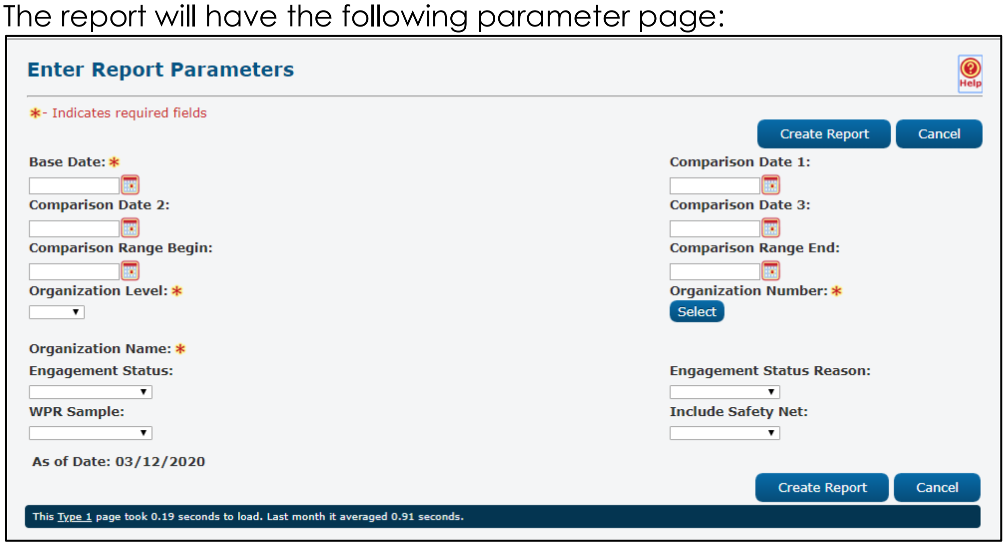
d. Rename the WTW Worker column to Worker Number.
e. Rename the SIP column to SIP Indicator.
f. Rename the Total Number of Unique People total to Distinct Persons and move the total to the top left of the sheet.
g. Add a dynamic total to the top right of the sheet which will display the record count visible on the detail sheet.
h. The layout will be updated to adhere to reporting standards.
i. The detail sheets will be corrected to accept and restrict the data if an Eligibility Status or an Eligibility Status Reason parameter is selected. Currently in production the Engagement Status or Engagement Status Reason parameters are not applied in the case list information when drilling down to the Total Programs case list.

iii. Comparison Range (Sheet6) – Displays the case level information for the data presented on the Summary sheet for the Comparison Range column.
1. The report will have the following differences from the Business Intelligence report:
a. The Engagement Status column value will not change depending on the hyperlink used in the Summary sheet. Instead the column will display the lowest level subset status in the Status / Status Reason hierarchy.

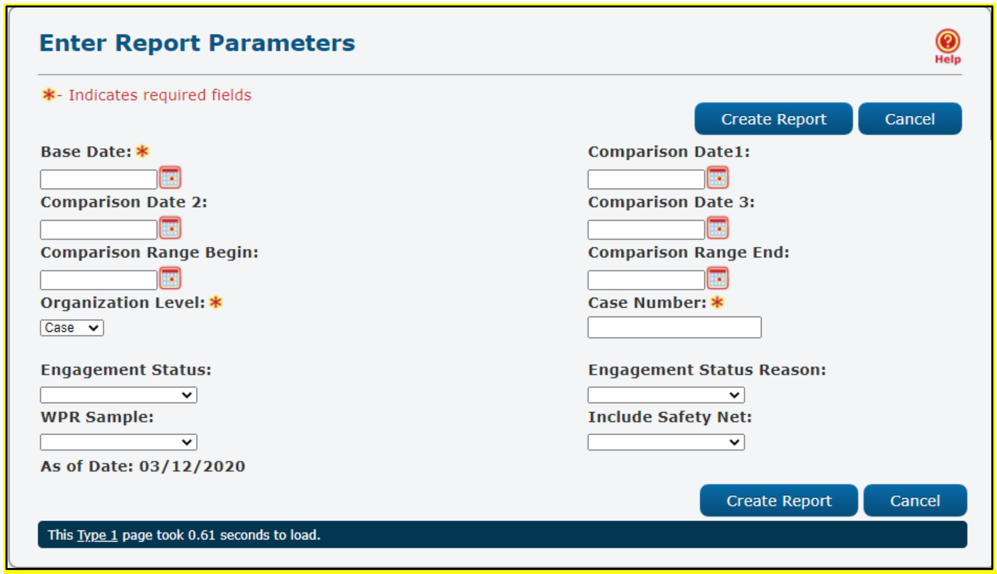
For example, in the Business Intelligence version of the report, a program with a 'Caring for a family member' status can display 'Good Cause' or it's subset value of 'Caring for a family member In Process' depending on the link used to navigate to the case list. Now the record will only display 'Caring for a family member' since it's the lowest rank status in the hierarchy Please see Appendix 7.1 for status hierarchy.
Please see appendix 7.2 for an example of the functional difference.
b. Rearrange the column order as presented on the attached mockup.

c. Rename the WTW Worker column to Worker Number.
d. Rename the SIP column to SIP Indicator.
e. Rename the Total Number of Unique People total to Distinct Persons and move the total to the top left of the sheet.
f. Add a dynamic total to the top right of the sheet which will display the record count visible in the detail sheet.
g. Add a Date Range field above the Case Number column which will display the range dates selected.
   Format:
   [Sheet Name]: MM/DD/YYYY – MM/DD/YYYYY
h. The layout will be updated to adhere to reporting standards.
i. An incorrect column reference is causing the report not to generate. The reference will be correct to allow the report to be generated.
j. The detail sheet will be corrected to accept and restrict the data if an Eligibility Status or an Eligibility Status Reason parameter is selected. Currently in production the Engagement Status or Engagement Status Reason parameters are not applied in the case list information when drilling down to the Total Programs case list.

2. The report will have the following parameter page:



Note: The asterisks (*) depict required fields.



*Note this mockup shows the Organization Level of Case and the Case Number Text Input field.

Parameter Name	Description
Base Date: *	Provides the base engagement information for the date selected.
Comparison Date 1:	Provides the first comparison engagement information for the date selected.
Comparison Date 2:	Provides the second comparison engagement information for the date selected.
Comparison Date 3:	Provides the third comparison engagement information for the date selected.
Comparison Range Begin:	Provides the start date for which the engagement view will be averaged out against. If no Comparison Range End date is provided, then the Comparison Range Begin date will be disregarded.
Comparison Range End:	Provides the end date for which the engagement view will be averaged out against. If no Comparison Range Begin

	date is provided, then the Comparison Range End date will be disregarded.
Organization Level: *	A dropdown parameter that filters the data by an organization level. Options: • County – Filters the data to the county level. • Office – Filters the data to the office level. • Unit – Filters the data to the unit level. • Worker - Filters the data to the worker level. • Case - Filters the data to the case level. Note only one organization level value can be selected. Note the organization level selection will function like other On Request report. This means all organizations for a county will be available for selection. This differs from the current OBIEE report where the options change dynamically depending on available data.
Organization Number: *	When the Organization Level is set to County, Office, Unit or Worker this field will become available. The Organization Number provides a Select button which when selected navigates the user to the corresponding organization selection page. The County, Office, Unit pages are existing pages and should function the same. When a selection is made, the user will be navigated back to the parameter page and the organization ID will appear to the left of the Select button. When the Organization Level is set to County or Case this field will be hidden.
Case Number: *	When Organization Level is set to Case this field will appear in place of the Organization Number field. This field will provide a text input field which will restrict the report to the provided case number. The text input will allow at max

	7 characters. If a case number is provided which is less than 7 characters in length and the focus is removed from the text input, then the parameter will append 0's to the front to make the input equal to 7 characters.
County: *	When the Organization Level is set to County this field will appear in place of the Organization Number and will provide a non-editable text field which displays the county name.
Organization Name: *	Displays the organization name selected. When the Organization Level is set to County or Case, this field will be hidden.
Engagement Status:	A dropdown parameter that filters the data by a specific Engagement status. The drop down will exclude deregistered statuses. Options: • Assessment/Appraisal • Employment • Enrolled, Pending Start • Exempt • Exempt but Engaged • Good Cause • Job Readiness • Non Compliance • Non-Core Activities • Not on Aid • Other Work • Pending • Sanctioned • Treatment • Unengaged • Vocational Education If no value is selected, then the data will not be filtered by an engagement status. *Note: In the On-Request version of the report only one Engagement Status option can be selected at a time.

