CalSAWS

California Statewide Automated Welfare System

Design Document

CA-220013 | DDID 2255

Add Imaging Barcodes to all Forms – Phase 2

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jasmine Chen
	Reviewed By	Amy Gill, Lawrence Samy

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/19/2020	1.0	Original Document	Jasmine Chen

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1 OVERVIEW

CA-207108 updated the CalSAWS system to use a standardized imaging (2D, QR) barcode on templates from counties that have opted into the CalSAWS Imaging Solution. When scanned, this single barcode helps retrieve all information necessary to identify the document, customer, and case.

1.1 Current Design

Majority of the forms in CalSAWS do not include an imaging barcode.

1.2 Requests

For the new CalSAWS Imaging Solution, the request is for all applicable Forms to include a standardized imaging 2D barcode.

1.3 Overview of Recommendations

1. Apply a DCR to applicable Forms to enable the standardized imaging 2D barcode.
2. Display the standardized imaging 2D barcode on applicable Forms that do not currently have one.

1.4 Assumptions

1. There are no changes to barcode and placement design implemented with CA-207108.
2. Efforts for adding the imaging barcode to all Forms are split into CA-217626 for Phase 1 and CA-220013 for Phase 2.
3. Forms from counties not opted into the Imaging Solution will not display the standardized imaging 2D barcode. These forms will retain their existing, separate barcodes.
    a. Technical Test Note:
       By Phase 2 CA-220013, only some counties are opted into the Imaging Solution (referenced by the value, 'Hyland' in CODE_DETL.REFER_TABLE_23_DESCR with category id = 15). For counties that have not yet opted in, a CTCR can be done in Test environments to temporarily mark them with 'Hyland' so the standardized barcode can be generated and tested.
4. CA-214197 implemented functionality to categorize all forms to be visible in the Template Repository by either: (ALL) 58 counties, (MIG)ration counties, or only Los Angeles County (LAC), depending on the county of the logged-in user.
5. Phase 1 CA-217626 will apply recommendations to approximately half of total forms needing a barcode, targeting forms not categorized with 'LAC' (i.e., 'ALL', 'MIG'). Phase 2 will target the remaining forms (i.e., 'LAC').
6. Forms added into the system after CA-220013 and part of the CalSAWS Imaging Solution will have the standardized imaging 2D barcode.

7. CA-212833 will remove certain Non-State Los Angeles County Forms from CalSAWS. Since these forms will be removed, this SCR will exclude these forms.
8. Static templates are generated without case or customer parameters, thus will not require any tracking nor imaging. This SCR will exclude these forms.
9. Templates named with ‘Set’ is a form set containing multiple forms. Sets will not need the standardized imaging barcode, thus this SCR will exclude them.
10. CA-207449 and CA-207447 removed AR 2 CR and TEMP 2215 respectively, to be end-dated in the system and removed from the Template Repository. This SCR will exclude these forms.

2 RECOMMENDATIONS

2.1 Add Imaging Barcode to All Applicable Forms

2.1.1 Overview

For the new CalSAWS Imaging Solution, all applicable Forms will need to have the standardized imaging 2D barcode for documents to be properly scanned and tracked for a customer.

2.1.2 Description of Change

1. Apply a DCR to the applicable templates mentioned in Supporting Document 1 to enable DOC_TEMPL_LANG.IMG_BARCODE_IND = Y.
2. Display the standardized imaging 2D barcode on the applicable templates mentioned in Supporting Document 1.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	The list of templates (categorized with 'LAC', etc.) scoped for Phase 2 to include an imaging barcode.	CA 220013 – Phase2_Templates needing IMG_BARCODE Y DCR.xlsx

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2255	The CONTRACTOR shall configure the imaging solution to read a unique 2D barcode from all CalSAWS Software system generated forms. This barcode will contain the barcode number which is used to identify the document(s) metadata from the CalSAWS Software.	N/A	All applicable Forms will include a standardized imaging barcode to help identify the document, customer, and case.

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CA-208662

Include Threshold languages PA 2327/CW 31

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Imran Bashir, Jasmine Chen
	Reviewed By	Lawrence Samy

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
07/07/2020	1.0	Initial Draft	Imran Bashir
12/09/2020	1.1	Updated Design and Supporting Documents	Jasmine Chen

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1 OVERVIEW

The CW 31 – Receipt for Documents (originally PA 2327) form is used to provide a receipt to customers when they provide forms and/or documents to a worker.

1.1 Current Design

The CW 31 form changes implemented with SCR CA-207453 (DDID 428) is only available in English.

1.2 Requests

Create threshold languages for the CW 31 form.

1.3 Overview of Recommendations

Translate the CW 31 form into all threshold languages.

1.4 Assumptions

1. The triggering conditions of the CW 31 form (originally PA 2327) implemented with SCR CA-207453 will remain the same and are not being updated.

2 RECOMMENDATIONS

2.1 Translate CW 31 - Receipt for Documents

2.1.1 Overview

Translate the CW 31 implemented with SCR CA-207453 into all threshold languages.

State Form: N/A

Current Programs: ALL

Current Attached Forms: N/A

Current Forms Category: Form

Existing Languages: English

2.1.2 Create CW 31 Form in Threshold Languages

The CW 31 form will be translated and created in the following languages:

Languages Added: Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Spanish, Tagalog, Vietnamese

Form Mockups/Examples: See Supporting Documents

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	CW 31 PDF Mockups in Threshold Languages	CA 208662 – CW 31_AE.pdf CA 208662 – CW 31_AR.pdf CA 208662 – CW 31_CA.pdf CA 208662 – CW 31_CH.pdf CA 208662 – CW 31_FA.pdf CA 208662 – CW 31_HM.pdf CA 208662 – CW 31_KO.pdf CA 208662 – CW 31_LA.pdf CA 208662 – CW 31_RU.pdf CA 208662 – CW 31_SP.pdf CA 208662 – CW 31_TG.pdf CA 208662 – CW 31_VI.pdf

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SCR CA-209754 Add Threshold Languages for GN 6050 RP and GN 6053-R

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Connor Gorry
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
9/16/20	1.0	Initial Draft	Connor Gorry
11/17/20	1.0.1	Updated per R6 comments • Updates to Vietnamese verbiage in mockups for both forms • Added recommendation to update GN 6050 RP title in EN, SP	Connor Gorry
11/23/20	1.0.2	Updated per R6 translation feedback	Connor Gorry
11/25/20	1.0.3	Additional Translation updates	Connor Gorry

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1 OVERVIEW

GN 6050 RP and GN 6053-R were implemented as LA County-only Forms in SCR CA-208834, released with 19.09.

This SCR will add Threshold Language translations for both Forms. These changes will only be implemented to LRS/CalSAWS.

1.1 Current Design

GN 6050 RP (5/19) and GN 6053-R (5/19) currently exist in the CalSAWS template repository in English and Spanish.

1.2 Requests

Create Threshold Languages for the GN 6050 RP (5/19) and GN 6053-R (5/19).

1.3 Overview of Recommendations

1.3.1 Add Threshold Language Translations for GN 6050 RP (5/19)

1.3.2 Add Threshold Language Translations for GN 6053-R (5/19)

1.4 Assumptions

1. No additional changes will be made to either Form beyond adding threshold language support.
2. When the GN 6053-R is generated through the Template Repository page or through the Customer Appointment Detail page, the GN 6050 RP is included as the second page.
3. When the GN 6050 RP is generated through the Template Repository page, the GN 6053-R is not included.
4. The GN 6050 RP generated from the Template Repository should be the same as the GN 6050 RP that is attached to the GN 6053-R, with the exceptions of formatting changes made to accommodate the mailing header.

2 RECOMMENDATIONS

2.1 Correct GN 6050 RP Title in English and Spanish

Update the XDPs and database to change the title of the GN 6050 RP (5/19) to 'Optional Transfer to New REP Location Notice'.

2.1.1 Update GN 6050 RP XDP

Correct the title of the GN 6050 RP (5/19) in English and Spanish as it appears in the mailing header.

English	OPTIONAL TRANSFER TO NEW REP LOCATION NOTICE
Spanish	AVISO DE TRANSFERENCIA OPCIONAL A UNA NUEVA UBICACIÓN DE REP

2.1.2 DCR to update GN 6050 RP Form Title

Update the data entry for GN 6050 RP's Form Title to: 'Optional Transfer to New REP Location Notice'

2.2 Add Threshold Language Translations for GN 6050 RP (5/19)

2.2.1 Overview

Implement GN 6050 RP – Optional Transfer to New REP Location* Notice – in threshold languages.

*Note: Currently the GN 6050 RP (5/19) is titled 'Optional Transfer to New REP Provider Notice'. This will be updated with Recommendation 2.2 later in this document.

State Form: N/A

Current Programs: REP

Current Attached Forms: N/A

Current Forms Category: Form

Visibility: LA County Only

Existing Languages: English, Spanish

2.2.2 Add Threshold Languages for GN 6050 RP

The GN 6050 RP will be added in all required Threshold Languages.

Languages Added:

Arabic, Armenian, Cambodian, Chinese, Farsi, Korean, Russian, Tagalog, Vietnamese

Form Mockups/Examples: See Supporting Documents

2.3 Add Threshold Language Translations for GN 6053-R (5/19)

2.3.1 Overview

Implement updated GN 6053-R – REP Appraisal Appointment Notice – in threshold languages.

State Form: N/A

Current Programs: REP

Current Attached Forms: GN 6050 RP (5/19)

Current Forms Category: Form

Visibility: LA County Only

Existing Languages: English, Spanish

2.3.2 Add Threshold Languages for GN 6053-R (5/19)

The GN 6053-R (5/19) will be added in all required Threshold Languages.

Languages Added:

Arabic, Armenian, Cambodian, Chinese, Farsi, Korean, Russian, Tagalog, Vietnamese

Form Mockups/Examples: See Supporting Documents

2.4 CTCR to add languages for GN 6050 RP and GN 6053-R

3 SUPPORTING DOCUMENTS

3.1 GN 6050 RP Translations

Ref. #	Document	Attachment
1	GN 6050 RP – Armenian	GN 6050 RP (5/19) - Armenian
2	GN 6050 RP – Arabic	GN 6050 RP (5/19) - Arabic
3	GN 6050 RP – Cambodian	GN 6050 RP (5/19) - Cambodian
4	GN 6050 RP – Chinese	GN 6050 RP (5/19) - Chinese
5	GN 6050 RP – Farsi	GN 6050 RP (5/19) - Farsi
6	GN 6050 RP – Korean	GN 6050 RP (5/19) - Korean
7	GN 6050 RP – Russian	GN 6050 RP (5/19) - Russian
8	GN 6050 RP – Tagalog	GN 6050 RP (5/19) - Tagalog
9	GN 6050 RP – Vietnamese	GN 6050 RP (5/19) - Vietnamese

3.2 GN 6053-R Translations

Ref. #	Document	Attachment
1	GN 6053-R – Armenian	GN 6053-R (5/19) - Armenian
2	GN 6053-R – Arabic	GN 6053-R (5/19) - Arabic
3	GN 6053-R – Cambodian	GN 6053-R (5/19) - Cambodian
4	GN 6053-R – Chinese	GN 6053-R (5/19) - Chinese
5	GN 6053-R – Farsi	GN 6053-R (5/19) - Farsi
6	GN 6053-R – Korean	GN 6053-R (5/19) - Korean
7	GN 6053-R – Russian	GN 6053-R (5/19) - Russian
8	GN 6053-R – Tagalog	GN 6053-R (5/19) - Tagalog
9	GN 6053-R – Vietnamese	GN 6053-R (5/19) - Vietnamese

3.3 GN 6050 RP English and Spanish Updated Title

Ref. #	Document	Attachment
1	GN 6050 RP – Updated Title (EN)	GN 6050 RP (5/19) - English - Correct Title
2	GN 6050 RP – Updated Title (SP)	GN 6050 RP (5/19) - SP - Correct Title

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Design Document

CA-214267

Update Foster Care to issue County Funds (Aid Code 45)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	S Meenavalli
	Reviewed By	Prakash T, Paul G, Laura, Ignacio

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/02/2020	1.0	Initial Version	S Meenavalli
11/24/2020	1.1	Updated with the Comments	S Meenavalli

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1 OVERVIEW

The county funded aid code '45 – FC (County)' is determined for the Foster Care (FC) program when they fail to meet the Federal, State and Emergency Assistance requirements. The Child Placement Detail page contains the field 'Use County Funds (YES/NO)' will be selected by county to determine if the county funded aid code '45 – FC (County)' to be issued or not.

1.1. Current Design

Currently CalSAWS System assign Aid Code 45 (County Funds) when the NMD does not meet with 180 day Court Findings requirement for Foster Care NMD Re-Entry. Also, CalSAWS is discontinuing FC/ARC cases at the age of 21 based on the EDBC logic.

1.2. Requests

There are times when the county opts to pay 45 funds for NMDs over 21 due to appeals or delays in court and for this reason the county may opt to pay county funds.

The request is to use Aid Code 45 (County Funds) when counties opted for it in the Child Placement Details page. If not opted to use county funds, then system should discontinue the NMD for not meeting the requisite court requirement and a new failure reason will be set.

Also, request is to use Aid Code 45 (County Funds) when counties opted for to issue funds for the cases over age 21. These cases need to be discontinued if the counties didn't opted for Aid Code 45 (County Funds) or when the placement is ended and not determined by the EDBC logic.

1.3. Overview of Recommendations

1. Update the EDBC rules to determine the county funded aid code '45 – FC (County)' when the 'Use County Funds' indicator is 'Yes' on to the Child Placement Detail page for FC NMD Re-entry that does not meet with 180 day Court Findings requirement.
2. Add new failure status reason 'Court Requirement Not Met' when the 'Use County Funds' indicator is 'No' and FC NMD Re-entry that does not meet with 180 day Court Findings requirement.
3. Update the EDBC rules to determine the county funded aid code '45 – FC (County)' when the 'Use County Funds' indicator is 'Yes' on to the Child Placement Detail page for FC Cases that are having youth over age 21.
4. Update the EDBC rules to determine the county funded aid code '45 – FC (County)' when the 'Use County Funds' indicator is 'Yes' on to the Child Placement Detail page for FC Cases that are failing with "Doesn't Meet Program Req." or "Home/facility not Eligible".

1.4. Assumptions

1. The functionality to allow Counties to opt in to 'Use County Funds (YES/NO)' in the Child Placement Detail Page will be implemented as part of FCED SCR CA-215449 which is targeted to implement in the release 21.01
2. 'Use County Funds' field will be set to 'YES' for all LA County Cases by default and set to 'NO' for all other counties. Please refer to FCED SCR CA-215449 for more details.
3. Negative Action taken by the worker is out of scope of this SCR.
4. No new NOA is being added as part of the scope of this SCR.

2 RECOMMENDATIONS

The Child Placement Detail page will be having the field 'Use County Funds (YES/NO)' that allows the Worker to indicate if county funds for the placement should be used or not for the placement.

The EDBC rules to determine the aid code to '45 – FC (County)' will be updated to check the value of the 'Use County Funds' field.

2.1. Update FC EDBC Aid Code Determination

2.1.1 Overview

The EDBC rule to determine the county funded aid code '45 – FC (County)' will be updated to check the value of the 'Use County Funds' indicator.

2.1.2 Description of Changes

1. Update aid code for the time period when the FC program does not meet the Federal, State or Emergency Assistance aid code requirements, and meets the below requirements for the county funded aid code 45
    a. FC NMD Re-entry that does not meet with 180 day Court Findings requirement and 'Use County Funds' flag on the Child Placement Detail page is 'Yes'
        i. Set the Aid Code for the FC EDBC to '45 – FC (County)'.
    b. FC NMD Re-entry that does not meet with 180 day Court Findings requirement and 'Use County Funds' flag on the Child Placement Detail page is 'No'
        i. The FC program will be closed with the new failure status reason 'Court Requirement Not Met'.
    c. FC youth over the age 21 and 'Use County Funds' flag on the Child Placement Detail page is 'Yes'
        i. Set the Aid Code for the FC EDBC to '45 – FC (County)'.
    d. FC youth over the age 21 and 'Use County Funds' flag on the Child Placement Detail page is 'No'

i. The FC program will be closed with the existing status 'Age' at the person level status reason.

e. FC person failing with 'Doesn't Meet Program Req.' and 'Use County Funds' flag on the Child Placement Detail page is 'Yes'
   i. Set the Aid Code for the FC EDBC to '45 – FC (County)'.
   ii. PASS the Person and Program

f. FC person failing with 'Home/facility not Eligible' and 'Use County Funds' flag on the Child Placement Detail page is 'Yes'
   i. Set the Aid Code for the FC EDBC to '45 – FC (County)'.
   ii. PASS the Person and Program

2. Update the Program Status Reason and Person Status Reason drop downs to add/include the new status reason 'Court Requirement Not Met' in the FC Manual EDBC Page.
3. Update the Program Status Reason and Person Status Reason drop downs to add/include the new status reason 'Court Requirement Not Met' in the FC Override Program Configuration Page.
4. Update the Negative Action Reason to add/include the new status reason 'Court Requirement Not Met' in the FC Negative Action Page.
5. Below is the table that depicts the status reasons that are impacted by the field 'Use County Funds' YES/NO.

Status Code	Status Reason Description	Use County Funds SW Impact exists?	Comment	Set by EDBC	Negative Action
9	Application Opened in Error	No	NA Only	No	Yes
10	Duplicate Application	No	NA Only	No	Yes
11	No Eligible Mem	No	Program fail Only	Yes	No
18	Written Withdrawal	No	NA Only	No	Yes
81	**Age**	**Yes**	**Set Aid-Code 45**	**Yes**	**Yes**
85	Inter-County Transfer	No	NA Only	No	Yes
88	Adopted	No	NA Only	No	Yes
89	Jurisdiction Transfer	No	NA Only	No	Yes
CN	On Aid Another Case	No	NA Only	No	Yes
E8	**Doesn't Meet Program Req.**	**Yes**	**Set Aid-Code 45**	**Yes**	**No**
F04	**Home/facility not Eligible**	**Yes**	**Set Aid-Code 45**	**Yes**	**Yes**
F05	Child Returns to Home of Removal	No	NA Only	No	Yes
F06	No longer in Care	No	NA Only	No	Yes
F17	ARC child jurisdiction has been changed	No	NA Only	No	Yes
GB	No Open Application	No	No Impact	Yes	No
JL	Child Eligible to Kin-GAP	No	NA Only	No	Yes
KS	Child Returns to Parent	No	NA Only	No	Yes
WI	Child Not In Placement	No	No Impact	Yes	Yes
New	**Court Requirement Not Met**	**Yes**	**Set Aid-Code 45**	**Yes**	**Yes**

Technical Note:

Add the new status reason in CT_73 Table, 'Court Requirement Not Met'. This status reason should be applied if the FC program is FAIL due to NMD Re-Entry does not meet with 180 day Court Findings requirement and 'Use County Funds' is set to 'NO'.

The table below lists the Status Reason and the related details. The new status reason will be set as the EDBC failure program status reason and/or person level status reason.

Status Reason	Code Num Identif	FC Priority	FC Close Person	FC Close Program	FC Negative Action	Foster Care
Court Requirement Not Met	New	1350	CanCloseBoth	CanCloseBoth	Y	Y

2.1.3 Programs Impacted

FC/ARC

2.1.4 Performance Impacts

None

3 REQUIREMENTS

3.1. Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
6	The CONTRACTOR shall create the framework to allow the user to select a flag in CalSAWS system to determine and issue county funds for Foster Care (Aid code 45). The CONTRACTOR shall update the CalSAWS Software to auto test MC program with a Requested Medi-Cal type of "FC Unpaid (45)" when a Foster Care child is discontinued for "Child Not in Placement" or "Whereabouts Unknown".	Child Placement Detail page is updated with a new field to indicate if the FC program should issue county funds.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-214760 | DDID 2357

FDS: API – Worker Schedule

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Sridhar Mullapudi
	Reviewed By	Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/06/2020	1.0	Initial Draft	Sridhar Mullapudi

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1 OVERVIEW

1.1 Current Design

This is a new API made available to provide the worker schedule data from the CalSAWS system. An API to expose worker schedules does not exist in the CalSAWS system.

1.2 Requests

Create a service that can retrieve, update, and create worker schedules.

1.3 Overview of Recommendations

1. Create a new endpoint to retrieve, update, and create worker schedules.

1.4 Assumptions

1. Results returned will be paginated to 20 values by default.
2. Limit parameter will allow a maximum of 250 values returned by default.
3. Results are limited to county level data.
4. The domain objects primary database Id will be used for sorting by default unless specified otherwise.
5. Code Table values in the appendix are subject to change.
6. Requests and Responses will use Code Table values as described in the appendix.

2 RECOMMENDATIONS

2.1 Worker Schedule API

2.1.1 Overview

This API will expose the worker schedule data from the CalSAWS system.

2.1.2 Description of Changes

1. The Worker Schedule API will include the following data elements and error handling. Please refer to the **workerschedule.html** document for the technical specifications and data element definitions.

2.1.3 Request Body

The worker schedule API can be used to create or update worker schedule for a given time period in CalSAWS. The request must contain the following fields:

1. worker_num_identif
2. beg_date
3. beg_time
4. end_time
5. avail_type_code (CT 290)

2.1.4 Response

The Worker Schedule API will return the following data elements:

1. worker_num_identif
2. Id
3. beg_date
4. beg_time
5. avail_type_code
6. appt_type_code

2.1.5 Error Message

The Worker Schedule API will return error messages in the following Scenarios:

1. Bad request. body/parameter {parameter name} is invalid. {Reason}
2. Bad request. start_date and end_date should be within 7 days.

3. Bad request. start_time and end_time values should be in 15 min increments.

4. Authorization information is missing or invalid.

5. Worker schedule with the specified {param name(s)} was not found.

6. Request Timeout.

7. Internal Server Error.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	API	Detailed Endpoint document	worker_schedule.html

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
DDID 2357	The CONTRACTOR shall create a service for the 58 Counties that returns, updates and creates a worker schedule utilizing a CalSAWS API. When a worker number, begin date and end date is provided, the service will return the worker schedule between the specified begin and end date including the availability and scheduled appointments over fifteen-minute increments. The begin and end date filters will be limited to seven days. Worker schedules can be updated or created utilizing the API and including all required information as specified by the CalSAWS.	The API complexity accounts for including the ability to read, write, and update worker schedules. It also includes the ability to search for worker schedules utilizing a variety of parameters.	Create worker schedule API

5 APPENDIX

This section contains the code table (CT) values that are currently used in the system. API users can use and expect these values as specified in the technical design

CT 219: Appointment Type/ appt_type_code
Single
Multiple

CT 290: Availability Category Code/ avail_type_code
Available
Available for IN/ES
Unavailable
Available for Appraisal
Available for NC
MSUDRP
Vacation Days
Desk Time
Leave
Lunch
Telecommuting Days

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Design Document

CA-214907

DDID 2235

Task Management

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Mayuri Srinivas, Justin Dobbs
	Reviewed By	Justin Dobbs, Carlos Albances, Pandu Gupta, Sarah Cox

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/27/2020	1.0	Version 1	Mayuri Srinivas

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1 OVERVIEW

This design outlines modifications to Task Management functionality within the CalSAWS System to provide access to images associated to Tasks.

1.1 Current Design

DDID 655 (CA-214929) introduced a set of Task pages that are accessible through a "Tasks" option in the Utilities navigation bar. These pages allow staff to manage and work Tasks independently of the main CalSAWS System window.

DDID 2254 (CA-214917) will introduce a set of Document Routing Rule pages that allow users to configure Task creation instructions based on specific documents that are imaged. This enhancement includes functionality to associate images to any resulting Tasks.

There are Task pages within the CalSAWS System that currently provide functionality to access related images with a "View Images" button.

The Task pop up pages per DDID 655 do not include capability to access images related to specific Tasks.

1.2 Requests

1. Update the pop up Task Detail page to include a button to allow viewing of images associated to the Task and documents received within a time period after the Task was created.
2. Update existing pages in the CalSAWS System that provide access to Task images to retrieve Task/Image associations resulting from DDID 2254.

1.3 Overview of Recommendations

1. Update the Task Pop-Up – Task Detail page to include a button to access images associated to the Task or images received within 30 calendar days after the Task was created.
2. Update the Task Detail page accessible through the Worklist and Worklist PR RE pages to include a button to access images associated to the Task or images received within 30 calendar days after the Task was created. This includes the Task Detail popup window and Task Navigation menu when initiating guided navigation.

1.4 Assumptions

1. The Images button described within this design will not be available to counties that have not been enabled on the Hyland imaging solution.
2. Task images buttons currently available to Los Angeles county will not be impacted if the county has not moved onto the Hyland imaging solution.
3. Enhancements CA-214038 (DDID 2508 - CalSAWS Images Buttons) and CA-214917 (DDID 2254, 2504 FDS: Task Mgt) will be completed and available in the CalSAWS System at the same time or prior to this enhancement.

4. The necessary security right to support the new button has been introduced with CA-214038.

2 RECOMMENDATIONS

This section will outline recommendations to update the relevant Task pages in the CalSAWS System to allow access to imaged documents. The Images button's being introduced in the below sections are dependent on a county having Hyland as the imaging solution.

2.1 Task Pop Up - Task Detail

2.1.1 Overview

The Task Pop-Up - Task Detail page is accessible from the Task Search page. This page can be used to view, edit, or create Tasks. This section will describe recommendations to update the Task Pop-Up - Task Detail page to allow access to related imaged documents

2.1.2 Task Detail Mockup

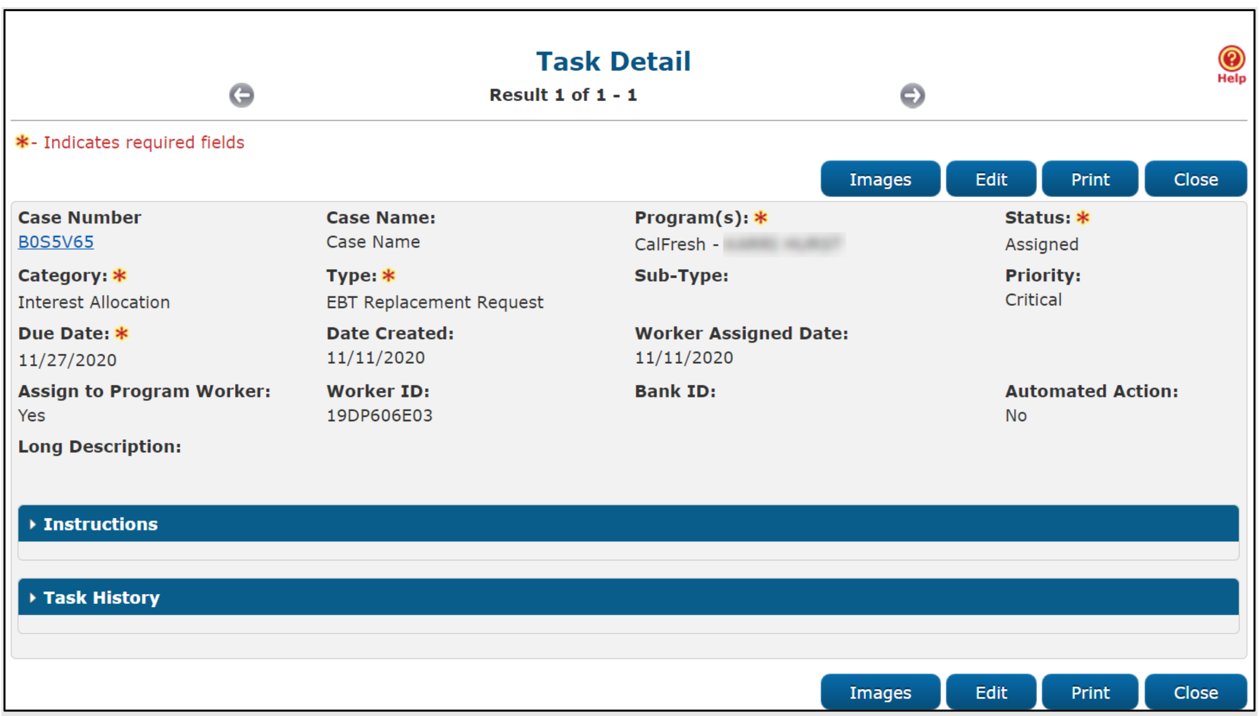

Figure 2.1.2-1 – Task Detail View Mode Mockup

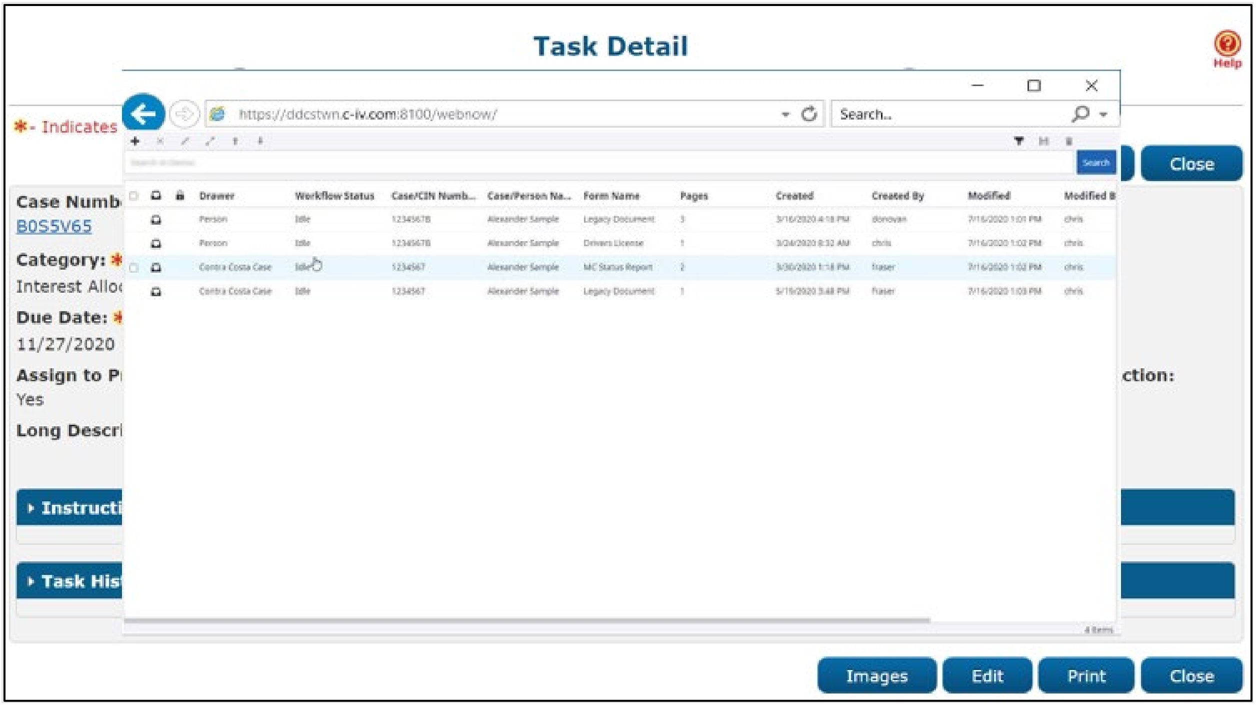

Figure 2.1.2-2 – Imaging Solution Window

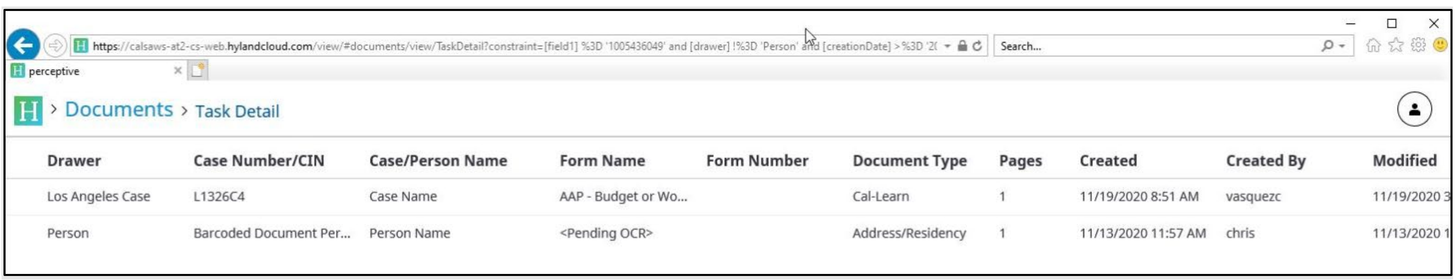

Figure 2.1.2-3 – Imaging Solution Window - Closeup

2.1.3 Description of Changes

Update the Task Detail page to include an "Images" button that allows the user to access imaged documents associated to the specific Task and documents imaged within 30 calendar days after the Task was created.

