

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-219543 | CIV-108152

Test Effort for the CalFresh SSA COLA

(Deferred to 03/2022)

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/14/2020	1.0	Initial Design	Michael Barillas
3/11/2020	2.0	Revisions based on change being deferred to 03/2022. This SCR is repurposed for Test efforts.	Amy Gill
3/12/2020	3.0	Updated Case ID field length	Amy Gill
3/16/2020	4.0	Updated Inbound Case ID length based on feedback from DHCS	Amy Gill

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# 1 OVERVIEW

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Supplemental Security Income (SSI) and State Supplementary Payment (SSP) income, recorded on the Other Program Assistance (OPA) page, is not automatically updated when the SSA COLA changes are applied to the Systems.

AB 1811 reversed the CalFresh (CF) eligibility policy known as “cash-out,” under which SSI/SSP recipients were ineligible for CF. SSI/SSP income is now countable as Unearned Income in the CF budget determination.

This SCR will provide a proof of concept for testing with MEDS to update the OPA records of types ‘SSI/SSP’ and ‘SSI Only’ with the SSI and/or SSP income information received from the MEDS.

## 1.1 Current Design

SSI/SSP assistance is not automatically updated when the Social Security Administration (SSA) Cost of Living Adjustments (COLA) changes are applied to the Systems.

## 1.2 Requests

This SCR is to test a proof of concept with MEDS to prepare for the CalFresh SSA COLA which has been deferred to March 2022.

The Systems will generate and send a file to MEDS containing CalFresh persons receiving SSI or SSI/SSP Income. After sending the file, MEDS will provide a one-time response file that includes elements in the initial outbound file, as well as additional SSI and/or SSP payment amounts. CalSAWS will process the inbound file and update OPA records with the new SSI or SSI/SSP amounts. CalSAWS will generate an exceptions list containing records that could not be processed.

## 1.3 Overview of Recommendations

For testing purposes only:

1. Create a one-time outbound file for CalFresh persons receiving SSI or SSI/SSP Income and send to MEDS.
2. Process a one-time Inbound MEDS SSI/SSP COLA Response File containing the data in the CalSAWS outbound file as well as additional SSI and/or SSP Payment Amounts.
3. Create an exceptions list for all unprocessed records in the Inbound MEDS SSI/SSP COLA Response File.

Note: The file will not be implemented in Production at this time. This effort is only to test the proof of concept and validate the data exchanged with MEDS. Production effort is deferred until March 2022.

## 1.4 Assumptions

1. There is no 2021 COLA for State Supplementary Payment (SSP) amounts. Persons with OPA records of 'SSP Only' (CalSAWS only) will not be included in the file exchange with MEDS and data update.
2. Batch EDBC run will be implemented with CA-222221 for CF programs with a person for whom the data change was processed from Section 2.2.

## 2 RECOMMENDATIONS

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### 2.1 Create a new MEDS Outbound SSI/SSP COLA Request File

#### 2.1.1 Overview

For testing purposes, create a one-time outbound file to send to MEDS containing CalFresh persons receiving SSI or SSI/SSP Income.

#### 2.1.2 Description of Change

1. Create a new MEDS SSI/SSP Data table to store the data provided to MEDS.
2. Create a database script to populate a one-time outbound file to MEDS for all CalFresh Persons receiving SSI or SSI/SSP Income. This one-time file will include the following population:
  - a. Active CalFresh persons who are active as of May 1, 2021
  - b. Have an open (high-dated) OPA record of type SSI Only or SSI/SSP.
3. The Outbound File will be a pipe-delimited flat text file. The File will have a Header with the following format:
  - a. **[CONSORTIUM]\_Annual SSI COLA\_YYYY\_MMDDYY**
    - i. **[CONSORTIUM] (CalSAWS/CIV/CalWIN)**
    - ii. **YYYY (Calendar Year)**
    - iii. **MMDDYY (File Process Date)**
4. The File Body Contents will have the following format and order:

Outbound Data Elements	Description	Field Length and Formatting
Case ID	This column can be used by each SAWS to identify the person or case within the SAWS System. C-IV and CalSAWS will use this element to pass in the Person Unique ID.	10 – Pad with trailing spaces to meet fixed length of 10
County Code	County Code of the County of Responsibility	2
Last Name	Beneficiary's Last Name	Variable

Outbound Data Elements	Description	Field Length and Formatting
First Name	Beneficiary's First Name	Variable
Middle Initial	Beneficiary's Middle Initial	Variable
Social Security Number (SSN)	Beneficiary's SSN	9
CIN	Beneficiary's CIN	9
DOB	Beneficiary's DOB	8(MMDDYYYY)

5. The File will have a Trailer section in the following format:

**a. SSI Annual COLA\_[Record Count]**

**i. [Record Count] - The number of records in the file's body section.**

### 2.1.3 Estimated Number of Records Impacted/Performance

Approximately 340,000 records across all 40 Counties:

CalSAWS: ~ 210,000 records

C-IV: ~ 130,000 records

## 2.2 Process the new Inbound MEDS SSI/SSP COLA Response File (Test Only)

### 2.2.1 Overview

After receiving the initial Request file from the SAWS outlined in section 2.1, MEDS will provide the SAWS with a one-time Response file that includes the elements outlined in the Request file, as well as additional SSI and/or SSP Payment Amounts.

For testing purposes, process the inbound file, update OPA records for SSI Only or SSI/SSP Amount and create a journal entry for cases in which the OPA records were automated.

### 2.2.2 Description of Change

1. Retrieve and process the Inbound File. The file will be a pipe-delimited flat text file. Store the data received in the new MEDS SSI/SSP Data table for subsequent processing
  - a. The File will have a Header with the following format:
    - i. **<CONSORTIUM>\_ANNUAL\_SSI\_COLA\_<YEAR>\_<FILEDATE>\_DHCS RESPONSE**
    - ii. **<CONSORTIUM> (CalSAWS or C-IV)**

- iii. <YEAR> - 2021
  - iv. <FILEDATE> - Date of File Creation
- b. The File Body Contents will have the following Format:

Inbound Data Elements	Description	Field Length and Formatting
Case ID	This column can be used by each SAWS to identify the person or case within the SAWS System. C-IV and CalSAWS will use this element to pass in the Person Unique ID.	Up to 10 – DHCS will remove trailing spaces
County Code	County Code of the County of Responsibility	2
Last Name	Beneficiary's Last Name	Variable
First Name	Beneficiary's First Name	Variable
Middle Initial	Beneficiary's Middle Initial	Variable
SSN	Beneficiary's SSN	9
CIN	Beneficiary's CIN	9
DOB	Beneficiary's DOB	8(MMDDYYYY)
MEDS SSI Paid Amt	This data element identifies the cumulative Federal SSI payment(s) actually paid to the recipient under Title XVI.	7 xxxx.xx
MEDS SSP Paid Amt	This data element identifies the cumulative State supplementation payment(s) actually paid to the recipient in the current SDX month.	7 xxxx.xx

- c. The File will have a Trailer section in the following format:
- i. **Annual SSI Cola\_<record count>**
    - 1. <record count> - The number of records in the file's body section.



2. Create a DCR to process records within the inbound file and update the OPA records for persons who are Active on a CF program as of May 1, 2021 and have a high-dated OPA record.
  - a. Requirements to Process Record
    - i. MEDS Record Types must match the nature of the systems record type. Example: If the existing record in the System is SSI Only, the MEDS SSI Paid Amt must not be blank and the MEDS SSP Paid Amt must be blank or 0.
    - ii. If the SSI and/or SSP amounts from MEDS match the amounts currently captured in CalSAWS, do not update the existing high dated OPA record and do not add to the exceptions list.  
Note: Only CF programs with a person for whom the data change is processed will be included in the Batch EDBC run.
    - iii. For any records that do not fall under the categories above, the record will be added to the 'MEDS SSI/SSP COLA Exception List' (Section 4.1).
  - b. DCR Requirements **(Test only)**
    - i. End-Date the existing OPA Record with an end-date of 4/30/2021.
    - ii. Copy the data elements from the previous OPA record, making the following updates:
      1. Set the Begin Date to 5/1/2021
      2. Set the End Date to "High Date" (the record will be open-ended).
      3. If the existing OPA record is of type: "SSI Only":
        - a. Set the 'Amount or Value of Services' (DOLLAR\_AMT) to the MEDS SSI Paid Amt. A value of 0 is acceptable for 'MEDS SSI Paid Amt'.
      4. If the existing OPA record is of type: "SSI/SSP":
        - a. Set the SSI Payment to the MEDS SSI Paid Amt.
        - b. Set the SSP Payment to the MEDS SSP Paid Amt.
        - c. Set the 'DEEM\_INC\_AMT' with the total sum of 'SSI\_PMT' and 'SSP\_PMT'.

**Note: The data change will not be implemented in Production at this time. This effort is only to test the proof of concept and validate the data exchanged with MEDS. Production effort is deferred until March 2022.**
3. Create a DCR **(Test Only)** to add a new Journal Entry for cases in which the data change was processed for at least one person. The person is Active as of May 1, 2021 on a CalFresh program on the case. The Journal will have the following details. One journal entry per case will be made:

- a. Long Description: Other Program Assistance entries for <Person Names> have been automatically updated via Batch to reflect data received from MEDS for the 2021 CalFresh SSI/SSP COLA on <Process Date>.
  - b. Short Description: SSA COLA Other Program Assistance Record Update
  - c. Type Code: Interfaces
  - d. Filter Code: Interfaces
4. Conduct a test exchange file with MEDS.

**2.2.3 Estimated Number of Records Impacted/Performance**

Approximately 340,000 records across all 40 Counties:

CalSAWS: ~ 210,000 records

C-IV: ~ 130,000 records

**3 REQUIREMENTS**

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**3.1 Project Requirements**

REQ #	REQUIREMENT TEXT	How Requirement Met
2.20.1.4	The LRS shall match LRS Data from external interfaces to an applicant s or participant s case record and update the LRS database when appropriate.	This SCR is updating SSI only and SSI/SSP amount values in accordance to the values returned by MEDS.

## 4 OUTREACH (TEST ONLY)

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### 4.1 Lists

This list includes records received via the MEDS SSI/SSP COLA file that could not be processed.