Engagement Status Reason:	A dropdown parameter that filters the data by a specific engagement status reason. The drop down will exclude deregistered status reasons. Options: • 60 years of age or older • Aided Non-parent Relative caring for at risk child • Care of 2 or More Children Under Age 6 • Care of Child Age 12-23 Months • Care of First Child • Care of Subsequent Child(ren) • Care of a child 23 months or younger • Cares for HH Member Mentally/Physically Impaired • Caring for family member • Caring for family member • Difficult pregnancy • Domestic violence • Federal Soc Sec Disability Ins (SSDI) • In Conciliation • In process of curing sanction • Lack of supportive services • Legal Difficulties • Mental health • No Child Care Available • No Child Care Transportation Available • No Stage 1 Available for Other Reasons • No transportation • Non-Parent Caring for Disabled HH Member • Not accepting a job • Not participating in activity • Not providing proof of satisfactory progress in assigned activity • Not signing the WtW Plan • Other Substantial & Compelling Reasons • Parent Caring for Disabled HH Member • Physically/Mentally Incapacitated

	• Pregnant and Doctor states unable to work • Quitting a job • Reducing their earnings • Second Parent • Substance abuse • Verified illness < 30 days If no value is selected, then the data will not be filtered by an engagement status reason. *Note: In the On-Request version of the report only one Engagement Status Reason option can be selected at a time.
WPR Sample:	For counties that opted into E2Lite, this dropdown parameter is used to filter the data to the WPR sample. Options: • Yes – The data is filtered to the counties' sample data. • No – The data will exclude the counties' sample data. • [Blank] – Both the sample and non-sample data is included. The default value of this parameter should be [Blank].
Include Safety Net:	A dropdown parameter that determines whether to include Safety Net programs. Options: • Yes – The search will include individuals not on CalWORKs but active on WTW. • No – The search will exclude individuals not on CalWORKs but active on WTW. The default value for this parameter should be set to No.
As of Date:	Displays the date the report's data was last refreshed. Format: As of Date: MM/DD/YYYY

3. The Report should read from the existing Business Intelligence data warehouse.
4. The updates made to the Engagement Report will not affect the record count.
   *Technical Note: The On Request report's Summary counts should match the old Business Intelligence report's Summary counts if generating on the same day and for the same parameters. There will not be any changes made to the report logic.

2.1.4 Report Location

- **Global: Reports**
- **Local: On Request**
- **Task: Employment Services**
- **Title: Engagement Report**
- **Description: The Engagement Report provides engagement information at different points in time.**

2.1.5 Counties Impacted

All counties will be impacted by the changes outlined in this section.

2.1.6 Security Updates

1. Assign the ESWorkerDashboardView security right to the Engagement Report. Assign the ESWorkerDashboardView security right to the ESSupervisor Dashboard View security group. Individuals with existing rights to view the Engagement Analysis reports in Business Intelligence will be able to view the On-Request version of the report automatically.

Security Right	Right Description	Right to Group Mapping
ESWorkerDashboardView	Business Intelligence WPR and Engagement Dashboard;	ES Supervisor Dashboard View

2.2 Longitudinal Report

2.2.1 Overview

The Longitudinal Report will be converted to an On-Request report. Due the difference in reporting tool there will be some differences in the template as well as the parameters available. The base population will remain the same. With defect CIV-105632, the Engagement Report was updated to fix an issue which was causing the Summary sheet not to reconcile with the detail sheets due to a race condition. Similarly, the same issue exists with the Longitudinal Report and will be addressed with this SCR.

2.2.2 Longitudinal Report Mockup

Longitudinal Report

Butte
Run Date: JUN-30-19 05:53 PM
Organization: COUNTY Butte
As of Date: 03/13/2020

Engagement Status:	Engagement Status Reason:	WPR Sample:	Include Safety Net:
All	All	No	Yes

	Base Date 01/01/2019	%	Comp Date 1 02/01/2019	%	Diff	Comp Date 2 03/01/2019	%	Diff	Comp Date 3 04/01/2019	%	Diff
Total Programs	0	0%	0	0%	0	0	0%	0	0	0%	0
Exempt	0	0%	0	0%	0	0	0%	0	0	0%	0
60 years of age or Older	0	0%	0	0%	0	0	0%	0	0	0%	0
Aided Non-parent Relative caring for at risk child	0	0%	0	0%	0	0	0%	0	0	0%	0
Care of 2 or More Children Under Age 6	0	0%	0	0%	0	0	0%	0	0	0%	0
Care of Child Age 12-23 Months	0	0%	0	0%	0	0	0%	0	0	0%	0
Care of a child 23 months or younger	0	0%	0	0%	0	0	0%	0	0	0%	0
Care of First Child	0	0%	0	0%	0	0	0%	0	0	0%	0
Care of Subsequent Child(ren)	0	0%	0	0%	0	0	0%	0	0	0%	0
Cares for HH Member Mental/Physically Impaired	0	0%	0	0%	0	0	0%	0	0	0%	0
Federal Soc Sec Disability Ins	0	0%	0	0%	0	0	0%	0	0	0%	0
Non-Parent Caring for Disabled HH Member	0	0%	0	0%	0	0	0%	0	0	0%	0
Parent Caring for Disabled HH Member	0	0%	0	0%	0	0	0%	0	0	0%	0
Physically/Mentally Incapacitated	0	0%	0	0%	0	0	0%	0	0	0%	0
Pregnant and Doctor states unable to work	0	0%	0	0%	0	0	0%	0	0	0%	0
Exempt but Engaged	0	0%	0	0%	0	0	0%	0	0	0%	0
Not on Aid	0	0%	0	0%	0	0	0%	0	0	0%	0
Pending	0	0%	0	0%	0	0	0%	0	0	0%	0
Engageable	0	0%	0	0%	0	0	0%	0	0	0%	0
SIP	0	0%	0	0%	0	0	0%	0	0	0%	0
Non SIP	0	0%	0	0%	0	0	0%	0	0	0%	0
Participating	0	0%	0	0%	0	0	0%	0	0	0%	0
Qualified Activities	0	0%	0	0%	0	0	0%	0	0	0%	0
Employment	0	0%	0	0%	0	0	0%	0	0	0%	0
Other Work	0	0%	0	0%	0	0	0%	0	0	0%	0
Vocational Education	0	0%	0	0%	0	0	0%	0	0	0%	0
Job Readiness	0	0%	0	0%	0	0	0%	0	0	0%	0
Non-Core Activities	0	0%	0	0%	0	0	0%	0	0	0%	0
Non Qualified Activities	0	0%	0	0%	0	0	0%	0	0	0%	0
Treatment/Counseling	0	0%	0	0%	0	0	0%	0	0	0%	0
Education	0	0%	0	0%	0	0	0%	0	0	0%	0
In Process	0	0%	0	0%	0	0	0%	0	0	0%	0
Enrolled, Pending Start	0	0%	0	0%	0	0	0%	0	0	0%	0
Assessment/Appraisal	0	0%	0	0%	0	0	0%	0	0	0%	0
Good Cause	0	0%	0	0%	0	0	0%	0	0	0%	0
Caring for family member	0	0%	0	0%	0	0	0%	0	0	0%	0
Difficult pregnancy	0	0%	0	0%	0	0	0%	0	0	0%	0
Domestic violence	0	0%	0	0%	0	0	0%	0	0	0%	0
Lack of supportive services	0	0%	0	0%	0	0	0%	0	0	0%	0
Legal Difficulties	0	0%	0	0%	0	0	0%	0	0	0%	0
Mental health	0	0%	0	0%	0	0	0%	0	0	0%	0
No Child Care Available	0	0%	0	0%	0	0	0%	0	0	0%	0
No Child Care Transportation Available	0	0%	0	0%	0	0	0%	0	0	0%	0
No Stage 1 Available for Other Reasons	0	0%	0	0%	0	0	0%	0	0	0%	0
No transportation	0	0%	0	0%	0	0	0%	0	0	0%	0
Other Substantial & Compelling Reasons	0	0%	0	0%	0	0	0%	0	0	0%	0
Second Parent	0	0%	0	0%	0	0	0%	0	0	0%	0
Substance abuse	0	0%	0	0%	0	0	0%	0	0	0%	0
Verified illness < 30 days	0	0%	0	0%	0	0	0%	0	0	0%	0
Non Compliance	0	0%	0	0%	0	0	0%	0	0	0%	0
In Conciliation	0	0%	0	0%	0	0	0%	0	0	0%	0
In process of curing sanction	0	0%	0	0%	0	0	0%	0	0	0%	0
Not accepting a job	0	0%	0	0%	0	0	0%	0	0	0%	0
Not participating in activity	0	0%	0	0%	0	0	0%	0	0	0%	0
Not providing proof of satisfactory progress in assigned activity	0	0%	0	0%	0	0	0%	0	0	0%	0
Not signing the WtW plan	0	0%	0	0%	0	0	0%	0	0	0%	0
Quitting a job	0	0%	0	0%	0	0	0%	0	0	0%	0
Reducing their earnings	0	0%	0	0%	0	0	0%	0	0	0%	0
Sanctioned	0	0%	0	0%	0	0	0%	0	0	0%	0
Unengaged	0	0%	0	0%	0	0	0%	0	0	0%	0