1. **BUTTON:** Images – This button will display to the left of the Edit button when the Task Detail page is in View or Edit mode. The button will display if the worker's security profile contains the "ImagingSearchCase" or "ImagingSearchPerson" security rights, the imaging solution for the county is Hyland and the Task is associated directly to at least one image. If the imaging solution for the county is NOT Hyland or the Task is not associated to at least one image, the button will not display. The status of the Task does not impact the display of the Images button.

Upon clicking the Images button, a separate Imaging Solution (Hyland) window will pop up that is 850 pixels tall and 1500 pixels wide. Using the "Images" button multiple times will result in multiple Hyland windows. This window will operate independently. This window will include a listing of:

- Images associated directly to the Task on the Task Detail Page
- Images associated to the Case of the Task that have a Capture Time within 30 calendar days after the Task was created. If the Task is not associated to a Case, this condition will not apply.

  For example: A document is imaged in on December 1st, 2020 and a Task is created per DDID 2254 functionality with the image associated to the Task. When clicking the Images button, the results that display in the Hyland window will include the image that was scanned on December 1st AND any additional images associated to the same Case between December 1st and December 31st(inclusive).

  Note: Images associated directly to the Task that return within the Hyland results window are not distinguishable from images scanned within 30 days of the Task being created. The Image results will be ordered by Capture Time (Created - newest to oldest).

2.1.4 Page Location

N/A

2.1.5 Security Updates

N/A – No new security being introduced.

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Task Detail – via Worklist Pages

2.2.1 Overview

The CalSAWS System includes a Task Detail page that is accessible via the Worklist and Worklist PR RE pages. This page currently displays a "View Images" button based on specific types of Tasks and if the Task is associated to an Image. This section will outline adjustments to this page to display an "Images" button intended to replace the "View Images" button once the county imaging solution becomes Hyland.

2.2.2 Task Detail Mockup

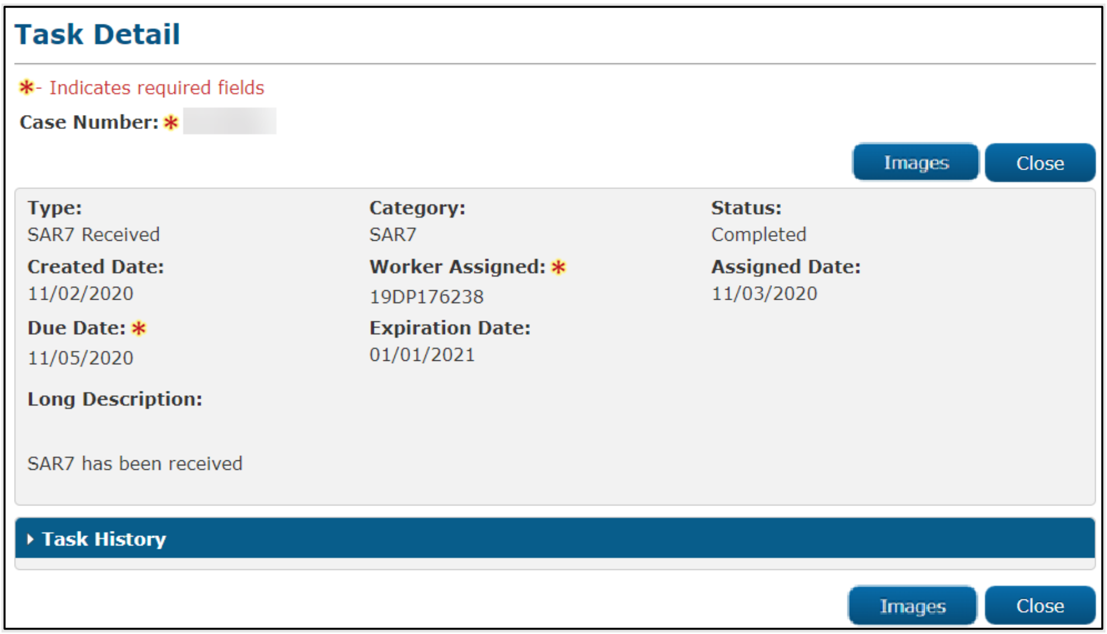

Figure 2.2.2-1 – Task Detail View Mode Mockup

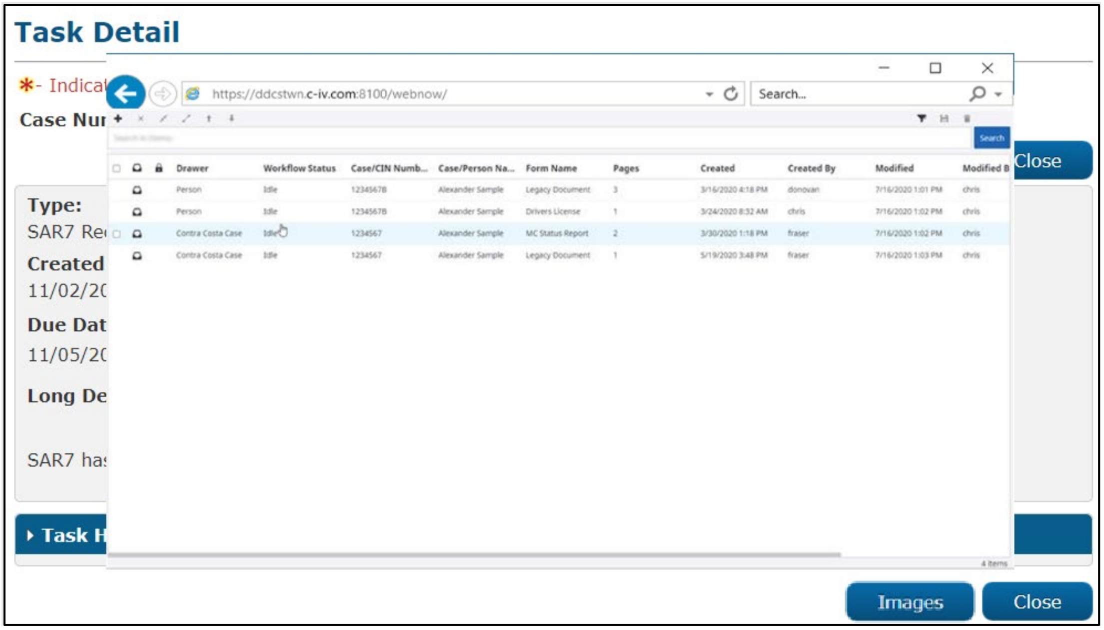

Figure 2.2.2-2 – Imaging Solution Window

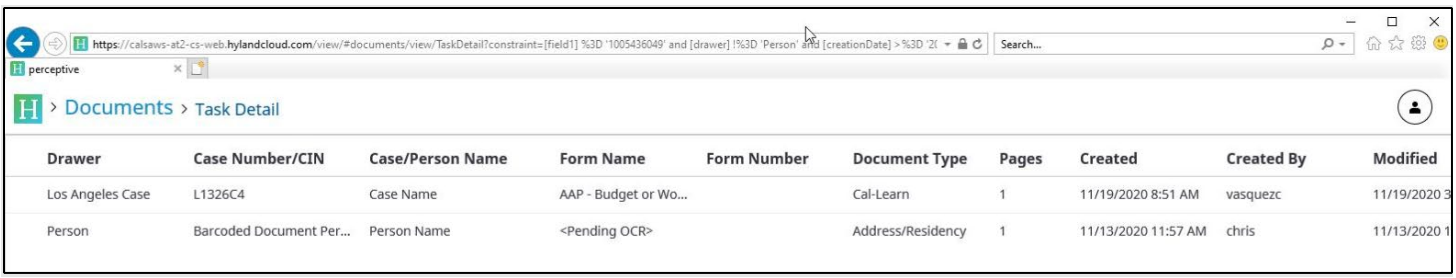

Figure 2.2.2-3 – Imaging Solution Window - Closeup

2.2.3 Description of Changes

Update the Task Detail page and Task Navigation menu that is accessible via the Worklist pages as follows:

1. Update the display of logic of the existing "View Images" **BUTTON** to no longer display if the county imaging solution is Hyland.
2. **BUTTON:** Images –This button will display to the left of any current buttons that display on the top and bottom of the page when the Task Detail page is in View or Edit mode. The button will display if the worker's security profile contains the "ImagingSearchCase" or "ImagingSearchPerson" security rights, the imaging solution for the county is Hyland and the Task is associated directly to at least one image. If the imaging solution for the county is NOT Hyland or the Task is not associated to at least one image, the button will not display. The status of the Task does not impact the display of the Images button.

When a user clicks the Task Type hyperlink to initiate guided navigation, the Task Detail pop up window that opens will also display the new button. When guided navigation is initiated, the Task Navigation menu refreshed into context of the Guided Navigation. This menu will also be updated to display the "Images" button beneath the Task Type name when the above criteria is true.

Note: This page may only display a single button to access images at a given point in time based on the current imaging solution for the county.

Upon clicking the Images button, a separate Imaging Solution (Hyland) window will pop up that is 850 pixels tall and 1500 pixels wide. Using the "Images" button multiple times will result in multiple Hyland windows. This window will operate independently. This window will include a listing of:

- Images associated directly to the Task on the Task Detail Page
- Images associated to the Case of the Task that have a Capture Time within 30 calendar days after the Task was created. If the Task is not associated to a Case, this condition will not apply.

  For example: A document is imaged in on December 1st, 2020 and a Task is created per DDID 2254 functionality with the image associated to the Task. When clicking the Images button, the results that display in the Hyland window will include the image that was scanned on December 1st AND any additional images associated to the same Case between December 1st and December 31st (inclusive).

  Note: Images associated directly to the Task that return within the Hyland results window are not distinguishable from images scanned within 30 days of the Task being created. The Image results will be ordered by Capture Time (Created - newest to oldest).

This button will not replicate the logic of the existing "View Images" button which has specific conditions to display if the Task Type is one of the following:

- Controlled Form
- Other CSC Task
- Point of Service Scans Received
- SAR7 Received
- SAR72 Received
- QR7 Received
- CF/CW RD Packet Received

- MC RD Packet Received
- CAPI/GR RD Packet Received
- Non-MAGI Turning 65 Packet Received
- Non-MAGI Screening Packet Received
- TNB4 Packet Received

With the introduction of the Document Routing Rule Detail page per DDID 2254, counties may configure Tasks to be created for any available Task Type resulting from a document image action. It is possible that images may be associated to any available Task Type based on county configuration.

2.2.4 Page Location

- **Global:** Case Info
- **Local:** Tasks
- **Task:** Worklist
  Worklist PR RE

2.2.5 Security Updates

N/A – No new security being introduced.

2.2.6 Page Mapping

N/A

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 Imaging Solution (Hyland) Interaction

2.3.1 Overview

This section outlines the attribute information that will be provided for processing on click of the “Images” button.

2.3.2 Description of Changes

1. The “Images” button provides the following information to the Image Retrieval URL process:
   Tasks Created After Hyland Cutover
   a. Image UID(s) **(Required)** – All image UIDs associated to the Task. Note: A Task may be associated to one or more images directly.

b. Case UID – The Case ID of the Case associated to the Task. This attribute will be used to retrieve additional images associated to the Case within 30 days of the Task being created. If this field is NULL, only images per the Image UIDs will be returned.
c. Date Range – A 30 day date range beginning with the Task Creation Date. The end of the date range is 30 calendar days after the Task Creation Date (inclusive). This attribute will only be used if the Case UID is not NULL.

<u>Tasks Created Before Hyland Cutover</u>

At the time Los Angeles moves to the Hyland imaging solution, Tasks will exist in CalSAWS with a "View Images" button that would previously retrieve images from EDMS. After the move to Hyland, the images and specific attributes will be available in Hyland. If a Hyland "Images" button is available and is clicked for a Task that was created prior to the county moving into the Hyland solution, the following information will be provided:

a. Case UID – The Case ID of the Case associated to the Task.
b. Barcode Number – The barcode associated to the generated Customer Report that is associated to the Task.
c. Date Range – A 30 day date range beginning with the Task Creation Date. The end of the date range is 30 calendar days after the Task Creation Date (inclusive).

2. Configure a "TaskView" Search Filter within Hyland to retrieve the appropriate images and display the information in the Hyland window.
3. Update the Image Retrieval URL process to receive the appropriate parameters and invoke the "TaskView" Search Filter within Hyland.

3 SUPPORTING DOCUMENTS

N/A

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2235	The CONTRACTOR shall update the Task Detail page to add a button for viewing documents associated to the task and documents received within a time period after the task was created. The images button must remain accessible on the Task Detail page, regardless of task status.	- Imaging system will support single sign on functionality for CalSAWS credentials.	This design will incorporate functionality into the Task Detail pages to allow access to imaged documents that are associated to the Task or associated to the same Case and received within a time period after the Task was created.

5 MIGRATION IMPACTS

N/A

6 OUTREACH

N/A

7 APPENDIX

N/A

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-214917

DDID 2254, 2504

Task Mgt

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Mayuri Srinivas, Justin Dobbs
	Reviewed By	Justin Dobbs

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/22/2020	1.0	Version 1	Mayuri Srinivas

Table of Contents

1 OVERVIEW

This design outlines modifications to the CalSAWS System that will allow configuration of Tasks that result from imaged documents.

1.1 Current Design

The CalSAWS System includes functionality to automatically create a Task in specific scenarios. DDID 34 introduced an Automated Action framework that will allow counties to configure several attributes for automated Task processing. DDID 1629 is converting CalSAWS automated Tasks into the Automated Action framework.

The CalSAWS System current imaging solution includes functionality to automatically create Tasks based on specific imaged documents and provides a button to access related images from the Worklist Task Detail page.

Task creation configurability based on specific imaged documents is not currently available in the CalSAWS System.

1.2 Requests

Modify the CalSAWS Task Management solution to allow authorized users to configure Task creation and routing rules by Document Type and Form Number/Name. The functionality will include:

- Customizable grouping of Document Types and/or Form Numbers
- Configurability of which types of Tasks will be created resulting from specific Forms being scanned.
- The ability to accept program override(s) for Task routing from the imaging solution (Hyland).
- The option to suppress Tasks when there is an upcoming appointment.
- The option to suppress Tasks if the scanning User would receive the resulting Task.

1.3 Overview of Recommendations

1. Add functionality to allow county customization of Document Routing Rules by implementing a Document Routing Rule List and Detail page.
2. Implement a Select Form page that allows Users to search for and select one or more specific forms to be applied to a Document Routing Rule.
3. Implement a Document Routing Rule Program Detail page that allows a User to customize Task assignment configurations by Program and Program Status for a Document Routing Rule.
4. Implement processing to evaluate Document Routing Rule information when a document is scanned in and a request is received by the 'Generate Task' Imaging Inbound Web Service.

1.4 Assumptions

1. Each specific form will only be associated to a single Document Routing Rule.
2. The Generate Task Imaging Inbound Web Service per CA-214034 has been implemented.
3. A form inventory is available in the data which includes Document Type, Form Number and Form Name per CA-214060.
4. The Generate Task Imaging Inbound Web Service will provide the attributes referenced in SCR CA-214034.
5. The county imaging solution is Hyland.

2 RECOMMENDATIONS

This section will outline recommendations to introduce Task Management functionality for imaged document routing configurations in the CalSAWS System.

2.1 Document Routing Rule List Page

2.1.1 Overview

The Document Routing List page will display Document Routing Rules that are available in the CalSAWS System. Users can navigate to the detailed information for each Document Routing Rule from this page.

2.1.2 Document Routing Rule List Page Mockup

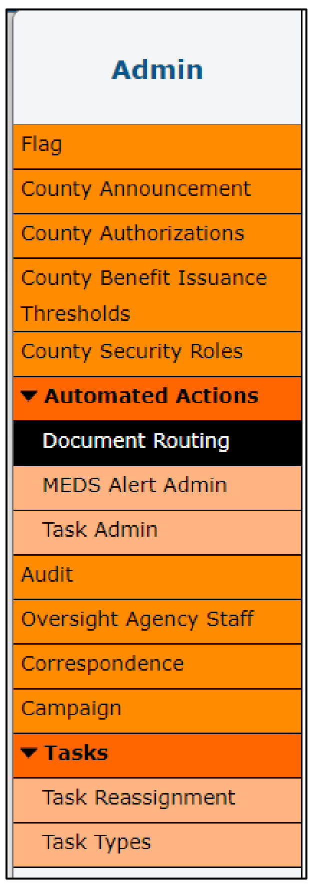

Figure 2.1.2.1 – Document Routing Rule List Page Task Navigation Mockup

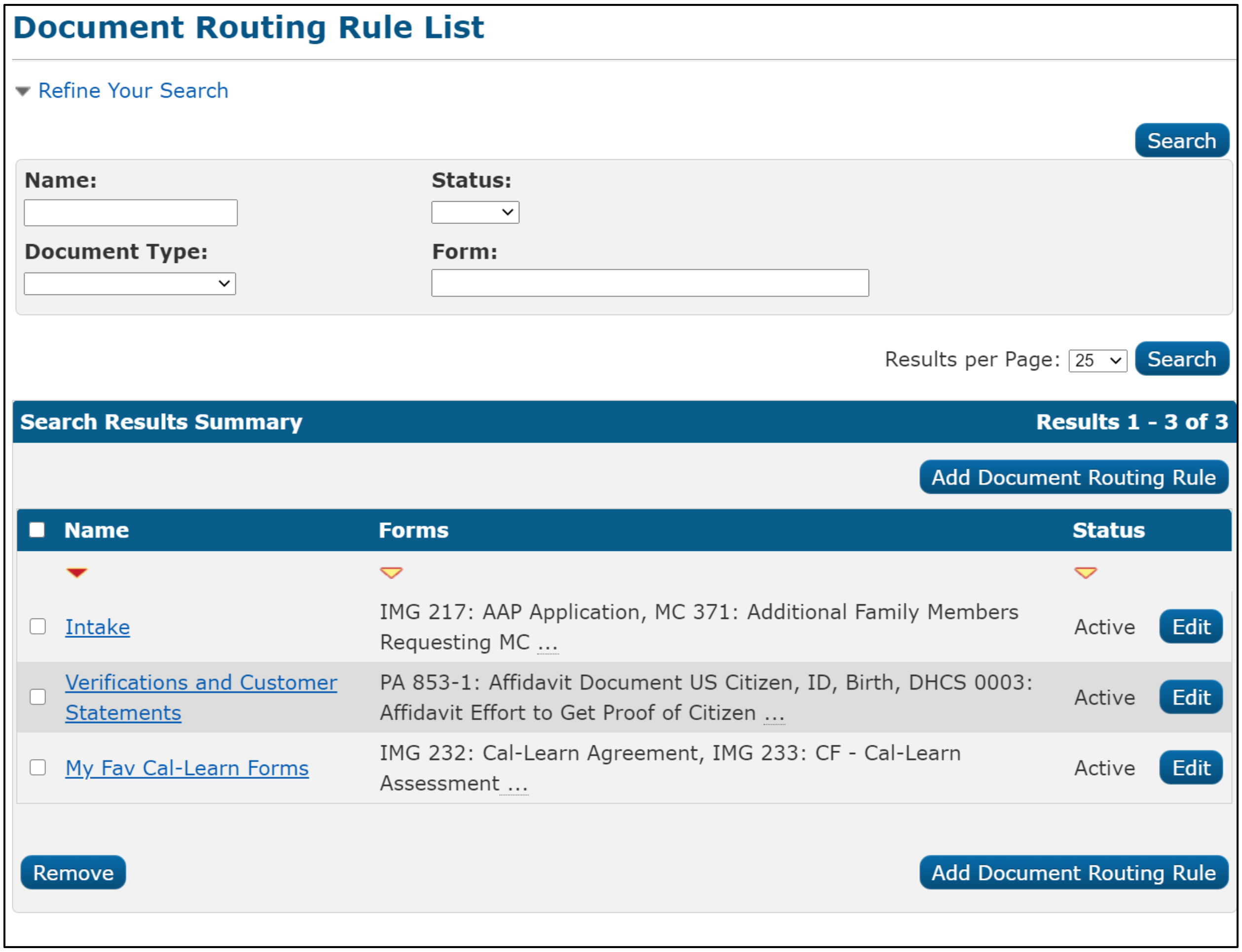

Figure 2.1.2.2 – Document Routing Rule List Page Mockup

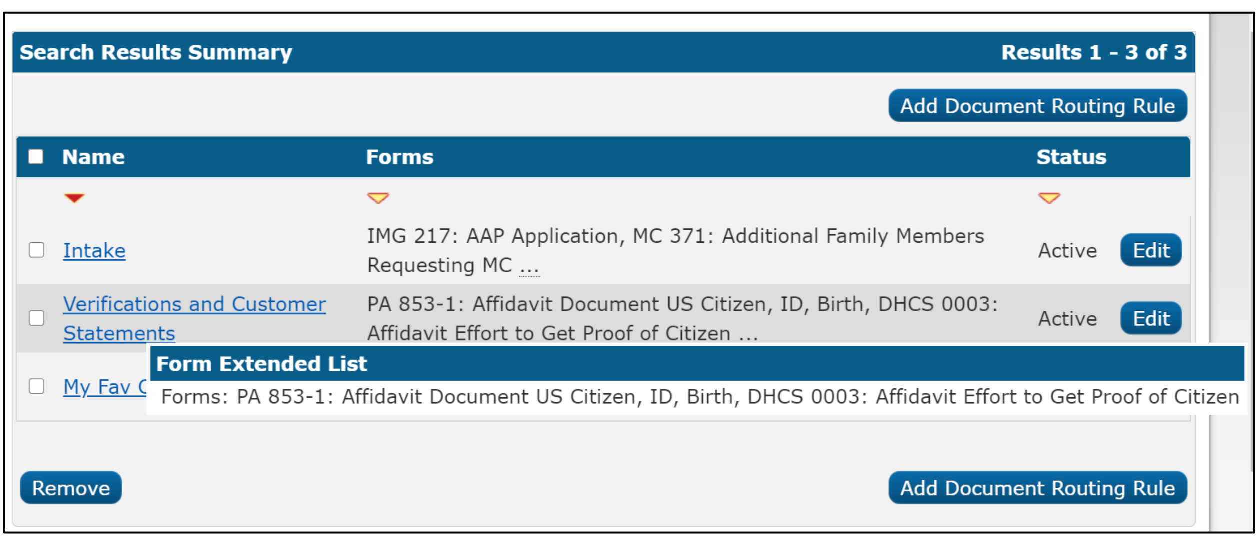

Figure 2.1.2.3 – Document Routing Rule List Page Tool Tip Feature

2.1.3 Description of Changes

Add a Document Routing Rule List page to the CalSAWS System.

1. Refine Your Search
   This is an expandable section toward the top of the page that displays parameters which can be used to filter the Document Routing Rules displayed on the page. This section will be collapsed on initial load.
   a. **BUTTON:** Search – This button will refresh the information on the page based on the search parameter values. If this button is clicked without filling in any parameters, all Document Routing Rules results will display. If this button is clicked and no Document Routing Rules satisfy the search criteria, a "No Data Found" message displays in the Search Results Summary Section.
   b. Name – A text field which will filter Document Routing Rule results if the Name of the Document Routing Rule includes the text within this field.
      Example: If a "Person Verification" Document Routing Rule exists, searching with any of the following text strings in the Name field will return the "Person Verification" Document Routing Rule in the results:
      - "PER"
      - "person verification"
      - "verification"
      - "Person Verification"
   c. Status – A dropdown field that will search for Document Routing Rules with a specific Status. The dropdown list will display the following options (in the listed order):
      i. Active
      ii. Inactive
   d. Document Type – A dropdown that will search for Document Routing Rules that contain a specific Document Type. If a Document Routing Rule includes the selected Document Type, the Document Routing Rule will display in the Search Results Summary. This dropdown list will include all available Document Types in alphabetical order.
      Technical: This listing will be implemented based on the CalSAWS Imaging Type Code Category table.
   e. Form – This field allows searching of Document Routing Rules that contain a specific form. The text field will auto complete available results and display them in a dropdown list as the User enters text. Case does not matter when retrieving matching results. Results displayed in the dropdown list will be formatted as "<Form Number>: <Form Name>". This format allows a User to search for a form by either a Form Number or Form Name. Document Routing Rules that contain the specific form will display in the Search Results Summary.
      i. Example: If a Form Number and Name of "IMG 520: Drivers License" exists, searching with any of the following text strings in the Form field will display the form in the auto complete available results:

1. "Drivers License"
2. "IMG 520"
3. "Drivers"
4. "IMG 520: Drivers License"

2. Search Results Summary
   This section will be displayed when there is at least one Document Routing Rule record found. The results will be paginated with 25 results per page. Initial load of the page will display all Document Routing Rules for the county. Results will be ordered by 'Name' and 'Status'. Each of the result columns are sortable.
   a. **BUTTON**: Edit – This button will display if the worker's security profile contains the "DocumentRoutingRuleEdit" security right. Clicking this button will navigate to the Document Routing Rule Detail page in Edit mode for the row.
   b. **BUTTON**: Remove – This button will display if the worker's security profile contains the "DocumentRoutingRuleEdit" security right. Clicking this button removes any rows with a checkmark in the selectable checkbox.
   c. **BUTTON:** Add Document Routing Rule – This button will display if the worker's security profile contains the "DocumentRoutingRuleEdit" security right. Clicking this button will navigate to the Document Routing Rule Detail page in Create mode.
   d. Selectable checkbox – For each result displayed, a selectable checkbox will display at the beginning of the row. A Document Routing Rule with a selected checkbox may be removed via the "Remove" button.
   e. Name – This column displays the Document Routing Rule Name as a hyperlink. When clicked, the Document Routing Rule Detail page will display in View mode.
   f. Forms – This column displays an alphabetized, comma-delimited list of forms for the Document Routing Rule. Each form will be formatted as "<Form Number>: <Form Name>". This field will be limited to 200 characters. If the list extends beyond the character limit, a "…" displays signifying there is more information available in the list. While hovering over the list, a floating box with a max width of 600 pixels will display including the full listing of forms for the Document Routing Rule (See Figure 2.1.2.3).
      i. Form Extended List – The title of the floating box.
      ii. The list will display as: "Forms: <Form Number>: <Form Name>, …" with the "…" signifying the additional list of forms. This list will be alphabetized by Form Number and Form Name.
   g. Status – This column displays the Status attribute of the Document Routing Rule.

2.1.4 Page Validation

N/A

2.1.5 Page Location

- **Global:** Admin Tools
- **Local:** Admin
- **Task:** Document Routing

2.1.6 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
DocumentRoutingRuleView	Document Routing Rule List; Document Routing Rule Detail;	• Document Routing Rule View • Document Routing Rule Edit
DocumentRoutingRuleEdit	Document Routing Rule List; Document Routing Rule Detail;	• Document Routing Rule Edit

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Document Routing Rule View	View Document Routing Rule information.	View Only
Document Routing Rule Edit	View and Edit Document Routing Rule information.	None

2.1.7 Page Mapping

Implement page mapping for the Document Routing Rule List page.

2.1.8 Page Usage/Data Volume Impacts

There are no expected page usage/volume impacts.

2.2 Document Routing Rule Detail Page

2.2.1 Overview

The Document Routing Rule Detail page is accessible from the Document Routing Rule List page. This page will display information about the Document Routing Rule and allow Users to create new rules and edit existing rules.