**List Name:** MEDS SSI/SSP COLA Exception List

**List Criteria:** This list includes records received via the MEDS SSI/SSP COLA file in which the SSI/SSP information does not match the between MEDS and the System. For example, the person has an 'SSI Only' OPA record in the System but the return file included an SSP Paid Amount. Also includes records that could not be automatically updated due to some other reason, such as the System has more than one ongoing type of OPA record, and the System is unable to determine which OPA record to update.

**Standard Columns:**

- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker
- Benefit Month

**Additional Column(s):**

- CIN
- Last Name
- First Name
- Middle Initial
- MEDS SSI Paid Amount
- MEDS SSP Paid Amount

**Frequency:** One-time

The list will not be posted to the web portal as this effort is for testing only.

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-223883 | CIV-108512

Enhance Medi-Cal Public Health Crisis/Natural  
Disaster Protections in Batch EDBC

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
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	Reviewed By	Derek Goering, Prashant Goel, Geetha Ramalingam, Chad Quan, Raju Indala, William Baretsky

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
01/29/2021	1.0	Original Draft: Includes recommendation 1d exceptions for Primary and Secondary and added recommendation 1e	Renee Gustafson

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# 1 OVERVIEW

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This SCR enhances the current batch EDBC protections for Medi-Cal beneficiaries due to Public Health Crisis/Natural Disaster.

## 1.1 Current Design

In CA-215211, the System Medi-Cal EDBC rules were updated with a Protection due to Public Health Crisis/Natural Disaster as follows:

1. Medi-Cal EDBC rules save an EDBC as "Read-Only" with the 'Read-Only Reason' of "Protection due to Public Health Crisis/Natural Disaster" when the beneficiary will be adversely impacted by non-allowable reasons during the Public Health Crisis/Natural Disaster and the EDBC is run in batch.

The adverse actions are defined as follows:

- a. **Discontinued Benefits:** Any Medi-Cal program person changed from either Active MEM or Ineligible MEM to Discontinued or Active FRI in the EDBC for a non-allowable reason.

Allowable status/role reasons:

- Calif. Residence
- Deceased
- Declined Elig
- Gets AAP
- Gets ARC
- Gets CalWORKs
- Gets Duplicate Aid
- Gets FC
- Gets Kin-GAP
- Gets SSI
- Gets SSI/SSP
- Inter-County Transfer
- Moved out of County (CMSP)
- On Aid Another Case
- Requested Disc. – Written
- Requested Disc. - Written inc. MC
- Requested Disc. (CMSP) - Add Person
- Requested Disc. (CMSP) - Reapply with Budget Change
- Requested Disc. (CMSP) – Verbal

- b. **Increase in premium or Share of Cost (SOC):** Any Medi-Cal program person changed from a non-premium primary Non-MAGI Medi-Cal aid code to premium primary Non-MAGI Medi-Cal aid code or had an increase in SOC.

**Note:** CalHEERS only has premium aid codes for children and CalHEERS protects a child with soft pause when the MAGI Medi-Cal non-premium aid code is changing to a MAGI Medi-Cal premium aid code. This protection is not included in The Systems Medi-Cal EDBC rules.

- c. **Reduction in scope:** Any Medi-Cal program person changed from MEM on a full scope primary Non-MAGI Medi-Cal aid code to a limited or restricted scope primary Non-MAGI Medi-Cal aid code.

**Note:** CalHEERS determines if an individual is protected with soft pause for a reduction in scope for MAGI Medi-Cal. This protection is not included in The Systems Medi-Cal EDBC rules.

## 1.2 Requests

The Medi-Cal EDBC rules to set EDBC to 'Read-only' for "Protection due to Public Health Crisis/Natural Disaster" in Batch EDBC does not protect against loss of a primary aid code or secondary aid code when the individual remains an Active/Ineligible Member on the MC program. It also does not protect a Mega Mandatory beneficiary (Pickle/DAC/Disabled Widow(er)) from moving to another full scope no SOC aid code.

1. Add criteria to the existing protection to prevent the loss of a primary aid code or a secondary aid code where the new primary or secondary aid code does not cover those benefits.
2. Add criteria to keep a Mega Mandatory beneficiary on Pickle/DAC/Disabled Widow(er) from moving to any other aid code, even full scope no SOC.
3. Create a list of Medi-Cal cases where an individual was adversely impacted by losing coverage on a primary or secondary aid code or moving from Mega Mandatory to another aid code.

## 1.3 Overview of Recommendations

1. Update the Medi-Cal EDBC rules to include additional protections due to Public Health Crisis/Natural Disaster as follows:
  - a. Loss of primary or secondary aid code
  - b. Loss of Mega Mandatory; Pickle/DAC/Disabled Widow(er)
2. Create a list of beneficiaries who were adversely impacted by not having these protections.

## 1.4 Assumptions

1. These updates are only Medi-Cal EDBC run in Batch; there are no updates to online EDBC rules.



## 2 RECOMMENDATIONS

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### 2.1 Medi-Cal Rules Updates

#### 2.1.1 Overview

1. Update the Medi-Cal EDBC rules to include additional protections due to Public Health Crisis/Natural Disaster as follows:
  - a. Loss of primary or secondary aid code
  - b. Loss of Mega Mandatory; Pickle/DAC/Disabled Widow(er)
2. Create a list of beneficiaries who were adversely impacted by not having these protections.

#### 2.1.2 Description of Changes

1. Add to the existing 'Protection due to Public Health Crisis/Natural Disaster' Medi-Cal EDBC rule as follows:
  - d. **Loss of Primary or Secondary aid code:** Prevent the loss of coverage on primary or secondary aid code by Batch EDBC as follows:
    - i. **Primary:** A Medi-Cal beneficiary is changing from having a primary aid code to no primary aid code except when the loss of primary is due to Gets SSI/SSP  
Or
    - ii. **Secondary:** A Medi-Cal beneficiary is losing coverage from a secondary aid code (changing from having a secondary to no secondary, or moving from one secondary to another secondary) with the following exceptions:
      1. A beneficiary is permitted to lose coverage on secondary aid code 8D (QI-1) if the primary aid code is moving to a Full Scope, No SOC aid code.  
**For example:** It is allowable for a beneficiary to move from primary aid code 17 (Aged MN - SOC) and secondary aid code 8D (QI-1) to only primary aid code 1H (Aged FPL - No SOC) and no secondary aid code.
      2. A beneficiary is permitted to move from secondary aid code 8D (QI-1) to either secondary aid code 80 (QMB) or 8C (SLMB).
      3. A beneficiary is permitted to move from secondary aid code 8C (SLMB) to secondary aid code 80 (QMB).

4. A beneficiary is permitted to lose coverage on secondary Pregnancy/Postpartum aid code 76 (60-Day Postpartum) if the beneficiary is moving to a Full Scope, No SOC primary aid code.
- e. **Loss of Mega Mandatory:** Prevent a beneficiary on Mega Mandatory aid codes 16, 26, 66 (Pickle), or 6A, 6C (DAC), or 36 (Disabled Widow(er)) from moving to any other Primary Aid Code.

2. Create a list of beneficiaries who were adversely impacted by not having these protections. See outreach section for list details.

### 2.1.3 Programs Impacted

Medi-Cal

### 2.1.4 Performance Impacts

N/A

### 3 REQUIREMENTS

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#### 3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.13	The LRS shall adhere to adverse action rules for all programs.	Medi-Cal EDBC rules are updated to include new adverse actions due to Public Health Crisis/Natural Disaster

### 4 OUTREACH

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#### 4.1 Lists

Generate a list of Medi-Cal cases where at least one Medi-Cal beneficiary was adversely impacted by Batch EDBC during the Public Health Crisis/Natural Disaster.

**List Name:** MC beneficiary lost primary, secondary or Mega Mandatory aid code by Batch EDBC

**List Criteria:** The individual is a Medi-Cal beneficiary who lost coverage on a primary or secondary aid code in Batch EDBC per Recommendation 2.1.2.1.d or lost Mega Mandatory aid code per Recommendation 2.1.2.1.e, on or after the date of the Executive Order, 3/16/2020 (effective benefit month 4/2020 or later).

- The loss of coverage remains at the time the list is generated.
- Exclude programs assigned to a DCFS worker. (CalSAWS only)
- Exclude programs where a user has processed EDBC online for the same benefit month subsequent to the identified loss of coverage by Batch EDBC.

Include additional columns for CIN, DOB, the primary and secondary aid code before, the primary and secondary aid code after and benefit month. The Benefit Month column will display the first benefit of the loss of coverage. If the individual is covered by more than one secondary aid code at the same time, list all secondary aid codes in the same column separated by a comma.

**NOTE:** The same individual may show on multiple rows in the list if they are in multiple MC program blocks - one row per MC program block.

**Standard Columns:**

- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker ID

**Additional Column(s):**

- CIN
- DOB
- Prior Primary Aid Code
- Prior Secondary Aid Code(s)
- After Primary Aid Code
- After Secondary Aid Code(s)
- Benefit Month

**Frequency:** Run once, the day after the SCR release

The list will be posted to the following locations:

System	Path
CalSAWS	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2021>CA-223883
C-IV	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2021>CIV-108512



# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-225358 | CIV-108638

ACL 21-XX Golden State Grant Program

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Duke Vang
	Reviewed By	Michele Peterson, Sheryl Eppler, Claudia Pinto Castro, Sara Cox, Binh Tran, Caroline Bui, Sean Swift, Jason Osterwald,

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
2/18/2021	1.0	Initial Revision	Duke Vang
3/11/2021	1.1	Updates from the CW/CF Committee	Duke Vang
3/12/2021	1.2	Modified assumption #1 to remove the note	Duke Vang
3/15/2021	1.3	Added additional data elements to the list per request by the State	Duke Vang
3/18/2021	1.4	Added assumptions that the \$600 Golden State Grant payment will not impact CalFresh, Transitional CalFresh, or Nutritional Benefit. Updated phone number hierarchy in the list.	Duke Vang

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# 1 OVERVIEW

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## 1.1 Current Design

A CalWORKs (CW) Special Needs Supportive Service Payment can be issued to Customers for the following needs:

- Emergency Clothing Allowance
- Labor and Material Cost
- Moving and/or Storage Cost
- Household Necessity
- Assistance Animal
- Hotel/Interim/Temp Housing

## 1.2 Requests

Governor Newsom Legislative Leaders Announce Immediate Action Agreement for Relief to Californians Experiencing Pandemic Hardship. Including direct relief to lower-income Californians through a \$600 one-time grant to households enrolled in the CalWORKs program and recipients of SSI/SSP and Cash Assistance Program for Immigrants (CAPI). Grant payments for CalWORKs households are expected by mid-April; timing for the delivery of SSI/SSP and CAPI grants is currently under discussion with federal officials. Issue a \$600 one-time grant to households enrolled in the CalWORKs program.