Figure 2.2.2-1 – Longitudinal Report Summary Sheet Mockup

Longitudinal Report

Butte						
Run Date: JUN-30-19 05:53 PM						
Organization: COUNTY Butte						
As of Date: 03/13/2020						Summary
Distinct Persons:	3					
					Total:	3
Base Date: 01/01/2019						
Case Number	**Last Name**	**First Name**	**Worker Number**	**Engagement Status**	**Begin Date**	**SIP Indicator**
1000001	LastName1	FirstName1	19ES000000	Caring for family member	12/06/2018	N
1000002	LastName2	FirstName2	19ES000001	Non-core activities	12/03/2018	N
1000003	LastName3	FirstName3	19ES000002	Employment	07/30/2018	N

Figure 2.2.2-2 – Longitudinal Report Detail Sheet Mockup

2.2.3 Description of Change

1. Create a template for the Longitudinal Report that reflects the OBIEE dashboard. Please see the attached Longitudinal Report Mockup in the Supporting Documents section for reference.
   a. Each sheet will have a header which displays the following information:
      Line 1: Displays the system logo followed by the report title.
      Line 2: The county for which the report was generated for.
      Line 3: The run date in which the report was generated.
         Format:
         Run Date: MON-DD-YY HH:MM AM/PM
      Line 4: The organization level for which the report was generated for.
      Format:
      - Organization: COUNTY [County Name]
      - Organization: OFFICE [Office Name]
      - Organization: UNIT [Unit Name]
      - Organization: WORKER [Worker Num]
      - Organization: CASE [Case Number]

      Line 5: Displays the date the report's data was last refreshed.
         Format:
         As of Date: MM/DD/YYYY
   b. The report will have the following sheets:
      i. Summary (Sheet1): The summary sheet will mimic the Business Intelligence – WPR and Engagement Dashboard – Engagement Analysis tab – Longitudinal Analysis report summary page.
         1. The Summary sheet will have the following differences from the Business Intelligence report:

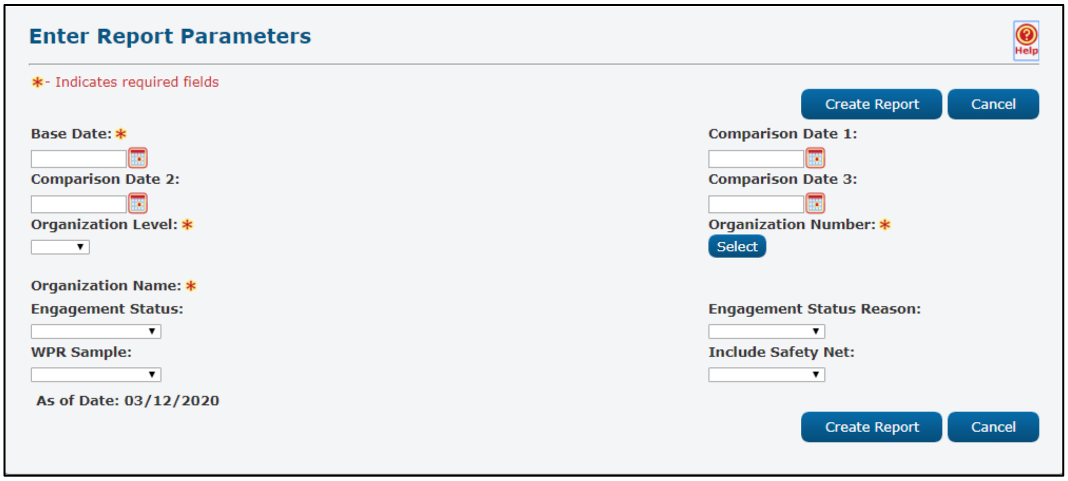
a. Only the Total Programs count totals will hyperlink to the detail data. The data will not be filtered based on the hyperlink selected like in the Business Intelligence report. Excel filters can be used to achieve the same functionality.
b. A section has been added to the top of the Summary Sheet which will display the following parameter:
    - Engagement Status – The engagement Status parameter used to generate the report. If no value is selected 'All' will be displayed.
    - Engagement Status Reason – The engagement Status Reason parameter used to generate the report. If no value is selected 'All' will be displayed.
    - WPR Sample – The WPR Sample parameter used to generate the report.
    - Include Safety Net - The Safety Net parameter used to generate the report.
c. The layout will be updated to adhere to reporting standards.
d. Remove the race condition which is causing the counts on the Summary sheet to change every time the report generated.
   Note: Due to the removal of this condition the Summary sheet will not match the information on the Dashboard if generated at the same time.

ii. Base Date (Sheet2) / Comparison Date 1 (Sheet3) / Comparison Date 2 (Sheet4) / Comparison Date 3 (Sheet5): Displays the case level information for the corresponding data presented on the Summary sheet.
   1. The report will have the following differences from the Business Intelligence report:
      a. The Engagement Status column value will not change depending on the hyperlink used in the Summary sheet. Instead the column will display the lowest level subset status in the Status / Status Reason hierarchy.

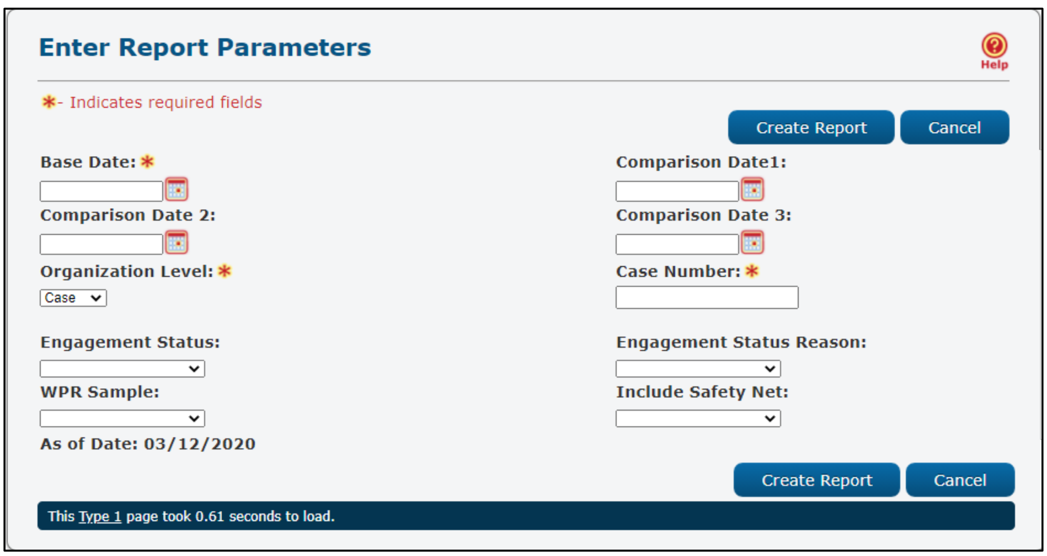
For example, in the Business Intelligence version of the report, a program with a 'Caring for a family member' status can display 'Good Cause' or it's subset value of 'Caring for a family member In Process' depending on the hyperlink used to navigate to the case list. Now the record will only display 'Caring for a family member' since it's the lowest rank status in the hierarchy
Please see Appendix 7.1 for status hierarchy.
Please see appendix 7.2 for an example of the functional difference.

b. Rearrange the column order as presented on the attached mockup.
c. Remove the Date column and replace it with a date field above the Case Number column.
Format:
[Sheet Name]: MM/DD/YYYY
d. Rename the WTW Worker column to Worker Number.
e. Rename the SIP column to SIP Indicator.
f. Rename the Total Number of Unique People total to Distinct Persons and move the total to the top left of the sheet.
g. Add a dynamic total to the top right of the sheet which will display the record count visible on the detail sheet.
h. The layout will be updated to adhere to reporting standards.
i. Remove the race condition which is causing the results in the detail sheet to change every time the report is generated. Note: Due to the removal of this condition the Detail sheet will not match the information on the Dashboard if generated at the same time.