2.2.2 Document Routing Rule Detail Mockups

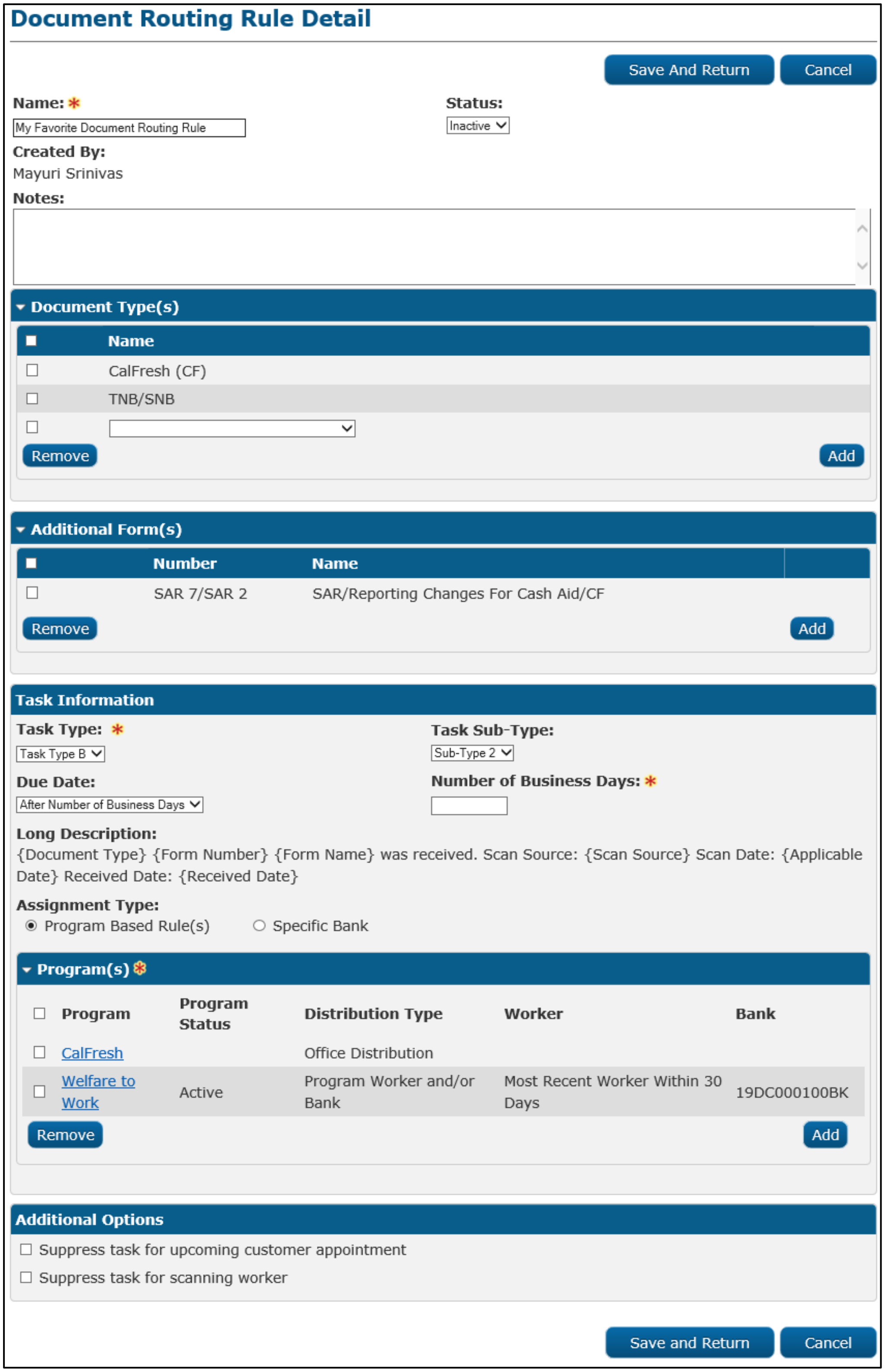

Figure 2.2.2.1 – Document Routing Rule Detail Page Create/Edit Mode – Program Based Rule(s)- Mockup

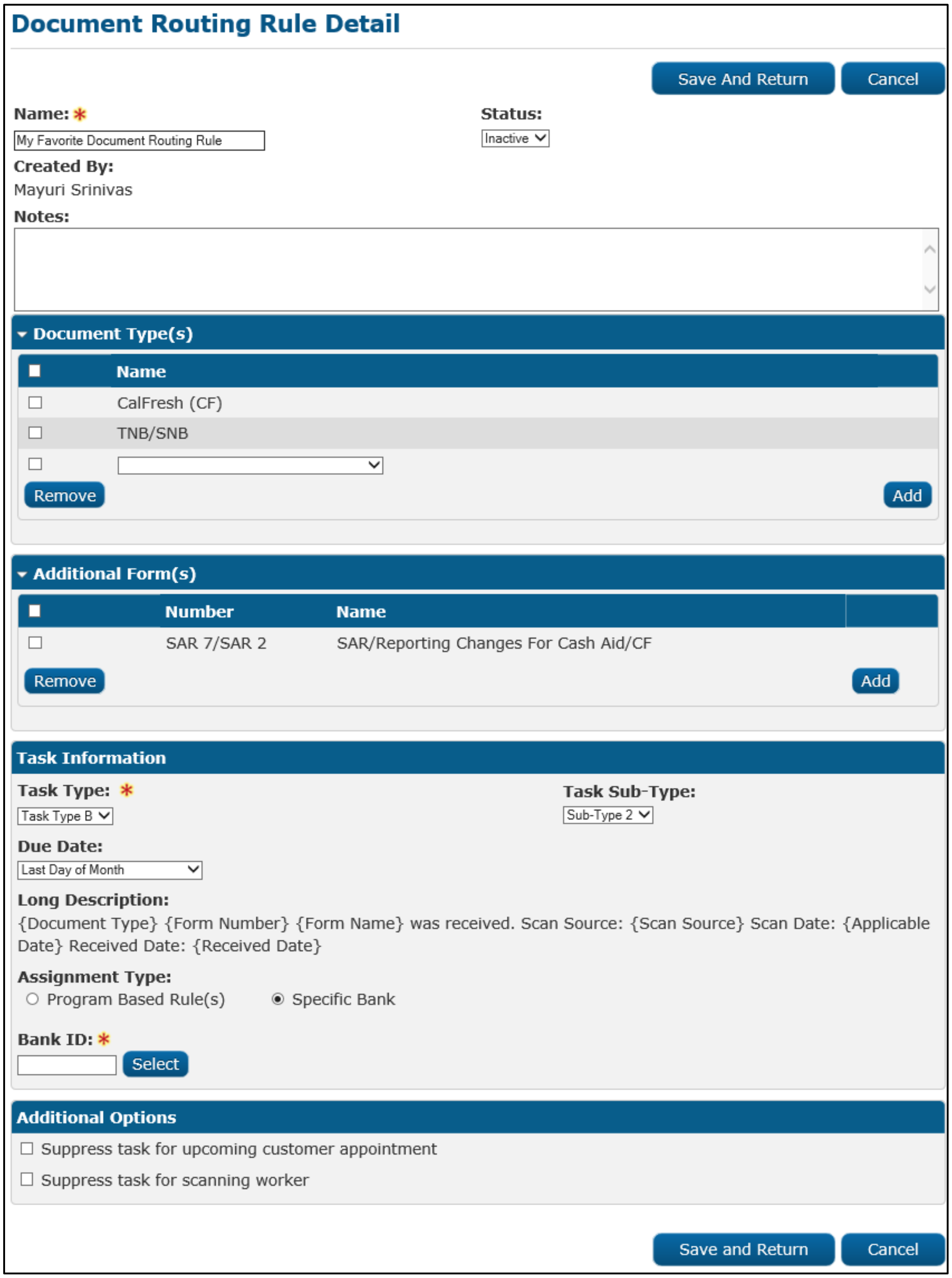

Figure 2.2.2.2 – Document Routing Rule Detail Page Create/Edit Mode – Specific Bank - Mockup

Document Routing Rule Detail

*- Indicates required fields

Edit Close

Name: *
My Favorite Document Routing Rule

Status:
Active

Created By:
Mayuri Srinivas

Notes:

Document Type(s)

Name
CalFresh (CF)
Worker

Additional Form(s)

Number	Name
SAR 7/SAR 2	SAR/Reporting Changes For Cash Aid/CF

Task Information

Task Type: *
Task Type B

Task Sub-Type:
Sub-Type 2

Due Date:
After Number of Business Days

Number of Business Days: *
3

Long Description:
{Document Type} {Form Number} {Form Name} was received. Scan Source: {Scan Source} Scan Date: {Applicable Date} Received Date: {Received Date}

Assignment Type:
Program Based Rule(s)

Program(s) *

Program	Program Status	Distribution Type	Worker	Bank
CalFresh		Office Distribution		
Welfare to Work	Active	Program Worker and/or Bank	Most Recent Worker Within 30 Days	19DC000100BK

Additional Options

- ✔ Suppress task for upcoming customer appointment
- ✔ Suppress task for scanning worker

Edit Close

Figure 2.2.2.3 – Document Routing Rule Detail Page View Mode – Program Based Rule(s)- Mockup

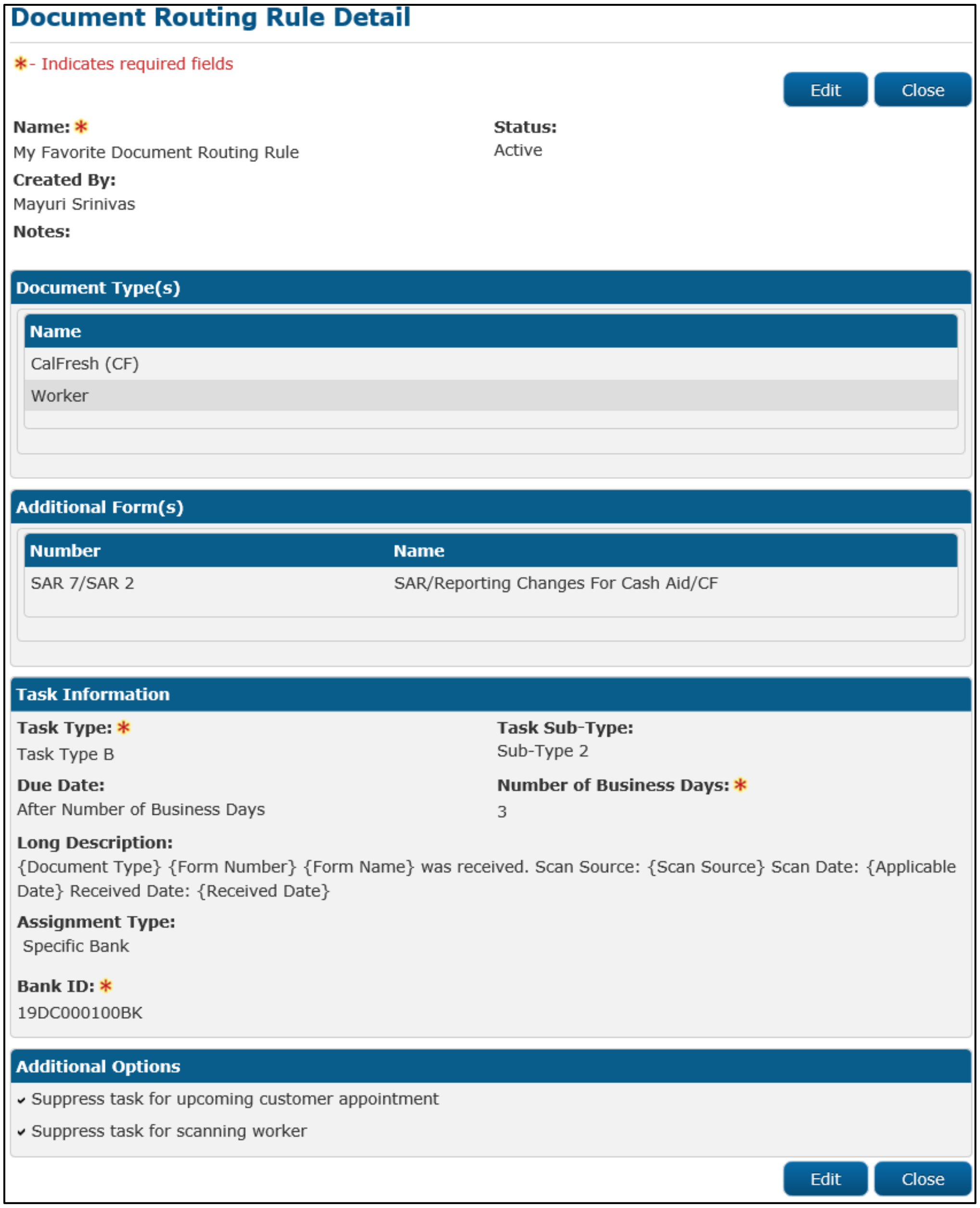

Figure 2.2.2.4 – Document Routing Rule Detail Page View Mode – Specific Bank - Mockup

2.2.3 Description of Changes

Add a Document Routing Rule Detail page to the CalSAWS System. Only Forms available to the editing County can apply to the Rule being created.

1. General Information
   a. Name **(Required)** – The Name of the Document Routing Rule. When the page is in Create or Edit mode, this field will display as a text box. This field will be limited to 50 characters.

b. Status – The Status of the Document Routing Rule. When the page is in Create or Edit mode, this field will display as a dropdown containing the following options in the defined order:
    i. Active – default value
    ii. Inactive
c. Created By – This column will display the first and last name of the Staff who created the Document Routing Rule. This field automatically populates on load of the page in Create mode.
d. Notes – A free text field allowing the User to add additional notes and comments about the Document Routing Rule for reference. This field is limited to 2,000 characters.

2. <u>Document Type(s)</u>
   A panel allowing a User to input one or more Document Types. If duplicate rows are entered, on save of the page, duplicate entries will be consolidated into a single entry.
   a. Selectable Checkbox – For each row, a selectable checkbox will display at the beginning of the row. The checkbox can be used to remove rows via the Remove button.
   b. Name – The Title of the Document Type for the particular row. When the page is in Create or Edit mode, clicking the Add Button will display a dropdown with an alphabetical list of the available Document Types. Document Types that are already selected for the Document Routing Rule will not show up in this dropdown.
   c. **BUTTON:** Add – Displays when the page is in Create or Edit mode and the worker's security profile contains the "DocumentRoutingRuleEdit" security right. Clicking this button adds an additional row to the table above this button and displays the Name dropdown mentioned above.
   d. **BUTTON:** Remove – Displays when the page is in Create or Edit mode, there exists at least one row in this section and the worker's security profile contains the "DocumentRoutingRuleEdit" security right. Clicking this button removes any rows with a checkmark in the Selectable Checkbox.
3. <u>Additional Form(s)</u>
   A panel allowing a User to input one or more Forms. If duplicate rows are entered, on save of the page, duplicate entries will be consolidated into a single entry.
   a. Selectable Checkbox - For each row, a selectable checkbox will display at the beginning of the row. The checkbox can be used to remove rows via the Remove button.
   b. Number -- The Form Number of the Additional Form.
   c. Name – The Name of the Additional Form.
   d. **BUTTON:** Add – Displays when the page is in Create or Edit mode and the worker's security profile contains the "DocumentRoutingRuleEdit" security right. Clicking the button will direct the User to a Select Form(s) page where the User can search for and select one or more specific forms. See Section 2.3 for more details.

e. **BUTTON:** Remove – Displays when the page is in Create or Edit mode, there exists at least one row in this section and the worker's security profile contains the "DocumentRoutingRuleEdit" security right. Clicking this button removes any rows with a checkmark in the Selectable Checkbox.

4. Task Information
    a. Task Type **(Required)** – The Task Type signifying the type of Task that may be created when the Document Routing Rule is processed. When the page is in Create or Edit mode, this field will display as a dropdown containing an alphabetized listing of Task Types available for the county with a checkmark in the Available for Automation field of the Task Type Detail page.
    b. Task Sub-Type – The Task Sub-Type signifying the sub-type for the Task that may be created when the Document Routing Rule is processed. When the page is in Create or Edit mode, this field will display as a dropdown containing an alphabetized listing of Task Sub-Types associated to the selected Task Type that have a checkmark in the Available for Automation field of the Task Sub-Type Detail page. This field will only show if there is a Task Type chosen with at least one associated Task Sub-Type.
    c. Due Date – A field indicating the rule that will be used to set the due date for any Tasks that result of processing the Document Routing Rule. This field will display as a dropdown box when the page is in Create or Edit mode. Options included are:
        i. Default Due Date - Will set the due date based on the logic that was determined when the Automated Action was implemented.
        ii. After Number of Calendar Days - Will set the due date based on the System date plus the number of calendar days specified by the User.
        iii. After Number of Business Days - Will set the due date based on the System date plus the number of business days specified by the User. Business days exclude weekends and County specific holidays.
        iv. Last Day of Month - Will set the due date to the last day of the month of the System date.
        v. Last Day of Following Month - Will set the due date to the last day of the month following the month of the System date.

Based on the option chosen in the Due Date field, a dynamic field may display for additional data entry as follows:

Due Date Value	Dynamic Field Display
Default Due Date	A "Default Due Date" field will display with the value of "3 days".

Due Date Value	Dynamic Field Display
After Number of Calendar Days	A required "Number of Calendar Days" field will display. The input value must be a number from 0 – 999.
After Number of Business Days	A required "Number of Business Days" field will display. The input value must be a number from 0 – 999.

d. Long Description – Indicates the Long Description that will be used for any resulting Tasks.
e. Assignment Type – This field includes 2 radio buttons that allow a User to select only one of the following options. The radio buttons only show in Create or Edit mode. These options will control whether the Document Routing rule assignment configurations will be based on Program/Program Statuses or not. In View mode, only the selected value will be shown as text.
    i. Program Based Rule(s) – If this option is selected, the required "Program(s)" table below will display allowing the User to configure the Document Routing rule assignment instructions by making selections through the Document Routing Rule Program Detail page, which will then populate the Program(s) table.
    ii. Specific Bank – If this option is selected, the Program(s) table will not display; the Bank ID field will display allowing the User to specify a Bank to apply for the entire Document Routing Rule (See Bank ID below).
f. Program(s) **(Required)**
   This panel allows the User to specify one or more rows by Program, and optional Program Status, that may each have specific assignment instructions for the resulting Tasks.
    i. Selectable Checkbox -- For each row, a selectable checkbox will display at the beginning of the row. The checkbox can be used to remove rows via the Remove button.
    ii. Program – The program that is applicable to the row. If the page is in View mode, this field will display as a hyperlink that will navigate to the Document Routing Rule Program Detail page in view mode.
    iii. Program Status – The program status that is applicable to the row. This value may be blank signifying all program statuses apply.
    iv. Distribution Type – The type of Task assignment distribution that will apply for the row.
    v. Worker – The Worker value for the particular row per the Document Routing Program Detail Page.

vi. Bank – If the Bank field on the Document Routing Program Detail page for the row is “Specific Bank”, this field will display the Bank ID. If the Bank field on the Document Routing Program Detail page for the row is “Closest Bank”, this field will display “Closest Bank”. If the Distribution Type field on the Document Routing Program Detail page for the row is “Office Distribution”, this field will be blank.
vii. **BUTTON:** Add – Displays when the page is in Create or Edit mode and the worker’s security profile contains the “DocumentRoutingRuleEdit” security right. Clicking this button navigates to the Document Routing Rule Program Detail page. See Section 2.4 for more details.
viii. **BUTTON:** Remove – Displays when the page is in Create or Edit mode, there exists at least one row in this section and the worker’s security profile contains the “DocumentRoutingRuleEdit” security right. Clicking this button removes any rows with a checkmark in the Selectable Checkbox.

g. Bank ID **(Required)** - This attribute displays a single Bank ID that will be used for Task assignment. When the page is in Create or Edit mode and the Specific Bank radio button in the Assignment Type field is selected, this field will dynamically display. A ‘Select’ **BUTTON** will display to the right of the field that will navigate to the Select Bank page allowing the User to search for and select a specific Bank ID.

5. Additional Options
   a. Suppress task for upcoming customer appointment – Selecting this checkbox will suppress a Task from being created if the Case has an appointment scheduled for the same day.
   b. Suppress task for scanning worker – Selecting this checkbox will suppress a Task from being created if the worker who would receive the Task is the same worker who scanned the document. Note: If a Document Routing Rule configuration results in multiple programs/workers based on a single imaged document, only workers that match the scanning worker will be suppressed from Task creation. A Task may still result if at least one program worker does not match the scanning worker.
6. **BUTTON:** Save and Return – This button will save the Document Routing Rule and navigate back to the Document Routing Rule List page. This button appears when the page is in Create or Edit mode.
   Note: If the Assignment Type is Program Based Rule(s), information exists in the program panel and the user changes the Assignment Type to Specific Bank and clicks this button, information in the Program(s) panel will be discarded.
7. **BUTTON:** Cancel – This button discards any changes made to the Document Routing Rule and navigates back to the Document Routing Rule List page. This button appears when the page is in Create or Edit mode.

8. **BUTTON:** Close – This button navigates back to the Document Routing Rule List page. This button appears when the page is in View mode.
9. **BUTTON:** Edit – This button will update the Document Routing Rule Detail page into Edit mode. This button will display when the page is in View mode and the worker's security profile contains the "DocumentRoutingRuleEdit" security right.

2.2.4 Page Validation

1. "Name – The name is already in use by a Document Routing Rule."
    a. Add a validation to display when a User attempts to save the Document Routing Rule with a name that is already in use for a Document Routing Rule within the same County. Upper and lower case is not considered.

2. "Program(s) – At least one row is required."
    a. Add a validation to display when a User attempts to save the Document Routing Rule with an Assignment Type of "Program Based Rule(s)" without adding at least one row to the Program(s) panel.

3. "Bank ID – Please enter a Bank ID."
    a. Add a validation to display when the User attempts to save the Document Routing Rule with an Assignment Type of "Specific Bank" and the Bank ID is NULL.

4. "Bank ID – Bank ID does not exist."
    b. Add a validation to display when the User attempts to save the Document Routing Rule with an Assignment Type of "Specific Bank" and the Bank ID field is populated with an ID that does not correspond to an existing Bank for the county in the CalSAWS System.

5. "Documents – At least one Document Type or Additional Form is required."
    a. Add a validation to display when a User attempts to save the Document Routing Rule without adding at least one entry into either the Document Type(s) or Additional Form(s) panels.

6. "Documents – One or more forms are included within an Active Document Routing Rule."
    a. Add a validation to display when a User attempts to save the Document Routing Rule and one or more of the forms are already included in an existing Active Document Routing Rule. A form may only be associated to a single Document Routing Rule. This validation also covers the following example scenario:

A user creates a "John's Rule" that only includes the "SAR 7" form. John's Rule becomes Inactive. A user then creates "Bob's Rule" that includes the "SAR 7". This can occur because there are no other Active rules that contain the "SAR 7" at this point. If a user goes into "John's Rule" and attempts to set the Status to Active and save it, this validation will trigger because Bob's Rule is Active and already includes the "SAR 7".

7. "Document Type(s) – A new row may not be added until the last row has been completed."
    a. Add a validation to display when a User attempts to add a row in the Document Type(s) panel before completing the last row in the table.

8. "Number of Calendar Days - Value must be a number from 0 – 999. Please enter a different value."
    a. When the User attempts to save a value other than a number from 0 – 999 in the Number of Calendar Days field, a validation message is triggered.

9. "Number of Business Days - Value must be a number from 0 – 999. Please enter a different value."
    b. When the User attempts to save a value other than a number from 0 – 999 in the Number of Business Days field, a validation message is triggered.

2.2.5 Page Location

- **Global:** Admin Tools
- **Local:** Admin
- **Task:** Document Routing – This page can be accessed via the Document Routing Rule List page.

2.2.6 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
DocumentRoutingRuleView	Document Routing Rule List; Document Routing Rule Detail;	• Document Routing Rule View • Document Routing Rule Edit
DocumentRoutingRuleEdit	Document Routing Rule List; Document Routing Rule Detail;	• Document Routing Rule Edit

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Document Routing Rule View	View Document Routing Rule information.	View Only
Document Routing Rule Edit	View and Edit Document Routing Rule information.	None

2.2.7 Page Mapping

Implement page mapping for the Document Routing Rule Detail page.

2.2.8 Page Usage/Data Volume Impacts

There are no expected page usage/volume impacts.

2.3 Select Form Page

2.3.1 Overview

This section outlines modifications needed to introduce a Select Form page which can be accessed from the Document Routing Rule Detail page. This page will allow a User to search for specific forms by Form Number, Form Name and Document Type. The page also allows a User to multi-select one or more forms to apply to the Document Routing Rule.

2.3.2 Select Form Page

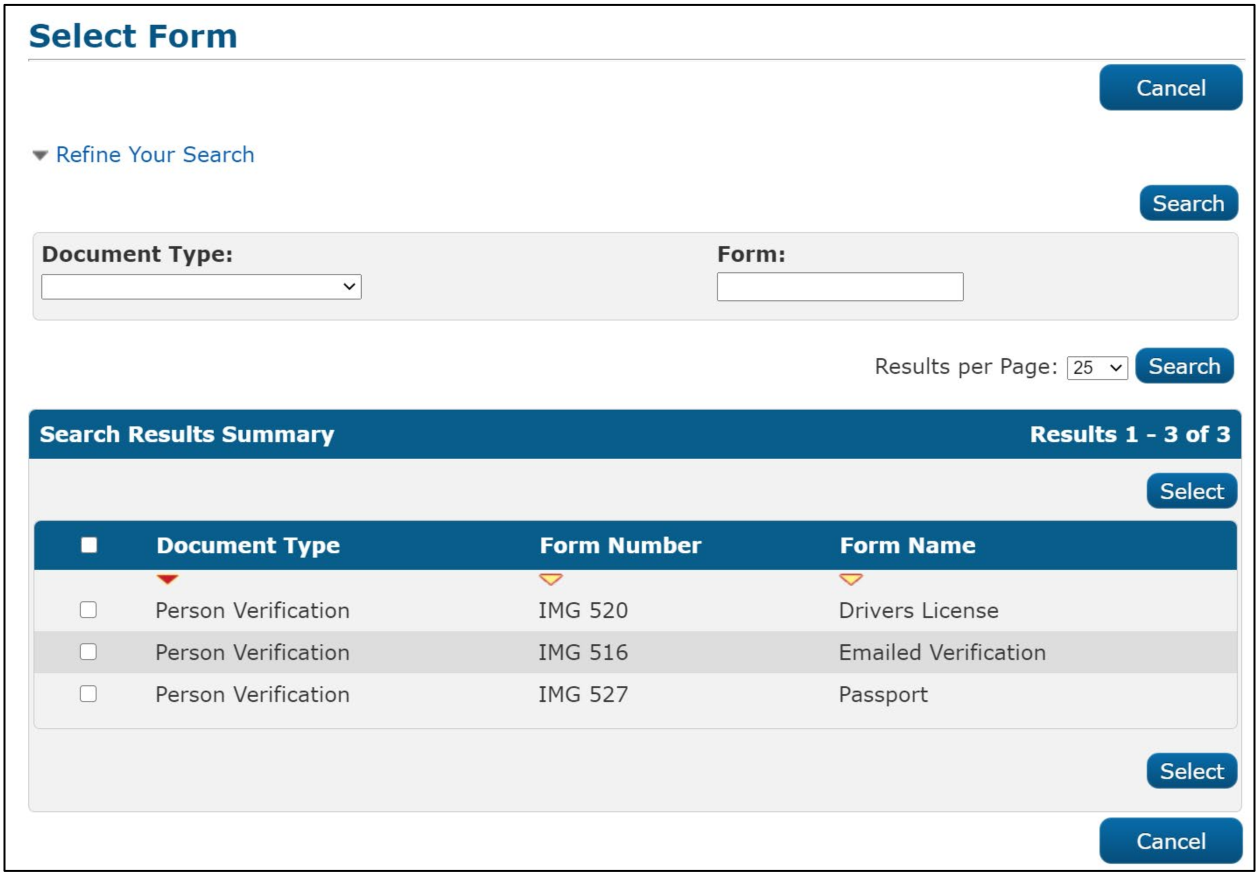

Figure 2.3.2.1 – Select Form Page Mockup

2.3.3 Description of Changes

Add a Select Form page to the CalSAWS System accessible via the Document Routing Rule Detail page. This page will allow a User to search for forms by Document Type, Form Number and Form Name.

1. Refine Your Search
   a. Document Type – A dropdown list including an alphabetical list of available Document Types. This field can be used to search for forms within a specific Document Type.
   b. Form – This field allows a User to search for a form by Form Number and/or Form Name. The text field will auto complete available results and display them in a dropdown list as the User enters text. Case does not matter when retrieving matching results. Results displayed in the dropdown list will be formatted as "<Form Number>: <Form Name>". This format allows a User to search for a form by either a Form Number or Form Name.
   c. **BUTTON:** Search –This button will refresh the information in the Search Results Summary based on the search parameter

values. If this button is clicked without filling in any parameters, all available forms will display. If this button is clicked and no records satisfy the search criteria, a "No Data Found" message displays in the Search Results Summary Section.

2. Search Results Summary
   This section will be displayed when there is at least one form found. The results will be paginated with 25 results per page. Results will not be displayed on initial load of the page. Results will be ordered by 'Document Type', 'Form Name' and 'Form Number'. Each of the result columns are sortable.
   a. Selectable checkbox – For each result displayed, a selectable checkbox will display at the beginning of the row. A User may select one or more forms from the results.
   b. Document Type – The Document Type of the form for the row.
   c. Form Number – The Form Number of the form for the row.
   d. Form Name – The Form Name of the form for the row.
3. **BUTTON:** Select – This button will direct the User back to the Document Routing Rule Detail page with the selected forms added to the Additional Form(s) panel.
4. **BUTTON:** Cancel – This button navigates the User back to the Document Routing Rule Detail page and does not add any entries to the Additional Form(s) panel.

2.3.4 Page Validation

1. "Select – Select at least one form."
   a. Add a validation to display when a User attempts to save the Document Routing Rule with a name that is already in use for a Document Routing Rule within the same County. Upper and lower case is not considered.

2.3.5 Page Location

- **Global:** Admin Tools
- **Local:** Admin
- **Task:** Document Routing – This page can be accessed via the Document Routing Rule Detail page.

2.3.6 Security Updates

N/A – This page will not have dedicated security rights/groups. Access will be controlled via display of the Add button in the Additional Form(s) panel of the Document Routing Rule Detail page.

2.3.7 Page Mapping

Implement page mapping for the Select Form page.

2.3.8 Page Usage/Data Volume Impacts

There are no expected page usage/volume impacts.

2.4 Document Routing Rule Program Detail Page

2.4.1 Overview

This section outlines modifications needed to introduce a Document Routing Rule Program Detail page which can be accessed from the Document Routing Rule Detail page. This page will allow a User to configure Task assignment information by Program and Program Status.

2.4.2 Document Routing Rule Program Detail Page

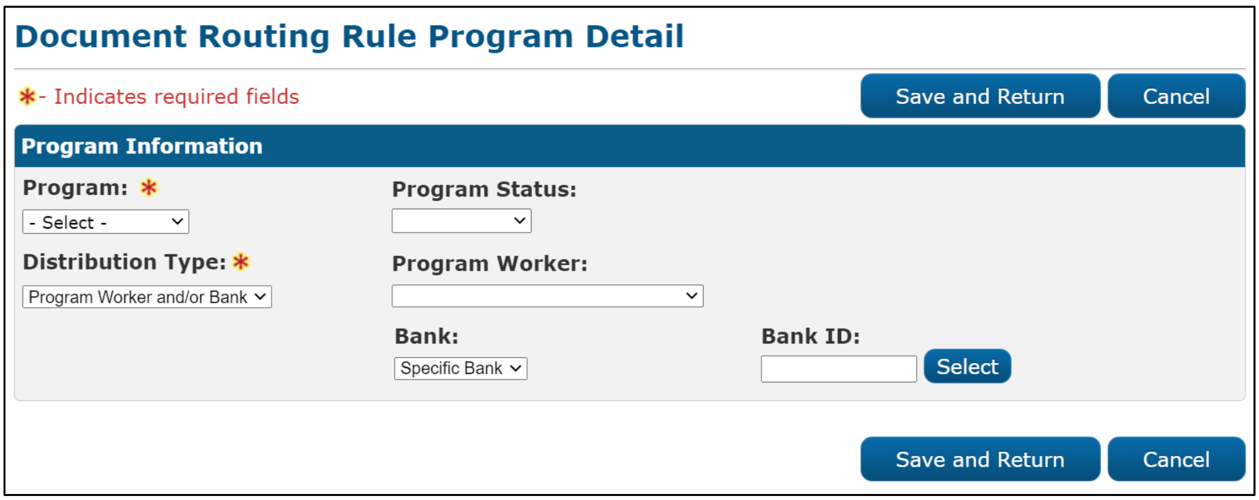

Figure 2.4.2.1 – Document Routing Rule Program Detail Page Create/Edit Mode Mockup

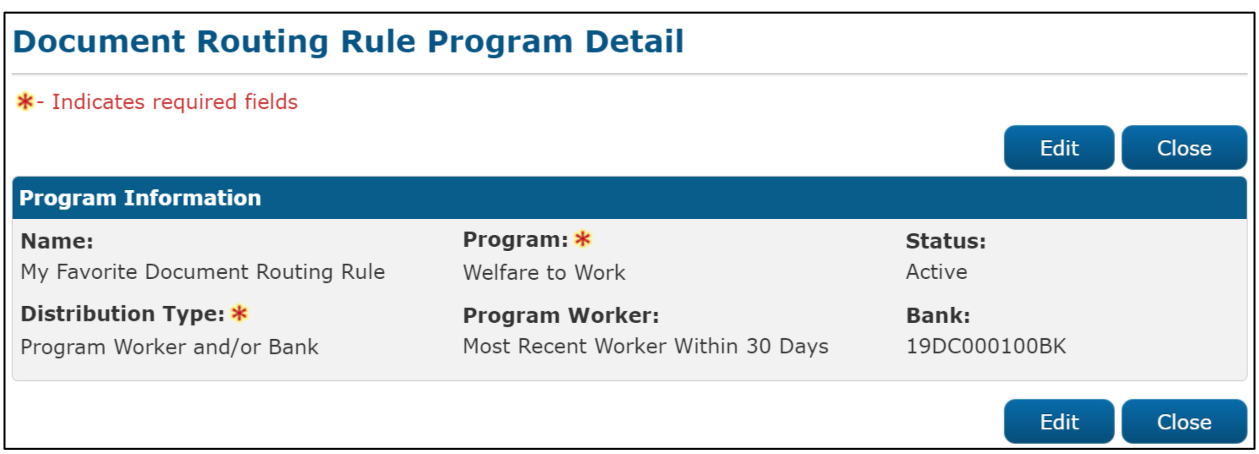

Figure 2.4.2.2 – Document Routing Rule Program Detail Page View Mode Mockup

2.4.3 Description of Changes

Add a Document Routing Rule Program Detail page to the CalSAWS System accessible via the Document Routing Rule Detail page. This page will allow a User to configure assignment information for resulting Tasks based on specific Program/Status combinations.