## 1.3 Overview of Recommendations

1. A data change request (DCR) will create a Need, Service Arrangement, and Payment Request to issue a \$600 Golden State Grant payment for all CW households in Active Status for the March 2021 Service Month.
2. Add an announcement to C4Y.

## 1.4 Assumptions

1. The \$600 Golden State Grant payments will still be subjected to CW skip issuance checks. If a \$600 Golden State Grant payment skips due to periodic report or redetermination, the Worker will need to Rush the payment.
2. Existing Pay Codes and Fund Codes will be used for the \$600 Golden State Grant payment. Counties will need to manually adjust their State and Fiscal reports to account for these payments (refer to the Outreach section).
3. The \$600 Golden State Grant payment will be claimed based on the existing payment request claiming rules for CW Special Needs.
4. The \$600 Golden State Grant payment will be issued based on the CW programs payment preference (Warrant, EBT, Direct Deposit).
5. The \$600 Golden State Grant payment will potentially show on the following fiscal reports based on the issuance method:
  - a. Cash EBT Production Reconciliation Report
  - b. Direct Deposit Production Reconciliation Report

- c. DPSS Daily Unprocessed SWR Payment Report
  - d. Integrated Service Payment / Valuable Detail Claiming Report (Daily and Monthly)
  - e. Integrated Service Payment / Valuable Summary Report (Monthly)
  - f. Integrated Service Payment / Valuable Summary Report (Quarterly)
  - g. Issuance Exception Report
  - h. Payment Request Report
  - i. Retroactive Aid Code Adjustment Detail Report
  - j. San Bernardino Warrant Production Reconciliation Report
  - k. Service Payment Warrant Register
  - l. Service Payment EBT Issuance Register
  - m. Skip Issuance Report
  - n. Warrant Production Reconciliation Report
  - o. Needs Status Report
  - p. Supportive Services Issuances Report
  - q. JWV Daily Details Report
  - r. JWV Month-End Details Report
  - s. Daily Journal Voucher Warrant Report
  - t. Daily EVOC-EVSVS Report
  - u. Daily Claiming Adjustment Report
  - v. Cash EBT Repayment Report (Daily)
  - w. Month-End EBT Repayments Report
6. Any \$600 Golden State Grant payment that skip will be captured on the Skip Issuance Report.
  7. Only CW households that are in an Active program status at the time the \$600 Golden State Grant payments are processed will receive a payment. This population will include \$0 grant CW households and will exclude ineligible CW households.
  8. There will be no Notice of Action requirement.
  9. Los Angeles County will approve the message for the YBN announcement. The Consortium Production Operations Team will be responsible for posting the YBN announcement.
  10. The \$600 Golden State Grant payment will be scheduled to run on March 27<sup>th</sup>, 2021.
  11. The \$600 Golden State Grant payments will be considered as a recoupable amount on the Time Limit Aid Summary. There will be a separate effort to update the Time Limit Aid Summary to reflect the \$600 Golden State Grant payment for the impacted households. Until then, Counties will need to manual exclude these payments from the Customer's Time Limit Aid Summary.
  12. California Department of Social Services (CDSS) will be publishing a ACWDL to inform counties that the \$600 Golden State Grant payment is technically not a CW benefit.
  13. If the \$600 Golden State Grant Payment is skipped by the Issuance Batch, workers will have the ability to Disapprove the payment request from the Payment Request Detail page. The Amount and Issuance Method can be edited on Disapproved Payment Requests.

14. CW Aid Code 4P - CW Family Reunification-All Families, 4R - CW Family Reunification-Two Parent and 4N – Extended CalWORKs for NMD will not be included in the CW population for the \$600 Golden State Grant payment.
15. The list of CAPI recipients will be provided to the State via a SIRFRA.
16. The \$600 Golden State Grant payment will not impact unearned income for the CalFresh, Transitional CalFresh, or Nutrition Benefit programs.

## 1.5 Additional Considerations/Impacts

1. The \$600 Golden State Grant payments will NOT be distinguishable from regular CalWORKs Special Needs payments (lists will be provided). Counties will need to manually adjust their state and fiscal reports.
2. If funds cannot be advanced, the county will need to plan for the cost of the \$600 Golden State Grant payments to be issued and later reimbursed.
3. The System cannot stop users from using the Replace/Reissue functionality on the Grant payments.
4. The System cannot stop users from utilizing the \$600 Golden State Grant payments as a Repayment towards a Recovery Account.
5. The System cannot stop users from manually issuing a \$600 Golden State Grant payment when it is no longer allowed. If a user manually issues a \$600 Golden State Grant payment using the same approach or any other approach, it will be indistinguishable to the project.
6. The System cannot stop users from establishing overpayments or the EBT Vendor from expunging unused benefits for the \$600 Golden State Grant payments.
7. The \$600 Golden State Grant payments will be adjusted each time the CalWORKs aid code changes.
8. The Unreimbursed Assistance Pool Detail page will include the \$600 Golden State Grant payment.
9. The Time Limit Aid Summary page will include the \$600 Golden State Grant payment.
10. If \$600 Golden State Grant payment is skipped during issuance batch, the worker has up to 6 months to address the skip. The \$600 Golden State Grant payment may still be issued up to 6 months after March 27<sup>th</sup>, 2021.

## 2 RECOMMENDATIONS

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### 2.1 CalWORKs Special Needs Data Change Request

#### 2.1.1 Overview

A Customer Need, Service Arrangement, and Payment Request will be created for all Active CW Program within certain Aid Codes to issue a \$600 Golden State Grant payment under a Special Needs payment request.

#### 2.1.2 Description of Change

1. Create a DCR to do the following:
  - a. Identify all CW programs in an Active status in the 3/2021 benefit month as of the System Date (anticipated to be 3/27/2021) with one of the following Aid Codes:
    - i. 30
    - ii. 32
    - iii. 33
    - iv. 35
    - v. 3E
    - vi. 3F
    - vii. 3G
    - viii. 3H
    - ix. 3L
    - x. 3M
    - xi. 3P
    - xii. 3R
    - xiii. 3U
    - xiv. 3W
    - xv. K1
    - xvi. R1
  - b. For each program from step 2.1.2.1.a:
    - i. Create a Customer Needs record with the following details:
      1. Begin Date: "03/01/2021"
      2. End Date: "03/31/2021"
      3. Category: "Special Needs"
      4. Type: "Moving and/or Storage Cost"
      5. Status: "Met"
      6. Status Reason: "Service Arrangement Created"
    - ii. Create a Service Arrangement record with the following details:
      1. Arrangement Period From: "03/01/2021"
      2. Arrangement Period To: "03/31/2021"

3. Program Type: "CalWORKs"
  4. Aid Code: The current CW program's Aid Code during the March 2021 benefit/service month
  5. Voucher: No
  6. Payee: The current CW program's Payee during the March 2021 benefit/service month
    - a. If more than one Payee exists for the month, the latest assigned Regular Payee will be chosen
  7. Service Type Description: "\$600 Golden State Grant Payment"
  8. Total: 600
  9. Status: "Approved"
  10. Status Reason: "Eligible for Services"
  11. Status Date: "System Date"
  12. Comments: "One Time \$600 Golden State Grant Payment"
- iii. Create a Payment Request with the following details:
1. Requested Amount: 600
  2. Advanced: "No" (CalSAWS Only)
  3. Status: "Approved"
  4. Service Month: "03/2021"
  5. Issuance Method:
    - a. Los Angeles County: CW Program's Payment Preference
    - b. C-IV Counties: EBT if CW Program's Payment Preference is EBT, else Warrant

Note: C-IV Counties cannot issue Payment Request issuances as Direct Deposit
  6. Pay Code:
    - a. Los Angeles County: "Emergency Assistance"
    - b. C-IV Counties: blank

Note: The Fund Code/Accounting Strings will be based on the CW Aid Code
  7. Received Date: System Date
  8. Delivery Method: "Mail"
  9. Immediacy: "Routine"
  10. Comments: "One Time \$600 Golden State Grant Payment"
2. Create a journal entry for each payment request created from recommendation 2.1.2.1. The journal will contain the following verbiage:
- a. Filter Type: All
  - b. Journal Type: Narrative

- c. Short Description: \$600 Golden State Grant created on 03/27/2021
- d. Long Description: Payment Request [payment request Id] was created and authorized to issue a \$600 Golden State Grant payment.

### **2.1.3 Estimated Number of Records Impacted/Performance**

#### **Anticipated CW household population by County**

Alpine County: 0  
Amador County: 132  
Butte County: 1,828  
Calaveras County: 283  
Colusa County: 105  
Del Norte County: 458  
El Dorado County: 639  
Glenn County: 269  
Humboldt County: 1,111  
Imperial County: 3,364  
Inyo County: 59  
Kern County: 15,079  
Kings County: 2,265  
Lake County: 689  
Lassen County: 325  
Los Angeles County: 102,305  
Madera County: 2,430  
Marin County: 656  
Mariposa County: 166  
Mendocino County: 620  
Merced County: 5,278  
Modoc County: 114  
Mono County: 17  
Monterey County: 2,947  
Napa County: 314  
Nevada County: 378  
Plumas County: 118  
Riverside County: 15,913

San Benito County: 351  
San Bernardino County: 27,722  
San Joaquin County: 8,781  
Shasta County: 1,417  
Sierra County: 13  
Siskiyou County: 456  
Stanislaus County: 6,140  
Sutter County: 1,111  
Tehama County: 740  
Trinity County: 104  
Tuolumne County: 247  
Yuba County: 1,243

## 2.2 C4Yourself Announcement

### 2.2.1 Description of Change

Update the C4Yourself Website to display the following language under the Announcement section. Language will be available in both English and Spanish (for all other threshold languages the English version will display). Message will display from 3/27/2021 to 4/30/2021.