2. The report will have the following parameter page:



Note: The asterisks (*) depict required fields.



*Note this mockup shows the Organization Level of Case and the Case Number Text Input field.

Parameter Name	Description
Base Date: *	Provides the base engagement information for the date selected.

Comparison Date 1:	Provides the first comparison engagement information for the date selected.
Comparison Date 2:	Provides the second comparison engagement information for the date selected.
Comparison Date 3:	Provides the third comparison engagement information for the date selected.
Organization Level: *	A dropdown parameter that filters the data by an organization level. Options: • County – Filters the data to the county level. • Office – Filters the data to the office level. • Unit – Filters the data to the unit level. • Worker - Filters the data to the worker level. • Case - Filters the data to the case level. Note only one organization level value can be selected. Note the organization level selection will function like other On Request report. This means all organizations for a county will be available for selection. This differs from the current OBIEE report where the options change dynamically depending on available data.
Organization Number: *	When the Organization Level is set to County, Office, Unit or Worker this field will become available. The Organization Number provides a Select button which when selected navigates the user to the corresponding organization selection page. The County, Office, Unit pages are existing pages and should function the same. When a selection is made, the user will be navigated back to the parameter page and the organization

	ID will appear to the left of the Select button. When the Organization Level is set to County or Case this field will be hidden.
Case Number: *	When Organization Level is set to Case this field will appear in place of the Organization Number field. This field will provide a text input field which will restrict the report to the provided case number. The text input will allow at max 7 characters. If a case number is provided which is less than 7 characters in length and the focus is removed from the text input, then the parameter will append 0's to the front to make the input equal to 7 characters.
County: *	When the Organization Level is set to County this field will appear in place of the Organization Number and will provide a non-editable text field which displays the county name.
Organization Name: *	Displays the organization name selected. When the Organization Level is set to County or Case, this field will be hidden.
Engagement Status:	A dropdown parameter that filters the data by a specific Engagement status. The drop down will exclude deregistered statuses. Options: • Assessment/Appraisal • Employment • Enrolled, Pending Start • Exempt • Exempt but Engaged • Good Cause • Job Readiness • Non Compliance • Non-Core Activities • Not on Aid • Other Work • Pending • Sanctioned • Treatment

	• Unengaged • Vocational Education If no value is selected, then the data will not be filtered by an engagement status. *Note: In the On-Request version of the report only one Engagement Status option can be selected at a time.
Engagement Status Reason:	A dropdown parameter that filters the data by a specific engagement status reason. The drop down will exclude deregistered status reasons. Options: • 60 years of age or older • Aided Non-parent Relative caring for at risk child • Care of 2 or More Children Under Age 6 • Care of Child Age 12-23 Months • Care of First Child • Care of Subsequent Child(ren) • Care of a child 23 months or younger • Cares for HH Member Mentally/Physically Impaired • Caring for family member • Caring for family member • Difficult pregnancy • Domestic violence • Federal Soc Sec Disability Ins (SSDI) • In Conciliation • In process of curing sanction • Lack of supportive services • Legal Difficulties • Mental health • No Child Care Available • No Child Care Transportation Available • No Stage 1 Available for Other Reasons • No transportation • Non-Parent Caring for Disabled HH Member • Not accepting a job • Not participating in activity

	• Not providing proof of satisfactory progress in assigned activity • Not signing the WtW Plan • Other Substantial & Compelling Reasons • Parent Caring for Disabled HH Member • Physically/Mentally Incapacitated • Pregnant and Doctor states unable to work • Quitting a job • Reducing their earnings • Second Parent • Substance abuse • Verified illness < 30 days If no value is selected, then the data will not be filtered by an engagement status reason. *Note: In the On-Request version of the report only one Engagement Status Reason option can be selected at a time.
WPR Sample:	For counties that opted into E2Lite, this dropdown parameter is used to filter the data to the WPR sample. Options: • Yes – The data is filtered to the counties' sample data. • No – The data will exclude the counties' sample data. • [Blank] – Both the sample and non-sample data is included. The default value of this parameter should be [Blank].
Include Safety Net:	A dropdown parameter that determines whether to include safety net programs. Options: • Yes – The search will include individuals not on CalWORKs but active on WTW. • No – The search will exclude individuals not on CalWORKs but active on WTW.

	The default value for this parameter should be set to No.
As of Date:	Displays the date the report's data was last refreshed. Format: As of Date: MM/DD/YYYY

3. The Report should read from the existing Business Intelligence data warehouse.

2.2.4 Report Location

- **Global: Reports**
- **Local: On Request**
- **Task: Employment Services**
- **Title: Longitudinal Report**
- **Description: The Longitudinal Report provides engagement information over a period specified by the user.**

2.2.5 Counties Impacted

All counties will be impacted by the changes outlined in this section.

2.2.6 Security Updates

1. Assign the ESWorkerDashboardView security right to the Longitudinal Report. Assign the ESWorkerDashboardView security right to the ESSupervisor Dashboard View security group. Individuals with existing rights to view the Longitudinal Analysis reports in Business Intelligence will be able to view the On-Request version of the report automatically.

Security Right	Right Description	Right to Group Mapping
ESWorkerDashboardView	Business Intelligence WPR and Engagement Dashboard;	ES Supervisor Dashboard View

2.3 WPR and Engagement Dashboard

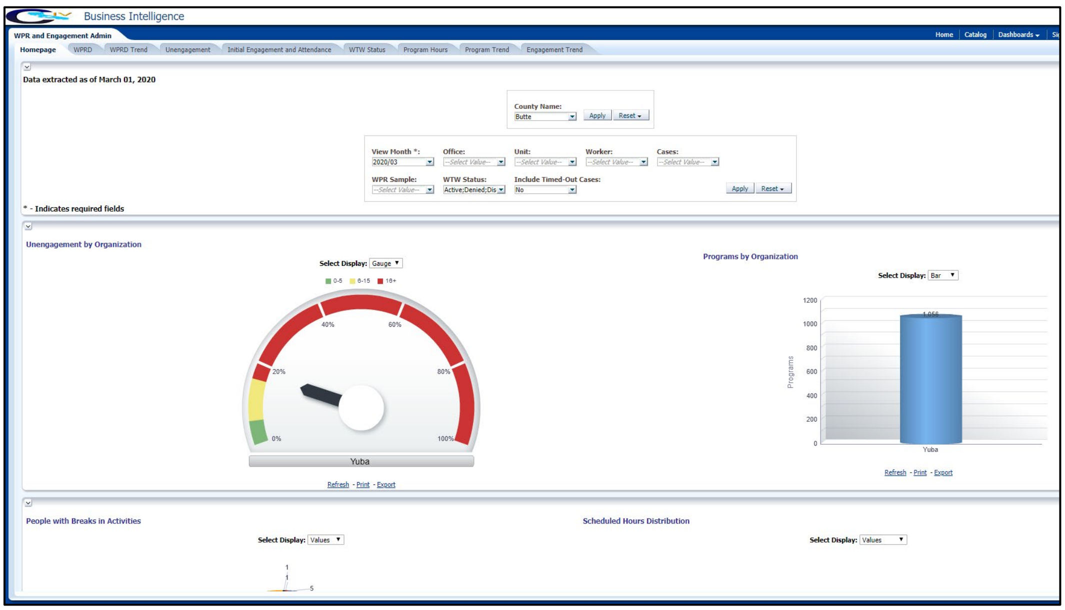
2.3.1 Overview

The Engagement Analysis report will be made inaccessible in the WPR and Engagement Dashboard.

2.3.2 ETL Dependencies

The ETL process for the Engagement Analysis page will remain in place because the new On-Request Engagement Report and Longitudinal Report will be reading from this data.

2.3.3 WPR and Engagement Dashboard Mockup



2.3.4 Description of Change

1. Make the Engagement Analysis tab in the WPR and Engagement Dashboard inaccessible.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Reports	Engagement Report Mockup	Engagement Report Mockup.xlsx
2	Reports	Longitudinal Report Mockup	Longitudinal Report Mockup.xlsx
3	Security	Security Matrix	CIV-102275 Security Matrix.xlsx

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

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

7.1 Engagement Status Reason Values

Highlighted in yellow are the lowest level engagement statuses which will serve as values for the Engagement Status column in the detail sheets.