1. Program Information
   a. Program **(Required)** – The Program that is applicable to the assignment configuration. When the page is in Create or Edit mode, this field is a dropdown that will display the following options in the defined order:
      i. CalFresh
      ii. CalWORKs
      iii. Child Care
      iv. Foster Care
      v. Medi-Cal
      vi. Welfare to Work

   b. Program Status – The Program Status that is applicable to the assignment configuration. This field will display as a dropdown when the page is in Create or Edit mode.

      If the Program selected is CalWORKs, CalFresh, Child Care, Foster Care, Medi-Cal, this dropdown will include the following options in the following order:
      i. Pending
      ii. Denied
      iii. Active
      iv. Ineligible (This status will not display if the Program is Child Care)
      v. Discontinued

      If the Program selected is Welfare to Work, this dropdown will include the following options in the following order:
      i. Pending
      ii. Active
      iii. Deregistered
      iv. Exempt
      v. Good Cause
      vi. Non-Comp
      vii. Sanction

      If this field is left blank, all statuses for the selected Program apply.

   c. Distribution Type **(Required)** – The Distribution Type that is applicable to the assignment configuration. When the page is in

Create or Edit mode, this field is a dropdown that will display the following options:

i. Program Worker and/or Bank – This option will cause the dynamic Program Worker and Bank fields to display for additional input.
ii. Office Distribution – This option employs the Office Distribution assignment functionality. Office Distribution processing will attempt to assign a resulting Task as follows:

    Determine the case carrying worker by evaluating a hierarchy of the programs associated to the case and retrieving the worker associated to the highest priority program. If the case carrying worker can accept the Task, assign the Task. If the case carrying worker cannot accept the Task, attempt to assign the Task to a worker in the case carrying worker's Unit who can accept the Task. If the Task still has not been assigned, retrieve Banks for the case carrying worker's Office and attempt to assign the Task to one of the Banks. If there are no valid Banks, attempt to assign the Task to a worker in the case carrying worker's Office who can receive the Task, otherwise assign the Task to the Office Supervisor.

d. Program Worker– An optional field allowing a User to indicate a specific instruction for which worker to assign a resulting Task to. This field will display as a dropdown menu when the page is in Create or Edit mode containing the following options:
    i. Currently Assigned Worker
    ii. Most Recent Worker Within 30 Days
    iii. Most Recent Worker Within 60 Days
    iv. Most Recent Worker Within 90 Days
    v. Most Recent Worker Within 120 Days
    vi. Most Recent Worker
    vii. No Program Worker
e. Bank – An optional field allowing a User to indicate a specific instruction for Bank assignment of any resulting Tasks. This field will display as a dropdown menu when the page is in Create or Edit mode containing the following options:
    i. Closest Bank – This option invokes processing to evaluate for a Bank that is the closest to the selected Program. Processing will first retrieve the most recent worker assigned to the program and retrieve Banks associated to the same Unit as the worker. The Bank must be configured to receive the Category of the Task. If no Banks are found, proceed to retrieve Banks associated to the same Office as the worker. The Bank must be configured to receive the Category of the Task. If no

Banks are found, retrieve all Banks within the County that can receive the Category of the Task. If multiple Banks are returned, processing will select a single Bank. If a program worker cannot be retrieved, processing will evaluate Banks that can receive the Category of the Task at the County level.

   ii. Specific Bank – This option will prompt the User to provide a specific Bank ID to assign a resulting Task to.

f. Bank ID – This attribute displays a single Bank ID that will be used for Task assignment. When the page is in Create or Edit mode and the Bank attribute value is "Specific Bank", this field will dynamically display. A 'Select' **BUTTON** will display to the right of the field that will navigate to the Select Bank page allowing the User to search for and select a specific Bank ID.
g. **BUTTON:** Save and Return – This button will save any changes made to the page and navigate the User back to the Document Routing Rule Detail page. This button will display when the page is in Create or Edit mode.
h. **BUTTON:** Cancel – This button will discard any changes made to the page and navigate back to the Document Routing Rule Detail page. This button appears when the page is in Create or Edit mode.
i. **BUTTON:** Close – This button will close the page and navigate back to the Document Routing Rule Detail page. This button appears when the page is in View mode.
j. **BUTTON:** Edit – This button will update the Document Routing Rule Program Detail page into Edit mode. This button will display when the page is in View mode and the worker's security profile contains the "DocumentRoutingRuleEdit" security right.

2.4.4 Page Validation

1. "Program Worker/Bank – Please select a value in the Program Worker and/or Bank field."
   a. Add a validation to display when the User attempts to save the page Distribution Type value of Program Worker and/or Bank and both the Program Worker and Bank fields do not have a value.

2. "Bank ID – Please enter a Bank ID."
   a. Add a validation to display when the User attempts to save the page with a NULL Bank ID. The Bank ID field is only available when the Distribution Type value is Program Worker and/or Bank and the Bank value is Specific Bank.

3. "Bank ID – Bank ID does not exist."

a. Add a validation to display when the User attempts to save the page with the Bank ID field populated with an ID that does not correspond to an existing Bank for the county in the CalSAWS System.

4. "Program Worker – Tasks must be assigned to a Position or a Bank."
    a. Add a validation to display when the User attempts to save the page with "No Program Worker" selected in the Program Worker field, and no Bank ID populated in the Bank ID field.

2.4.5 Page Location

Global: Admin Tools
Local: Admin
Task: Document Routing – This page can be accessed via the Document Routing Rule Detail page.

2.4.6 Security Updates

N/A – This page will not have dedicated security rights/groups. Access will be controlled via the hyperlink and Add button available in the Program(s) panel of the Document Routing Rule Detail page.

2.4.7 Page Mapping

Implement page mapping for the Document Routing Rule Program Detail page.

2.4.8 Page Usage/Data Volume Impacts

There are no expected page usage/volume impacts.

2.5 Document Routing Rule Processing

2.5.1 Overview

Document Routing Rule configurations will be evaluated when a document is imaged, and an Imaging Inbound Web Service call is received per CA-214034. This section will outline the processing flow when a document is imaged and the underlying function of the fields available on the Document Routing Rule Detail page.

2.5.2 Description of Change

1. <u>'Generate Task' Imaging Inbound Web Service</u>

   When a document is scanned from the imaging solution (Hyland), a request will be sent to the Generate Task Imaging Inbound Web Service (Reference CA-214034 for web service specifics). Update the web service to invoke Document Routing Rule Processing and pass the attributes received by the web service for the request.

Response values outlined in Section 2.5.2.2 below will be received by the web service.

2. Document Routing Rule Processing

Document Routing Rule processing will be invoked by the 'Generate Task' Imaging Inbound Web Service (See recommendation 2.5.2.1 above). The Document Routing Rule processing flow described in this section can be illustrated as:

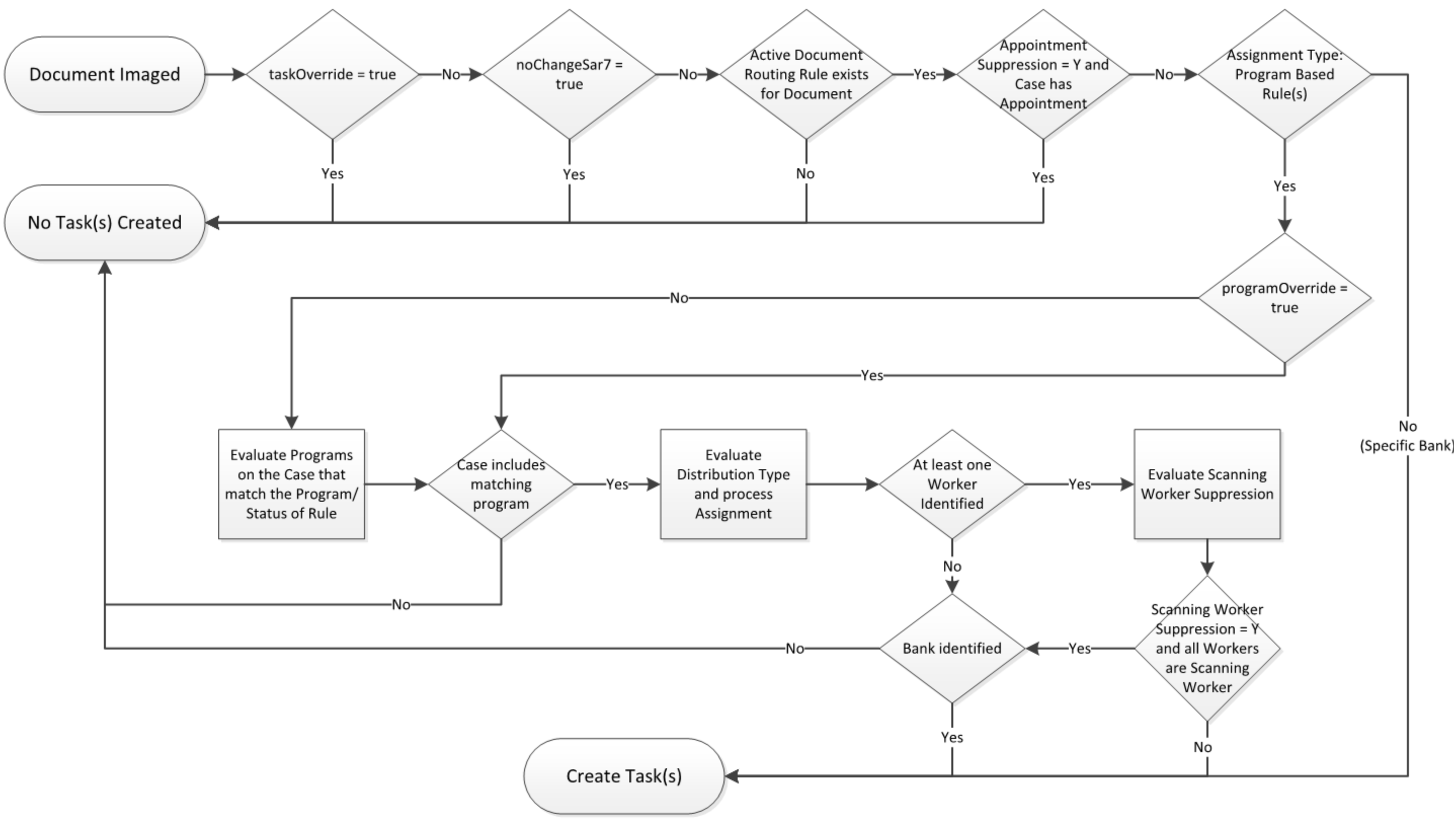

Figure 2.5.2.1 – Document Routing Rule Processing Flow

a. **Log Request**
Write an entry to the database signifying that a request has been received from the web service for processing. Record each attribute that has been received from the request and the date/time that the request has been received. **Technical:** Additional attributes may be recorded in addition to what is described.

b. **Evaluate Override Attributes**

i. ***taskOverride***: This field determines if the Task is to be suppressed.

Value	Action(s)
true	Document Routing Rules will not be evaluated. 1. Update the transaction that was logged for the received request to indicate a result of "Task Override – No Task(s) Created" 2. **RETURN** a response of "201" to the web service.
false or NULL	Proceed to evaluate the noChangeSar7 attribute

ii. ***noChangeSar7***: This field determines if the document represents a No Change SAR7 which will suppress the Task.

Value	Action(s)
true	Document Routing Rules will not be evaluated. 1. Update the transaction that was logged for the received request to indicate a result of "No Change SAR 7 – No Task(s) Created" 2. **RETURN** a response of "201" to the web service.
false or NULL	Proceed to Retrieve Document Routing Rule(s)

c. **Retrieve Document Routing Rule(s)**
At this stage, the processing will evaluate the document attributes to identify if a Document Routing Rule has been configured by the County (***countyCode*** attribute) for the document that has been imaged.

The Document Types(s)/Additional Form(s) panels of the Document Routing Rule Detail page allow a User to specify one or more Document Types and/or one or more Additional Forms for a Document Routing Rule. A Document Type is a grouping of one or more individual forms. The result of these groupings is a distinct set of individual forms for each Document Routing Rule.

For each currently Active Document Routing Rule configured for the county, evaluate the set of forms for each rule to confirm if a rule exists for the document that has been imaged. **Technical:** the ***DocumentType*** and ***formName*** attributes from the request will be compared to the forms associated to each Document Routing Rule to identify a match.

Document Routing Rule Exists	Action(s)
No	1. Update the transaction that was logged for the received request to indicate a result of "No Document Routing Rule – No Task(s) Created" 2. **RETURN** a response of "201" to the web service.
Yes	Proceed to Process Document Routing Rule

d. **Process Document Routing Rule**
At this stage, processing has confirmed that the county has configured an Active Document Routing Rule that includes the document that has been imaged.

i. **Evaluate Upcoming Appointment Suppression**
The "Suppress task for upcoming customer appointment" attribute in the Additional Options panel of the Document Routing Rule Detail page allows the User to suppress a Task from being created if the Case has an appointment scheduled for the same day as the request.

If this attribute does not have a checkmark on the page, proceed to Evaluate Task Information.

If this attribute has a checkmark on the page, the Case associated to the ***caseUID*** and ***countyCode*** attributes the request will be evaluated to confirm if the Case has an appointment scheduled for the same day.

Same Day Appointment Exists	Action(s)
No	Proceed to Evaluate Task Information
Yes	1. Update the transaction that was logged for the received request to indicate a result of "Same Day Appointment Suppression – No Task(s) Created" 2. **RETURN** a response of "201" to the web service.

ii. **Evaluate Task Information**:
Information in the Task Information panel of the Document Routing Rule Detail page will be evaluated as follows:

1. Evaluate Assignment Type:
The Assignment Type attribute allows a user to specify whether to use the Program Based Rules or set a specific Bank to be used for Task Assignment.

Assignment Type	Action(s)
Program Based Rule(s)	Proceed to Evaluate Program Override
Specific Bank	Proceed to Task Creation

2. Evaluate Program Override:
programOverride: This attribute will be evaluated to determine if specific program/worker information has been provided via the request. If so, this information will be honored, otherwise program configuration information from the Document Routing Rule Detail page Program(s) section will be evaluated:

Value	Action(s)
NULL	Proceed to Evaluate Program(s) Information
Not NULL	Program, Status and Worker information will be retrieved from the attribute and processing will proceed to Evaluate Scanning/Assigned Worker Suppression.

3. Evaluate Program(s)Information:
A Document Routing Rule requires at least one entry in the Program(s) section of the Task Information panel. This section allows a User to indicate specific assignment instructions for the Task by Program and Program Status. If this section contains a row with a NULL Program Status, the assignment instructions for the row apply to any status of the selected Program.

For each row within this page section, evaluate the Case associated to the ***caseUID*** and ***countyCode*** attributes of the request to retrieve any matching programs on the Case.

Case Contains Matching Program(s)	Action(s)
No	1. Update the transaction that was logged for the received request to indicate a result of "No Matching Programs – No Task(s) Created" 2. **RETURN** a response of "201" to the web service.
Yes	Proceed to Evaluate Program Assignment Information

a. <u>Evaluate Program Assignment Information:</u>
   At this stage, processing has confirmed that the Document Routing Rule has program and assignment configurations that match the Case of the imaged document. The processing will continue to evaluate the configured assignment information for each matching entry in the Program(s) section of the Document Routing Rule Detail page.

   If the Distribution Type value on the Document Routing Rule Program Detail page is "Office Distribution", processing will attempt to retrieve a Bank as follows:

   Determine the case carrying worker by evaluating a hierarchy of the programs associated to the case and retrieving the worker associated to the highest priority program. If the case carrying worker can accept the Task, assign the Task. If the case carrying worker cannot accept the Task, attempt to assign the Task to a worker in the case carrying worker's Unit who can accept the Task. If the Task still has not been assigned, retrieve Banks for the case carrying worker's Office and attempt to assign the Task to one of the Banks. If there are no valid Banks, attempt to assign the Task to a worker in the case carrying worker's Office who can receive the Task, otherwise assign the Task to the Office Supervisor.

Bank Identified	Action(s)
No	1. Update the transaction that was logged for the received request to indicate a result of "Office Distribution No Bank Available – No Task(s) Created" 2. **RETURN** a response of "201" to the web service.
Yes	1. Proceed to Task Creation. In this instance the Task will only be assigned to a Bank.

If the Distribution Type value on the Document Routing Rule Program Detail page is "Program Worker and/or Bank", processing will evaluate both Worker Options/Bank Options below for an assignment:

Worker options:

a. Currently Assigned Worker: Retrieve the worker currently assigned to the program.
b. Most Recent Worker Within 30 Days: Retrieve the most recent worker assigned to the program within the last 30 days.
c. Most Recent Worker Within 60 Days: Retrieve the most recent worker assigned to the program within the last 60 days.
d. Most Recent Worker Within 90 Days: Retrieve the most recent worker assigned to the program within the last 90 days.
e. Most Recent Worker Within 120 Days: Retrieve the most recent worker assigned to the program within the last 120 days.
f. Most Recent Worker: Retrieve the most recent worker assigned to the program regardless of time.
g. No Program Worker: Confirm that the program does not have a current worker assigned.

At Least One Worker Identified	Action(s)
No	1. Update the transaction that was logged for the received request to store the program/worker

	assignment instructions that were evaluated, indicate a no matching workers attribute of ‘true’ and associate the programs (PGM_ID) that were evaluated. 2. Proceed to Bank Options evaluation.
Yes	1. Update the transaction that was logged for the received request to store the program/worker assignment instructions that were evaluated and associate the programs (PGM_ID) that were evaluated that do not have workers that match the Worker assignment criteria. For example: If a Case has 3 programs (1, 2 and 3) that match to the Program(s) panel configuration, but only programs 1 and 2 have workers that match the assignment option, a value of “3” will be stored. 2. Proceed to Evaluate Bank Options for potential Bank assignment and Scanning/Assigned Worker Suppression

Bank Options:

a. Closest Bank: This option invokes processing to evaluate for a Bank that is the closest to the selected Program. Processing will first retrieve the most recent worker assigned to the program and retrieve Banks associated to the same Unit as the worker. The Bank must be configured to receive the Category of the Task. If no Banks are found, proceed to retrieve Banks associated to the same Office as the worker. The Bank must be configured to receive the Category of the Task. If no Banks are found, retrieve all Banks within the County that can receive the Category of the Task. If multiple Banks are returned, processing will select a single Bank round robin. If a program worker cannot be retrieved, processing will evaluate Banks that can receive the Category of the Task at the County level.

b. Specific Bank: Retrieve the specific Bank ID from the assignment instruction.

Bank Identified	Action(s)
No	1. If the Worker Options processing also did not define a worker, the Task has nothing to be assigned to. Update the transaction that was logged for the received request to indicate a result of "No Worker or Bank Available – No Task(s) Created". 2. **RETURN** a response of "201" to the web service.
Yes	1. Update the transaction that was logged for the received request to store a comma delimited list of program IDs that match for the Case but do not have workers that match the Worker assignment criteria. For example: If a Case has 3 programs (1, 2 and 3) that match to the Program(s) panel configuration, but only programs 1 and 2 have workers that match the assignment option, a value of "3" will be stored. 2. If the Worker Options processing also did not define a worker, proceed to Task Creation, otherwise proceed to Evaluate Scanning/Assigned Worker Suppression

b. <u>Evaluate Scanning/Assigned Worker Suppression</u>
If processing has confirmed that the Case/Programs returns at least one worker that matches the Worker assignment configuration, the "Suppress task for scanning worker" attribute in the Additional Options panel of the Document Routing Rule Detail page will be evaluated.

The "Suppress task for scanning worker" attribute in the Additional Options panel of the Document Routing Rule Detail page allows the User to suppress a Task from being created if it will be assigned to the same worker who scanned the document.

If this attribute does not have a checkmark on the page, proceed to Task Creation.

If this attribute has a checkmark on the page, processing will retrieve the Staff username associated to the worker the Task would be assigned to and compare to the ***scanningSource*** (Staff username) attribute from the request.

Staff Username Match	Action(s)
No	Proceed to Task Creation
Yes	1. If every worker retrieved in the previous step matches to the ***scanningSource*** attribute, proceed to Task Creation. In this instance the Task will only be assigned to the defined Bank. 2. If at least one worker retrieved in the previous step does not match the Staff username: a. Update the transaction that was logged for the received request to store the programs (PGM_ID) with a worker that matched the ***scanning source*** attribute. These are the programs/assignments that are being suppressed with the reason of 'Scanning worker suppression'. b. Proceed to Task Creation for the program workers that did not match to the ***scanningSource*** attribute. The Task is not to be suppressed for these workers.

iii. **Task Creation:**

At this stage, all override and suppression configurations have been considered and processing has determined that a Task will be created for at least one program on the Case. If previous processing steps have identified that the Case contains more than one program on the case that matches the Document Routing Rule configuration, a Task will be created for each matching program.

Note: If the county has configured the Task Type and/or Task Sub-Type to contain Append Information per CA-214913, the append information will be evaluated which may potentially append to an existing Task rather than creating new Task(s).

1. The Task Type for the resulting Task(s) will be the same Task Type defined in the Task Type attribute within the Task Information panel on the Document Routing Rule Detail page.
2. The Task Sub-Type for the resulting Task(s) will be the same Task Sub-Type defined in the Task Sub-Type attribute within the Task Information panel on the Document Routing Rule Detail page. Note, this field is not required and may be NULL.
3. The Task Due Date will be determined based on the "Due Date" attribute value in the Task Information panel on the Document Routing Rule Detail page as follows:

"Due Date" Value	Task Due Date
Default Due Date	The default due date value is 3 days. The Task due date will be set to 3 calendar days from the Task creation date.
After Number of Calendar Days	Processing will set the Task due date by adding the value in the "Number of Calendar Days" attribute to the Task Creation date.
After Number of Business Days	Processing will set the Task due date by adding business days based on the value in the "Number of Business Days" attribute to the Task Creation date.

Last Day of Month	The Task due date will be set to the last day of the current month.
Last Day of Following Month	The Task due date will be set to the last day of the following month.

4. The Task Long Description will be formatted as:

{Document Type} {Form Number} {Form Name} was received. Scan Source: {Scan Source} Scan Date: {Applicable Date} Received Date: {Received Date}

Long Description variables will be populated as follows:

Variable	Value
{Document Type}	The Document Type for the scanned document based on the ***DocumentType*** attribute of the request.
{Form Number}	The form number for the scanned document. This value will be retrieved via a database lookup based on the ***formName*** attribute of the request.
{Form Name}	The form name of the scanned document based on the ***formName*** attribute of the request.
{Scan Source}	The user name ***scanningSource*** attribute of the request.
{Applicable Date}	The capture date of the scanned document based on the ***captureDate*** attribute of the request. This value will be formatted as mm/dd/yyyy.
{Received Date}	The received date of the scanned document based on the ***receivedDate*** attribute of the request. This value will be formatted as mm/dd/yyyy.

5. The Task will be associated to the Worker (Position) as determined in the Evaluate Program(s) Information Section of the document above.
6. The Task will be associated to a Bank based on the processing defined in the Evaluate Assignment Type and Evaluate Program Assignment Information Sections of the document above.
7. Complete Task Processing

Task Creation	Action(s)
Success	1. Update the transaction that was logged for the received request to store data for the resulting Tasks (TASK_ID) and indicate a result of "Task(s) Processed" 2. **RETURN** a response of "201" to the web service.
Failure	1. Update the transaction that was logged for the received request to indicate a result of "Task Creation Failed". 2. **RETURN** a response of "201" to the web service.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Security	Security Matrix	CA-214917 DDID 2254, 2504 Security

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2254	The CONTRACTOR shall update the Task Management solution to allow authorized users to configure task creation and routing rules by Document Type and Form Number/Name. The solution must provide the following configurations: 1) Custom grouping of Document Types and Form Number/Name 2) Configurability on which documents should create tasks and what type of task is created 3) The ability to accept program override(s) for task routing from the imaging solution 4) The option to suppress tasks when there is an upcoming appointment 5) The option to suppress tasks if the scanning user is the same person that would receive the task	- Task API and Imaging solutions will be implemented prior to, or at the same time as, the implementation of this DDID. - Task API solution can require different parameters based on the requesting partner. (i.e. imaging system)	This design implements a series of pages that allow a User to customize rules for Task creation and assignment based on specific document type/form and program/status configurations. Included is the ability to customize the Type and Sub-Type of the resulting task and Task suppression capabilities if the Case has an upcoming appointment or if the Task would be assigned to the scanning worker.
2504	The CONTRACTOR shall configure the imaging solution to collect and transfer the following data to the CalSAWS Software for task generation: 1) Document Type 2) Form Name 3) Case Info 4) Person Info	None	An imaged document request will be forwarded for Document Routing Rule processing and it will contain the attributes described in the requirement text.

	5) Program Override Flag 6) No Task Override Flag 7) No Change SAR 7 Flag 8) Image ID 9) Scanning User/Worker/Source 10) Applicable Date 11) Received Date		

5 MIGRATION IMPACTS

N/A

6 OUTREACH

N/A

7 APPENDIX

N/A

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215012

DDID 2589: Add GEN 107 – Message From The County

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Maria Jensen
	Reviewed By	Pramukh Karla

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/04/2020	0.1	Initial Draft	Maria Jensen
11/09/2020	0.2	Peer Review corrections	Maria Jensen
11/11/2020	0.3	Template re-formatting	Maria Jensen
11/13/2020	0.4	BA review fixes	Maria Jensen
11/16/2020	0.5	QA comments	Maria Jensen

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1 OVERVIEW

This SCR will add the GEN 107 – Message From The County (8/20) state form to the CalSAWS system to be used as a blank form for any given program.

1.1 Current Design

Currently the GEN 107 state form does not exist in the CalSAWS system.

1.2 Requests

1. Add the GEN 107 form in CalSAWS.
2. Make the form available via the Template Repository in English and Spanish.

1.3 Overview of Recommendations

1. Add the GEN 107 form in CalSAWS.
2. Make the form available via the Template Repository in English and Spanish.

1.4 Assumptions

1. The GEN 107 form will be available from the Template Repository for all counties.
2. The GEN 107 form will use the CalSAWS Standard Header with the standard variable population. If generated for LA County, the header fields will remain read-only if populated in the context of a case, as per CalSAWS standards.

2 RECOMMENDATIONS

2.1 Add Form GEN 107 - Message From The County

2.1.1 Overview

This SCR will add the state form GEN 107 – Message From The County (revision 8/20) to the CalSAWS system to be used as a blank form for any given program. Please see the attached Supporting Documents #1-2 for details.

State Form: GEN 107 (8/20)

Programs: All

Attached Forms: None

Forms Category: NOA

Template Repository Visibility: All Counties

Languages: English, Spanish

2.1.2 Create Form GEN 107 XDP

1. The new form will have a single page which will consist of a single input block. Please see the Supporting Documents #1-2 for the title value.

   Form Header: CalSAWS Standard Header #1

   Form Title (Document List Page Displayed Name): Message From The County

   Template Description: This form is a Message from The County to Customers. The body of the letter is typed by Workers.

   Form Number: GEN 107

   Include NA Back 9: No

   Imaging Form Name: N/A

   Imaging Document Type: N/A

   Form Mockups/Examples: See Supporting Documents #1-2 for PDF Mockups

2. Barcode options for the GEN 107 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

3. Add Form GEN 107 to the Template Repository in both English and Spanish for all 58 counties.

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

4. Include the following Print Options and Mailing Requirements for Form GEN 107:

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

   Mailing Requirements:

   Mail-To (Recipient): Participant selected on the document parameters page

   Mailed From (Return): Standard Population

   Mail-back-to Address: N/A

   Outgoing Envelope Type: Standard Outgoing Mail

   Return Envelope Type: N/A

   Additional Requirements:

   Special Paper Stock: N/A

   Enclosures: No

   Electronic Signature: No

   Post to SSP: Yes

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	GEN 107 (English)	GEN107.pdf
2	Correspondence	GEN 107 (Spanish)	GEN107_SP.PDF

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2589	The CONTRACTOR shall add State Form GEN 107 - Message From The County to the CalSAWS Software.	1. Estimate is for adding the State Form in English and Spanish. 2. Spanish translations will be provided by the State. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	With SCR CA-215012, form GEN 107 – Message From The County will be added to the CalSAWS system.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215034 | DDID 2600

FDS: Non-State Forms - Migrate CSF 143 (09/20)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Harish Katragadda
	Reviewed By	Pramukh Karla

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/23/2020	1.0	Original	Harish Katragadda

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1 OVERVIEW

The purpose of this change is to add the CSF 143 (09/20) Blank MAGI Notice of Action Form to the LRS/CalSAWS Template Repository and make this form available for all 58 counties.

1.1 Current Design

CSF 143 (09/20) Blank MAGI Notice of Action Form does not exist in LRS/CalSAWS.

1.2 Requests

Add the CSF 143 (09/20) version of the form to the LRS/CalSAWS Template Repository.

1.3 Overview of Recommendations

1. Add new MAGI Header for CSF 143 (09/20).
2. Add new MAGI NA BACK 9 for CSF 143 (09/20).
3. Add new Document Parameters page for CSF 143 (09/20).
4. Add CSF 143 (09/20) form to LRS/CalSAWS Template Repository for all 58 counties.

1.4 Assumptions

1. CSF 143 (09/20) will be available to all 58 counties.
2. CSF 143 (09/20) will have the CalSAWS standard footer.

2 ADD BLANK MAGI NOTICE OF ACTION FORM

2.1 New MAGI Header

2.1.1 Overview

Create a new Header to be used for CSF 143 (09/20) Blank MAGI Notice of Action Form with Covered CA and Medi-Cal Logos on it. The address windows should match the current LRS/CalSAWS standard Header address windows.

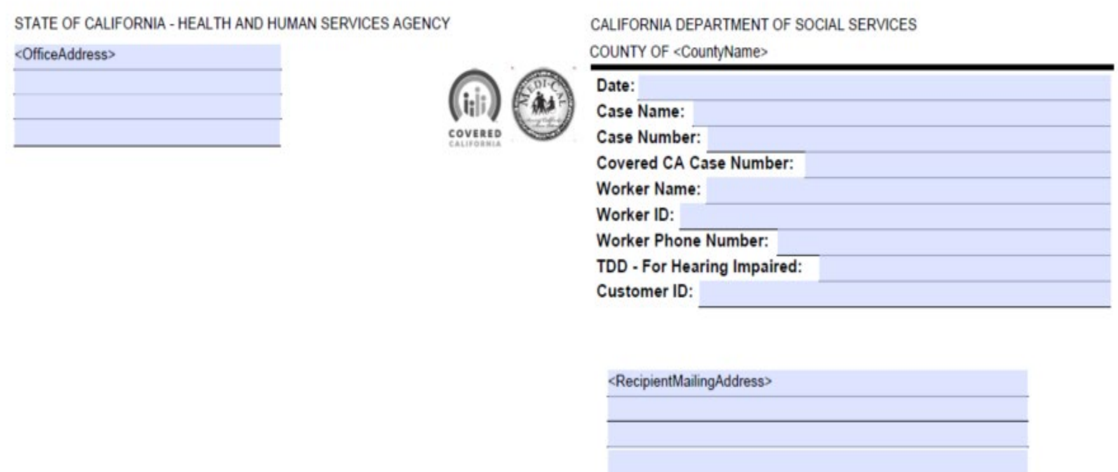
2.1.2 Description of Change

1. Create new MAGI Header

Create a new header that will be used for the new Blank MAGI Notice of Action Form. The Mailed From address will be on the upper left, the case information fields will be on the upper right. The Mail-To address will be on the right side below case Information fields.