English:

The Golden State Grant program will issue a one-time payment of \$600 to CalWORKs households that are active for the March 2021 benefit month. This program is not subject to hearings rights. For more information [click here](#).

Spanish:

El programa Golden State Grant emitirá un pago único de \$600 a los hogares CalWORKs que estén activos para el mes de beneficios de marzo de 2021. Este programa no está sujeto a derechos de audiencia. Para más información haga [clic aquí](#).

Link:

<https://www.cdss.ca.gov/inforesources/cdss-programs/golden-state-grant-program>

Note: Similar announcement may be posted on YBN by Consortium staff.

### 3 REQUIREMENTS

#### 3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.10.1.1	<p>The LRS shall include the ability to issue and maintain the history of the following benefits:</p> <ul style="list-style-type: none"> <li>a. Monthly benefits issued on a recurring basis, on either a calendar month or fiscal (cyclical) period.</li> <li>b. Emergency issuances (e.g., Immediate Need, Expedited Services and Emergency Aid Requests);</li> <li>c. Diversion payments.</li> <li>d. Supplemental benefits.</li> <li>e. Recovery refunds.</li> <li>f. Special needs payments.</li> <li>g. Retroactive payments.</li> <li>h. Vendor and/or Service Provider payments.</li> <li>i. Tokens and cash bus passes.</li> <li>j. Non-traditional/alternative transportation (e.g., carpool, taxi vouchers, and parking fees);</li> <li>k. Vouchers/cash for special payments, ancillary payments and other services.</li> <li>l. Interim assistance payments.</li> <li>m. Transportation payments.</li> <li>n. Petty cash.</li> <li>o. Cal-Learn bonus.</li> <li>p. Cal-Learn graduation bonus.</li> <li>q. Vehicle repair program.</li> <li>r. Additional transportation expense payments.</li> <li>s. Ancillary payments; and</li> <li>t. Childcare payments.</li> </ul>	<p>Data Change Request will create records to document a CW Special Needs Supportive Service Arrangement and Payment Request to issue the \$600 Golden State Grant payment. A list will be provided to counties to manual track these payments for reporting and expenditure purposes.</p>



## 4 OUTREACH

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### 4.1 Lists

**List Name:** CW Special Needs Grant Payments.xls

**List Criteria:** All payment request and issuances (if the issuance did not skip) created as part of the CW \$600 Golden State Grant payment.

**Standard Columns:**

- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker

**Additional Column(s):**

- Payment Request Id
- Service Month
- Aid Code
- Issuance Method
- Issuance Control Number (Will be blank if issuance was skipped)
- Amount (from the Payment Request)
- Flag indicating opt-in for email
- Flag indicating opt-in for text
- Email address
- Phone number (Main, Cell, Home, and TDD in that order)
- Preferred written language
- CIN of Primary Applicant
- Date of birth of Primary Applicant
- First name of Primary Applicant
- Last name of Primary Applicant
- Mailing address 1
- Mailing address 2
- Mailing city
- Mailing state
- Mailing zip code

**Frequency:** One Time

The list will be posted to the following locations:

System	Path
CalSAWS	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2021>CA-225358
C-IV	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2021>CIV-108638



## Case Data Removal

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Case Data Removal Strikeforce
	Reviewed By	Deb Saha, Frederick Gains, Henry Arcangel, Kristin Pepper, Don Coffey

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
7/23/2020	1.0	Initial Revision using CA-208415 Draft document as a starting point	Chris Paige
7/29/2020	1.1	Modify for Epic 1	Inder Kainth
8/17/2020	1.2	Modify for Epic 1	Evan Orman
8/17/2020	1.3	Modify for Epic 1 Sprint 1 Batch Program Design	Inder Kainth
8/17/2020	1.4	Updated Section 2.0	Pradeep Goel
8/19/2020	1.5	Added rule IPV type and program codes to section 2.3.2	Michael Wright
8/19/2020	1.6	Modified document to just cover overview and the details of what is being implemented in Sprint 1	Chris Paige
8/21/2020	1.7	Modified document to contain the Overall SCR and Sprint SCR information in the last section	Michael Wright
8/28/2020	1.8	Added each Case Data Removal Status to section 2.1.1	Michael Wright
9/10/2020	1.9	Updated for Case Data Removal Report Layout and Run Information	Inder Kainth
9/10/2020	1.10	Updated Upcoming Sprint features and removed all CR references from Supporting Documents section	Michael Wright
9/15/2020	1.11	Replaced 'Purge' with 'Data Removal' where applicable	Michael Wright
9/17/2020	1.12	Updated document based on review with Deb and Don	Chris Paige
9/30/2020	1.13	Updated document to contain Sprint 3 features	Michael Wright
10/2/2020	1.14	Addressed feedback from Consortium/QA Reviews	Chris Paige
10/8/2020	1.15	Updated entire list of Time Limit forms to retain	Michael Wright
10/21/2020	1.16	Updated document to contain Sprint 4 features	Pradeep Goel
11/10/2020	1.17	Updated document to contain Sprint 5 features	Michael Wright
11/30/2020	1.18	Updated document to contain Sprint 6 features	Michael Wright

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
1/4/2021	1.19	Updated document to contain Sprint 7 features	Michael Wright
1/5/2021	1.20	Added technical section	Pradeep Goel
1/26/2021	1.21	Updated document to contain Sprint 8 features	Michael Wright
2/16/2021	1.22	Updated document to contain Sprint 9 features	Michael Wright
2/17/2021	1.23	Update document for Sprint 9 features (Document Removal/Reports Update)	Chris Larson
3/10/2021	1.24	Update Document to contain Sprint 10 features and refactors.	Chris Larson

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## 1 OVERVIEW

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California county welfare departments are generally governed by the Code of Federal Regulations (CFR) and State of California Welfare and Institutions (W&I) Code. In addition, the Department of Health Care Services and California Department of Social Services publish All County Welfare Directors Letters (ACWDLs), All County Letters (ACLs), and the CDSS Manual of Policies and Procedures (MPP) to give counties added guidance to meet regulations. The CalSAWS Data Retention Policy pertains to the data related to the eligibility programs administered by the Counties and stored within the CalSAWS systems. This data retention policy was approved by Project Steering Committee members during the September 19, 2019 PSC meeting. This approval can be found in the following [Approved Meeting Minutes](#).

The Case Data Removal feature for CalSAWS will first be implemented for the C-IV System. This will be done using the Agile methodology. This design document will be

updated as features are deployed to Production at the conclusion of each of our planned three-week Sprints.

## 1.1 Current Design

- Case and Person level data is currently retained indefinitely within both the LRS/CalSAWS System and the C-IV System.

## 1.2 Requests

The following are the case record retention guidelines as approved by the Consortium:

- Identify and remove all Cases which have been closed for 6 years or more.
- There are multiple exceptions to the 6-year rule:
  - Retain cases that currently have open recovery accounts
  - Retain cases associated with a Special Investigation, Criminal, or Civil Litigation record for three years after the final claim is submitted for federal reimbursement.
  - Retain all cases that include one of the following programs, regardless of status:
    - Adoptions Assistance
    - Foster Care
    - Kin-GAP
  - Retain all cases currently under Federal, State, or County Audit until the audit(s) have been resolved.
  - Retain all cases that included an Intentional Program Violation
- Warrant Register data will be retained indefinitely (as will all Scheduled Reports).
- Each removed case will remain in the System as a Shell Case. See Section 2.1.1 for details on what data will be retained in Shell Cases.
- Shell Case details will be added to this document during a future Sprint. These will include:
  - Lists of all database tables that will have records retained.
  - Page mockups of what a Shell Case will look like in the front-end application
- Case removal is permanent. Once a case has been removed, there will be no mechanism for retrieval of data removed from the System. I.e., Case Data Removal is NOT an Archive capability.
- Migration DDID 2261 ("The CONTRACTOR shall configure the imaging solution to permanently delete documents based on the approved CalSAWS Software document retention policies for all 58 Counties.") is in scope for this effort.

## 1.3 Overview of Recommendations

The following is a high-level overview of the features that will be implemented as part of the Case Data Removal functionality:

- Create a new page in the system for users to view the current dispensation of a Case with regards to whether it is eligible for Removal. This determination would likely be implemented as a batch job (frequency TBD)
- Create a report to show summary and detail information regarding Cases identified for Removal.
- Create a capability for users to override the Removal decision made by the user. This would also require the user to document a Reason for their override.
- Create a report for supervisors to see lists of Cases that have had their Purge decision overridden.
- Develop a series of batch processes responsible for removing branches of the CASE and PERS tables. PERS records would only be removed when the PERS was only associated to Removable Cases. The current target date for running the Data Removal batch jobs in the C-IV System is April 16, 2021.
- Remove Case and Person documents stored in the Document Storage system (Alfresco for C-IV, AWS S3 for CalSAWS) for each Removed Case/Person
- Remove Images from the imaging system for each removed case. The one exception is we will retain any Image with a Document Type = Time Limits.

#### 1.4 Assumptions

- The ICT tables are not in scope for this effort as they do not have CASE as a parent table. I.e., Any removal of ICT data would be separate from the Case Data Removal.
- The Removal feature for CalSAWS will first be implemented for the C-IV System. This will be done using the Agile methodology. This design document will be updated as features are deployed to Production at the conclusion of each of our planned three-week Sprints.
- Once the entire Removal feature has been implemented for the C-IV System, we will have a Planning Sprint to determine the necessary modifications to port this functionality to the CalSAWS System
- CalWIN data retention is being implemented by DXC as part of Conversion and will be applied during each CalWIN Wave. The two teams are periodically checking in with each other to make sure both teams are on the same page with regards to overall approach.
- The contents of the CASE\_PURGE and RPT\_CASE\_PURGE tables will be converted from C-IV to CalSAWS as part of the overall Migration conversion effort.
- CalSAWS legal counsel has reviewed details associated with the ongoing county litigation related to opioid addiction and found no impact to the current CalSAWS data retention policy.