L1: Total Programs
L2: Exempt
L3: 60 years of age or Older
L3: Aided Non-parent Relative caring for at risk child
L3: Care of 2 or More Children Under Age 6
L3: Care of Child Age 12-23 Months
L3: Care of a child 23 months or younger
L3: Care of First Child
L3: Care of Subsequent Child(ren)
L3: Cares for HH Member Mental/Physically Impaired
L3: Federal Soc Sec Disability Ins
L3: Non-Parent Caring for Disabled HH Member
L3: Parent Caring for Disabled HH Member
L3: Physically/Mentally Incapacitated
L3: Pregnant and Doctor states unable to work
L2: Exempt but Engaged
L2: Not on Aid
L2: Pending
L2: Engageable
L3: Participating
L4: Qualified Activities
L5: Employment
L5: Other Work
L5: Vocational Education
L5: Job Readiness
L5: Non-Core Activities
L4: Non Qualified Activities
L5: Treatment/Counseling
L5: Education
L3: In Process
L4: Enrolled, Pending Start
L4: Assessment/Appraisal
L4: Good Cause
L5: Caring for family member

L5:	Difficult pregnancy
L5:	Domestic violence
L5:	Lack of supportive services
L5:	Legal Difficulties
L5:	Mental health
L5:	No Child Care Available
L5:	No Child Care Transportation Available
L5:	No Stage 1 Available for Other Reasons
L5:	No transportation
L5:	Other Substantial & Compelling Reasons
L5:	Second Parent
L5:	Substance abuse
L5:	Verified illness < 30 days
L4:	Non Compliance
L5:	In Conciliation
L5:	In process of curing sanction
L5:	Not accepting a job
L5:	Not participating in activity
L5:	Not providing proof of satisfactory progress in assigned activity
L5:	Not signing the WtW plan
L5:	Quitting a job
L5:	Reducing their earnings
L3:	Sanctioned
L3:	Unengaged

7.2 Engagement Status in Business Intelligence and on the On Request Report

In the Business Intelligence version of the report, the Engagement Status changes for a single record if one status is a sub status of another. In the below example we see that 'Caring for family member' is a subset of 'Good Cause'.

In Process	1	100%
Enrolled, Pending Start	0	0%
Assessment/Appraisal	0	0%
Good Cause	1	100%
Caring for family member	1	100%

If we drill down to the 'Good Cause' case list, we see the Engagement Status is 'Good Cause'.

Engagement Report Case List

Date	Case	Last Name	First Name	WTW Worker	Engagement Status	SIP	Engagement Status Begin Date
03/11/2020	0000006	Last Name	First Name	02FS000003	Good Cause	N	10/29/2019
	Total Number of Unique People: 1						

If we drill down to the 'Caring for a family member' case list, we see the Engagement Status for the same record is 'Caring for family member'.

Engagement Report Case List

Date	Case	Last Name	First Name	WTW Worker	Engagement Status	SIP	Engagement Status Begin Date
03/11/2020	0000006	Last Name	First Name	02FS000003	Caring for family member	N	10/29/2019
	Total Number of Unique People: 1						

In the On Request version of the report the same record will only display 'Caring for family member' because it is the lowest level subset.

Base Date: 03/11/2020						
Case Number	**Last Name**	**First Name**	**Worker Number**	**Engagement Status**	**Begin Date**	**SIP Indicator**
0000006	Last Name	First Name	04FS000003	Caring for family member	10/29/2019	N

CalSAWS

California Statewide Automated Welfare System

Design Document

CIV-102292

Convert Caseload Inventory Dashboard into On-Request Report

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Farhat Ulain
	Reviewed By	Justin Dobbs, Madhuri Salunkhe

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
02/10/2020	1.0	Initial Draft	Farhat Ulain
11/03/2020	2.0	Updated report mock up due to RTF limitations and added assumptions for clarification.	Farhat Ulain
11/12/2020	2.1	Added a value in Flag Category column. Removed a value from Eligibility Organization Level and WTW Organization Level	Farhat Ulain

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1 OVERVIEW

This document describes the details of converting the existing Caseload Inventory Dashboard into a traditional On-Request Report.

1.1 Current Design

The Caseload Inventory Dashboard is available within Business Intelligence in the C-IV System. The dashboard includes case demographic information as well as Application, Customer Report, and WTW, CalWORKs and/or TANF time clock information for each adult in a CalWORKs or CalFresh program.

1.2 Requests

Convert the Business Intelligence Caseload Inventory Dashboard into a traditional On-Request report format. Underlying report logic will not be modified.

1.3 Overview of Recommendations

1. Convert the Business Intelligence Caseload Inventory Dashboard to an On-Request report.
2. Create an On-Request report parameter page for the Caseload Inventory report.
3. Inactivate the Business Intelligence Caseload Inventory Dashboard.

1.4 Assumptions

The underlying base logic of the report will not be modified.

Report columns will be compressed due to RTF limitations when the report is generated. User needs to fix it locally.

The columns that have date format will be displayed as number sign (#) due to column width, user needs to expand the columns to get the date displayed in the format.

Larger counties are expected to use filters to avoid performance issues.

The format issues will be fixed when the report goes to the new reporting tool.

In Parameter page, drop down fields' width will be dynamic based upon the value selected.

2 RECOMMENDATIONS

2.1 Overview

The following section will outline the recommendations to convert the Business Intelligence Caseload Inventory Dashboard to a traditional On-Request report. Please reference to the supporting documents folder provided for the larger version of mockups.

2.1.2 Caseload Inventory Report (Original) – Mockup

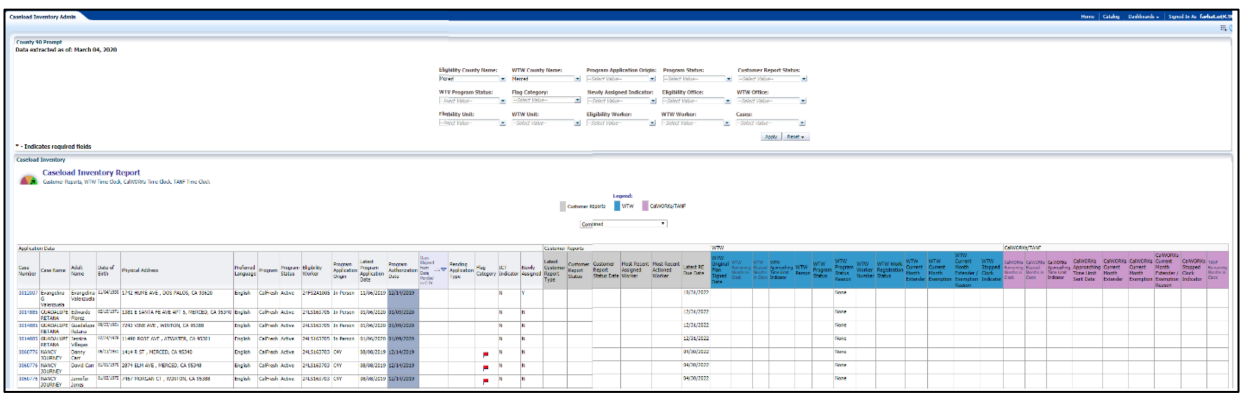

Figure 2.1.2-1 – Caseload Inventory Dashboard (Original) – Mockup

2.1.3 Caseload Inventory Report – Mockup

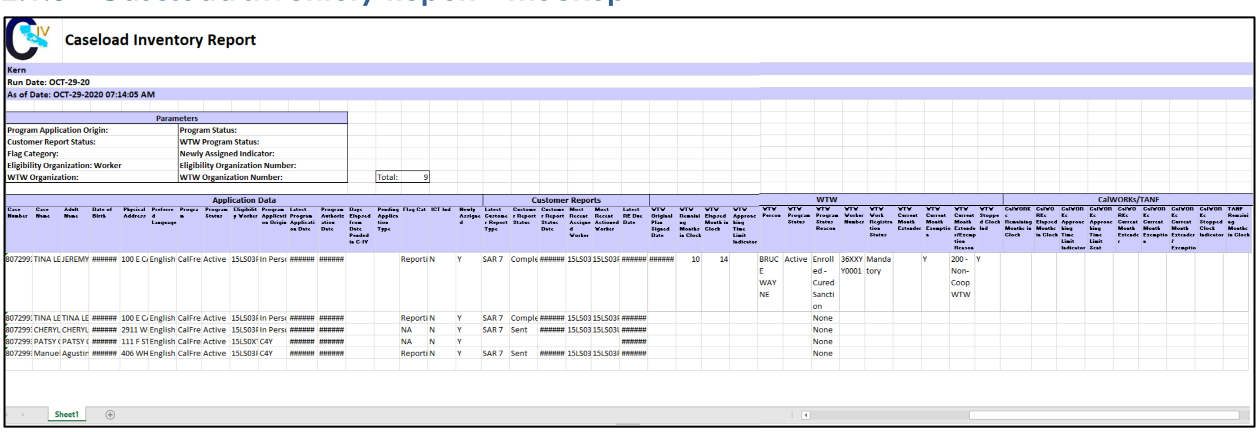

Figure 2.1.3-1 – Caseload Inventory Report – Mockup

2.1.4 Report Parameters

The On-Request Caseload Inventory Report will require a new On-Request report parameter page. This page will display differently based on the security that is assigned to a user. Some of the parameters available in the original Caseload Inventory Dashboard function slightly differently based on the security configuration of the user profile. The same functionality will be preserved with the new On-Request parameter page.