Languages: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Hmong, Lao, Tagalog, Russian, Vietnamese

Form Mockup/Example: See Supporting Document #1(Header)


STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

<OfficeAddress>

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

COUNTY OF <CountyName>

Date:

Case Name:

Case Number:

Covered CA Case Number:

Worker Name:

Worker ID:

Worker Phone Number:

TDD - For Hearing Impaired:

Customer ID:

<RecipientMailingAddress>

Figure 2.1.2.1 – New MAGI Header

2. MAGI Header Variable Population

Section	Field	Description
Header		New MAGI Header
New MAGI Header	Date	Date on which CSF 143 form generated
New MAGI Header	Case Name	Case Name on the Case
New MAGI Header	Case Number	Case Number on the Case
New MAGI Header	Covered CA Case Number	CalHEERS Case Number from the latest MAGI Determination where the last status is not 'Error'
New MAGI Header	Worker Name	Name of Worker who is assigned to the Program

Section	Field	Description
New MAGI Header	Worker ID	ID of Worker who is assigned to the Program
New MAGI Header	Worker Phone Number	Phone Number of Worker who is assigned to the Program
New MAGI Header	TDD - For Hearing Impaired	CalSAWS standard TDD Phone Number - (800) 952-8349
New MAGI Header	Customer ID	Customer ID of the Participant
New MAGI Header	<OfficeAddress>	CalSAWS Standard Header Office Address
New MAGI Header	<RecipientMailingAddress>	CalSAWS Standard Recipient Mailing Address
New MAGI Header	<CountyName>	County of the logged in Worker

2.2 New MAGI NA BACK 9

2.2.1 Overview

Create a new MAGI NA BACK 9 to be used for CSF 143 (09/20) Blank MAGI Notice of Action Form.

2.2.2 Description of Change

1. Create new MAGI NA BACK 9

Create a new MAGI NA BACK 9 that will be used with the new Blank MAGI Notice of Action Form.

Languages: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Hmong, Lao, Tagalog, Russian, Vietnamese

Form Mockup/Example: See Supporting Document #1(Page 2)

2. MAGI NA BACK 9 Variable Population


• Your CalFresh benefits will stay the same until the hearing or the end of your certification period, whichever is earlier.

If the hearing decision says we are right, you will owe us for any extra Cash Aid, CalFresh or Child Care Services you got. To let us lower or stop your benefits before the hearing, check below:

Yes, lower or stop: ☐ Cash Aid ☐ CalFresh
☐ Child Care

While You Wait for a Hearing Decision for:

Welfare to Work:

You do not have to take part in the activities.

You may receive child care payments for employment and for activities approved by the county before this notice.

To Get Help: You can ask about your hearing rights or for a legal aid referral at the toll-free state phone numbers listed above. You may get free legal help at your local legal aid or welfare rights office.

<LegalOfficeDetails>

If you do not want to go to the hearing alone, you can bring a friend or someone with you.

HEARING REQUEST

I want a hearing due to an action by the Welfare Department of <CountyName> County about my:

2.2.2.1 MAGI NA BACK 9 for CSF 143

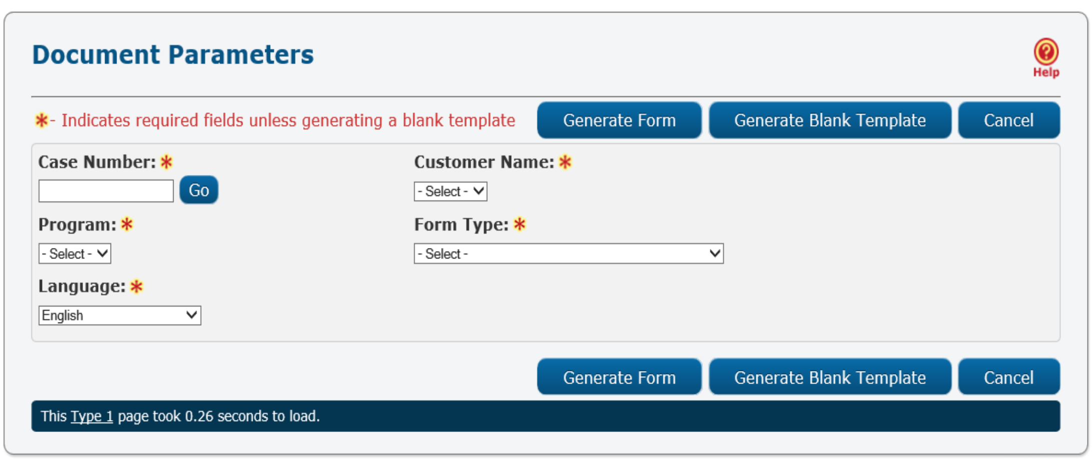
Section	Field	Description
MAGI NA BACK 9	<LegalOfficeDetails>	CalSAWS standard Legal Office Details
MAGI NA BACK 9	<CountyName>	County of the logged in Worker

2.3 Document Parameters

2.3.1 Overview

Create a new Document Parameters page to be used for CSF 143 (09/20) Blank MAGI Notice of Action Form.

2.3.2 Document Parameters Mockup



2.3.1 Document Parameters page for CSF 143

2.3.3 Description of Changes

Create new Document Parameters page for using with the CSF 143 (09/20) form

a. Create a New Document Parameters page with the following fields Case Number, Customer Name, Program, Form Type, Language.
b. Case Number, Customer Name, Program, Language fields should follow the current existing Document Parameters page functionality in CalSAWS.
c. Form Type will be a drop down displaying the two versions of the CSF 143 (09/20) to select from

   Options for Form Type:

   - CSF 143 - Blank MAGI Notice of Action Form - 2 pages
   - CSF 143 - Blank MAGI Notice of Action Form - 4 pages

   Form Type field will be a required field. Validation will show as follows: **Form Type** - Field is required. Please enter a value.

2.3.4 Page Location

Global: Client Corresp.
Local: Templates
Task:

2.3.5 Security Updates

No security updates.

2.3.6 Page Mapping

No new page mappings are required.

2.3.7 Page Usage/Data Volume Impacts

No additional page usage is expected from this update

2.4 Add Blank MAGI Notice of Action Form

2.4.1 Overview

This section will cover the updates needed to add CSF 143 Form to LRS/CalSAWS Template Repository in two versions.

State Form: CSF 143

Programs: Medi-Cal

Attached Forms: N/A

Forms Category: NOA

Languages: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Hmong, Lao, Tagalog, Russian, Vietnamese.

2.4.2 Description of Change

Create a new CSF 143 (09/20) Blank MAGI Notice of Action Form that can be generated from the Template Repository.

1. Create CSF 143 Form XDP in 2 versions

   a. CSF 143 2-page version

      i. 1st Impression CSF 143, 2nd Impression MAGI NA BACK 9

   Form Mockup/Example: See Supporting Document #1(Only 1st and 2nd page)

   b. CSF 143 4-page version

      i. 1,3,4 impressions CSF 143, 2nd Impression MAGI NA BACK 9

   Form Mockup/Example: See Supporting Document #1

   Form Header: New MAGI Header (Section 2.1)

   Form Title: Blank MAGI Notice of Action Form

   Template Description: Blank version of a MAGI Notice of Action.

   Form Number: CSF 143

   Include NA Back 9: New MAGI NA BACK 9(Section 2.2)

2. Add the CSF 143 – Blank MAGI Notice of Action Form to Template Repository. The following parameters will be required:

Required Form Input: Case Number, Customer Name, Program, and Language, Form Type (CSF 143 Document Parameters page created in the section 2.3)

3. Add the following barcode options to the CSF 143 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

4. Add the following print options to the CSF 143 Form:

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

Mailing Requirements:
Mail-To (Recipient): Applicant selected on the Document Parameters page.
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard
Mailing Priority: Same Day Priority
Return Envelope Type: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to YBN/C4Y: Yes
Clock Indicator: N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 143	CSF143_EN.pdf CSF143_SP.pdf CSF143_AE.pdf CSF143_AR.pdf

			CSF143_CA.pdf CSF143_CH.pdf CSF143_FA.pdf CSF143_KO.pdf CSF143_HM.pdf CSF143_TG.pdf CSF143_LA.pdf CSF143_VI.pdf CSF143_RU.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2600	**Original:** The CONTRACTOR shall migrate the MAGI 100 CIV – Blank MAGI Notice of Action Form to the CalSAWS Software with the following updates: 1) Add the CalSAWS standard header information. 2) Update the form number from "MAGI 100 CIV" to CalSAWS standard naming/numbering format 3) Update text "Ask your worker" to "Contact your county" 4) Add the following text to the bottom left hand corner of the notice: “Rules: These rules apply; you may review them at your welfare office.” 6) Migrate the C-IV functionality to be able to	1. Estimate is for migrating the 2 page version of form in English and Spanish along with creating a 4 page version and adding ability for the user to select 2 page or 4 page version of this form from the Document Parameters page. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	With CA-215034 MAGI 100 will be migrated as CSF 143 (09/20) to LRS/CalSAWS Template Repository in all the CalSAWS Correspondence languages and will be available for all 58 counties.

	print 2 or 4 pages from the CalSAWS Software template repository. 7) Relabel "SAWS case number" to "Case number" 8) Relabel "CalHEERS case number" to "Covered CA case number" 9) Add the following text: "State Hearing: If you think this action is wrong, you can ask for a hearing. The back page tells you how. Your benefits may not be changed if you ask for a hearing before this action takes place. You have only 90 days to ask for a hearing. The 90 days started the day after the county sent you this notice." **Revised:** The CONTRACTOR shall migrate the CSF 143 – Blank MAGI Notice of Action Form to the CalSAWS Software with the following updates: 1) Add the CalSAWS standard header information. 2) Update the form number from "MAGI 100 CIV" to CalSAWS standard naming/numbering format 3) Update text "Ask your worker" to "Contact your county" 4) Add the following text to the bottom left hand corner of the notice: "Rules: These rules apply; you may review them at your welfare office." 6) Migrate the C-IV functionality to be able to		

	print 2 or 4 pages from the CalSAWS Software template repository. 7) Relabel "SAWS case number" to "Case number" 8) Relabel "CalHEERS case number" to "Covered CA case number" 9) Add the following text: "State Hearing: If you think this action is wrong, you can ask for a hearing. The back page tells you how. Your benefits may not be changed if you ask for a hearing before this action takes place. You have only 90 days to ask for a hearing. The 90 days started the day after the county sent you this notice."		

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215092 | DDID 2629

FDS: Non-State Forms - Migrate CSF 142 (10/20)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Harish Katragadda
	Reviewed By	Pramukh Karla

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/30/2020	1.0	Original	Harish Katragadda

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1 OVERVIEW

The purpose of this change is to migrate GEN 2000 - 'Passport to Services' from C-IV as CSF 142 (10/20) with updated title 'Verification of Benefits' to LRS/CalSAWS system and make this form available for all 58 counties.

1.1 Current Design

CSF 142 (10/20) currently doesn't exist in LRS/CalSAWS Template Repository.

1.2 Requests

Add the CSF 142 (10/20) version of the form to the LRS/CalSAWS Template Repository.

1.3 Overview of Recommendations

1. Add a new Document Parameters page for CSF 142 (10/20).
2. Add CSF 142 (10/20) form to LRS/CalSAWS Template Repository for all 58 counties.
3. Update Title of form to "Verification of Benefits"

1.4 Assumptions

1. CSF 142 (10/20) will be available to all 58 counties.
2. All Fields are editable unless specified.
3. CSF 142 (10/20) will use LRS/CalSAWS standard footer.
4. CA-219391 will implement the CSF 142 IVR functionality.

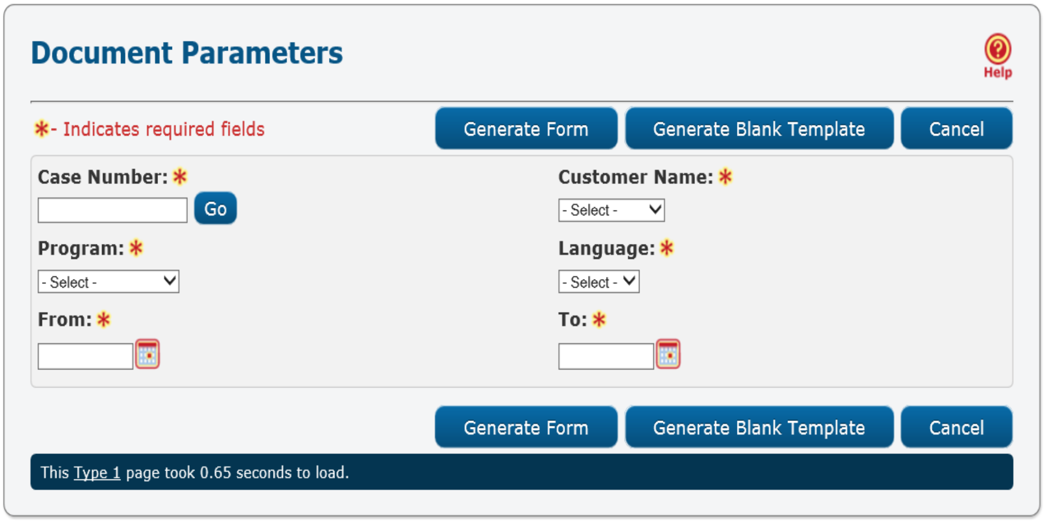
2 RECOMMENDATIONS

2.1 Document Parameters

2.1.1 Overview

Create a new Document Parameters page to be used for CSF 142 (10/20) Verification of Benefits Form.

2.1.2 Document Parameters Mockup



2.1.1 Document Parameters page for CSF 142

2.1.3 Description of Change

a. Create a New Document Parameters page with the following fields Case Number, Customer Name, Program, Language, From, To.

b. Case Number, Customer Name, Program, Language fields should follow the current existing Document Parameters page functionality in LRS/CalSAWS.

c. Calendar controls will be added that will allow the user to select a date range for which to generate the form. The fields will be labeled "From:" and "To:".

- These fields will allow the user to select a month and year. The fields will display in MM/YYYY format.
- These fields will have date ranges from the County's go-live date to the current month and year.
- These fields will be required. Validation will show as follows:
  <u>From</u> - Field is required. Please enter a value.
  <u>To</u> - Field is required. Please enter a value.
- Validation when 'To' date is before the 'From' date
  <u>To</u> – TO date must be after FROM Date.

2.1.4 Page Location

Global: Client Corresp.

Local: Templates

Task:

2.1.5 Security Updates

No security updates.

2.1.6 Page Mapping

No new page mappings are required.

2.1.7 Page Usage/Data Volume Impacts

No additional page usage is expected from this update

2.2 CSF 142 – Verification of Benefits

2.2.1 Overview

This section will cover the updates needed to add CSF 142 (10/20) form to LRS/CalSAWS Template Repository.

State Form: CSF 142

Programs: All Programs

Attached Forms: N/A

Forms Category: Forms

Languages: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Hmong, Lao, Tagalog, Russian, Vietnamese.

2.2.2 Description of Change

1. Add CSF 142 (10/20) in all the CalSAWS Correspondence languages

   Create CSF 142 (10/20) Form XDP with dynamic impressions in English Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Hmong, Lao, Russian, Tagalog and Vietnamese.

   Form Header: LRS/CalSAWS Standard Header

   Form Title: Verification of Benefits

   Template Description: Used by Partner agencies and other community agencies (such as HUD) or agencies performing the Child Care payment arrangements as part of the grant process for eligibility to other agency programs.

Form Number: CSF 142

Include NA Back 9: No

Form Mockup/Example: See Supporting Document #1

Variable Translations: See Supporting Document #2

2. Header Should have only COUNTY OF <CountyName> and no agency names

3. '**Monthly Benefits' section**

   a. Should display 12 Rows when generated from 'Generate Blank Template' button.
   b. Rows count should match the number of months selected when generated from 'Generate Form' button.

4. '**Current Household Details' section**

   a. Should display 3 Rows when generated from 'Generate Blank Template' button.
   b. Row count should be equal to the number of Persons matching the Persons list population criteria when generated from 'Generate Form' button.

5. 'Comments' Section should have 3 lines to fill out.

6. Add CSF 142 (10/20) Verification of Benefits Form to Template Repository (Use Document Parameter Page created in section 2.1). The following parameters will be required:

   Required Form Input: Case Number, Customer Name, Program, Language, From (Date in MM/YYYY format), To (Date in MM/YYYY format)

7. Add the following barcode options to the CSF 142 (10/20) Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

8. Add the following print options to the CSF 142 (10/20) Form:

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

Mailing Requirements:
Mail-To (Recipient): Case Person selected on the Document parameter page
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard
Return Envelope Type: N/A
Mailing Priority: Same Day Priority

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to YBN/C4Y: Y
Clock Indicator: N/A

9. Variable Population for CSF 142 (10/20) Form

Populate the variables on the CSF 142 (10/20). Fields that have editable indicator set to 'N' will not be editable when populated.

Note:
- C-IV GA/GR programs (codes GM and GN) are being added to CalSAWS with release CA-201377.
- CalWIN GA/GR program code (GR) being added to CalSAWS with SCR CA-215687.

Physical Address:
<PhysicalAddressLine1>
<PhysicalAddressLine2>
<PhysicalAddressLine3>
Home Phone Number:

Monthly Benefits							
Month/Year	CalWORKs	GA/GR	Allotment	RCA	MC	CMSP	Family Size

2.2.2.1 Monthly Benefits Section in CSF 143

Section	Field	Description	Editable
CSF 142 - Page 1	<PhysicalAddressLine1>	Physical Address Line 1of the Form Recipient	Y
CSF 142 - Page 1	<PhysicalAddressLine2>	Physical Address Line 2 of the Form Recipient	Y
CSF 142 - Page 1	<PhysicalAddressLine3>	Physical Address Line 3 of the Form Recipient (If Exists)	Y
CSF 142 - Page 1	Home Phone Number	Home Phone Number of the form Recipient	Y
CSF 142 - Page 1	Month/Year	List all Months selected in the Document Parameters page Example: From: 01/2020, To: 04/2020 List: - 01/20, 02/20, 03/20, 04/20	N

<table>
<tr><th>Section</th><th>Field</th><th>Description</th><th>Editable</th></tr>
<tr><td>CSF 142 - Page 1</td><td>CalWORKs</td><td>Authorized Amount from the First EDBC run for the Corresponding Month in Month/Year column which satisfies the following conditions

EDBC is run for CalWORKs program
EDBC is either Regular or Read-only
EDBC is Accepted and Saved
EDBC source is not conversion
EDBC Program Status is either Active or Ineligible
EDBC doesn't have a budget or exists a Regular (RG) Budget or exists only one Prorated (PR) Budget
EDBC has an Issuance for the Effective Month

If no EDBC found with Issuance, use the latest run EDBC for the corresponding month which satisfies all the above conditions except Issuance for the Effective Month

Authorized Amount Population:
Populate with Authorized amount from the EDBC except for the following conditions, for the following conditions populate 0

Issuance doesn't exist for the effective month or
EDBC is overridden

If no EDBC found for the corresponding month leave it blank.

Example:
Authorized Amount: 120
Populate:120.00

Authorized Amount: 0
Populate: 0.00</td><td>N</td></tr>
</table>

Section	Field	Description	Editable
		Authorized Amount: 231.57 **Populate:231.57**	
CSF 142 - Page 1	GA/GR	Authorized Amount from the First EDBC run for the Corresponding Month in Month/Year column which satisfies the following conditions • EDBC is run for GA/GR program 'GM' - C-IV Counties 'GA' - LRS Counties 'GR' - CalWIN Counties • EDBC is either Regular or Read-only • EDBC is Accepted and Saved • EDBC source is not conversion • EDBC Program Status is either Active or Ineligible • EDBC has Issuance for the Effective Month If no EDBC found with Issuance, use the latest run EDBC for the corresponding month which satisfies all the above conditions except Issuance for the Effective Month **Authorized Amount Population:** Populate with Authorized amount from the EDBC except for the following conditions, for the following conditions populate 0 • Issuance doesn't exist for the effective month or • EDBC is overridden If no EDBC found for the corresponding month leave it blank. **Example:** **Authorized Amount: 120** **Populate:120.00** **Authorized Amount: 0**	N

Section	Field	Description	Editable
		Populate: 0.00 **Authorized Amount: 231.57** **Populate:231.57**	

CSF 142 - Page 1	Allotment	Authorized Amount from the First EDBC run for the Corresponding Month in Month/Year column which satisfies the following conditions
		
		• EDBC is run for CalFresh program
		• EDBC is either Regular or Read-only
		• EDBC is Accepted and Saved
		• EDBC source is not conversion
		• EDBC Program Status is either Active or Ineligible
		• EDBC Budget Conditions
		    o Doesn't have a budget or
		    o exists a CalFresh Gross Income (GI) Budget or
		    o exists either Transitional (TF) or Regular (RG) budget and no CalFresh Gross Income (GI) budget or
		    o exists only one Prorated (PR) Budget
		• EDBC has an Issuance for the Effective Month
		
		If no EDBC found with Issuance, use the latest run EDBC for the corresponding month which satisfies all the above conditions except Issuance for the Effective Month
		
		Authorized Amount Population:
		
		Populate with Authorized amount from the EDBC except for the following conditions, for the following conditions populate 0
			N

Section	Field	Description	Editable
		• Issuance doesn't exist for the effective month or • EDBC is overridden **Example:** **Authorized Amount: 120** **Populate:120.00** **Authorized Amount: 0** **Populate: 0.00** **Authorized Amount: 231.57** **Populate:231.57**	
CSF 142 - Page 1	RCA	Authorized Amount from the First EDBC run for the Corresponding Month in Month/Year column which satisfies the following conditions • EDBC is run for RCA program • EDBC is either Regular or Read-only • EDBC is Accepted and Saved • EDBC source is not conversion • EDBC Program Status is either Active or Ineligible • EDBC doesn't have a budget or exists a Regular (RG) Budget or exists only one Prorated (PR) Budget • EDBC has Issuance for the Effective Month If no EDBC found with Issuance, use the latest run EDBC for the corresponding month which satisfies all the above conditions except Issuance for the Effective Month **Authorized Amount Population:** Populate with Authorized amount from the EDBC except for the following conditions, for the following conditions populate 0	N

Section	Field	Description	Editable
		- Issuance doesn't exist for the effective month or - EDBC is overridden **Example:** **Example:** **Authorized Amount: 120** **Populate:120.00** **Authorized Amount: 0** **Populate: 0.00** **Authorized Amount: 231.57** **Populate:231.57**	
CSF 142 - Page 1	MC	Populate with 'Y' If the following conditions are met or if not met populate with 'N' If there exists a latest EDBC for the Medi-Cal program for Corresponding Month in Month/Year column where - EDBC is Accepted and Saved - EDBC has person has a Medi-Cal Aid Code other than 'IE' or 'RR' aid codes IE - IE MC Member-Non Sneede MFBU RR - RR MC Member-Sneede MBU Or A CalWORKs program exists with 'Active' or 'Ineligible' status for the Corresponding Month in Month/Year column.	N
CSF 142 - Page 1	CMSP	Populate with 'Y' If the following conditions are met or if not met populate with 'N' If there exists a latest EDBC for the Medi-Cal program for Corresponding Month in Month/Year column where EDBC is Accepted and Saved	N

Section	Field	Description	Editable
		• EDBC has person has a CMSP Aid Code other than 'IE' or 'RR' aid codes IE - IE MC Member-Non Sneede MFBU RR - RR MC Member-Sneede MBU	
CSF 142 - Page 1	Family Size	Populate the Family size with Calworks/CalFresh EDBC used in CalWORKs/Allotment column for the Corresponding Month Populate with Assistance Unit Size from the CalWORKs. If the CalWORKs authorized amount is Null or 0 populate with Household Size from CalFresh EDBC. Populate with Zero if Assistance Unit Size or Household Size is null (Depending on Which Program is used). Leave blank If EDBC found **Example: 2**	N

Current Household Details											
Name	DOB	Aid Code	In the Home	CalFresh	CW	GA	OHC	Medi-Cal	CMSP	MC/CMSP SOC

Comments

2.2.2.2 Current Household Details Section in CSF 143

6.1 Persons to List in Current Household Details**:**

- Person has Deceased Date after the Begin date of "**For**" Month on the Document Parameters page
- Person is not hidden
- Person is not a duplicate person
- Person is not Permanently out of Home on the Current Date
- Person exists on a program on the current case on the Current Date with either 'Active' or 'Ineligible' status

Section	Field	Description	Editable
CSF 142 - Page 2	Name	Full Name of the Person(s) in Section 6.1 **Example: John V Doe VI** **First Name: John** **Middle Name: Vincent** **Last Name: Doe** **Suffix: VI**	N
CSF 142 - Page 2	DOB	Date of Birth of the Person(s) in Section 6.1 **Example: 01/01/2020**	N
CSF 142 - Page 2	Aid Code	For Person(s) in Section 6.1 • Populate person's current Aid Code from the Latest current month's EDBC (Precedence of Programs listed below) • Program Status is Active on the EDBC • Person is 'Active' or 'Ineligible' on the EDBC • In the event multiple programs are open for the same adult individual, hierarchy for assigning the Aid Code will be: o CalWORKs o Medi-Cal o CalFresh o Specialized Programs • Children's Aid Code will be based on the current EDBC following the same hierarchy as the adult members.	N
CSF 142 - Page 2	In the Home	Populate with 'Y' for Person(s) in Section 6.1	N

Section	Field	Description	Editable
CSF 142 - Page 2	CalFresh	Populate with 'Y' If the following conditions are met or else with 'N' for the Person(s) in Section 6.1 Person exists on a CalFresh program with 'Active' or 'Ineligible' status on the current date	N
CSF 142 - Page 2	CW	Populate with 'Y' If the following conditions are met or else with 'N' for the Person(s) in Section 6.1 Person exists on a CalWORKs program with 'Active' or 'Ineligible' status on the current date	N
CSF 142 - Page 2	GA/GR	Populate with 'Y' If the following conditions are met or else with 'N' for the Person(s) in Section 6.1 Person exists on a GA/GR program with 'Active' or 'Ineligible' status on the current date 'GM', 'GN' – C-IV counties 'GA' – LA County 'GR' – CalWIN counties	N
CSF 142 - Page 2	OHC	Populate with 'Y' If the following conditions are met or else with 'N' for the Person(s) in Section 6.1 • Person has Other Health Care Record on the current date	N
CSF 142 - Page 2	Medi-Cal	Populate with 'Y' If the following conditions are met or else with 'N' for the Person(s) in Section 6.1 If there exists a latest EDBC for the Medi-Cal program for the Current Month where • EDBC is Accepted and Saved for the current month on the case • Person is on the EDBC and has a Medi-Cal Aid Code other than 'IE or 'RR' aid codes. IE - IE MC Member-Non Sneede MFBU RR - RR MC Member-Sneede MBU Or Person exists on a CalWORKs program with 'Active' or 'Ineligible' status on the current date	N
CSF 142 - Page 2	CMSP	Populate with 'Y' If the following conditions are met or else with 'N' for the Person(s) in Section 6.1	N

Section	Field	Description	Editable
		If there exists a latest EDBC for the Medi-Cal program for the Current Month where • EDBC is Accepted and Saved for the current month on the case • Person is on the EDBC and has a CMSP Aid Code	
CSF 142 - Page 2	MC/CMSP SOC	Populate with the maximum Share of Cost for the Person(s) in Section 6.1 else blank from the following EDBC • Latest Accepted and Saved EDBC for the current month on the case • Person is on the EDBC and has a Medi-Cal/CMSP Aid Code except 'IE or 'RR' aid codes. IE - IE MC Member-Non Sneede MFBU RR - RR MC Member-Sneede MBU If no EDBC exists leave it blank **Examples:** **0.00** **123.00**	N

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 142 in all LRS/CalSAWS Correspondence Languages	CSF142_EN.pdf CSF142_SP.pdf CSF142_AE.pdf CSF142_AR.pdf CSF142_CA.pdf CSF142_CH.pdf CSF142_FA.pdf CSF142_KO.pdf CSF142_HM.pdf CSF142_LA.pdf CSF142_RU.pdf CSF142_TG.pdf

			CSF142_VI.pdf
2	Correspondence	CSF 142 Variable Translations	CSF142_Translations.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2629	**Original:** The CONTRACTOR shall migrate the GEN 2000 – Passport to Services to the CalSAWS Software with the following updates: 1) Add the CalSAWS standard header information 2) Update the title from "Passport to Services" to "Verification of Benefits" 3) Remove the "Monthly Gross Inc" column 4) Update "CW Grant" to "CalWORKs" 5) Update "General Assistance" to "GA/GR" 6) Update "CF Allotment" to "Allotment" 7) Add a new Column labeled "RCA" 8) Add "Current" before "Household details" 9) Update "CF" to "CalFresh" 10) Update "MC" to "Medi-Cal" 11) Update the form number from "GEN 2000" to	1. Estimate is for migrating the form in English and Spanish along with adding IVR trigger to post this form to self-service portal real time. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs. 5. Existing Document Parameter page from C-IV will be migrated which allows the user to pick the benefit month begin date and end date. 6. New IVR System will be in place and behave similar to the existing C-IV IVR System in order to add the ability for	With CA-215092 GEN 2000 is migrated to LRS/CalSAWS template repository as CSF 142 in all the LRS/CalSAWS Correspondence languages. CA-219391 will migrate the CSF 142 IVR functionality.

	CalSAWS standard naming/numbering format The CONTRACTOR shall migrate the C-IV functionality to request the GEN 2000 via the IVR system to the CalSAWS Software.	the customer to request this form from IVR. 7. New Self-Service Portal will be in place prior to implementation in order to post this form to the customer's account.	

California Statewide Automated Welfare System

Design Document

CA-215160 | DDID 2663

FDS: Non State Forms - Hide LA County Forms

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Pramukh Karla
	Reviewed By	Harish Katragadda

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/01/2020	1.0	Initial Revision	Pramukh Karla
10/28/2020	2.0	Updated design document to address QA comments	Pramukh Karla

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1 OVERVIEW

1.1 Current Design

The 57 Migration Counties will be inheriting the CalSAWS Non State Forms that generates from Online Pages and Batch. There exists Non State Forms that are specific to Los Angeles County.

1.2 Requests

Update CalSAWS system to not generate Los Angeles County specific forms for all 57 migration counties.

1.3 Overview of Recommendations

1. Update CalSAWS system to not generate Los Angeles County specific forms for all 57 migration counties.
2. Regression test batch jobs which generates LA county specific forms.

1.4 Assumptions

1. Existing Forms trigger conditions will NOT be updated.
2. Hiding LA forms from Template Repository has already been implemented with SCR CA-214197.

2 RECOMMENDATIONS

2.1 Update CalSAWS System to Hide LA County Forms

2.1.1 Overview

Currently in CalSAWS system there exists LA specific Non State Forms. Update the CalSAWS system to hide the LA specific form for all 57 migration counties.

2.1.2 Description of Change

1. Update the CalSAWS system to hide the LA county specific Non State Forms templates for all 57 migration counties in the online pages mentioned in the list of templates in the **Section 3.0 Supporting Document #1**.