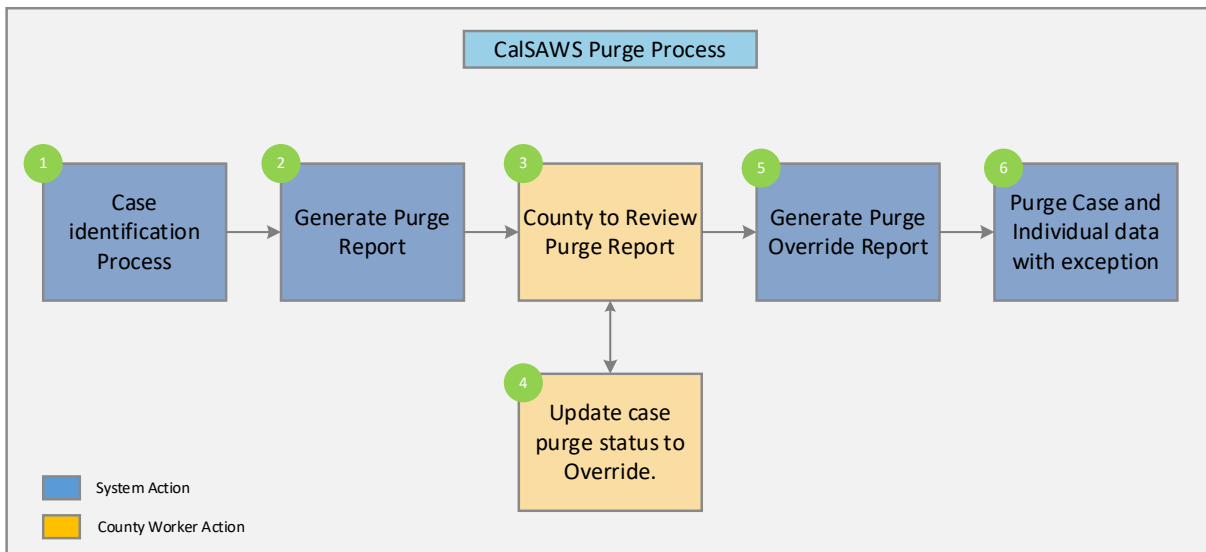
## 2 PROPOSED SOLUTION

### 2.1 Case Data Removal Process Overview

The removal process will remove dormant data that falls outside of the retention guidelines approved by the Consortium, leaving behind a shell case for those that have been removed. Initially, this process will be built for the C-IV System, given the direct impacts to C-IV conversion cutover activities and the length of time that C-IV has existed (since 2004 for the original four C-IV counties). Future sprints will then transform what was built for C-IV to work in the CalSAWS system, where it will run on some (undetermined) regular schedule as part of the ongoing operations of that System.

#### 2.1.1 Case Data Removal

The following diagram defines the high-level 6-step process to remove a Case in the System:



**Step 1:** Identify a list of removable cases based on the approved retention rules. The details of the case selection criteria are defined in Epic 1 of this document.

**Step 2:** Generate a report containing list of removable cases selected in step 1 for the counties to review.

**Step 3:** Counties to review the list and perform step 4 (as needed).

**Step 4:** If the case needs to be excluded from the remove process, users with appropriate security rights will be able to override this decision

**Step 5:** Generate a report containing a list of overridden cases. This list will be excluded from the Case Data Removal process.



**Step 6:** Execute Case Data Remove processes to delete data from database tables following the approved retention rules.

**2.1.1.1 C-IV Application Case Data Removal Status:**

- **Identified:** The Case has been identified as one that will have data removed from the System per Data Retention Policies
- **In Process:** The removal of data for this case has begun
- **Override:** Someone has decided to override the System's automated decision to removal this Case's data. The reason for this override will also be captured
- **Complete:** Data has been removed. This is now a Shell Case

**2.1.1.2 Shell Case**

While most of the case and individual data will be removed from the database tables, certain information related to the case and the individuals will be retained in the system. This information is called a shell case and will include the following:

- 1) Serial Number and Case Name will remain unchanged
- 2) The "All People Associated With the Case" section of the Case Summary page will be retained.
- 3) Case Confidentiality
- 4) Companion Case relationship
- 5) Time Limit data for all people associated to the case. This will include the following forms:

Form Number	Form Name
CF 377.11A	CalFresh Time Limit Notice for Expiration of Three Consecutive Months for ABAWDs
CF 377.11B	CalFresh Countable Month Letter
CF 377.11C	CalFresh Time Limit for ABAWDs
CF 377.11D	CalFresh Discretionary Exemption for Able-Bodied Adults Without Dependents (ABAWD)
CF 377.11E	CalFresh Able-Bodied Adult Without Dependents (ABAWD) Time Limit Exemption Screening Form
CW 61	Medical Report
CW 215	Notification of Intercounty Transfer
CW 2184	CalWORKs 48 Month Time Limit
CW 2186A	CalWORKs Time Limit Exemption Request

CW 2186B	CalWORKs Time Limit Exemption Determination
CW 2187	Your CalWORKS 48 Month Time Limit
CW 2188	Verification of Aid for the TANF Program
CW 2189	Notice of Your CalWORKs Time Limit at 42nd Month On Aid
CW 2190A	CalWORKs 48-Month Time Limit Extender Request Form
CW 2190B	CalWORKs 48-Month Time Limit Extender Determination Denial Form
CW 2191	Time on Aid Verification for CalWORKs 48-Month / TANF 60-Month Time Limits
CW 2192	Tracking Non-California TANF Assistance for the Time Limits
CW 2208	Your Welfare-To-Work 24-Month Time Clock
M40-107D	Time on Aid To Former CalWORKs Recipient
NA 840	Sanction / Removal from Aid of Participant Notice
NA 845	Removal of Second Parent Notice
NA 1276	Welfare-to-Work 24-Month Time Clock Limit Notice
PLAN 106 CIV	Family Plan
PLAN 112 CIV	Care of a Household Member Verification
TEMP CW 2186A	CalWORKs Time Limit Exemption Request
WTW 38	Welfare-To-Work 24-Month Time Clock Notice
WTW 43	Notice Of Your Welfare-To-Work (WTW) 24-Month Time Clock Ending Soon
WTW 44	Welfare To Work (WTW) 24-Month Time Clock Extension Request Form
WTW 45	Welfare To Work (WTW) 24-Month Time Clock Extension Determination
WTW 46	End Of Welfare-To-Work 24-Month Time Clock Review Appointment Letter

- 6) Journal Entries (stored as a PDF attached to the case)
- 7) Issuance History (stored as a PDF attached to the case)
- 8) ADDR, PERS\_ADDR, CH\_TRANSACTION\_INFO, ICT\_CIV\_CASE, ICT\_CIV\_PERS table data will be retained. For CH\_TRANSACTION\_INFO, we are currently exploring adding "ON DELETE SET NULL" to the PGM\_ID foreign key.

The following tables under the CASE and PERS Trees will be retained during the Data Removal process:

<b>CASE TABLES NOT BEING DELETED</b>
CASE_PERS
COMPAN_CASE
CONFID
CONFID_DETL
CS_COLLECT
CS_OUT_TRANSACT
CS_OUT_TRANSACT_DETL
EDBC_PERS
KG_ISP
KG_RATE
KG_SPEC_CARE
KG_SUMM
KIN_GAP
KIN_GAP_PGM_PERS_QUES
TIME_LIMIT_AID
TIME_LIMIT_AID_DETL
TIME_LIMIT_DETL
TL_AID_CASE_TRANSACT
TL_AID_CS_COLLECT_XREF
TO_DO_LIST

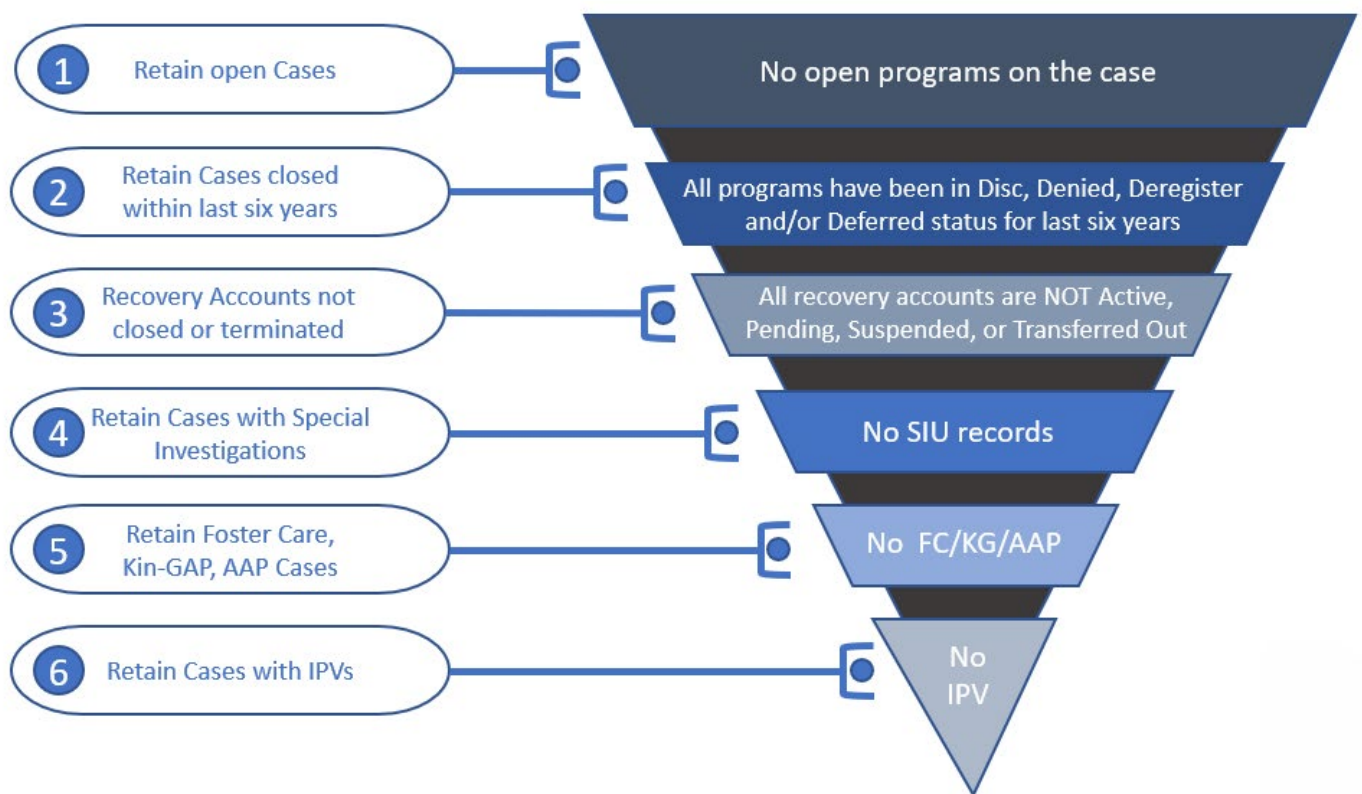
<b>PERS TABLES NOT BEING DELETED</b>
C4Y_PERS
CASE_PERS
CITZ
CITZ_PERS_DETL

DUPL_PERS
EDBC_PERS
KG_ISP
KG_RATE
KG_SPEC_CARE
KG_SUMM
KIN_GAP_PGM_PERS_QUES
OTHER_PGM_ASSIST
OTHER_SSN
PERS_ADDR
PERS_RELSHP
RECEIPT
RES
TIME_LIMIT
TIME_LIMIT_CASH_AID
TIME_LIMIT_CLOCKS
TIME_LIMIT_DETL
TIME_LIMIT_DIVERSN
TIME_LIMIT_EXCEPT
TIME_LIMIT_NON_CAL
TIME_LIMIT_NON_CAL_EXCEPT
TIME_LIMIT_PGM_PARTICPTN
VITAL_STAT
VITAL_STAT_BIRTH_CERT
VITAL_STAT_DOC
VITAL_STAT_REQ
VITAL_STAT_SENT
VLP_CASE_PERS
WDTIP_NON_CAL_PARTICPTN