The following security groups will grant access to the Caseload Inventory Report:

- Caseload Inventory Report Supervisor View
- Caseload Inventory Report Eligibility View
- Caseload Inventory Report Employment Services View

Note: Reference section 2.1.10 for additional security information.

The following table outlines the possible assignment combinations of the 3 security groups mentioned above and the parameters that will be available to the user for each combination. For a description of each parameter, please reference Table 2.1.4-1.

Security Group Assigned			Parameters
Caseload Inventory Report Employment Services View	**Caseload Inventory Report Eligibility View**	**Caseload Inventory Report Supervisor View**	
No	No	Yes	Supervisor security assignment takes precedence. The parameter page will include: • Program Application Origin • Program Status • Customer Report Status • WTW Program Status • Flag Category • Newly Assigned Indicator • Eligibility Organization Level • Eligibility Organization Number • Eligibility Organization Name • WTW Organization Level • WTW Organization Number • WTW Organization Name Reference Figure 2.1.4.1-1
No	Yes	No	The parameter page will include: • Program Application Origin

			• Program Status • Customer Report Status • WTW Program Status • Flag Category • Newly Assigned Indicator • WTW Organization Level • WTW Organization Number • WTW Organization Name The generated report will only retrieve information where the Eligibility Worker is the same as the worker who is generating the report. Reference Figure 2.1.4.1-3
No	Yes	Yes	Supervisor security assignment takes precedence. The parameter page will include: • Program Application Origin • Program Status • Customer Report Status • WTW Program Status • Flag Category • Newly Assigned Indicator • Eligibility Organization Level • Eligibility Organization Number • Eligibility Organization Name • WTW Organization Level • WTW Organization Number • WTW Organization Name Reference Figure 2.1.4.1-1
Yes	No	No	The parameter page will include: • Program Application Origin • Program Status • Customer Report Status • WTW Program Status • Flag Category • Newly Assigned Indicator • Eligibility Organization Level • Eligibility Organization Number • Eligibility Organization Name

			The generated report will only retrieve information where the WTW Worker is the same as the worker who is generating the report. Reference Figure 2.1.4.1-2
Yes	No	Yes	Supervisor security assignment takes precedence. The parameter page will include: • Program Application Origin • Program Status • Customer Report Status • WTW Program Status • Flag Category • Newly Assigned Indicator • Eligibility Organization Level • Eligibility Organization Number • Eligibility Organization Name • WTW Organization Level • WTW Organization Number • WTW Organization Name Reference Figure 2.1.4.1-1
Yes	Yes	No	The parameter page will include: • Program Application Origin • Program Status • Customer Report Status • WTW Program Status • Flag Category • Newly Assigned Indicator The generated report will only retrieve information where both the Eligibility Worker and the WTW Worker are the same as the worker who is generating the report. Reference Figure 2.1.4.1-4
Yes	Yes	Yes	Supervisor security assignment takes precedence. The parameter page will include: • Program Application Origin • Program Status • Customer Report Status

			• WTW Program Status • Flag Category • Newly Assigned Indicator • Eligibility Organization Level • Eligibility Organization Number • Eligibility Organization Name • WTW Organization Level • WTW Organization Number • WTW Organization Name Reference Figure 2.1.4.1-1