2. Regression test LA county specific batch jobs to check if the jobs mentioned in the list of batch jobs document in the **Section 3.0 Supporting Document #2** are generated only for LA county and not for all 57 migration counties.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	List of templates that require online page updates.	List of Templates.xlsx
2	Client Correspondence	List of batch job that require regression testing	List of Batch Jobs.xlsx

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2663	**Original**: The CONTRACTOR shall update the CalSAWS Software to ensure the Los Angeles County specific Non State forms are only visible to Los Angeles County. The CONTRACTOR shall not trigger via batch or online pages the Los Angeles County specific Non State Forms for the 57 Counties. **Revised**: The CONTRACTOR shall not trigger via batch or online pages the Los Angeles County specific Non State Forms for the 57 Counties.	1. LA County specific forms will not be visible in template repository for 57 counties. 2. Estimate includes negative testing 81 county specific forms batch jobs so they do not trigger for 57 counties. The 81 forms are in CalSAWS Agreement Exhibit U Schedule 1 - Attachment 1 Contractor Assumptions Inventory List, worksheet 'DDID 2663'. 3. Estimate includes updating online page triggers so 40 LA County specific forms do not trigger for the 57 counties. 4. Estimate does NOT include updating any batch or online triggers for State forms.	With SCR CA-215160 Templates updated as specified in the requirement.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215279

DDID 1631 Modify FNS 209 Report

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Greg Deogracia
	Reviewed By	Thao Ta, Ravneet Bhatia

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/11/2020	1.0	Initial document release	Greg Deogracia

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1 OVERVIEW

In preparation for migration of C-IV to CalSAWS, detailed code analysis work was conducted from DDID 1061 (CAR-3125) to identify logic gaps that may impact county business processes, to address code gaps between the two systems, and to identify batch scheduling needs and data entry requirements.

DDID 1631 was created to implement the changes identified by the outcome of DDID 1061. Design differences were found for FNS 209. This SCR is to implement the respective design changes for this report.

1.1 Current Design

During review of State reports analysis spreadsheet (SCR CA-208337 -DDID 1061), there were a few discrepancies between C-IV and LRS in FNS 209 logic identified that need to be updated prior to migration.

1.2 Requests

Per CA-215279 DDID 1631: Modify FNS 209 Report

1. Update logic for capturing Pending Accounts with TOP transactions to be in sync with defect CIV-103383.

2. C-IV counties will continue to receive tax intercept via WIS and LA via TTC. Turn on TOP_ADJUSTMENTS query in CalSAWS.

3. Add updated C-IV query for TOP_ADJUSTMENTS introduced with SCR CIV 11467/CA 51960. In C-IV when Recovery Account Transaction posted date is higher than prior cutoff date then it is treated as line 18b Case_adjustment.

1.3 Overview of Recommendations

1. Update logic for capturing Pending Accounts with TOP transactions to be in sync with defect CIV-103383.
2. C-IV counties (Region 1 – 5) will continue to receive tax intercept via WIS and LA counties (Region 6) will continue via TTC. Turn on TOP_ADJUSTMENTS query in CalSAWS.
3. Add updated C-IV query for TOP_ADJUSTMENTS introduced with SCR CIV 11467/CA 51960. In C-IV when Recovery Account Transaction

posted date is higher than prior cutoff date then it is treated as line 18b Case_adjustment.

Note: Recommendation Item #3 was submitted with SCR CA-215279, however as seen, both CIV-11467 and CA-51960, current status is In Production. The line was retained in the SCR for historical content / reference.

1.4 Assumptions

1. No Impact to other reports.

2. While moving forward with CalSAWs, there will be two, parallel paths of application supported with noted requirements.

    a. WIS Track: Previous C-IV counties (Regions 1 – 5) will continue to receive and process tax intercepts via WIS.
    b. TTC Track: Previous LRS counties (Region 6) will continue to receive and process tax intercepts via TTC.

3. The DDID 1061 analysis was completed as of release 19.01 for this report.

4. FNS 209 Report Batch Process for WIS Track (Region 1 – 5) about the 15th of the month.

5. FNS 209 Report Batch Process for TTC Track (Region 6) 1st of the month.

6. Reports shall be updated and reformatted to be operational with Qlik applications and current Excel version Workbook (*.xlsx).

2 RECOMMENDATIONS

2.1 FNS 209 Batch Process

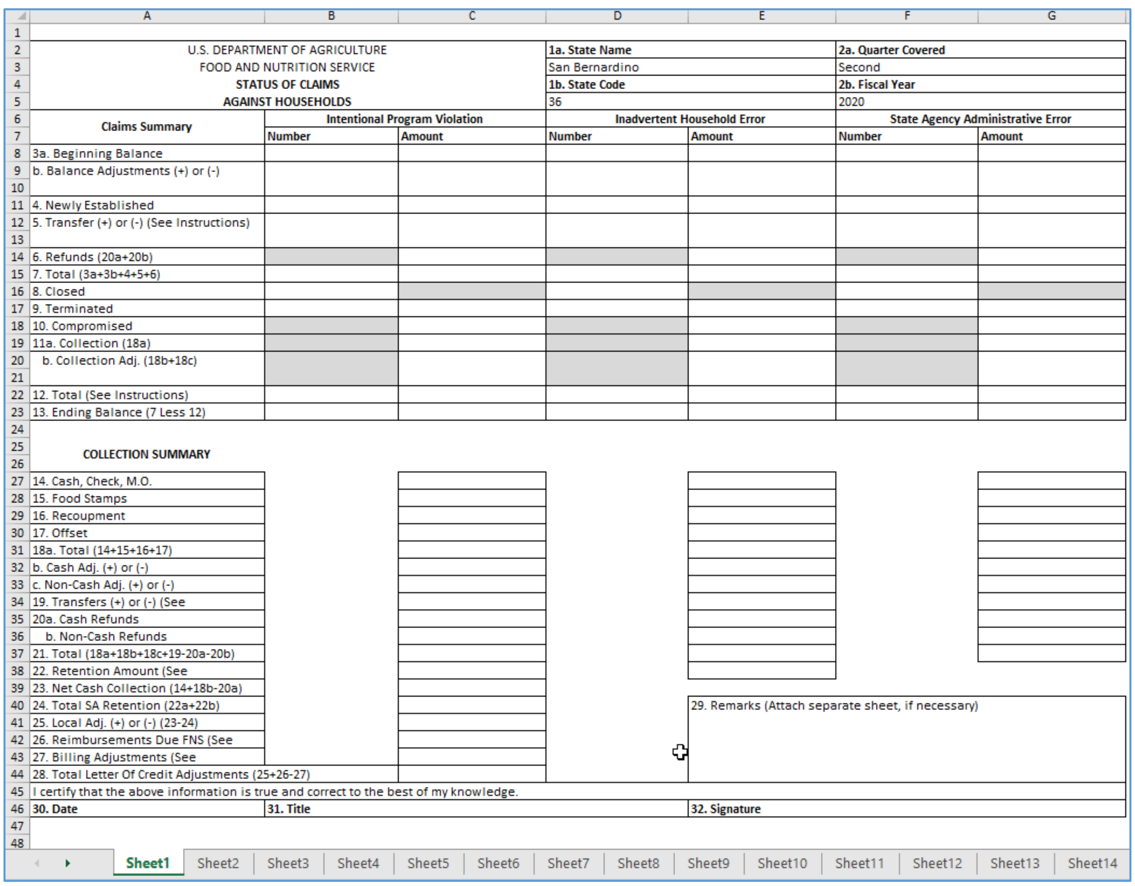
With migration to CalSAWS, report batch processing for FNS 209 will continue with two support paths on their current quarterly schedule as shown below.

a) C-IV WIS Track (Region 1 – 5) about the 15th of the month.
b) LRS TTC Track (Region 6) 1st of the month.

2.2 FNS 209

Summary is provided as example only – there is no change to the production report.

2.2.1 FNS 209 Summary Example



U.S. DEPARTMENT OF AGRICULTURE			**1a. State Name**		**2a. Quarter Covered**	
FOOD AND NUTRITION SERVICE			San Bernardino		Second	
STATUS OF CLAIMS			**1b. State Code**		**2b. Fiscal Year**	
AGAINST HOUSEHOLDS			36		2020	

Claims Summary	**Intentional Program Violation**		**Inadvertent Household Error**		**State Agency Administrative Error**	
	Number	**Amount**	**Number**	**Amount**	**Number**	**Amount**
3a. Beginning Balance						
b. Balance Adjustments (+) or (-)						
4. Newly Established						
5. Transfer (+) or (-) (See Instructions)						
6. Refunds (20a+20b)						
7. Total (3a+3b+4+5+6)						
8. Closed						
9. Terminated						
10. Compromised						
11a. Collection (18a)						
b. Collection Adj. (18b+18c)						
12. Total (See Instructions)						
13. Ending Balance (7 Less 12)						

COLLECTION SUMMARY

14. Cash, Check, M.O.			
15. Food Stamps			
16. Recoupment			
17. Offset			
18a. Total (14+15+16+17)			
b. Cash Adj. (+) or (-)			
c. Non-Cash Adj. (+) or (-)			
19. Transfers (+) or (-) (See			
20a. Cash Refunds			
b. Non-Cash Refunds			
21. Total (18a+18b+18c+19-20a-20b)			
22. Retention Amount (See			
23. Net Cash Collection (14+18b-20a)			
24. Total SA Retention (22a+22b)			
25. Local Adj. (+) or (-) (23-24)			
26. Reimbursements Due FNS (See			
27. Billing Adjustments (See			
28. Total Letter Of Credit Adjustments (25+26-27)			

29. Remarks (Attach separate sheet, if necessary)

I certify that the above information is true and correct to the best of my knowledge.

30. Date	**31. Title**	**32. Signature**

Sheet1 | Sheet2 | Sheet3 | Sheet4 | Sheet5 | Sheet6 | Sheet7 | Sheet8 | Sheet9 | Sheet10 | Sheet11 | Sheet12 | Sheet13 | Sheet14

Figure 2.1.1- FNS 209 Summary Example

2.2.2 Description of Changes

1. WIS Track: Logic to be updated as reference from SCR CIV-11467, CIV-3686 / CA-51960 TOP_ADJUSTMENTS was not enabled in LRS and as such, query was not enabled.

    - Turn on TOP_ADJUSTMENTS query in CalSAWS to enable C-IV code .

    - Add updated C-IV query for TOP_ADJUSTMENTS introduced with SCR CA-51960 / CIV- 11467 to be in sync with defect CIV-103383.

      Additionally, remove the update of CIV-103383 (19.03 release) that listed as defect 'when line 4 (newly established) did not capture a TOP collection when the account was pending during the quarter'.

      Tech Note: Reference 5.3 Research Summary Review for discussion.

      Tech Note: Reference 5.1 CA-208337 DDID_1061_State Reports Migration Research.

Note: No changes currently required for TTC Track (LRS, Region 6).

2.2.3 Report Location

Global Navigation: Reports
Local Navigation: Scheduled
Task Navigation: State
Name: FNS 209

2.2.4 Security Updates

N/A

2.2.5 Report Mapping

N/A

2.2.6 Report Usage/Data Volume Impacts

N/A

3 MIGRATION REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1631	The CONTRACTOR shall set aside an allowance of nine thousand hours (9,000) to create new reports or update existing reports as part of Migration for the 58 Counties. These reports will be defined during the migration design effort. The requirements for the allowance of hours must be finalized and approved by the CONSORTIUM for the CONTRACTOR to meet design, build and System Test milestones, subject to the requirements meeting requirements in the LRS Agreement. As requirements for the new reports are identified, they will be calculated by the CONTRACTOR and reviewed and prioritized by the CONSORTIUM for approval through the County Change Control Board process.	- Estimates will include the necessary Tasks in the software development lifecycle required to implement the CalSAWS DD&I SCR including deployment and change management. - For the revised or new reporting requirements to be included with CalSAWS DD&I UAT preparation activities (targeted to begin April 2021 for C-IV), the requirements for the allowance hours must be finalized, approved by the CONSORTIUM and added to the CalSAWS DD&I SOR by July 1, 2020 for the CONTRACTOR to meet design, build and System Test milestones.	FNS 209 report logic is updated to account for design differences between LRS and C-IV when applied to CalSAWS.

4 OUTREACH

N/A

5 APPENDIX

5.1 REF: CA-208337

REF: CA-208337 Final DDID_1061_State Reports Migration Research Analysis_Final_Product_updateed_20200109

C-IV Details	WHEN /*Account is pending at the end of the report quarter*/ ACCT.END_STAT_CODE = 'PE' /*TOPS Transactions were posted before the current cutoff date, but after the report quarter.*/ AND EXISTS(SELECT 'x' FROM TRANS_DETL TRANS WHERE TRANS.ACCT_NUM = ACCT.ACCT_NUM AND TRANS.POSTED_DATE >= ADD_MONTHS(TRANS.RPT_MO, 3) AND TRANS.POSTED_DATE <= TRANS.CURRENT_CUTOFF) /*The account is not currently captured by the FNS 209 report*/ AND FNS.SEC_NUM_IDENTIF IS NULL THEN 'L4_NEWLY_ESTABLISHED' WHEN ACCT.BEG_STAT_CODE = 'PE' /*Based on Account status, the FNS 209 thinks the account is newly established in this report quarter.*/ AND FNS.SEC_NUM_IDENTIF = 'L4_NEWLY_ESTABLISHED' /*TOPS Transactions captured on the prior report quarter, due to being posted before the prior cutoff, but after the prior report quarter*/ AND EXISTS(SELECT 'x' FROM TRANS_DETL TRANS WHERE TRANS.ACCT_NUM = ACCT.ACCT_NUM AND TRANS.POSTED_DATE >= TRANS.RPT_MO AND TRANS.POSTED_DATE <= TRANS.PRIOR_CUTOFF) THEN 'L3a_BEGINNING_BALANCE' WHEN ACCT.BEG_STAT_CODE = 'PE' AND FNS.SEC_NUM_IDENTIF != 'L4_NEWLY_ESTABLISHED' THEN 'DELETE'

5.2 Research

FNS 209 SCR Research, Historical Reference and Collaborative Team Discussion

1. Logic will not be updated from SCR CA-51960 / CIV-11467 for LA County specific Collection Fees, as these Collection Fees are cash collection transactions.
    - Discussion with LRS and C-IV staff clarified that Collection Fee has two different meanings for the C-IV and LRS systems. In C-IV, Collections Fees are established as a separate recovery account apart from a recovery account established to recoup CF benefit over issuances. Thus, C-IV does not have a recovery account transaction type of Collection Fee. LRS does capture collection transactions of type Collection Fee, and based on clarification for LRS staff, Collection Fees are specific to the recoupment of the CF benefit over issuances. As clarified, when LA County employs a collection agency, the Collection Fee transaction amount denoted a portion of the client payment on the CF over issuance claim that is retained by the collection agency. Only when the Collection Fee is added to the cash (collected) transaction will the sum (total) reflect the total client payment. For example, the CF recipient makes a cash payment of $100 to the collection agency. If the collection agency retains $9 and remits $91 to DPSS then both collection transactions are posted, one for $9 and another for $91, as the total of both transactions are needed to reflect the client total payment and, as such, both collection transactions are reported to the state and federal government on the FNS 209 as cash payment on line 14 when received during the current quarter. There are two points to the clarification received. One is the Collection Fee is not separate from, but is dependent on, the CF benefit over issuance. The second point is the collection transaction of type Collection Fee plus the collection transaction of type cash, for the remaining portion of the cash payment, when totaled, represent the total cash payment the collection agency received from the client. To distinguish this second point of clarification, if the client payment of $100 was posted in the LRS system as two separate collection transactions, one for $100 cash (total received) and one for $9 Collection Fee (not $91 plus $9) then the inclusion of the Collection Fee would overstate the collection applied to the CF benefit over issuance and cause the FNS 209 to be in error for line 14 cash collection and the resulting ending balance. Thus, an update to the FNS 209 logic is not needed as the clarification received was that a separate Collection Fee of $9 is posted into LRS, to reflect only the portion of the $100 OI payment received from the client, plus a separate posting for a cash collection of the $91 remitted to DPSS from the collection agency. Only when both are posted into the system as separate cash collection transactions does the system record the total payment from the client and calculate the correct ending balance of the over issuance claim. As explained, Collection Fee is essentially a pass-on to the collection agency of all or a portion of the county's retention amount from the payment collected.

2. Update the FNS 209 report logic to process inbound weekly TOP tax intercept files by: automatically posting TOP collection transactions with the assigned state (TOP) cycle number recorded in the transaction for the recovery account, regardless of account status; and, as necessary, activate or reactive any account status to successfully post the transactions prior to the report cutoff date; identify any unposted TOP collections for manual processing by county staff before the report cutoff date; and, report all TOP tax intercept collections based on the cycle numbers assigned for the FNS 209 quarter, as implemented by C-IV SCRs 2250 (auto posting), 3686 (report by cycle), 8757 (postings after the quarter), 11467 (tax intercept reversal), and 103383 (TOP adjustment query).

    - Report TOP tax intercept reversal amounts on line 18b, not line 3b. When, and only when, the reversal in applied to a previously closed account, a count is provided in the claim number (not amount) in line 3b, to essentially add the previously closed account with the reversal.

    - Activate or reactivate the account status, as needed, to post TOP tax intercept transactions by state (TOP) cycle number, including TOP collections processed after the end of the report quarter and on or before the report cutoff date.

    - Report on line 14 TOP collection transactions posted during the quarter or by the report cutoff, on line 18b any TOP tax intercept reversal during the quarter but by report cutoff or any adjustment to a TOP collection amount previously reported, and on line 20a any TOP tax intercept refunded during the report quarter, when the TOP tax intercept transaction is for a cycle number assigned for the report quarter.

    - Activate any account in any type of pending status when necessary to post TOP collection transactions after the report quarter and by the report cutoff date.

    - Reports on line 4 (newly established) claims pending at the end of the report quarter that were made active after the end of the report quarter in order to post TOP collection transactions, for a cycle number in the report quarter, and the TOP collection transactions were posted to the newly activated account after the report quarter and on or before the report cutoff date.

Note: See 5.1 Appendix for a portion of the TOP Adjustment query that uses the end date of the current and prior quarters plus the report cutoff dates for the current and prior quarter, to evaluate accounts pending at the end of the current quarter and to count the claim on line 4 (newly established) and amount on line 14 (cash) when a TOP tax intercept collection transaction (with a cycle number for the current report quarter) is posted after the report quarter end-date and on or before the current report quarter cutoff date, as referenced in C-IV SCR 103383.

5.3 Research Summary Review

Brief summary of C-IV FNS 209 logic review for migration to CalSAWS.

First, no change: we need to retain logic to capture data and reporting TOP (the federal Treasury Offset Program) transactions (tax intercepts) that are:

a) posted after the current quarter but effective for the current quarter and

b) posted in the current quarter but effective for the prior quarter, as referenced in the query on lines starting with 82 and 87.

These transactions have a type of ('TV', 'TR', 'TX', 'TY', 'TC', 'TS', 'TI') or ('BO', 'TN', 'RS', 'AR', 'RF').

We want to continue to report TOP Transactions posted before the current cutoff date, but after the report quarter, when the account status is other than pending. Existing Fiscal logic will re-active a status, other than pending, as needed, to auto post the TOP transaction to the account.

Second, update logic: we need to remove the logic that reports TOP transactions that are received in the current quarter and the account is in a pending status at the end of the current quarter. Specifically (please refer to lines 485 – 514 starting with 'when acct.end_stat_code='PE'), remove logic that adjusts lines L3b_beginning _balance, L4_newly_established, L3a_beginning_balance, and L3b_reactivations for the current report quarter when the account is pending. In short, remove the update of SCR 103383 (19.03 release) that listed a defect 'when line 4 (newly established) did not capture a TOP collection when the account was pending during the quarter'.

Once the TOP transactions on pending accounts are excluded, there should be no need to adjust the report logic for L13_ending_balance or L14_cash_collections, as such TOP transactions (if they exist) will be reported when the account is made active and the transaction is posted.

Third, evaluate other logic: for TOP transactions received in quarter 1 while the account is pending and not posted because the account is not active or re-activated, then the account is made active in quarter2, we wish to confirm that existing logic will report the posted tax intercept in quarter2, please evaluate for possible update:

a) Starting at line 717 /*Update the balance in lines 3a, 4, and 13 if TOPs were posted between the end of the quarter and the current quarter's cutoff date*/ - - - and the account status is not pending for the quarter; must have a status other than pending for the report quarter.

b) at line 729 /*Delete any TOPs transactions that are effective for the prior quarter and posted before the prior quarter's cutoff date*/

Again, these lines of report logic should not have to be updated as a TOP transaction (tax intercept) cannot be posted to a pending account and, once the account is made active, existing logic should report the posted tax intercept (and adjust associated line items), without reporting the account as newly established, adding the amount of the pending account to the beginning balance, etc. when it was NOT active in the quarter and was pending for the report quarter.

Return to **2.2.2 Description of Changes**

California Statewide Automated Welfare System

Design Document

CA-215448

Migrate the Clothing Allowance Jobs for the 57 Migration Counties

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jimmy Tu
	Reviewed By	Kapil S.

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/19/2020	1.0	Initial Version	Jimmy Tu

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1 OVERVIEW

This SCR is to migrate all the relevant Clothing Allowance (CA) batch jobs, batch properties, and FC Clothing Allowance Rates from C-IV to CalSAWS for the 57 migration counties.

1.1 Current Design

Currently, the CalSAWS Clothing Allowance (CA) batch job is only up to date for Los Angeles County. Current FC Clothing Allowance rates and batch properties for C-IV in CalSAWS are outdated as they have been updated in C-IV. We will be migrating the existing Clothing Allowance batch properties from C-IV and they will get their current run frequency and county/age-based rates from the C-IV Clothing Allowance jobs. Also, there are currently no batch jobs, clothing allowance rates, and batch properties configured for the 18 CalWIN Counties.

1.2 Requests

Migrate current FC/KG Clothing Allowance Batch Properties/Jobs and FC Clothing Allowance Rates in C-IV to CalSAWS for the 57 migration counties (39 C-IV Counties and 18 CalWIN counties).

This would be achieved by first removing the outdated Clothing Allowance batch properties, and FC Clothing Allowance rates that exist in CalSAWS today for the C-IV Counties. Once removed, the latest data from the C-IV system will be migrated to the CalSAWS for all 57 migration counties.

1.3 Overview of Recommendations

1. Create Batch Jobs for the 18 CalWIN Counties.
2. Migrate the FC/KG C-IV Clothing Allowance batch properties and jobs from C-IV and configure it for CalSAWS.
    a. Remove outdated Clothing Allowance batch properties that exist in CalSAWS today for the C-IV Counties. Once removed, migrate the latest data from the C-IV system to the CalSAWS for all 57 migration counties.
3. Migrate the C-IV FC Clothing Allowance Rates from C-IV and configure it for CalSAWS.
    a. Remove outdated FC Clothing Allowance Rates that exist in CalSAWS today for the C-IV Counties. Once removed, migrate the latest data from the C-IV system to the CalSAWS for all 57 migration counties.

1.4 Assumptions

1. This SCR will not impact the current Clothing Allowance job, Clothing Allowance batch properties, and FC Clothing Allowance Rates in the CalSAWS for LA County in any way. The current Clothing Allowance batch job in the CalSAWS for LA County will still be functional and used only for LA County.
2. This SCR will impact FC and KG programs for all 57 Migration Counties.

3. C-IV 101009 - Exclude STRTP Placement Types from the Clothing Allowance Batch needs to be completed before/simultaneously with this SCR.
4. CA-217791 DDID 1967: Update RDB With Direct Deposit Data Collection needs to be completed before/simultaneously with this SCR.
    a. Clothing allowance issuances to resources will be derived based upon the pgm_pmt_pref column in the pgm table.

2 RECOMMENDATIONS

2.1 Migrate Clothing Allowance Batch Job for Migration Counties

2.1.1 Overview

The goal of this update is to migrate the Clothing Allowance batch jobs in C-IV to the CalSAWS.

2.1.2 Description of Change

1. Create Batch Jobs/Numbers for the 18 CalWIN Counties.
    a. PBXXF103
        i. XX = County Number
2. Remove all outdated Clothing Allowance batch properties that exist in CalSAWS today for the C-IV Counties (where county code is not 19).
3. Once removed, migrate the latest batch properties and jobs from the C-IV system to the CalSAWS for all 57 migration counties (39 C-IV counties and 18 CalWIN Counties).
    a. Create the batch properties for 18 CalWIN counties based off C-IV's (Kern County) batch properties.
    b. LA County will be using a separate Clothing Allowance job for their BTSCA.
4. Update the C-IV and CalWIN clothing allowance batch jobs to exclude foster care cases where the child's current placement is an STRTP.
5. Update the C-IV Foster Care Clothing Allowance batch to exclude the new placement type of "Out of State STRTP".

2.1.3 Execution Frequency

No Change.

2.1.4 Key Scheduling Dependencies

No Change.

2.1.5 Counties Impacted

This batch job will impact the 39 C-IV Counties and 18 CalWIN Counties.

C-IV Counties:

Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Plumas, Riverside, San Benito, San Bernardino, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yuba

CalWIN Counties:

Alameda, Contra Costa, Fresno, Orange, Placer, Sacramento, San Diego, San Francisco, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Solano, Sonoma, Tulare, Ventura, Yolo

2.1.6 Data Volume/Performance

No Change.

2.1.7 Failure Procedure/Operational Instructions

No Change -- Batch Support Operations staff will evaluate the failures and determine the appropriate resolution.

2.2 Code Table Change Request

2.2.1 Overview

This code table change request is to remove all the FC Clothing Allowance rates (CT 943) in the CalSAWS for C-IV counties. Then, we will migrate the current FC Clothing Allowance Rates from C-IV to the CalSAWS. We will also create Reference Columns for 17 CalWIN Counties in CT623 and turn on pay codes used for the clothing allowance batch.

2.2.2 Description of Change

1. Remove outdated FC Clothing Allowance Rates from the code detail table (code_detl) category 943 that exist in CalSAWS today for all C-IV counties (where county code is not 19).
2. Once removed, migrate the latest FC Clothing Allowance Rates from the C-IV system to the CalSAWS for all 57 migration counties.
    a. Create FC Clothing Allowance Rates for the 18 CalWIN counties based off C-IV's (Kern County) Clothing Allowance Rates.
3. Create Reference Columns in the Code Detail Table (where Catgry ID = 623) for 17 CalWIN Counties. (Sacramento (34) is already referenced to refer_table_83_descr)
    a. Alameda (01) = refer_table_84_descr

b. Contra Costa (07) = refer_table_85_descr
c. Fresno (10) = refer_table_86_descr
d. Orange (30) = refer_table_87_descr
e. Placer (31) = refer_table_88_descr
f. San Diego (37) = refer_table_89_descr
g. San Francisco (38) = refer_table_90_descr
h. San Luis Obispo (40) = refer_table_91_descr
i. San Mateo (41) = refer_table_92_descr
j. Santa Barbara (42) = refer_table_93_descr
k. Santa Clara (43) = refer_table_94_descr
l. Santa Cruz (44) = refer_table_95_descr
m. Solano (48) = refer_table_96_descr
n. Sonoma (49) = refer_table_97_descr
o. Tulare (54) = refer_table_98_descr
p. Ventura (56) = refer_table_99_descr
q. Yolo (57) = refer_table_100_descr

4. Turn on the following Pay Codes for the 18 CalWIN counties in the Code Detail Table (where Catgry ID = 623) based on C-IV's (Kern County) pay codes:
    a. Annual Clothing Allowance (OZ)
    b. Annual Clothing Allowance Kin-GAP (EB)
    c. State Annual Clothing Allowance - $100 (OI)
    d. State Annual Clothing Allowance - $100 Kin-GAP (EE)

2.2.3 Estimated Number of Records Impacted/Performance

1. 39 sets of batch properties to be removed.
    a. 57 sets of batch properties to be added.
2. 127 rows to be removed from Code Detail Table Category 943 for FC Clothing Allowance Rates.
    a. 131 rows to be added to Code Detail Table Category 943 for C-IV Counties.
    b. 36 rows to be created for the 18 CalWIN Counties based off the C-IV counties (Kern County)

2.3 Data Change Request - CT623

2.3.1 Overview

Update the Category Table to include the new Field Label Descriptions that are being adding to the Code Detail table for Category 623.

2.3.2 Description of Change

1. Update the Pay Codes category table (catgry table, id =623) to include the following Field Label Descriptions (Field_Label_Desrc):
    a. Alameda (01) = 84

b. Contra Costa (07) = 85
c. Fresno (10) = 86
d. Orange (30) = 87
e. Placer (31) = 88
f. San Diego (37) = 89
g. San Francisco (38) = 90
h. San Luis Obispo (40) = 91
i. San Mateo (41) = 92
j. Santa Barbara (42) = 93
k. Santa Clara (43) = 94
l. Santa Cruz (44) = 95
m. Solano (48) = 96
n. Sonoma (49) = 97
o. Tulare (54) = 98
p. Ventura (56) = 99
q. Yolo (57) = 100

2.3.3 Estimated Number of Records Impacted/Performance

1 row impacted on the Category CT623 Pay Codes Table.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Code Detail Change Request	Excel with C-IV FC Clothing Allowance Rates	C-IV FC Clothing Allowance Rates

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
3.8.2.16	The LRS shall include all Conversion operational procedures necessary to	This requirement is met by migrating all the C-IV FC Clothing Allowance Rates and

	successfully execute the conversion programs.	Batch Properties needed to run the C-IV Clothing Allowance Batch Jobs that are being migrated to the CalSAWS.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

5 MIGRATION IMPACTS

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

6 OUTREACH

None.

7 APPENDIX

None.

Alameda – 01
Contra Costa – 07
Fresno – 10
Orange – 30
Placer – 31
Sacramento – 34 ----> 83
San Diego – 37
San Francisco – 38
San Luis Obispo – 40
San Mateo - 41
Santa Barbara – 42
Santa Clara – 43
Santa Cruz – 44
Solano – 48
Sonoma – 49
Tulare – 54
Ventura – 56
Yolo – 57

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215450

FCED: Phase 1

Automated Regression Test

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	William Baretsky
	Reviewed By	JoAnne Osborn, Sharon Teramura

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/12/2020	1.0	Initial Revision	William Baretsky

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1 OVERVIEW

This design outlines modifications to the Automated Regression Test (ART) scope to include coverage of additional FCED functional scenarios. The scenarios defined within this design document will be incorporated into the Regression Test Suite either through the creation of new test scripts, or by updating existing test scripts that are already present in the Regression Test Suite at the time of implementation.

1.1 Current Design

The Regression Test Suite provides functional test coverage of the primary CalSAWS online transactions based on usage data from the production system. This includes limited coverage of the Foster Care (FC) program and associated online data collection and EDBC functionality.

1.2 Requests

Add coverage of a subset of the online page and EDBC rules functionality associated to the early phases of the CalSAWS FCED implementation into the Regression Test Suite.

This includes the following FCED implementation SCRs:

- CA-215449 – FCED: Aid Code 45 Eligibility Updates
- CA-215444 – FCED: Non Minor Dependent Parent in a Parenting Support Plan rule update

1.3 Overview of Recommendations

Add ART coverage of the EDBC determination of FC aid code '45 – FC (County)' based on the 'Use County Funds' field.

Add ART coverage of the Requested Medi-Cal (MC) Type determination during MC auto-test when the FC program is discontinued for 'Child Not In Placement' or 'Whereabouts Unknown'.

Add ART coverage of the Child Placement Detail page validation related to the Parenting Support Plan (PSP) indicator.

Add ART coverage of the EDBC determination of the Infant Supplement payment based on the PSP indicator.

1.4 Assumptions

1. The changes implemented under SCR CA-215446 (FCED: Online updates) will not be targeted for verification under this SCR but will be used as needed to set up data for the targeted scenarios.
2. No technical enhancements to the CAT Framework or Regression Test Suite orchestration will be made under this SCR: Batch job execution, PDF form content, and Report validation is out of scope.

2 RECOMMENDATIONS

This section will outline the targeted scope of the FCED regression test scenarios to be added into the Regression Test Suite for the LRS/CalSAWS System.

2.1 Add ART coverage of CA-215449 – FCED: Aid Code 45 Eligibility Updates

2.1.1 Overview

CA-215449 implements:

1. The addition of a new 'Use County Funds' field on the Child Placement Detail page
2. Changes to the FC EDBC rules to determine the '45 – FC (County)' aid code
3. Changes to how the Requested Medi-Cal Type is set when the MC program is auto-tested upon FC discontinuance

This section outlines the new ART coverage of this functionality in the LRS/CalSAWS System.