## 2.2 Case Data Removal Identification

### 2.2.1 Overview

A batch job will identify cases eligible for removal based on the approved record retention guidelines:



### 2.2.2 Rules:

Case must meet **all** the following criteria in order to be considered removable:

- The Case must have no open programs
- All programs on the Case must be closed for more than six years. A program is defined as Closed if it is in one of the following statuses:
  - Discontinued (DS)
  - Denied (DE)
  - Deferred (DF)
  - Deregistered (DG)

- If the Case has any recovery accounts, they must all be Closed. Open recovery accounts are defined as any that are currently in one of the following statuses:
  - Active (AC)
  - Transferred Out (TO)
  - Pending (PE)
  - Suspended (SU)
- The Case cannot have any Special Investigation records (regardless of the status of those investigations).
- The Case cannot contain any of the following programs, regardless of status:
  - Foster Care (FC)
  - Kin-GAP (KG)
  - Adoption Assistance (AA)
- The Case cannot have an open Federal or State audit. Federal/State audits are conducted within the first two years of Case closure and it may take up to a year to complete the investigation. Therefore, selecting cases that are closed for more than six years covers this rule without any additional automation.

Please Note there are multiple types of audits that can be conducted on a case; and not every audit is necessarily captured in Cal SAWS. This could end up being a potential Override reason when that functionality is designed.

- The Case cannot have any Intentional Program Violations. The following types of IPV sanctions are considered:
  - Child Support IPV (06)
  - Cal Fresh IPV (24)

### 2.2.3 Case Data Removal Identification Report

The purpose of this report is to provide counties a list of which cases have been identified by the System as those that will have data removed during the next deletion batch run. The Report will be split into multiple sheets for counties with over 1M rows. Some highlights of items included in this report:

- Identification Date is the date the Case was selected for removal having met all the requirements outlined above.
- Closure Month represents the month the case program was closed (i.e., Denied, Discontinued, Deregistered, or Deferred).
- When possible, the Aid Code for the program in question will be displayed on the Report. This column is populated using the same method as the Aid Code that is displayed on the Case Summary page. For example, Medi-Cal aid codes exist at the person level and are not displayed on the Case Summary page. The same is true this report: All MC programs listed on the report will have the Aid Code blank.
- Recovery Account Closure Date reflects the latest Closed status date of any recovery accounts associated to the purged case.
- Navigation to the Report: Homepage > Reports > Scheduled > Case Activity > Title 'Case Data Removal Identification Report'

Case Number	Case Name	Program	Aid Code	Status	Closure Month	Recovery Account Closure Date	Primary Applicant	Identification Date
001ABCD	EDITH CREEKMORE	CalWORKs	30 - CW-All Other Families (Fed)	Discontinued	12/1993	05/01/2010	Creekmore, Edith	09/11/2020
001ABCD	EDITH CREEKMORE	CalFresh	09 - CalFresh	Discontinued	06/2010	05/01/2010	Creekmore, Edith	09/11/2020
001ABCD	EDITH CREEKMORE	Medi-Cal		Discontinued	10/2010	05/01/2010	Creekmore, Edith	09/11/2020
002EFGH	SHARON MILLER	CalWORKs	30 - CW-All Other Families (Fed)	Discontinued	05/1999	03/27/2008	Miller, Sharon	09/11/2020
003IJK	TERESA NOREIGA	CalWORKs	30 - CW-All Other Families (Fed)	Discontinued	02/1991	05/01/2009	Noreiga, Teresa	09/11/2020
003LMNO	Margarita Garcilazo	CalWORKs	33 - CW-Zero Parent (Fed)	Discontinued	09/2002	10/22/2004	Galeana, Flor	09/11/2020
003LMNO	Margarita Garcilazo	Medi-Cal		Denied	02/2011	10/22/2004	Garcilazo, Margarita	09/11/2020

### 2.2.4 Batch Jobs

A new process (PB00P800) will be created to identify cases that can be removed. This module will search the C-IV database to identify data removal cases and insert into the purge table with an initial status of 'Identified'.

- A new database table called CASE\_PURGE will store the case ID and purge status, along with other information required for auditing and reporting.
- A new batch process (PB00P800) will execute the core SQL to identify cases and insert them into the purge table.
- After PB00P800, the Report Load Job – PB00R800 – is run to load the RPT\_CASE\_PURGE Table to facilitate Report Creation for each County.
  - The Identification Report as shown above is created by PBxxR801 Jobs for each of the 39 C-IV Counties.

### 2.2.5 Batch job Schedule

Specifics related to run frequency and schedule date/time will be determined during a later phase of the project. The present run frequency for PB00R800 and PBxxR801 is monthly on 11<sup>th</sup> of each month. Initially, PB00P800 ran on September 11, 2020 and all future runs will be determined at a later date (no earlier than the first run of the Deletion batch in the C-IV System, which is currently targeted for April 16, 2021)

### 2.2.6 Restart Logic

See section 2.5.6

## 2.3 Case Data Removal Override

### 2.3.1 Case Data Removal Override Report

The purpose of this report is to provide counties a list of which cases have been overrode by users. The report will also display the Override Reason of why these cases should not have any case data removed on them. This report will contain each column contained in the Identification reports with three additional columns. The following bullets detail each of the additional columns on the Override report:

- Override Reason represents the reason for the Override, based on the agreed upon set of reasons across each County. These reasons are all situations that cannot be automatically identified by the System.
  - The current Override reasons:
    - Board of Supervisors Decision
    - Hearing/Court Order
    - Pending Litigation
    - Under QA/QC Review
- Override Date represents the date the County Staff member switched the Data Removal Status from Identified to Override on the Case Data Removal detail page.
- Worker ID represents the ID of the County Staff member that switched the status from Identified to Override on the Case Data Removal detail page.
- Recovery Account Closure Date reflects the latest Closed status date of any recovery accounts associated to the purged case.

Navigation to the Report: Homepage > Reports > Scheduled > Case Activity > Title 'Case Data Removal Override Report'

Case Number	Case Name	Program	Aid Code	Status	Closure Month	Recovery Account Closure Date	Primary Applicant	Identification Date	Override Reason	Override Date	Worker ID
001ABCD	EDITH CREEKMORE	CalWORKs	30 - CW-All Other Families (Fed)	Discontinued	12/1993	05/01/2010	Creekmore, Edith	09/11/2020	Pending Litigation	02/11/2020	CW2910ALE
001ABCD	EDITH CREEKMORE	CalFresh	09 - CalFresh	Discontinued	06/2010	05/01/2010	Creekmore, Edith	09/11/2020	Pending Litigation	02/11/2020	CW2910ALE
001ABCD	EDITH CREEKMORE	Medi-Cal		Discontinued	10/2010	05/01/2010	Creekmore, Edith	09/11/2020	Pending Litigation	02/11/2020	CW2910ALE
002EFGH	SHARON MILLER	CalWORKs	30 - CW-All Other Families (Fed)	Discontinued	05/1999	03/27/2008	Miller, Sharon	09/11/2020	Board of Supervisors Decision	02/11/2020	CW2910ALE
003IJK	TERESA NOREIGA	CalWORKs	30 - CW-All Other Families (Fed)	Discontinued	02/1991	05/01/2009	Noreiga, Teresa	09/11/2020	Board of Supervisors Decision	02/11/2020	CW2910ALE
003LMNO	Margarita Garcilazo	CalWORKs	33 - CW-Zero Parent (Fed)	Discontinued	09/2002	10/22/2004	Galeana, Flor	09/11/2020	Board of Supervisors Decision	02/16/2020	CW2910ALE
003LMNO	Margarita Garcilazo	Medi-Cal		Denied	02/2011	10/22/2004	Garcilazo, Margarita	09/11/2020	Board of Supervisors Decision	02/16/2020	CW2910ALE



### 2.3.2 Batch Jobs

The batch job (PB00P800) identifies cases that can be removed. This module will search the C-IV database to identify data removal cases and insert into the purge table with an initial status of 'Identified'

- The CASE\_PURGE table will store the case ID and purge status, along with other information required for auditing and reporting.
- The batch job (PB00P800) will execute the core SQL to identify cases and insert them into the CASE\_PURGE table.
- After PB00P800, the Report Load Job – PB00R800 – is run to load the RPT\_CASE\_PURGE Table to facilitate Report Creation for each County.
- The Override Report as shown above is generated by the PBxxR802 Jobs for each of the 39 C-IV Counties. It will load the RPT\_CASE\_PURGE table cases that have a status of Override and populate the Override report in the application.

### 2.3.3 Batch job Schedule

Specifics related to run frequency and schedule date/time will be determined during a later phase of the project. The present run frequency for PB00R800, PBxxR801, and PBxxR802 is monthly on 11<sup>th</sup> of each month. Initially, PB00P800 ran on September 11, 2020 and all future runs will be determined at a later date (no earlier than the first run of the Deletion batch in the C-IV System, which is currently targeted for April 16, 2021).