Table 2.1.4-1 – Report Parameter

2.1.4.1 Report Parameter – Mockups

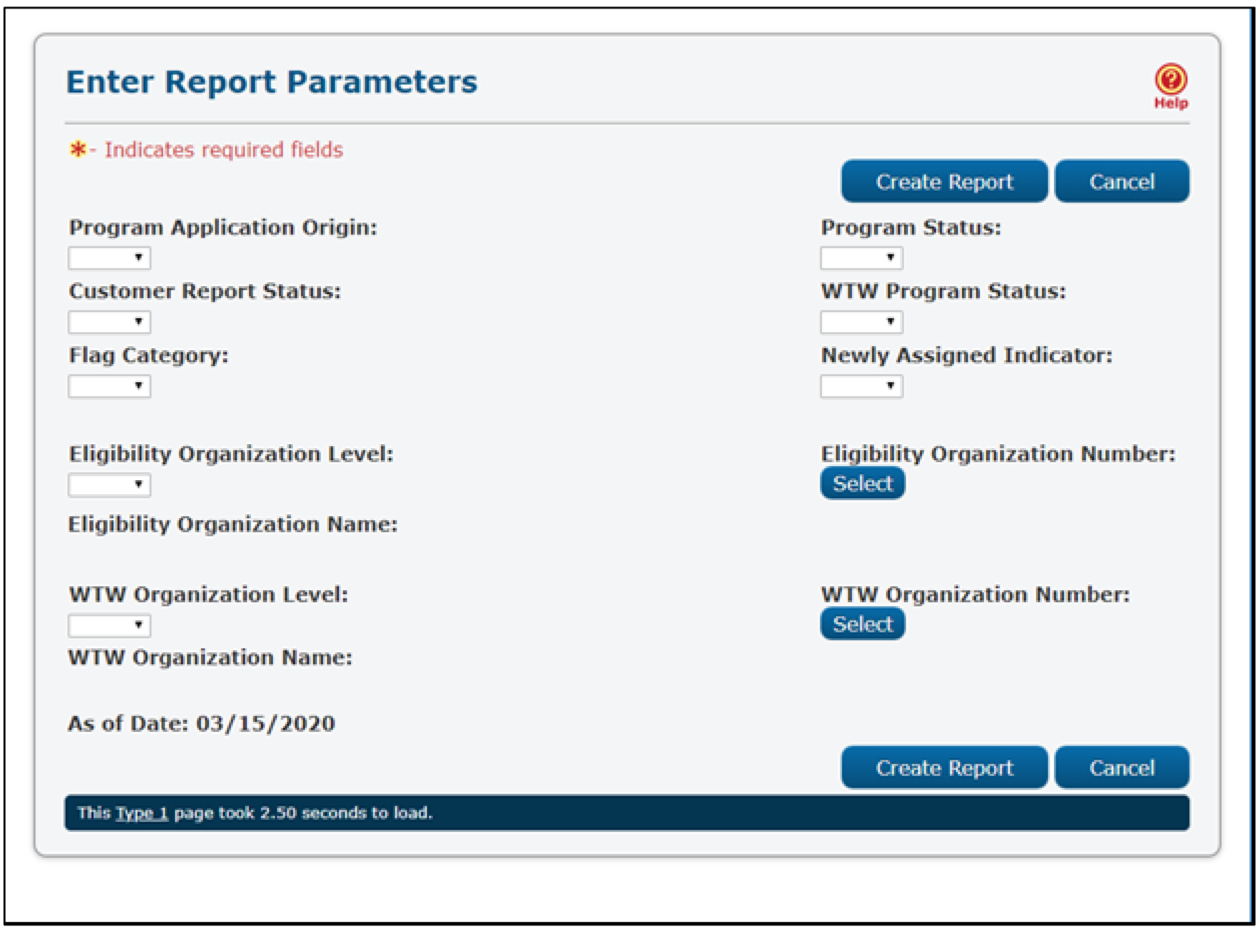

Figure 2.1.4.1-1 – Report Parameter – Mockup

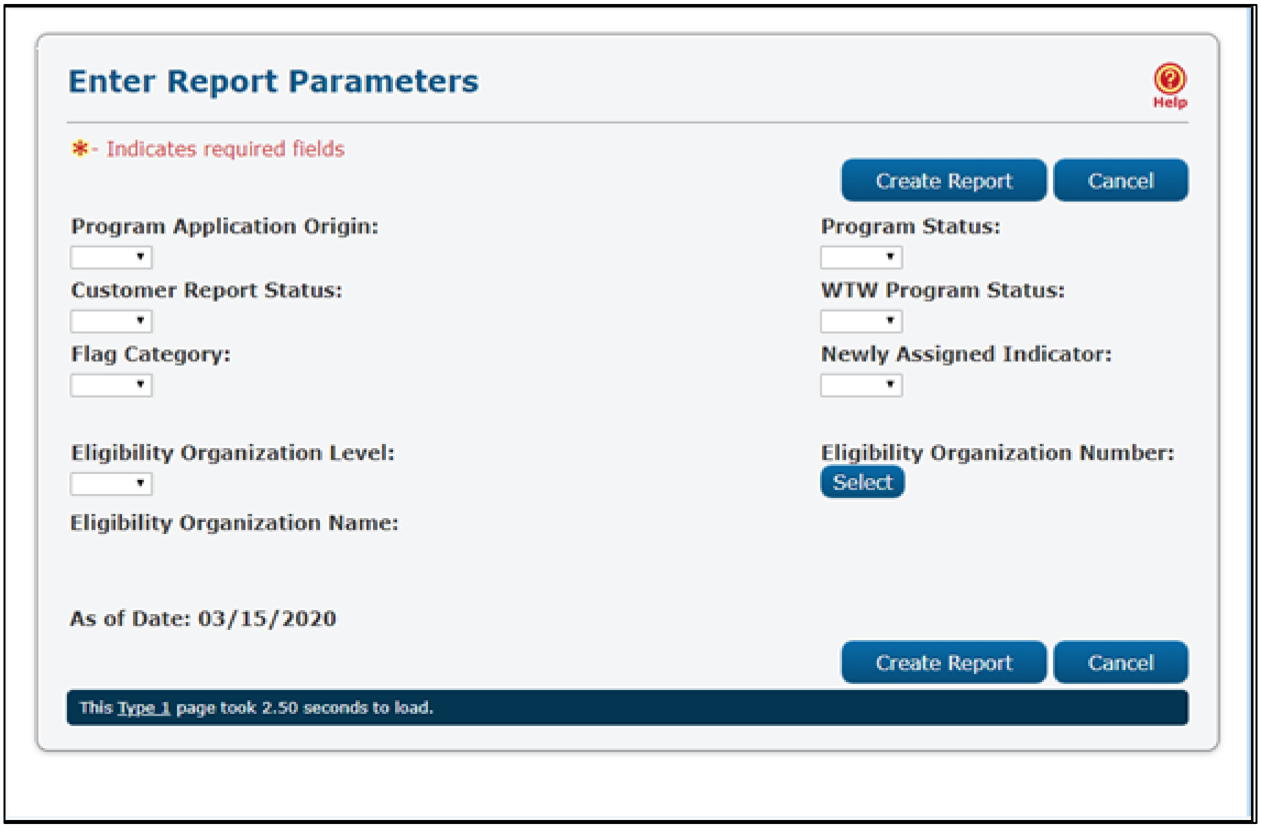

Figure 2.1.4.1-2 – Report Parameter – Mockup

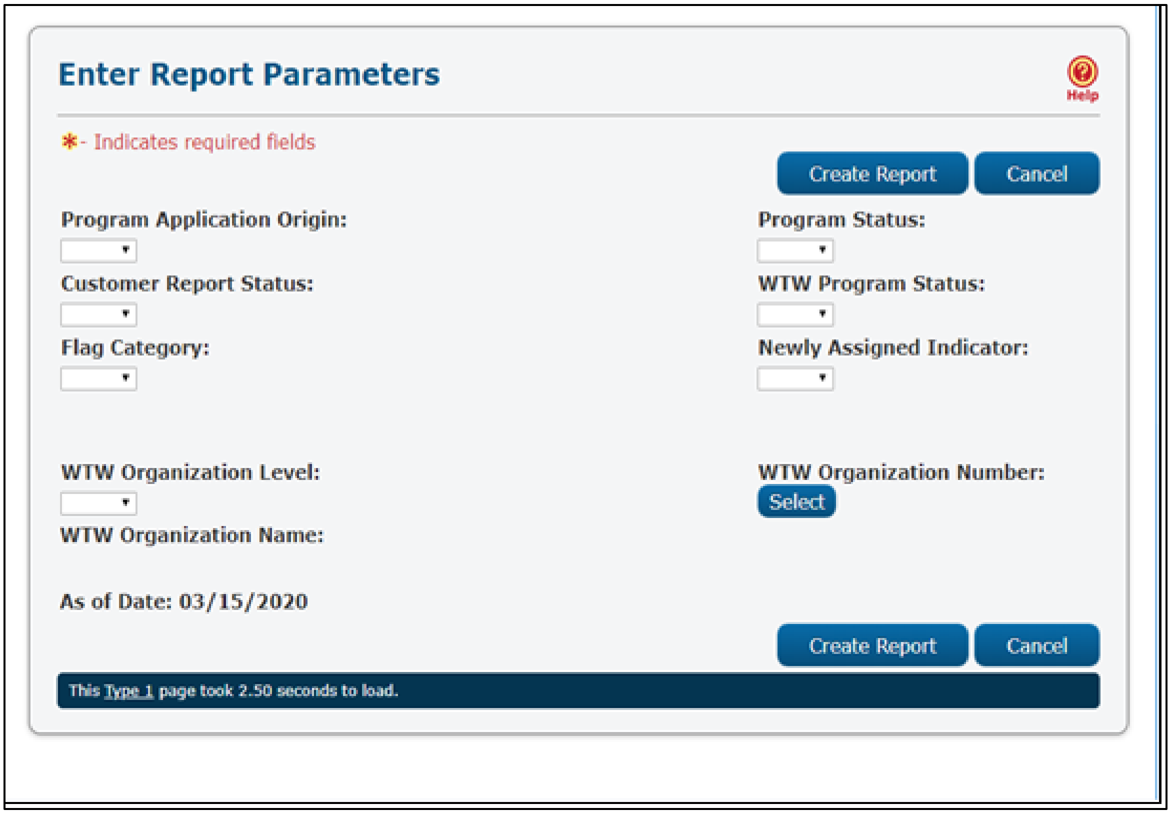

Figure 2.1.4.1-3 – Report Parameter – Mockup

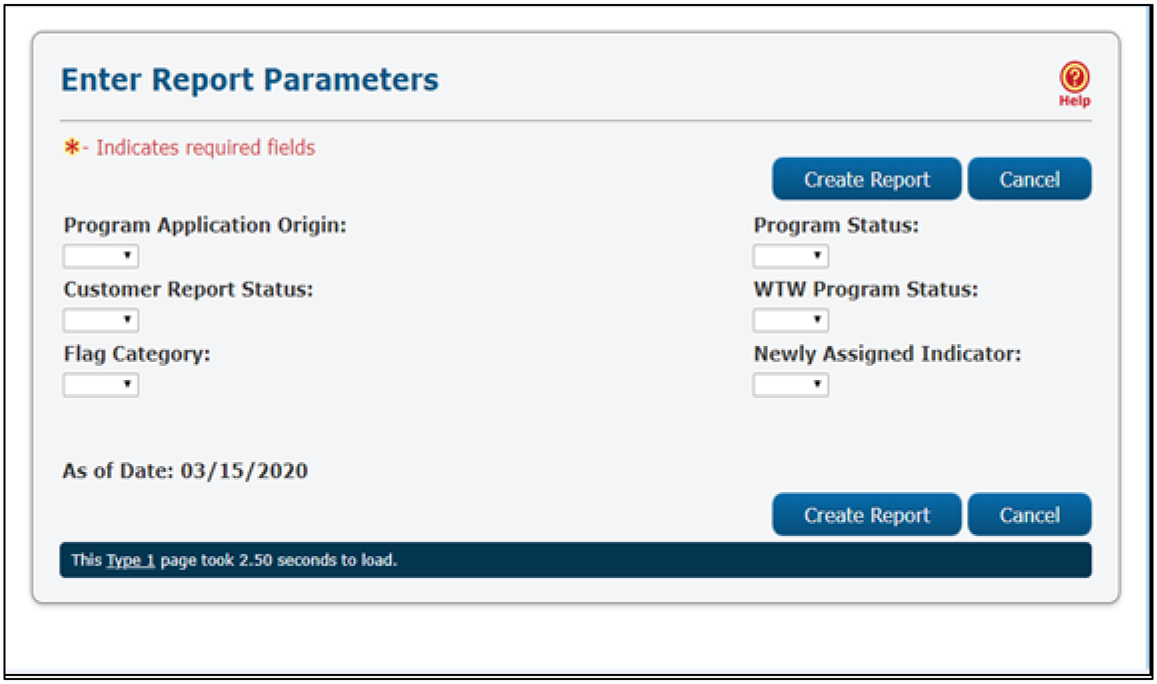

Figure 2.1.4.1-4 – Report Parameter – Mockup

2.1.5 Report Attributes

Attribute	Description/Value
Name	Caseload Inventory Report
Report Type	On-Request
Report Format	Excel (implemented as rtf)
Data Reference	Data Warehouse
Archiving	N/A

2.1.6 Report Parameters

The following table outlines the description of each parameter available on the Report Parameter page. All parameters are optional.