2.1.2 Description of Changes

Create automated scripts to cover each of the following scenarios:

Scenario 1:

- **Purpose:** Verify that Foster Care (FC) EDBC grants aid under aid code '45 – FC (County)' when the program does not meet the Federal, State or Emergency Assistance requirements, but does meet the county requirements for the aid code, and the 'Use County Funds' value is set to 'Yes' on the Child Placement Detail page.

Scenario 2:

- **Purpose:** Verify that Foster Care (FC) EDBC denies the program for 'Doesn't Meet Program Req.' when the program does not meet the Federal, State or Emergency Assistance requirements, but does meet the county requirements for aid code '45 – FC (County)', and the 'Use County Funds' value is set to 'No' on the Child Placement Detail page.

Scenario 3:

- **Purpose:** Verify that when a Foster Care (FC) program is discontinued for reason 'Child Not In Placement', and the Medi-Cal (MC) program is auto-tested, the Requested Medi-Cal Type is set to 'FC Unpaid (45)'.

Scenario 4:

- **Purpose:** Verify that when a Foster Care (FC) program is discontinued for reason 'Whereabouts Unknown', and the Medi-Cal (MC) program is auto-tested, the Requested Medi-Cal Type is set to 'FC Unpaid (45)'.

2.2 Add ART coverage of CA-215444 – FCED: Non Minor Dependent Parent in a Parenting Support Plan rule update

2.2.1 Overview

CA-215444 implements:

1. A new validation message on the Child Placement Detail page, related to the Placement Type value on this page and the Parenting Support Plan (PSP) indicator on the Infant Supplement Detail page.
2. Changes to the FC EDBC rules to issue an additional $200 Infant Supplement when the PSP indicator is 'Yes' and the Placement Type is 'Supervised Independent Living'

This section outlines the new ART coverage of this functionality in the LRS/CalSAWS System.

2.2.2 Description of Changes

Create automated scripts to cover each of the following scenarios:

Scenario 1:

- **Purpose:** Verify that the appropriate validation message displays when attempting to save the Child Placement Detail page with a Placement Type other than 'Supervised Independent Living' and an associated Infant Supplement record with the 'Is there a Pending Support Plan (PSP) on file' indicator set to 'Yes'.

Scenario 2:

- **Purpose:** Verify that Foster Care (FC) EDBC grants a $200 Infant Supplement when the 'Is there a Pending Support Plan (PSP) on file' question is answered 'Yes' on the Infant Supplement Detail page, and the associated Placement Type is set to 'Supervised Independent Living' on the Child Placement Detail page.

Scenario 3:

- **Purpose:** Verify that Foster Care (FC) EDBC does not grant an additional $200 Infant Supplement when the 'Is there a Pending Support Plan (PSP) on file' question is not answered on the Infant Supplement Detail page, and the associated Placement Type is set to 'Supervised Independent Living' on the Child Placement Detail page.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-217150

Update FC Blue Voucher language

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	James Tran
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/08/2020	1.0	Initial Draft	James Tran
10/21/2020	1.1	Updated the form name to "Blue Payment Voucher" and added imaging form name and imaging document type information.	James Tran
11/18/2020	1.2	Modify the verbiage, add a variable and move the line to now be located above the question.	James Tran
12/1/2020	1.3	Adjusted spacing and added additional verbiage at the bottom of the form	James Tran

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1 OVERVIEW

The purpose of this SCR is to make modifications to the form DCFS 1800, the "Blue Voucher". Prior to this SCR, the caregiver would have to return a voucher every month verifying that the child was in the home or institution for the month in order to receive their monthly payment. With this change, the caregiver will only have to return the voucher if the child was removed from the home or institution. This will cut down on the time and monetary cost of voucher processing each month.

1.1 Current Design

For Los Angeles County, in order for Foster Care and ARC caregivers to have their monthly payment released, they are required to return a voucher. The voucher has three line of interest on it:

- THIS CHILD: (FILL IN #1 OR #2. ONLY ONE ANSWER APPLIES)
- 1. Was in my Home/Institute through the last day of: MO.______ Yr. ______
- 2. Was removed from my Home/Institute on: Mo._____Day _______ Yr._______

1.2 Requests

Los Angeles County requests that the first question be removed in order to reduce voucher processing time.

1.3 Overview of Recommendations

1. Remove the first line that states: "THIS CHILD: (FILL IN #1 OR #2. ONLY ONE ANSWER APPLIES)"
2. Remove question #1
3. Update question #2 to: "Child removed from my Home/Institute on: Mo._____ Day _____ Yr. _______
4. Create a sentence above the remaining question that states, "Caregiver is required to complete and return this voucher ONLY if minor left home during the month of [SERVICE_MONTH]."
5. Add verbiage at the bottom of the voucher, above the "TEAR HERE" line, that states, "Please return completed voucher using envelope provided or by e-mailing it to FCHL@DCFS.lacounty.gov."

1.4 Assumptions

1. Form DCFS 1800 is only available for Los Angeles County.
2. Only the "Blue Voucher" will be updated. The "White Voucher" will be updated by Los Angeles County at the same time through their auditor controller.
3. The FC payroll logic that allows for continued monthly payment to the caregiver without returning a voucher every month has already been implemented in the following SCR: CA-218018
4. The variables generation will not be updated or changed; only removed where the corresponding verbiage has also been removed.

5. Nothing else on the voucher besides the section with the two questions will be altered.

2 RECOMMENDATIONS

2.1 Update Foster Care "Blue Voucher" Form DCFS 1800

2.1.1 Overview

The existing DCFS 1800 – "Blue Payment Voucher" requires an update in accordance with the instructions provided by CA-217150.

This form is currently being generated via online through the Placement Verification page, from batch and via the Los Angeles Template Repository.

State Form: N/A

Current Programs: Foster Care (including ARC)

Current Attached Form(s): None

Current Forms Category: Form

Existing Languages:

English

2.1.2 Description of Change

2.1.2.1 Updates to the DCFS 1800 Form XDP

Update the DCFS 1800 form as follows:

1. Remove the line, "THIS CHILD: (FILL IN #1 OR #2. ONLY ONE ANSWER APPLIES)"
2. Remove question #1
3. Update question #2 to: "Child removed from my Home/Institute on: Mo._____ Day _____ Yr. _______
4. Create a sentence above the remaining question that states, "Caregiver is required to complete and return this voucher ONLY if minor left home during the month of [SERVICE_MONTH]."
5. Add verbiage at the bottom of the voucher, above the "TEAR HERE" line, that states, "Please return completed voucher

using envelope provided or by e-mailing it to FCHL@DCFS.lacounty.gov."

Updated Languages:

English

Include NA Back 9: N

Imaging Form Name: Blue Payment Voucher

Imaging Document Type: Foster Care (FC)

Form Mockups/Examples: See Supporting Documents #1

2.1.2.2 Updates to the DCFS 1800 Form Variable Population

With the update to form DCFS 1800 – "Blue Payment Voucher", one new variable will be added and three will be removed.

Add the following variable:

Variable Name	Population	Formatting	Editable*	Template Repository Population	Populates with Form Generation
SERVICE_MONTH	Generates the child placement verification benefit month. This will generate the same as the service month located at the top right corner of the voucher.	Arial Font Size 10	Y	Y	Y

Remove the following variables:

- IN_HOME
- MONTH_IN
- YEAR_IN

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Form	Updated form for DCFS 1800 ("Blue Voucher") in English	See "DCFS1800_EN.pdf" attached to the SCR

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.1.2 CAR-1206	The LRS shall generate written material, including notices, NOAs, forms, flyers, letters, and stuffers, to applicants, participants, caregivers, sponsors, authorized representatives, and/or any other entities, in English, all threshold languages, and any other language for which the State has provided a translation.	This SCR involves generating notices to caregivers.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-217804 | CIV-107563

Implement Correspondence changes in Errata 19-76E II

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Nithya Chereddy
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/01/2020	1.0	Initial Design	Nithya Chereddy
10/19/2020	1.1	Revisions based on BAs and Build review	Nithya Chereddy
11/3/2020	1.2	Revisions based on BAs review	Nithya Chereddy
11/19/2020	1.3	Revisions based on the initial Committee Review	Nithya Chereddy
11/23/2020	1.4	Revisions based on comments form LA County	Nithya Chereddy

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1 OVERVIEW

This document details the changes necessary in CalSAWS and C-IV to implement the updated/added NOAs as part of the 19-76 Errata II.

1.1 Current Design

1. Currently CalSAWS has the following NOAs/forms
   - NOA - M44-207K (Discontinuance due to Over Income)
   - Form - NA 274G Overpayment Computations
2. Batch job PB19F107 and PB19F108 generates NA 274G form along with M44-350I and M44-352A forms respectively.
3. CalSAWS – NA 274G incorrectly populates the Disability Based Income (DBI) Disregard value when generated from the Recovery Account Detail Page and Template Repository.
4. Currently C-IV has the following NOAs/forms
   - NOA - M44-315A ($10 Minimum Payment, Change NOA)
5. C-IV - NA 301 and NA 303 incorrectly populates the Disability Based Income (DBI) Disregard value when generated from the Recovery Account Detail Page and Template Repository.

1.2 Requests

1. CalSAWS – Update the M44-207K NOA(Discontinuance due to Over Income - taken from Errata 19-76 E II)
2. CalSAWS - Add Form NA 274H, this form should be used for overpayments occurring on or after 6/1/2020
3. CalSAWS – Add the CalWORKs Overpayment Packet with M44-350I and NA 274H.
4. CalSAWS – Add the Demand NOA Packet with M44-352A and NA 274G /NA 274H.
5. CalSAWS – Update NA 274G form population for Section A, line items 5, 7 and 10.
6. CalSAWS - Update the Recovery Account Activation batch job to generate CalWORKs Overpayment Packet based on the oldest EDBC associated to the Recovery Account.
7. CalSAWS - Update the Demand NOA batch job to generate Demand NOA Packet based on the oldest EDBC associated to the Recovery Account.
8. CalSAWS – Update the ‘Generate Form’ button logic on Recovery Account Detail page to generate the CalWORKs overpayment packet with either NA 274G or NA 274H depending on the overpayment months.
9. CalSAWS - Update the existing Income increase NOA to account for the $10 minimum payment verbiage.
10. C-IV - Update the M44-315A ($10 Minimum Payment, Change NOA)
11. C-IV - Update the NA 301 and NA 303 Form to populate the correct DBI Disregard value.

1.3 Overview of Recommendations

1. CalSAWS - Update the M44-207K NOA
2. CalSAWS - Add the NA 274H form
3. CalSAWS – Add the CalWORKs Overpayment Packet with M44-350I and NA 274H.
4. CalSAWS – Add the Demand NOA Packet with M44-352A and NA 274G /NA 274H.
5. CalSAWS – Update NA 274G form population for Section A, line items 5, 7 and 10.
6. CalSAWS - Update the Recovery Account Activation batch job to generate CalWORKs Overpayment Packet based on the oldest EDBC associated to the Recovery Account.
7. CalSAWS - Update the Demand NOA batch job to generate Demand NOA Packet based on the oldest EDBC associated to the Recovery Account.
8. CalSAWS – Update the 'Generate Form' button logic on Recovery Account Detail page to generate the CalWORKs overpayment packet with either NA 274G or NA 274H depending on the overpayment months.
9. CalSAWS - Update the existing Income increase NOA to account for the $10 minimum payment verbiage.
10. C-IV – Update the M44-315A ($10 Minimum Payment, Change NOA).
11. C-IV - Update the NA 301 and NA 303 Form to populate the correct DBI Disregard value.

1.4 Assumptions

1. Over income reason in C-IV has different verbiage compared to M44-207K. Over income reason verbiage will not be updated in C-IV as part of this SCR. C-IV will inherit the updated verbiage at migration.
2. NA 274G is currently not available in C-IV.
3. NA 274H form's variable population will be the same as NA 274G form.
4. While generating the Continuation Page - Overpayment Computations NOA from template repository, worker should determine whether to generate NA 274G or NA 274H based on the benefits months the over payment occurred for.
   a. Example: If the overpayment is for benefit months March through July, worker should generate NA 274G, as there exists a benefit month before June 2020.
   b. If the overpayment is for benefit months June through July, worker should generate NA 274H, as overpayment is for benefit months on or after June 2020.
5. Current trigger conditions and variable value calculations will not be updated for NA 301 and NA 303 forms. Only the DBI value look up will be updated.
6. All the variable fields in the NA 274G and NA 274H form body will be editable. Form header and Form Footer variable fields will not be editable. The fields will be editable when the fields are blank or pre-populated.
7. SCR CA-214198 will update the name of the PB19F108 batch job to PB00F108.
8. Demand NOA Packet will be available in Template Repository and cannot be generated using the 'Generate Form' button on the 'Recovery Account Detail

page'. Worker can generate the M44-352A and NA 274G/ NA 274H forms separately from Template Repository.

9. For External Recovery accounts the forms will be generated manually by the user from the Recovery Account Detail page.
10. SCR CA-221914 will add threshold translations for the NOAs/Forms updated/added as part of this SCR.
11. CalSAWS – A GEN 1365 will be added to every outbound envelope at Central print.

2 RECOMMENDATIONS

The following NOAs/Forms will be updated/added to implement the changes from 19-76 Errata II.

2.1 CalSAWS - Update the Over Income Discontinuance NOA

2.1.1 Overview

This effort is to update the M44-207K NOA. M44-207K is the CalWORKs discontinuance NOA for Over Income reason. 19-76 Errata II made verbiage updates to this reason.

Reason Fragment Name and ID: CW_TN_INC_GRT_MAX_AID_A233, 6212

State Form/NOA: M44-207K

Current NOA Template: CW_NOA_TEMPLATE

Current NOA Template Name: NA 290

Current Program(s): CW

Current Action Type: Discontinuance

Current Fragment Level: Programs

Currently Repeatable: No

Include NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: NA 1239 SAR

Existing Languages: English and Spanish

2.1.2 Update Fragment XDP

Update the Over Income discontinuance fragment verbiage as listed below (CW_TN_INC_GRT_MAX_AID_A233)

Updated Languages: English and Spanish

Updated NOA Template Name: M44-207K (5/20)

NOA Mockups: See Supporting Document #1

Description	Existing Text	Updated Text	Formatting
Static Section - English	You can not get cash aid if your family's net countable income is more than the Maximum Aid Payment set by the State. Your family's needs and income are figured on this notice.	You cannot get cash aid if your family's gross income is more than the CalWORKs Tier 2 Income Reporting Threshold and is expected to continue at this level. Your family size is <AU_Size> The Tier 2 Income Reporting Threshold for your family size is <Tier2_IRT>. Your family's needs and income are figured on this page.	Arial Font 10

Note: Spanish translation for the updated verbiage is attached in Supporting Document #5.

2.1.3 Variable population

Following is the variable population for the updated over income discontinuance NOA.

Variable Name	Population	Formatting
<AU_Size>	Size of the Assistance Unit Note: AU size could sometimes be 0	Arial Font 10
<Tier2_IRT>	Tier 2 IRT for AU Size Note: If the AU size 0, the Tier 2 IRT for AU size 1 should be populated i.e. $1,354.	Arial Font 10

2.2 CalSAWS - Add NA 274H form

2.2.1 Overview

This effort is to add NA 274H form to CalSAWS system. NA 274H form is used to calculate the overpayment amount for an AU after all applicable income disregards, sanctions, and penalties have been applied. NA 274H should be used for overpayments occurring on or after 6/1/2020. This was provided with 19-76 Errata II.

State Form: NA 274H

Current Programs: CalWORKs

Current Attached Forms: NA Back 9

Current Forms Category: NOA

Existing Languages: English and Spanish

2.2.2 Add NA 274H form XDP

This form has minor text updates when compared to NA 274G. Following are the updates.

Location	Previous Text	Current Text
Upper left corner	For Overpayments Occurring on or after 10-1-2013 to 5-31-2020	For Overpayments Occurring on or after 6-1-2020
Section B, Line 3	Net Countable Income from Section A (above)	Net Countable Income from Section A
Section B, line 4	Subtotal	Subtotal (Enter $0 if negative)
Bottom Left Corner	NA 274G (7/19) CONTINUATION PAGE - OVERPAYMENT COMPUTATIONS (For 10-1-2013 To 5-31-2020)	NA 274H (5/20) Continuation Page - Overpayment Computations (For 6-1-2020)

Form Title (Document List Page Displayed Name): Continuation Page - Overpayment Computations

Form Number: NA 274H

Include NA Back 9: Yes

Template Repository Visibility: All counties

Post to SSP (Self Service Portal): Yes

Form Mockups/Examples: See Supporting Documents #2 for English and #6 for Spanish forms.

Note: Form population remains the same as NA 274G form

Cosmetic Update: Increase the spacing between Rules and State Hearing for NA 274H form.

2.2.3 Add Form Control

The following barcodes will be used for NA 274H form.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

2.2.4 Add form to Template Repository

NA 274H form will be added to Template Repository. The form will have pre-population same as NA 274G.

Required Document Parameters: Case Number, Customer Name, Recovery Account Number, Language and Program

2.2.5 Add Form Print Options and Mailing Requirements

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

2.3 CalSAWS – CalWORKs Overpayment Packet

2.3.1 Overview

As part of the SCR CA-207159 CalWORKs Overpayment Packet was added to CalSAWS which contains M44-350I and NA 274G forms.

This effort is to add a new CalWORKs Overpayment Packet which will have M44-350I and NA 274H forms.

Form Name: CalWORKs Overpayment Packet (M44-350I and NA 274H)

Form Number: CalWORKs Overpayment Packet

Language: English, Spanish

Template Repository Visibility: Not visible

2.3.2 Description of Change

1. Create the CalWORKs Overpayment Packet. The packet will contain the M44-350I and NA 274H forms for all counties (Los Angeles and the 57 Migration Counties).

2. The existing population logic for the M44-350I and NA 274G will be used to populate the forms (M44-350I and NA 274H) within this packet as NA 274G and NA 274H has the same population.

3. The packet will have the following print options:

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
N/A	N/A	N/A	N/A	N/A	N/A

4. The packet will have the following mailing options:

   Mailing Requirements:
   Mail-To (Recipient): When generated through the batch process, the CalWORKs Primary Applicant. When generated through the Recovery Account Detail page, the individual selected on the 'Customer Name' dropdown on the Document Parameters page.
   Mailed From (Return): CalWORKs Worker's Office/District Office Address
   Mail-back-to Address: N/A
   Outgoing Envelope Type: Standard Mail
   Return Envelope Type: N/A

   Additional Requirements:
   Special Paper Stock: N/A
   Enclosures: N/A
   Electronic Signature: N/A
   Clock Indicator: N/A
   Post to Self Service Portal: Yes
   Image Title Name: N/A

5. The packet will have the following barcodes options:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

2.4 CalSAWS – Demand NOA Packet (M44-352A and NA 274G)

2.4.1 Overview

This effort is to add Demand NOA Packet which will have the M44-352A and NA 274G forms.

Form Name: Demand NOA Packet (M44-352A and NA 274G)

Form Number: Demand NOA Packet

Language: English, Spanish

Template Repository Visibility: Not visible

2.4.2 Description of Change

1. Create the Demand NOA Packet (M44-352A and NA 274G) to be used if the oldest overpayment month associated to the recovery account is before 06/2020. This packet will contain the M44-352A and NA 274G forms for all counties (Los Angeles and the 57 Migration Counties).

2. The existing population logic for the M44-352A and NA 274G will be used to populate the Demand NOA Packet (M44-352A and NA 274G).

3. The packet will have the following print options:

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
N/A	N/A	N/A	N/A	N/A	N/A

4. The packet will have the following mailing options:

   Mailing Requirements:
   Mail-To (Recipient): When generated through the batch process, the CalWORKs Primary Applicant.
   Mailed From (Return): CalWORKs Worker's Office/District Office Address
   Mail-back-to Address: N/A
   Outgoing Envelope Type: Standard Mail
   Return Envelope Type: N/A

   Additional Requirements:
   Special Paper Stock: N/A
   Enclosures: N/A
   Electronic Signature: N/A
   Clock Indicator: N/A
   Post to Self Service Portal: Yes

Image Title Name: N/A

5. The packet will have the following barcodes options:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

2.5 CalSAWS – Demand NOA Packet (M44-352A and NA 274H)

2.5.1 Overview

This effort is to add Demand NOA Packet which will have the M44-352A and NA 274H forms.

Form Name: Demand NOA Packet (M44-352A and NA 274H)

Form Number: Demand NOA Packet

Language: English, Spanish

Template Repository Visibility: Not visible

2.5.2 Description of Change

1. Create the Demand NOA Packet (M44-352A and NA 274H) to be used if the oldest overpayment month associated to the recovery account is on or after 06/2020. This packet will contain the M44-352A and NA 274H forms for all counties (Los Angeles and the 57 Migration Counties).

2. The existing population logic for the M44-352A and NA 274G will be used to populate the forms within the Demand NOA Packet (M44-352A and NA 274H). This is because NA 274G and NA 274H has the same variable population logic.

3. The packet will have the following mailing options:

   Mailing Requirements:
   Mail-To (Recipient): When generated through the batch process, the CalWORKs Primary Applicant.
   Mailed From (Return): CalWORKs Worker's Office/District Office Address
   Mail-back-to Address: N/A
   Outgoing Envelope Type: Standard Mail
   Return Envelope Type: N/A

   Additional Requirements:
   Special Paper Stock: N/A
   Enclosures: N/A

Electronic Signature: N/A
Clock Indicator: N/A
Post to Self Service Portal: Yes
Image Title Name: N/A

4. The packet will have the following barcodes options:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

2.6 CalSAWS - Update NA 274G form population

2.6.1 Overview

NA 274G currently populates the DBI value for highlighted sections below (Section A, line items 5, 7 and 10) based on the oldest EDBC associated to the recovery account.

As part of the SCR CA-209033 the DBI value has been updated to $500 for benefit months 06/2020 or later.

Example: If the recovery account is for benefit months March through July 2020, the DBI value (highlighted below) used in the NA 274 G from is 225 currently.

If the recovery account is for benefit months starting after June 2020, the DBI value (highlighted below) used in the NA 274 G from is 500 currently.

Overpayment Month and Year

Section A. Countable Income, Month of 03/2020 - 07/2020

1. Total Self-Employment Income	$	0	0	0	0
2. Self-Employment Expenses:					
a. 40% Standard	-	0	0	0	0
OR					
b. Actual	-	0	0	0	0
3. Net Earnings from Self-Employment	=	0	0	0	0
4. Total Disability-Based Unearned Income (DBI) (Assistance Unit + Non-Assistance Unit Members)	$	0	0	0	0
5. $225 DBI Disregard (if #4 is greater than $225)	-	0	0	0	0
6. Nonexempt Unearned Disability-Based Income	=	0.00	0.00	0.00	0.00
OR					
7. Unused DBI Disregard	=	225	225	225	225
8. Net Earnings from Self-Employment (from above)	+	0	0	0	0
9. Total Other Earned Income	+	1560.24	1560.24	1560.24	1560.24
10. Unused Amount of $225 (from #7)	-	225	225	225	225
11. Subtotal	=	1335.24	1335.24	1335.24	1335.24
12. Earned Income Disregard 50%	-	667.62	667.62	667.62	667.62
13. Subtotal	=	667.62	667.62	667.62	667.62
14. Nonexempt Unearned Disability-Based Income (from #6)	+	0.00	0.00	0.00	0.00
15. Subtotal	=	667.62	667.62	667.62	667.62
16. Other Nonexempt Income (Assistance Unit + Non-Assistance Unit Members)	+	0	0	0	0
Net Countable Income	=	667.00	667.00	667.00	667.00

2.6.2 Description of Change

Modify the NA 274G population module for Section A, line items 5, 7 and 10 to use the DBI value based on the EDBC month for that column.

Example: If the recovery account is for benefit months March through June 2020, columns 1 through 3 should have the DBI value as 225 as the first 3 columns correspond to benefit months March, April and May. 4th column should have the DBI value 500 as it for the benefit month June.

Note: NA 274H will have the same population logic as NA 274G form.

2.7 CalSAWS – Recovery Account Activation Batch Job

2.7.1 Overview

The Recovery Account Activation batch job will activate recovery accounts and send out correspondence to the responsible party regarding their recovery account.

This effort will update the Recovery Account Activation batch job to send out the new OP/OI packets, i.e. either M44-350I and NA 274G or M44-350I and NA 274H.

2.7.2 Description of Change

Update the logic to send out the new CalWORKs Overpayment packet when the program is CalWORKs, Diversion, Child Support, Immediate Need, or Refugee Cash Assistance.

Trigger the CalWORKs Overpayment packet (M44-350I and NA 274G) if the oldest overpayment month associated to the recovery account is before 6/2020.

Trigger the CalWORKs Overpayment packet (M44-350I and NA 274H) if the oldest overpayment month associated to the recovery account is on or after 6/2020.

Note: Exiting batch transaction values will not be updated with this effort.

2.7.3 Execution Frequency

No Change.

2.7.4 Key Scheduling Dependencies

No Change.

2.7.5 Counties Impacted

All Counties.

2.7.6 Data Volume/Performance

N/A.

2.7.7 Failure Procedure/Operational Instructions

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

2.8 CalSAWS – Demand NOA Batch Job

2.8.1 Overview

Currently Demand NOA batch job triggers the M44-352A and NA 274G forms. M44-352A states that although the cash aid for the participant has stopped, the participant still owes the county for the overpayment.

This effort will update the Demand NOA batch job to send out the new Demand NOA Packets, i.e. either M44-352A and NA 274G or M44-352A and NA 274H depending on the oldest overpayment month.

2.8.2 Description of Change

Update the logic to send out the new Demand NOA packet when the program is CalWORKs.

Trigger the Demand NOA packet (M44-352A and NA 274G) if the oldest overpayment month associated to the recovery account is before 6/2020.

Trigger the Demand NOA packet (M44-352A and NA 274H) if the oldest overpayment month associated to the recovery account is on or after 6/2020.

Note: Exiting batch transaction values will not be updated with this effort.

2.8.3 Execution Frequency

No Change.

2.8.4 Key Scheduling Dependencies

No Change.

2.8.5 Counties Impacted

All Counties.

2.8.6 Data Volume/Performance

N/A.

2.8.7 Failure Procedure/Operational Instructions

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

2.8.8 Execution Frequency

No Change.

2.8.9 Key Scheduling Dependencies

No Change.

2.8.10 Counties Impacted

All Counties opted into the Batch jobs. Currently Los Angeles County only.

2.8.11 Data Volume/Performance

N/A.

2.8.12 Failure Procedure/Operational Instructions

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

2.9 CalSAWS – Recovery Account Detail Page

2.9.1 Overview

As part of SCR CA-207159, the logic of the ‘Generate Form’ button has been updated to generate the CalWORKs Overpayment packet when the program is CalWORKs, Diversion, Child Support, Immediate Need, or Refugee Cash Assistance.

2.9.2 Description of Change

Update the logic for 'Generate Form' button to generate the CalWORKs Overpayment packet containing either NA 274G or NA 274H depending on the oldest overpayment month associated to the Recovery Account.

If the oldest Overpayment month is before 6/2020, the CalWORKs Overpayment packet with NA 274G form should generate when the 'Generate Form' button is clicked.

If the oldest Overpayment month is on or after 6/2020, the CalWORKs Overpayment packet with NA 274H form should generate when the 'Generate Form' button is clicked.

Note: This logic mimics the batch job functionality.

2.9.3 Page Location

- **Global: Fiscal**
- **Local: Collections**
- **Task: Recovery Account Search**

2.9.4 Security Updates

N/A

2.9.5 Page Mapping

N/A

2.9.6 Page Usage/Data Volume Impacts

N/A

2.10 CalSAWS - Add $10 Minimum Payment Change reason fragment

2.10.1 Overview

This effort is to add the M44-315A NOA to CalSAWS system. M44-315A is to notify recipients that they will not receive cash aid because their monthly cash aid is less than $10.

Known County NOA: Derived from M44-315A

NOA Template: CW_NOA_TEMPLATE (Fragment ID: 3026)

Program(s): CalWORKs

Action Type: Change and Supplement

Fragment Level: Program

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: NA 1239 SAR

Languages: English and Spanish

2.10.2 Update the Countable Income Increased NOA

1. Update the Countable Income Increased NOA (CW_CH_CNTBL_INCOME_INC_A752) to populate the dynamic added text (mentioned below) when the benefit amount is less than $10.

   NOA Mockup: See supporting Document #4

Description	Text	Formatting
Static and Existing Text	Your family income has changed. When your income changes, your cash aid amount also changes.	Arial Font Size 10
Dynamic added text	The monthly cash aid amount figured on this notice is less than $10.00. We can't pay aid for an amount less than $10.00. Months in which we do not pay aid do not count against your 48-month time limit, unless: • we are collecting an overpayment, or • you are eligible for less than $10 because of a penalty, or • you get a non-recurring special need payment. Contact the County if you would like more details about time on aid. You can still get other CalWORKs programs and services, if you are eligible, including: • Welfare to Work; • Child care; • Transportation supportive services to go to work, school, training or approved activities;	Arial Font Size 10

Description	Text	Formatting
	• Being paid back for work and school related expenses; and • Homeless assistance Contact the County for specific details about the above programs or services. Although you won't get a cash aid payment, you are still on the CalWORKs program and must continue to send in your reports by the dates the County tells you they are due and you must do this to keep your Medi-Cal and can always contact the County if things change to see if you can get a cash aid payment.	

Note: Spanish translation for the dynamic text is attached in Supporting Document #5.

Updated Languages: English and Spanish

Updated NOA Template Name: M44-315A (5/20)

2.11 C-IV - Update $10 Minimum Payment Change NOA

2.11.1 Overview

M44-315A is to notify recipients that they will not receive cash aid because their monthly cash aid is less than $10.

Currently MSG_ZERO_BENEFIT_AR populates on the NOA if the grant amount is less than $10 and the reporting type is 'Annual Reporting', Currently MSG_ZERO_BENEFIT_SAR populates on the NOA if the grant amount is less than $10 and reporting type is 'Semi Annual Reporting'.

Note: Verbiage for both MSG_ZERO_BENEFIT_AR and MSG_ZERO_BENEFIT_SAR fragments is listed in the section below.

Reason Fragment Name and ID: MSG_ZERO_BENEFIT_SAR (1297), MSG_ZERO_BENEFIT_AR (1298)

State Form/NOA: M44-315A

Current NOA Template: TEMPLATE_SINGLE_BUDGET

Current Program(s): CW or RCA

Current Action Type: Change

Current Fragment Level: Program

Currently Repeatable: No

Include NA Back 9: Yes

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

Existing Languages: English and Spanish

2.11.2 Update Fragment XDP

Add the following new verbiage in place of the current Zero benefit SAR or AR fragments (MSG_ZERO_BENEFIT_SAR and MSG_ZERO_BENEFIT_AR)

Updated Languages: English and Spanish

NOA Mockups: See Supporting Document #3

<table>
<tr><th>Description</th><th>Existing Text</th><th>Updated Text</th><th>Formatting</th></tr>
<tr><td>MSG_ZERO_ BENEFIT_SAR - Static Section</td><td>The monthly cash aid amount figured on this notice is less than $10. We can't pay aid for an amount less than $10. Although you won't get cash aid, you must continue to send your semi-annual report (SAR 7) by the 11th of the month. You must do this to keep getting cash based Medi-Cal and see if you can get a cash aid payment.</td><td rowspan="2">The monthly cash aid amount figured on this notice is less than $10.00.

We can’t pay aid for an amount less than $10.00.