### 2.3.4 Restart Logic

See section 2.5.6

## 2.4 Case Data Removal Online Page changes

### 2.4.1 Case Summary Page updates

For cases that have been identified for Case Data Removal only, the Case Summary page will now show Case Data Removal Status changes as we progress from Identified to Complete in the deletion process.

C-IV Application Case Data Removal Status:

- **Identified:** The Case has been identified as one that will have data removed from the System per Data Retention Policies
- **In Process:** The removal of data for this case has begun. This status will only be set once the Case Data Removal process has started on the case through the deletion batch process. Once this Status has been set, the user cannot Override it.
- **Override:** Someone has decided to override the System's automated decision to remove this Case's data. The reason for this override will also be captured.

- Please reference section 2.3.1 for the listing of current Override Reason Codes.
- **Complete:** Data has been removed. This is now a Shell Case. This status will only be set once the Case Data Removal process has completed on the case through the deletion batch process. Once this Status has been set, the user cannot Override it.

## 2.4.2 Case Data Removal Status on Case Summary Page

The C-IV Case Summary page will now show a Case Data Removal Status, which will be a hyperlink to display the current status in the Case Data Removal process. This link will also take you to the Case Data Removal Detail page when clicked.

The following image represents the Identified Data Removal Status on the Case Summary page for a County Staff member that does not have rights to edit the Data Removal Status.

The screenshot displays the C-IV Case Summary page for San Bernardino. The top navigation bar includes 'Case Name: Case Name', 'Case Number: [redacted]', and a message: 'Read Only Mode with a Removal Status link to the Detail Page'. The main content area shows the 'Case Summary' with the following details:

<b>Case Name</b>	<b>County</b>
<a href="#">Case Name</a>	San Bernardino
<b>Data Removal Status</b>	<b>Identification Date</b>
<a href="#">Identified</a>	08/14/2020

Below the main summary is a section for 'Companion Cases' with the following table:

Case Number	Case Name
<input type="checkbox"/>	Case Name
<input type="checkbox"/>	Case Name

Buttons for 'Remove' and 'Add' are visible at the bottom of the Companion Cases section.

The following image represents the Identified Data Removal Status on the Case Summary page for a County Staff member that has rights to edit the Data Removal Status. The Case must also have a removal status of 'Identified' or 'Override' for this Edit button to appear.

The screenshot shows the G-IV Case Summary page for San Bernardino. The top navigation bar includes 'Case Name: Case Name' and 'Case Number:'. The main menu has tabs for 'Case Info', 'Eligibility', 'Empl. Services', 'Child Care', 'Resource Databank', 'Fiscal', 'Special Units', 'Reports', 'Document Control', and 'Tools'. The left sidebar lists various search and action options, with 'Case Summary' selected. The main content area displays the following information:

- Case Name:** [Case Name](#)
- County:** San Bernardino
- Data Removal Status:** [Identified](#) (with an **Edit** button next to it)
- Identification Date:** 08/14/2020

Below this is a section for 'Companion Cases' with a table:

Case Number	Case Name
<input type="checkbox"/>	Case Name
<input type="checkbox"/>	Case Name

Buttons for 'Remove' and 'Add' are present at the bottom of the companion cases section. A blue callout box points to the 'Edit' button with the text: 'Edit Button will be displayed based on the logged in user security rights. The button will only appear if the status is in Identified or Override Status'.

The following image represents the Override Data Removal Status on the Case Summary page for a County Staff member that has rights to edit the Data Removal Status. The Case must also have a removal status of 'Identified' or 'Override' for this Edit button to appear.

This screenshot is similar to the first one, but the 'Data Removal Status' is 'Override'. The 'Edit' button is still present next to the status. The callout box text is identical: 'Edit Button will be displayed based on the logged in user security rights. The button will only appear if the status is in Identified or Override Status'.

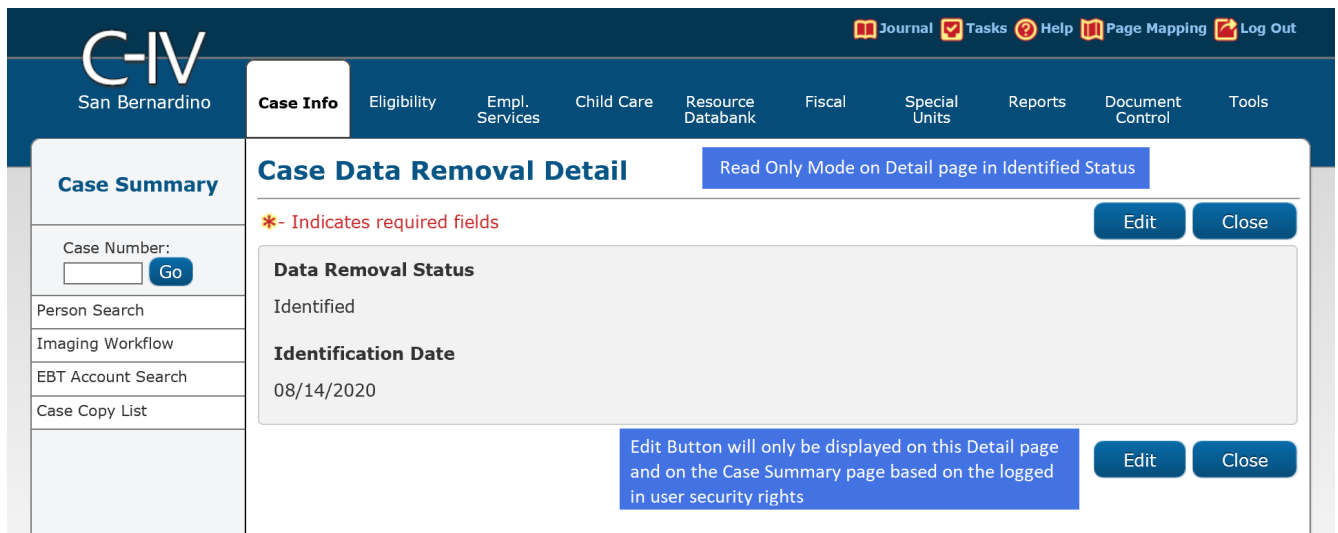
### 2.4.3 Case Data Removal Detail page

The Case Data Removal Detail page is where County Staff members with the appropriate rights can update the Status from 'Identified' to 'Override', or back to 'Identified' from 'Override'. If the Status on this detail page is changed from the original Status of 'Identified' (as determined by the Data Removal Identification batch job) to the 'Override' status, the case will be excluded from having any case data removed. If the status is left in 'Identified' status, the case will have case data removed once the Deletion Batch is executed [Note that the run date of the first execution of the Deletion Batch is currently TBD, no earlier than January 2021].

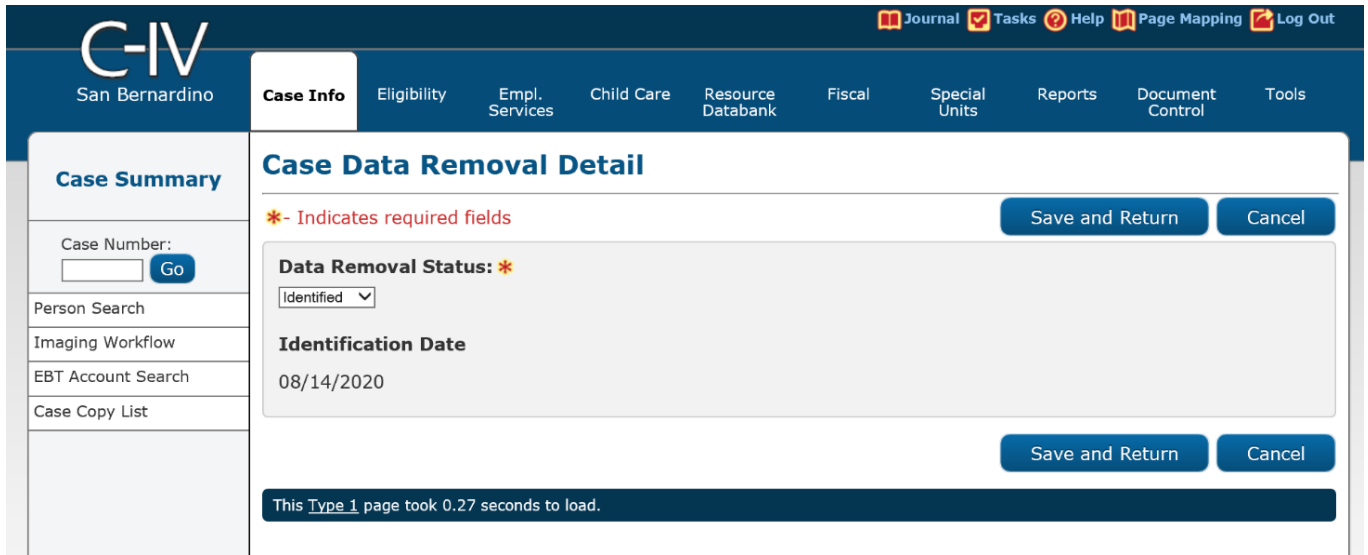
Security Group for Edit functionality:

The Case Data Removal Detail page Edit functionality is accessible for users who are joined to the new 'Case Data Removal Edit' security group. This also applies to the Edit button on Case Summary, next to the status, for those cases having a Case Data Removal status of 'Identified' or 'Override'. The 'Case Data Removal Edit' group, which contains the 'CaseDataRemovalEdit' right, is not assigned to any security role. The local Security Administrators will need to add the approved users to this new security group.