Note: Because this report provides two organization level parameters, eligibility and WTW, it is possible for workers to select a conflicting combination of organization parameters which will yield a blank report. In such scenarios, the report may be run at a higher organization level such as 'county' and further filtering can be used natively within Excel, or the parameter(s) may remain blank.

<table>
<tr><th>Parameters</th><th>Description/Value</th></tr>
<tr><td>Program Application Origin</td><td>A drop-down list to filter data by a specific program application source. Options include:
C4Y
SAWS
Email
SPE
RCC
Other
Phone
Calmers
CBO
In Person
Mail
Fax
IHSS
CSC
ICT</td></tr>
<tr><td>Program Status</td><td>A drop-down list to filter data by a specific program status. Options include:
Discontinued
Pending
Active
Ineligible
Denied
Waiting to Transfer</td></tr>
<tr><td>Customer Report Status</td><td>A drop-down list to filter data by a specific customer report status. Options include:
Received
Generated
Sent
Denied
Completed
Reviewed
Complete-EDBC Accepted
Reviewed-Ready to Run EDBC
In completed
Error
Not Applicable</td></tr>
<tr><td>WTW Program Status</td><td>A drop-down list to filter data by a specific WTW program status. Options include:
Good Cause
Non-Comp
Deregistered
Exempt</td></tr>
</table>

	• Deferred • Sanction
Flag Category	A drop-down list to filter data by a specific flag category. Options include: • Worker Action • Reporting • NA
Newly Assigned Indicator	A drop-down list to filter data that is newly assigned or not. Options include: • N • Y • NA
Eligibility Organization Level	A drop-down list to filter data by a specific organizational level based on the Eligibility Worker assigned. Options include: • Office • Unit • Worker
Eligibility Organization Number	If the Eligibility Organization Level parameter is Office, Unit or Worker, the user may search for a specific Office, Unit or Worker number to be used as this parameter.
Eligibility Organization Name	An automated parameter that is populated based on the selection of the Eligibility Organization Level and Eligibility Organization Number parameter.
WTW Organization Level	A drop-down list to filter data by a specific organizational level based on the WTW Worker assigned. Options include: • Office • Unit • Worker
WTW Organization Number	If the WTW Organization Level parameter is Office, Unit or Worker, the user may search for a specific Office, Unit or Worker number to be used as this parameter.
WTW Organization Name	An automated parameter that is populated based on the selection of the WTW Organization Level and WTW Organization Number parameter.
As of Date	Displays the date of the report's data was last refreshed formatted as <mm/dd/yyyy>.

Table 2.1.6-1 – Report Parameters

2.1.7 Cosmetic Report Updates

1. Add a "Parameters" section to the report layout which will display possible parameters from the report parameter page. Specific parameter values will be populated in this section if entered by a user, otherwise the individual parameter value will display as blank. Reference the attached mockup for a visual example.
2. Update the 'Days Elapsed from Date Pended in C-IV' column to be titled 'Days Elapsed from Date Pended'.

3. The following table outlines cosmetic changes to the display of columns that display icons/images in certain scenarios in the original dashboard version of the report. The spreadsheet implementation will not display icons/images. The following table outlines what will display only for columns that previously displayed icons/images. For remaining columns, please reference the initial design document attached in JIRA.

The underlying base logic of the fields will not be modified. Please reference the attached report mockup for layout and column placement.

Field	Description
Days Elapsed from Date Pended	This column will populate the number of days the application has been in a Pending Status.
Flag Category	• This column will populate 'Reporting', if the Flag Category is Reporting. • This column will populate 'Worker Action', if the Flag Category is Worker Action.
WTW Remaining Months in Clock	• This column will populate '< 18', if the number of months remaining is less than 18 months. • This column will populate '18-21', if the number of months remaining is between 18-21 months. • This column will populate '> = 21' if the number of months remaining is greater than or equal to 21 months.
WTW Approaching Time Limit Indicator	This column will populate '> = 18', if the number of months elapsed is more than or equal to 18 months.
WTW Current Month Extender	This column will populate with a 'Y', if the 24 Month Time Clock has been extended for all individuals participating in WTW.
WTW Current Month Exemption	This column will populate with a 'Y', if the 24 Month Time Clock has been exempted for the current month for all individuals participating in WTW.

WTW Stopped Clock Indicator	This column will populate with a 'Y' if the 24 Month Time Clock has stopped for all individuals participating in WTW.
CalWORKs Remaining Months in Clock	• This column will populate '< 42', if the number of months remaining is less than 42 months. • This column will populate '42-46', if the number of months remaining is between 42-46 months. • This column will populate '> = 46', if the number of months remaining is greater than or equal to 46 months.
CalWORKs Approaching Time Limit Indicator	This column will populate '> = 42', if the number of months elapsed in the 42 Month Time Clock is more than or equal to 42 months.
CalWORKs Current Month Extender	This column will populate with a 'Y', if the 48 Month Time Clock has been extended for all adults participating in CalWORKs.
CalWORKs Current Month Exemption	This column will populate with a 'Y', if the 48 Month Time Clock has been exempted for all adults participating in CalWORKs.
CalWORKs Stopped Clock Indicator	This column will populate with a 'Y', if the 48 Month Time Clock has stopped.

Table 2.1.7-1 – Sheet 1

2.1.8 Deactivate Caseload Inventory Dashboard

Remove the Caseload Inventory Dashboard from Business Intelligence.

Note: The underlying Extract Transform Load (ETL) processes for the Caseload Inventory Dashboard will continue to function to support the On-Request report.

2.1.9 Report Location

Global Navigation: Reports
Local Navigation: On Request
Task Navigation: Case Activity
Report Search: Caseload Inventory Report
Report Description: Provides cases that have a WTW, CalWORKs and/or TANF time clock. Includes application and customer reporting information for each adult in a CalWORKs or CalFresh program.

2.1.10 Security Updates

The following security updates will be transparent to the end users and will not impact current assignment of security to access the Caseload Inventory Report. These changes are strictly to align the verbiage between security groups/rights and the On-Request Caseload Inventory Report as it will no longer be a dashboard.

1. Modify Security Groups for the Caseload Inventory Dashboard to support the On-Request version of the report as follows:
   a. Update the "Caseload Inventory Employment Services Dashboard View" security group name and description:

Security Group	Group Description
Caseload Inventory Report Employment Services View	Employment services view access to the Caseload Inventory Report

   b. Update the "Caseload Inventory Eligibility Dashboard View" security group name and description:

Security Group	Group Description
Caseload Inventory Report Eligibility View	Eligibility view access to the Caseload Inventory Report

   c. Update the "Caseload Inventory Supervisor Dashboard View" security group name and description:

Security Group	Group Description
Caseload Inventory Report Supervisor View	Supervisor view access to the Caseload Inventory Report

2. Modify Security Rights for the Caseload Inventory Dashboard to support the On-Request version of the report as follows:
a. Update the "CaseloadInventoryEmploymentServicesDashboardView" security right name and description:

Security Right	Right Description
CaseloadInventoryReportEmploymentServicesView	Caseload Inventory Report;

b. Update the "CaseloadInventoryEligibilityDashboardView" security right name and description:

Security Right	Right Description
CaseloadInventoryReportEligibilityView	Caseload Inventory Report;

c. Update the “CaseloadInventorySupervisorDashboardView” security right name and description:

Security Right	Right Description
CaseloadInventoryReportSupervisorView	Caseload Inventory Report;

d. Add the following security right:

Security Right	Right Description	Right to Group Mapping
CaseloadInventoryReport	Caseload Inventory Report;	• Caseload Inventory Report Employment Services View • Caseload Inventory Report Eligibility View • Caseload Inventory Report Supervisor View

2.1.11 Counties Impacted

All C-IV counties are impacted.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachement
1	Case Activity	Security Matrix	CIV-102292 Security Matrix.xlsx