Months in which we do not pay aid do not count against your 48-month time limit, unless:
• we are collecting an overpayment, or
• you are eligible for less than $10 because of a penalty, or
• you get a non-recurring special need payment.

Contact the County if you would like more details about time on aid.

You can still get other CalWORKs programs and services, if you are eligible, including:
• Welfare to Work;
• Child care;
• Transportation supportive services to go</td><td>Arial Font 10</td></tr>
<tr><td>MSG_ZERO_ BENEFIT_AR - Static Section</td><td>The monthly cash aid amount figured on this notice is less than $10. We can't pay aid for an amount less than $10. Although you won't get cash aid, you must continue to report changes verbally, electronically, or in writing to your Worker within 10 days of the change. You must do this to keep getting cash based Medi-Cal and see if you can get a cash aid payment.</td><td>Arial Font 10</td></tr>
</table>

Description	Existing Text	Updated Text	Formatting
		to work, school, training or approved activities; • Being paid back for work and school related expenses; and • Homeless assistance Contact the County for specific details about the above programs or services. Although you won't get a cash aid payment, you are still on the CalWORKs program and must continue to send in your reports by the dates the County tells you they are due and you must do this to keep your Medi-Cal and can always contact the County if things change to see if you can get a cash aid payment.	

*Formatting for threshold will generate based on project standards for that language
Note: Spanish translation for the dynamic text is attached in Supporting Document #5.

2.11.3 Updates to Fragment Generation

Populate the newly added message fragment when the following conditions are true.

- Program is CalWORKs or RCA
- Benefit Change NOA is generated (Change Action)
- Grant amount is less than $10
- Reporting type is 'Annual Reporting' or 'Semi Annual Reporting'

2.12 C-IV - Updates to NA 301 and NA 303 Forms

2.12.1 Overview

This effort is to update the NA 301 and NA 303 Forms. These forms are currently populating DBI Disregard value (highlighted below) with either 112 or 225 amount when generated from Recovery Account Detail Page and Template Repository.

Overpayment Month and Year:		04/20	05/20	06/20		
A Net Countable Income						
Total Business Income	$	0.00	0.00	0.00		
Business Expenses						
A. 40% Standard OR	-	0.00	0.00	0.00		
B. Actual	-	0.00	0.00	0.00		
Net Earnings from Self Employment	=	0.00	0.00	0.00		
Total Disability-Based Unearned Income (DBI) (Assistance Unit (AU) + Non Assistance Unit (Non-AU) Members)	$	0.00	0.00	0.00		
$225 DBI Disregard (if DBI is greater than $225)	-	0.00	0.00	0.00		
Nonexempt Unearned Disability-Based Income OR	=	0.00	0.00	0.00		
Unused DBI Disregard	=	225.00	225.00	225.00		
Total Earned Income	$	3,693.60	3,714.03	3,345.27		
Net Earnings from Self-Employment (from above)	+	0.00	0.00	0.00		
Subtotal	=	3,693.60	3,714.03	3,345.27		
Unused Amount of $225 (from above) or	-	225.00	225.00	225.00		
Earned Income Disregard 50%	-	1,734.30	1,744.52	1,560.13		
Nonexempt Unearned Disability-Based Income (from above)	+	0.00	0.00	0.00		
Other Nonexempt Income (AU + Non-AU Members)	+	0.00	0.00	0.00		
Net Countable Income	=	1,734.00	1,744.00	1,560.00		

2.12.2 Updates to NA 301 and NA 303 Forms Variable Population

Update the NA 301 and NA 303 Form to populate the correct DBI Disregard value with EID Amount based on following conditions:

Form Body Variables:

Variable Name	Population	Formatting	Template Repository Population	Populates with Form Generation
Unused DBI Disregard	Look up the DBI value from CT335_AI based on the EDBC quarter begin date. Example: If quarter begin date is 01/01/2012, DBI value	Arial Font Size 10	Y	Y

Variable Name	Population	Formatting	Template Repository Population	Populates with Form Generation
	from CT335_AI will be 112. If quarter begin date is 11/01/2013, DBI value from CT335_AI will be 225. If quarter begin date is 07/01/2020, DBI value from CT335_AI will be 500.			
Unused Amount of $225 (from above) or	Look up the DBI value from CT335_AI based on the EDBC quarter begin date. Example: If quarter begin date is 01/01/2012, DBI value from CT335_AI will be 112. If quarter begin date is 11/01/2013, DBI value from CT335_AI will be 225. If quarter begin date is 07/01/2020, DBI value from CT335_AI will be 500.	Arial Font Size 10	Y	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.	Client Correspondence	M44-207K NOA Mockup	CalSAWS Updated CW Over Income NOA.pdf
2.	Client Correspondence	NA 274H	NA 274H Mock up.pdf
3.	Client Correspondence	C-IV $10 Minimum Payment Change NOA	CIV $10 Min Payment NOA.pdf
4.	Client Correspondence	CalSAWS $10 Minimum Payment Change NOA	CalSAWS $10 Min Payment NOA.pdf

5.	Client Correspondence	Spanish Translations	Spanish Translations.pdf
6.	Client Correspondence	NA 274H Spanish Form	NA 274H Spanish.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.11	The LRS shall generate notices and NOAs in accordance with COUNTY-specified case and individual trigger conditions.	Notices has been updated and added as part of the Errata 19-76 E II.
2.18.3.7	The LRS shall identify case actions that require a notice, NOA, form, letter, stuffer, or flyer, and shall generate that appropriate notice, NOA, form, letter, stuffer, or flyer, using variable case-specific information.	Overpayment Notice (NA 274H) will be mailed to the customer in appropriate scenarios.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-218944 | DDID 1631

Update DMS SAS Data Extract Files

to Include County Code Condition

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Linda Zeng
	Reviewed By	Ravneet Bhatia, Thao Ta

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
9/24/2020	1.0	Initial Document	Linda Zeng
11/20/2020	1.1	Updated following QA comments	Remi Lassiter

Table of Contents

1 OVERVIEW

This design outlines the necessary changes to the DMS SAS data extract file to include county code logic in order to filter for Los Angeles (LA) County data only for when CalSAWS contains other county data.

Data extract files are a way of quickly receiving data created outside the system into the system by batch job. Data extract files are used by the county to filter data relevant for LA County.

1.1 Current Design

Currently DMS SAS queries are not filtered to be county specific since it is currently running in LRS/CalSAWS with Los Angeles County data only.

1.2 Requests

Update the DMS SAS data extract file queries to include county code conditions such that it can filter for LA county.

1.3 Overview of Recommendations

Add county code logic to individual queries in the DMS SAS files. See Supporting Documents section for a list of tables that require the update.

1.4 Assumptions

- The following data extract file have been reviewed for this SCR:
    - /U01/dbexp/pr/pr (all files in this path)

2 RECOMMENDATIONS

2.1 Reports

2.1.1 Overview

Update the DMS SAS data extract file queries to include county code conditions such that it can filter for LA County data.

2.1.2 Mockup

N/A - No applicable design mockup since there is no report template.

2.1.3 Description of Change

Update county code logic so DMS SAS data extract files queries filter data for LA County only.

For the recommended path of all other tables to connect to county code, please refer to Supporting Documents.

2.1.4 Report Location

N/A

2.1.5 Counties Impacted

Los Angeles County

2.1.6 Security Updates

N/A

2.1.7 Report Usage/Data Volume Impacts

N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Reports	DMS SAS Data Extract Files Analysis **Technical Note:** • The paths listed in worksheet are recommendations only.	DMS SAS Data Extract Files Analysis.x

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	CONTRACTOR ASSUMPTIONS	How Requirement Met
1631	The CONTRACTOR shall set aside an allowance of nine thousand hours (9,000) to create new reports or update existing reports as part of Migration for the 58 Counties. These reports will be defined during the migration design effort. The requirements for the allowance of hours must be finalized and approved by the CONSORTIUM for the CONTRACTOR to meet design, build and System Test milestones, subject to the requirements meeting requirements in the LRS Agreement. As requirements for the new reports are identified, they will be calculated by the CONTRACTOR and reviewed and prioritized by the CONSORTIUM for approval through the County Change Control Board process.	- Estimates will include the necessary Tasks in the software development lifecycle required to implement the CalSAWS DD&I SCR including deployment and change management. - For the revised or new reporting requirements to be included with CalSAWS DD&I UAT preparation activities (targeted to begin April 2021 for C-IV), the requirements for the allowance hours must be finalized, approved by the CONSORTIUM and added to the CalSAWS DD&I SOR by July 1, 2020 for the CONTRACTOR to meet design, build and System Test milestones.	The DMS SAS data extract files are updated to filter for LA County data only.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-218945 | DDID 1631

Update DCFS Data Extract File

to Include County Code Condition

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Linda Zeng
	Reviewed By	Ravneet Bhatia, Thao Ta

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
9/24/2020	1.0	Initial Document	Linda Zeng
11/30/2020	1.1	Updated following QA comments	Remi Lassiter

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1 OVERVIEW

This design outlines the necessary changes to the Department of Children and Family Services (DCFS) data extract file to include county code logic in order to filter for Los Angeles (LA) County data only for when CalSAWS contains other county data.

Data extract files are a way of quickly receiving data created outside the system into the system by batch job. Data extract files are used by the county to filter data relevant for LA County.

1.1 Current Design

Currently DCFS queries are not filtered to be county specific since it is currently running in LRS/CalSAWS with Los Angeles County data only.

1.2 Requests

Update the DCFS data extract file queries to include county code conditions such that it can filter for LA county.

1.3 Overview of Recommendations

Add county code logic to individual queries in the DCFS data extract files. See Supporting Documents section for a list of tables that require the update.

1.4 Assumptions

- The following data extract file has been reviewed for this SCR:
    - DCFS_Extract_Full.PAR

2 RECOMMENDATIONS

2.1 Reports

2.1.1 Overview

Update the DCFS data extract file queries to include county code conditions such that it can filter for LA County data.

2.1.2 Mockup

N/A - No applicable design mockup since there is no report template.

2.1.3 Description of Change

Update county code logic so only DCFS data extract files queries filter data for Los Angeles County only.

Technical Note:

- The following tables have shared entities across multiple county codes and cannot be filtered for a specific county:
  - Organizations (ORG, ORG_ADDR, ORG_APPRVD, ORG_CAT, ORG_TYPE, ORG_TYPE_ORG)

Tables That Cannot be Filtered for a Specific County:
ORG
ORG_ADDR
ORG_APPRVD
ORG_CAT
ORG_TYPE
ORG_TYPE_ORG

- For the recommended path of all other tables to connect to county code, please refer to Supporting Documents.

2.1.4 Report Location

N/A

2.1.5 Counties Impacted

Los Angeles County

2.1.6 Security Updates

N/A

2.1.7 Report Usage/Data Volume Impacts

N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Reports	DCFS Data Extract File Analysis **Technical Note:** • The paths listed in worksheet are recommendations only.	DCFS Data Extract File Analysis.xlsx

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	CONTRACTOR ASSUMPTIONS	How Requirement Met
1631	The CONTRACTOR shall set aside an allowance of nine thousand hours (9,000) to create new reports or update existing reports as part of Migration for the 58 Counties. These reports will be defined during the migration design effort. The requirements for the allowance of hours must be finalized and approved by the CONSORTIUM for the CONTRACTOR to meet design, build and System Test milestones, subject to the requirements meeting requirements in the LRS Agreement. As requirements for the new reports are identified, they will be calculated by the CONTRACTOR and reviewed and prioritized by the CONSORTIUM for approval through the County Change Control Board process.	- Estimates will include the necessary Tasks in the software development lifecycle required to implement the CalSAWS DD&I SCR including deployment and change management. - For the revised or new reporting requirements to be included with CalSAWS DD&I UAT preparation activities (targeted to begin April 2021 for C-IV), the requirements for the allowance hours must be finalized, approved by the CONSORTIUM and added to the CalSAWS DD&I SOR by July 1, 2020 for the CONTRACTOR to meet design, build and System Test milestones.	Update county code logic so that LA County specific data is shown for DCFS data extract files.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-221754 | CIV-108274

Adobe Flash EOL OBIEE Impacts/Migration Plan

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Esequiel Herrera-Ortiz
	Reviewed By	Ravneet Bhatia, Madhuri Salunkhe; Gokul Suresh

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/17/2020	1.0	Initial Version	Esequiel Herrera-Ortiz
12/08/2020	1.1	The default view for several C-IV OBIEE reports will be updated to Table view. Removed assumption that C-IV will not need to make any updates other than removing Adobe Flash.	Esequiel Herrera-Ortiz

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1 OVERVIEW

Adobe will stop distributing and updating Flash Player after December 31, 2020. The OBIEE Dashboard in the C-IV and CalSAWS system use Flash Player. This document will outline the updates that will be made to the dashboard to continue to function without Adobe Flash.

1.1 Current Design

The C-IV and CalSAWS system provide several OBIEE business intelligence reports. The reports vary in subject matter from Case Load Activity, Reception Log, Lobby Management, and others. The data can be presented as tables, stacked bar graphs, maps, case lists, etc. Currently the OBIEE reports are configured to use Adobe Flash.

Every OBIEE report provides action links such as Refresh, Export, Print and others. In CalSAWS the 'Copy' action link is also available to users. When selected, the 'Copy' action link copies the XML tags used to display the widget in OBIEE. The C-IV system does not currently provide the 'Copy' option.

In CalSAWS, the OBIEE reports are being converted to the new Qlik analytics reporting tool. The effort is expected to be complete toward the end of 2021. The removal of Adobe Flash from the OBIEE reports is needed for the reports to continue to function until the OBIEE reports are converted to Qlik.

The C-IV system only supports OBIEE through the Internet Explorer (IE) browser.

1.2 Requests

Implement a solution to allow OBIEE report to continue to function without Adobe Flash.

1.3 Overview of Recommendations

1. Update the OBIEE dashboards to no longer use Adobe Flash.
2. Make any necessary updates to the OBIEE reports to continue to function with minimal impact to the end user.
3. In CalSAWS, remove the 'Copy' option below ever widget. The function will no longer work after Adobe Flash is disabled.

1.4 Assumptions

1. In CalSAWS, the load time on a page will slightly increate due to refreshing the page twice but it will be a very minor increase.

2. Most users have read only access to OBIEE. The 'Copy' action is not useful for them as it copies OBIEE XML metadata used to copy widgets. Additionally, users who have write access can access the OBIEE XML through the catalog.

2 RECOMMENDATIONS

The OBIEE dashboard in C-IV and CalSAWS will be updated to no longer use Adobe Flash Player.

2.1 CalSAWS OBIEE Dashboards

2.1.1 Overview

This section will outline the changes being made to the CalSAWS' OBIEE reports to allow them to function without Adobe Flash.

2.1.2 CalSAWS OBIEE Reports Tool Screenshot

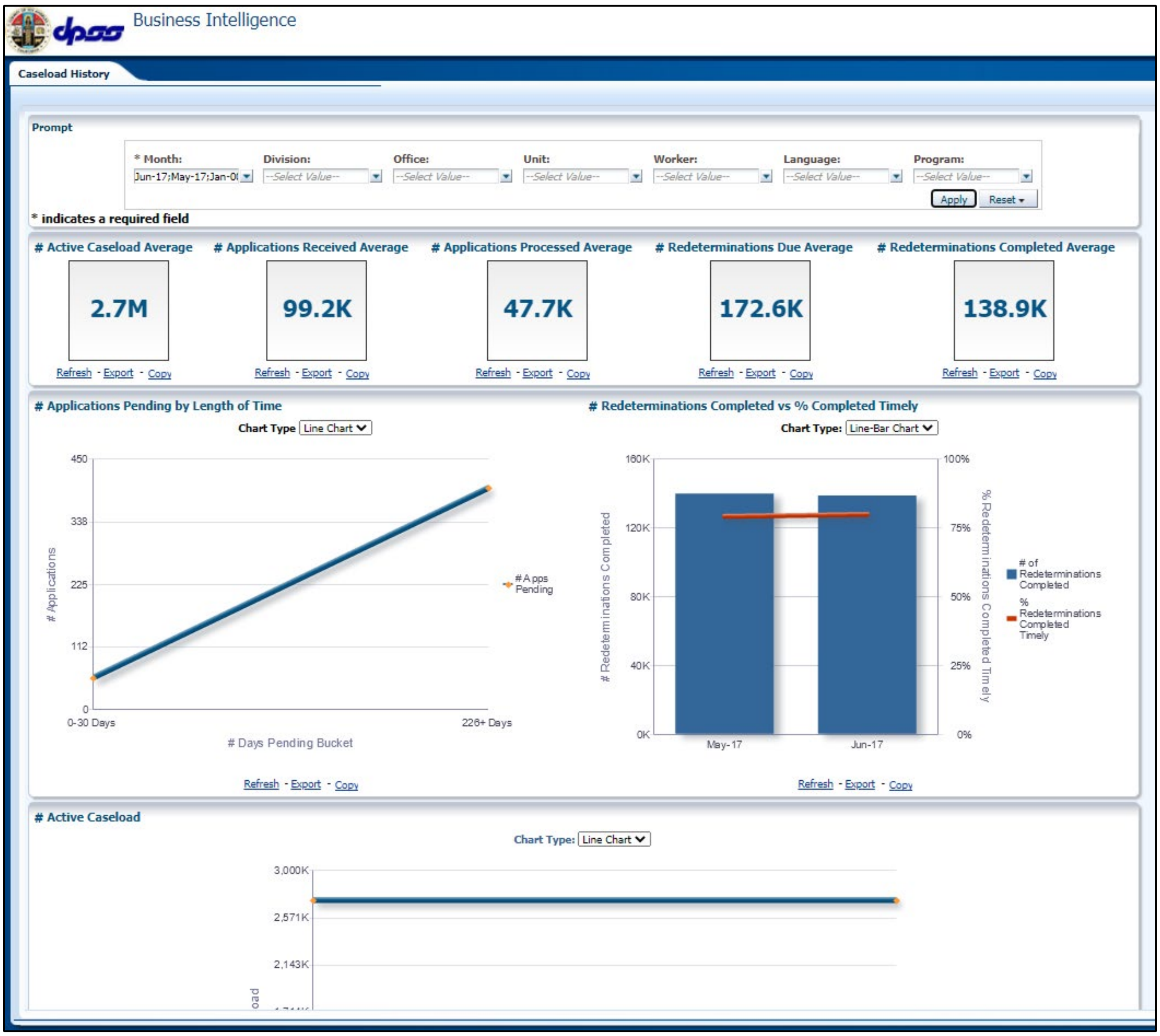


Figure 2.1.2 – CalSAWS OBIEE Reporting Tool Screenshot

2.1.3 Description of Change

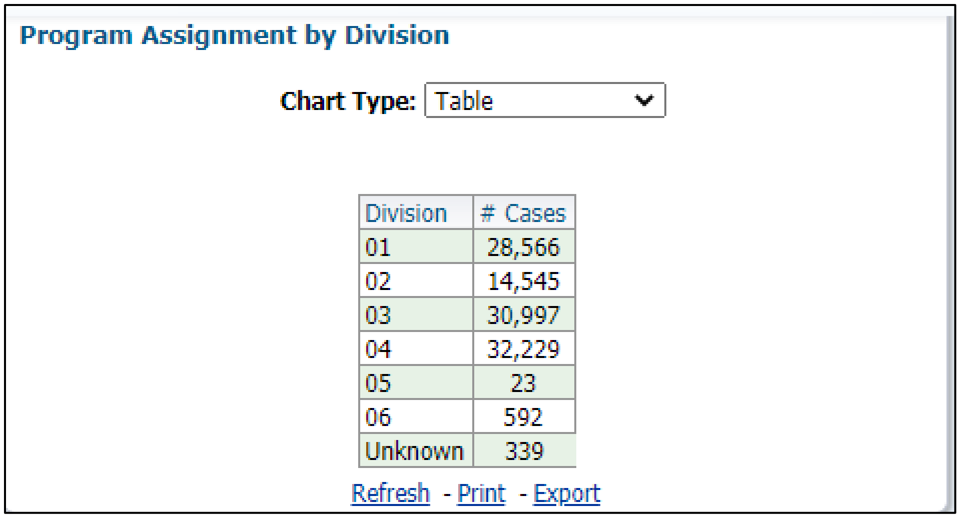
1. Update the OBIEE reports to no longer use Adobe Flash. This will lead to small changes in animation. Each graph will now be presented as a PNG image.
2. Update the following OBIEE report to have a default chart type view of 'Table' rather than 'Stacked Bar Chart'. The 'Stacked Bar Chart View' will still be available as a secondary option.

   Global: Reports
   Local: Business Intelligence
   Task: Statistical Summary Analysis
   Title: Pending Applications
   Category: Pending Applications
   Widget: # Applications Pending

   *Note Almost all other reports are being made to load twice to function as expected. This report has a large data set, if made to load twice the load time would negatively affect the end user. The 'Table' view does not need to load twice to function as expected.

3. Create a 'Table' view and make it the default chart type view for the Program Assignment by Division widget. The case list information to the right of the widget will remain the same. The existing 'Bar Chart' view will be made available as a secondary option under the new 'Chart Type' drop down. Selecting the division number or division case number total within the table will drill down to the office level view for the selected division.

   Global: Reports
   Local: Business Intelligence
   Task: Statistical Summary Analysis
   Title: Active Program Assignment
   Category: Program Assignment
   Widget: Program Assignment by Division



Program Assignment by Division

Chart Type: Table

Division	# Cases
01	28,566
02	14,545
03	30,997
04	32,229
05	23
06	592
Unknown	339

Refresh - Print - Export

Figure 2.1.3.3 – New Table View in the Program Assignment by Division.

4. Remove the 'Copy' link below every widget.

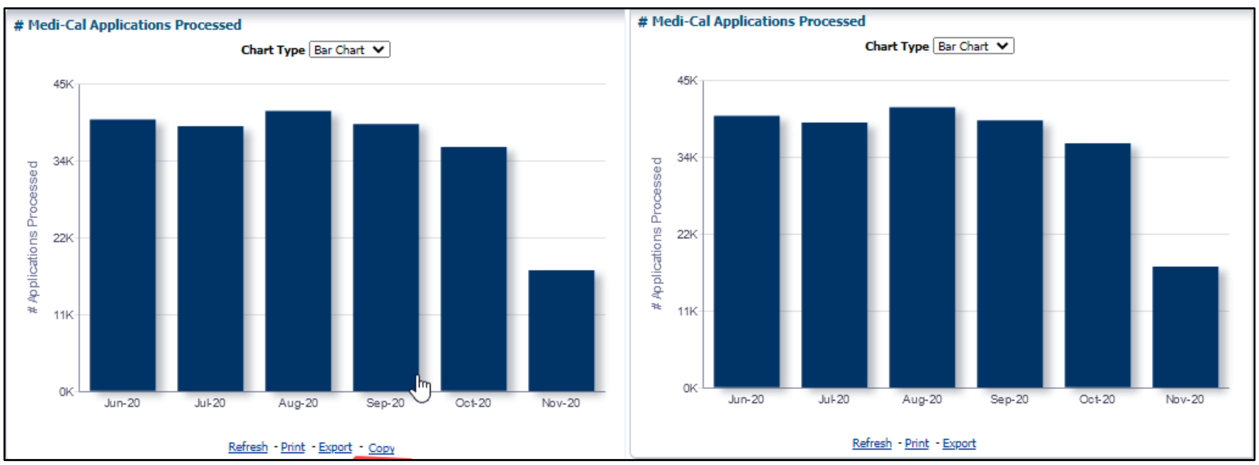


Figure 2.1.3.4 – Example of the Removal of the 'Copy' Option

2.1.4 Report Location

- **Global: Reports**
- **Local: Business Intelligence**
- **Task: All**

2.1.5 Counties Impacted

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

2.1.6 Security Updates

No security updates will be made to the OBIEE dashboard.

2.1.7 Report Usage/Performance

No significant change to the report performance is expected.

2.2 C-IV OBIEE Dashboards

2.2.1 Overview

This section will outline the changes being made to the C-IV OBIEE reports to allow the reports to function without Adobe Flash.

2.2.2 C-IV OBIEE Reporting Tool Screenshot

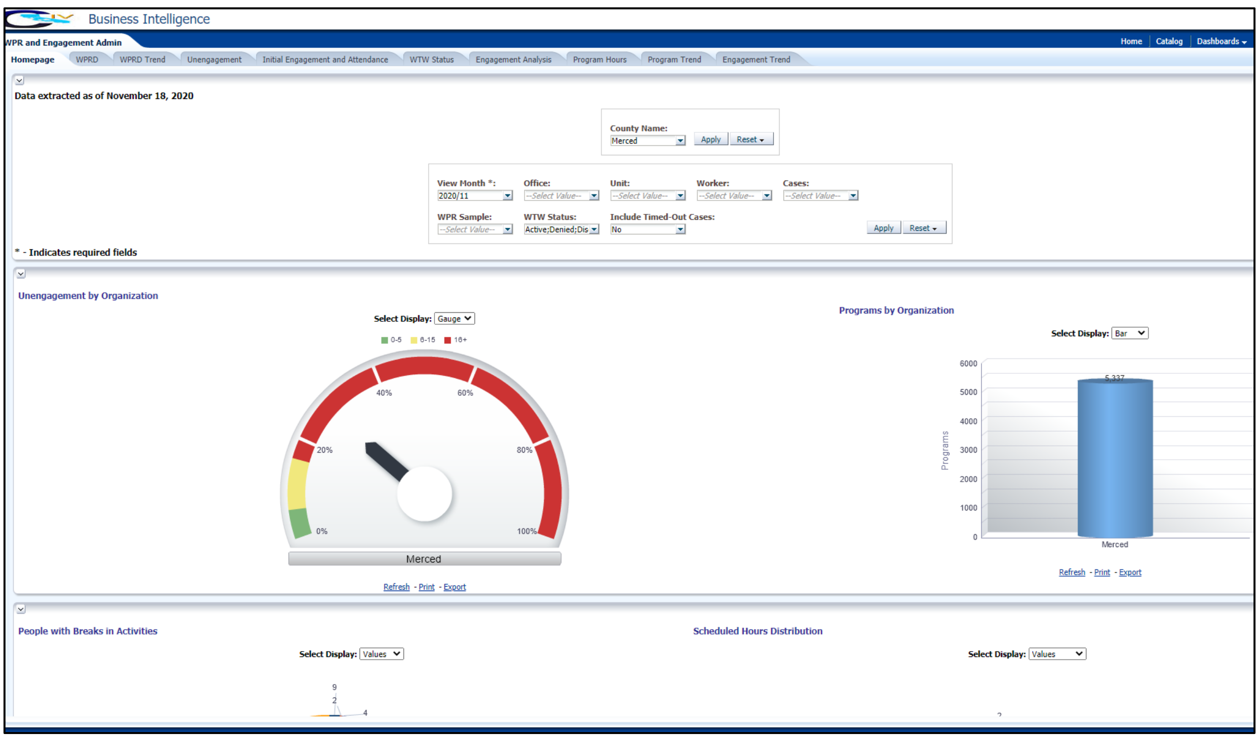


Figure 2.1.2-1 – The C-IV OBIEE Reporting Tool

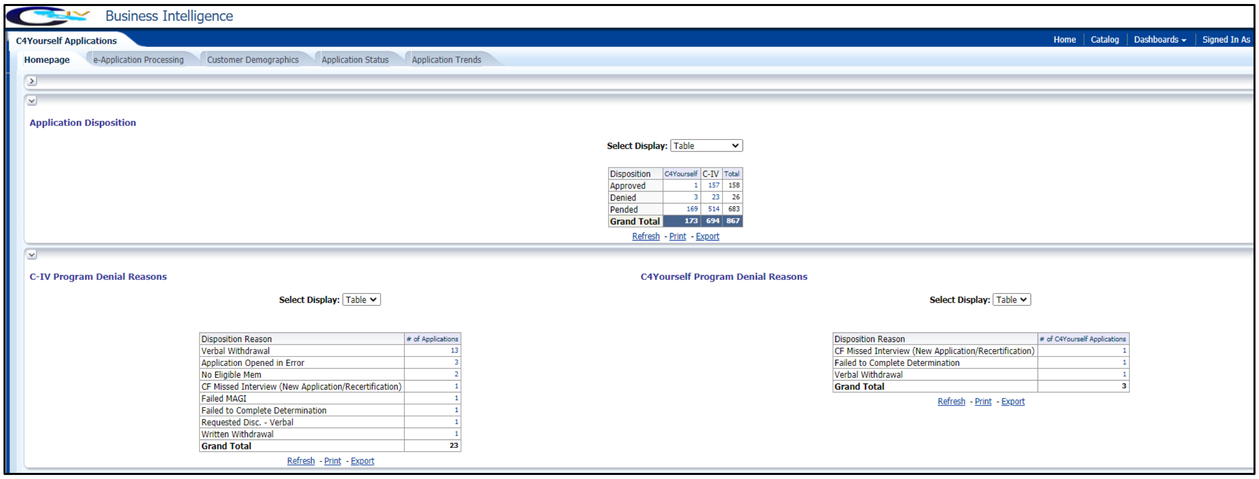


Figure 2.1.2-2 – Table View of C4Yourself Applications - Homepage

2.2.3 Description of Change

1. Update the server settings for each report to no longer use Adobe Flash. This will lead to small changes in animation. Each graph will now be presented as a PNG image.
2. Update the following OBIEE reports to have a default chart type view of 'Table'. Their current default view will still be available as a secondary option.

   Global: Reports
   Local: Business Intelligence
   Dashboard: WPR and Engagement

      Tab: Homepage
      Widget:
      - Scheduled Hours Distribution

      Tab: WPRD Trend
      Widget:
      - Overall and Two Parent Rates by Month

      Tab: Unengagement
      Widget:
      - People with Breaks in Activities

      Tab: WTW Status
      Widgets:
      - Programs by Organization
      - WTW Status by Organization
      - Status Reason by Status
      - Programs by Zip Code

Tab: Program Hours
Widgets:
- Scheduled Hours Distribution
- Scheduled Hours by Organization
- Attendance Hours Distribution
- Attendance Hours by Organization

Tab: Program Trends
Widget: Program Trends
- Programs By Organizational Trend
- WTW Status Trend

Tab: Engagement Trends
Widget:
- Individual Not Scheduled to Meet Core by Month

Global: Reports
Local: Business Intelligence
Dashboard: C4Yourself Applications
Tab: Homepage
Widgets:
- Application Disposition
- C-IV Program Denial Reasons
- C4Yourself Program Denial Reasons

Tab: e-Application Processing
Widgets:
- Time to Process Pending Clearance e-Applications
- e-Applications Days to Process
- CalFresh e-Applications Days to Process

Tab: Customer Demographics
Widgets:
- Primary Applicants Gender Distribution
- C4Yourself Language Selected
- Primary Applicant Preferred Language
- Primary Applicants Ethnicity
- Primary Applicants Age
- Household Employment
- E-Applications by Program Type
- Primary Applicants Citizenship

Tab: Application Status
Widgets:
- C4Y Application Status by Customer Zip Code
- C-IV Application Status by Customer Zip Code

- C4Y Application Status By Workers Office
- C-IV Application Status By Workers Office

Tab: Application Trends
Widgets:
- C4Yourself Application Disposition Trend
- C-IV Application Disposition Trend
- C4Y Applications by Year

2.2.4 Report Location

- **Global: Reports**
- **Local: Business Intelligence**
- **Task: All**

2.2.5 Counties Impacted

All C-IV counties will be impacted by changes outlined in this section.

2.2.6 Security Updates

No security updates will be made to the OBIEE dashboard.

2.2.7 Report Usage/Performance

No significant change to the report performance is expected.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
N/A			

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.24.2.3	The LRS shall maintain all report types and distribution lists which can easily be updated or modified by COUNTY-specified Users.	The OBIEE reports need to be updated to remove the use of Adobe Flash to be considered maintained.

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