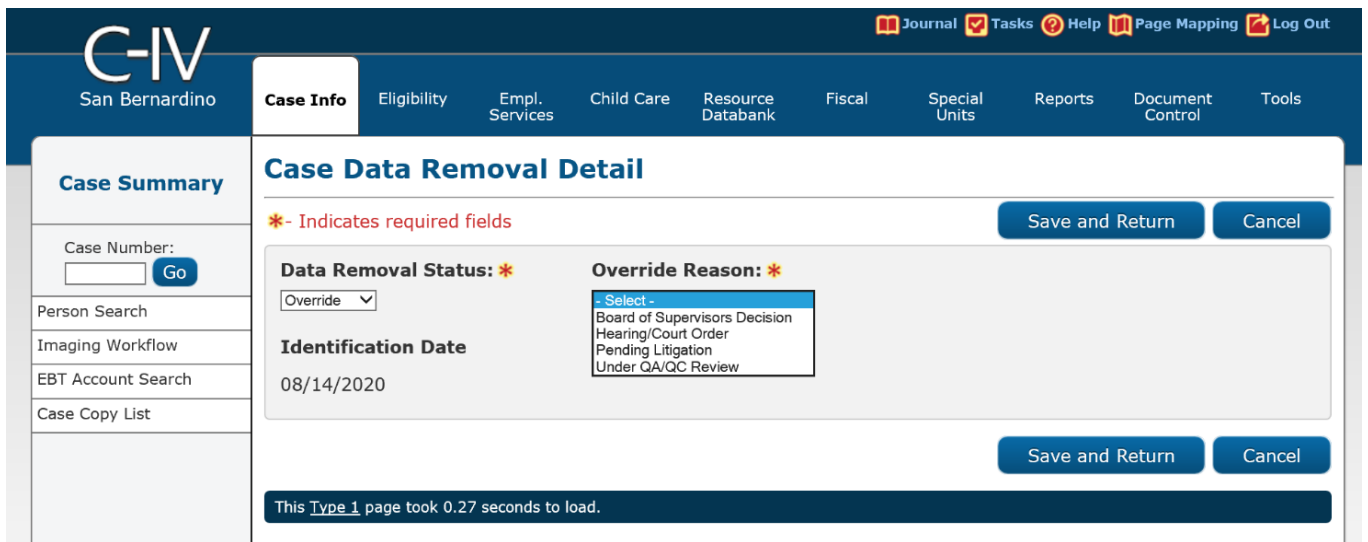
The following image represents the Case Data Removal Detail page in Read Only mode when left in 'Identified' status.



The following image represents the Case Data Removal Detail page in Edit Mode when left in 'Identified' status.



The following image represents the Case Data Removal Detail page in Edit Mode when changing from 'Identified' status to 'Override' status. This status change allows the 'Override Reason' field to display (see Section 2.3.1 for a list of Override Reasons).



The following image represents the Case Data Removal Detail page in Edit Mode when the status has already been updated to 'Override'. The County Staff member will be able to see the Override Date the Override was made in addition to the Worker ID that made the change.

Case Name: Case Name  
Case Number: 1509852

Journal Tasks Help Page Mapping Log Out

San Bernardino

Case Info Eligibility Empl. Services Child Care Resource Databank Fiscal Special Units Reports Document Control Tools

**Case Data Removal Detail**

\*- Indicates required fields

Save and Return Cancel

**Data Removal Status: \*** **Override Reason: \***

Override

**Identification Date** **Override Date** **Worker ID**

09/11/2020 02/19/2021 [90](#)

Save and Return Cancel

Case Summary

Case Number:  Go

Person Search

Imaging Workflow

EBT Account Search

Case Summary

Contact

Authorized Representative

When the Worker switches the Data Removal status between both Identified and Override status, that Worker's ID gets captured on the Detail page as a hyperlink. Clicking on that hyperlink takes you to the Staff Detail page of that Worker that made the change. Once you click the Close button on the Staff Detail page it will route you back to the Data Removal Detail page.

Case Name: Case Name  
Case Number:

Journal Tasks Help Page Mapping Log Out

Tehama

Case Info Eligibility Empl. Services Child Care Resource Databank Fiscal Special Units Reports Document Control Tools

**Staff Detail**

\*- Indicates required fields

Close

**General Staff Information**

**First Name:** **Middle Name:** **Last Name: \*** **Suffix:**

**Staff Status Code: \*** **Classification Title: \*** **Staff ID:**

Active - FT

2

**Regional Call Center:**

**Available Hours: (Day-Day Time-Time):**

**Additional Information:**

**Spoken Language Information**

**Spoken Language \*** **Proficiency \***

English Primary

Case Summary

Case Number:  Go

Person Search

Imaging Workflow

EBT Account Search

Case Summary

Contact

Authorized Representative

Application Questions

Negative Action

New Program

New Person

Hide Person

EBT Account List

Issuance History

## 2.5 Case Verification

Workers have been given time, since the original reporting run date of September 11 2020, to evaluate identified cases before the purge is performed. During this time, it is possible that changes on identified cases will make them no longer eligible for the case purge process. The nightly Re-Verification Job (PB00P803) will evaluate identified cases to confirm their eligibility for the purge.

The Re-verification batch process will execute the same query criteria (section 2.2.2 criteria rules) used in the PB00P800 (case Identification) job. This is a standalone job that will run daily in Production to identify any of the cases in the CASE\_PURGE table that no longer meet the criteria and will remove those cases from the table. Cases removed from this table will not be picked up in any downstream case-purge process.

A batch scheduler change request will deactivate the Re-Verification batch job after the final set of data deletions have taken place in April 2021.

Once this batch job runs in Production and removes the cases from the CASE\_PURGE table the following will occur in the C-IV application:

- These cases will have their Case Data Removal status section on Case Summary removed and they will not have a Detail page
- For the Case Data Removal Reports, these cases will drop off from the next version of the reports (generated on the 11<sup>th</sup> business calendar date of each month), decreasing the overall record counts and total case counts

## 2.6 Data Deletion Process

The final purge of data associated to identified cases has been split into four separate batch jobs.

- 1) PDF Generation for Journals and Issuances
- 2) Removing NOAs and Forms
- 3) Removing Imaged documents
- 4) Remove case data

### 2.6.1 PDF Creation Batch Job - PB00P802

The PDF batch process will write each of the records for the Issuance and Journal History to a separate file for each case and store them to the file server. For cases that have historic information, these PDF files will be accessible on the Case Data Removal Detail page as hyperlinks. These hyperlinks will appear on the page after the case data deletion process has processed the case (reference section 2.3.3 for Batch Deletion



Schedule). Further information and examples of each PDF type can be found below in section 2.6.

The initial steps of the Batch Deletion process are to check each case originally identified for deletion still meets the criteria. If so, the System will generate PDFs to capture any Journal and Issuance History prior to deleting any case data. If there is no data for the PDF in question (e.g., if no Issuance History exists for a case), then no PDF will be generated. The generation of each PDF file will be processed through a batch job (reference section 2.5.1.1 for the batch jobs) that will retrieve data from the following C-IV pages per PDF type.

### 2.6.1.1 Issuance History PDF

This PDF will retrieve the same data from the Issuance Search Detailed Results Page for every issuance record on that case. An example of the Issuance History PDF is shown below:



San Bernardino  
Date created: 11-09-2020 5:01 PM

## Issuance History

Case Number	A000002
Case Name	Case Name

The Issuance History PDF captures each section from the Issuance Search Detailed Results page by Case Number

Control Number	Payee	Program	Month	Category	Method	Issue Date	Status Date	Status	Amount
A64510012	John, Smith	CalFresh	10/2008	Supplemental Benefit	EBT	12/04/2008	12/04/2008	Issued	\$154.00
A64510012	John, Smith	CalFresh	11/2008	Supplemental Benefit	EBT	12/04/2008	12/04/2008	Issued	\$533.00
A64510012	John, Smith	CalFresh	12/2008	Supplemental Benefit	EBT	12/04/2008	12/04/2008	Issued	\$533.00
A580012	John, Smith	Welfare to Work	11/2005	Service Payment	Warrant	08/02/2006	08/23/2006	Paid	\$101.22
A61240012	John, Smith	CalFresh	03/2006	Monthly Benefit	EBT	03/01/2006	02/22/2006	Issued	\$363.00
A61220012	John, Smith	CalWORKs	03/2006	Monthly Benefit	EBT	03/01/2006	02/22/2006	Issued	\$540.00
A390012	John, Smith	Welfare to Work	01/2006	Service Payment	Warrant	02/08/2006	02/16/2006	Paid	\$40.50
A61160012	John, Smith	CalFresh	02/2006	Monthly Benefit	EBT	02/01/2006	01/25/2006	Issued	\$363.00
A61130012	John, Smith	CalWORKs	02/2006	Monthly Benefit	EBT	02/01/2006	01/25/2006	Issued	\$540.00
A360012	John, Smith	Welfare to Work	12/2005	Service Payment	Warrant	01/11/2006	01/20/2006	Paid	\$25.50
A61050012	John, Smith	CalWORKs	01/2006	Monthly Benefit	EBT	01/01/2006	12/21/2005	Issued	\$600.00
A61070012	John, Smith	CalFresh	01/2006	Monthly Benefit	EBT	01/01/2006	12/21/2005	Issued	\$373.00
A340012	John, Smith	Welfare to Work	11/2005	Service Payment	Warrant	12/14/2005	12/20/2005	Paid	\$40.50
A6960012	John, Smith	CalWORKs	12/2005	Monthly Benefit	EBT	12/01/2005	11/22/2005	Issued	\$600.00
A6990012	John, Smith	CalFresh	12/2005	Monthly Benefit	EBT	12/01/2005	11/22/2005	Issued	\$373.00
A310012	John, Smith	Welfare to Work	10/2005	Service Payment	Warrant	11/17/2005	11/23/2005	Paid	\$40.50
A6950012	John, Smith	CalWORKs	11/2005	Supplemental Benefit	EBT	11/01/2005	11/02/2005	Issued	\$600.00

The County, Date Created, Case Number and Case Name will display at the top portion of the document for each file generated.





San Bernardino

Date created: 11-09-2020 5:01 PM

# Issuance History

**Find** ✕

Previous Next

Case Number	A000002
Case Name	Case Name

The data in this PDF is identical to the Issuance Search Detailed Results page. When in the PDF you can search for each data element and it will be highlighted throughout the document as shown below, for Control Number.

Control Number	Payee	Program	Month	Category	Method	Issue Date	Status Date	Status	Amount
A64510012	John, Smith	CalFresh	10/2008	Supplemental Benefit	EBT	12/04/2008	12/04/2008	Issued	\$154.00
A64510012	John, Smith	CalFresh	11/2008	Supplemental Benefit	EBT	12/04/2008	12/04/2008	Issued	\$533.00
A64510012	John, Smith	CalFresh	12/2008	Supplemental Benefit	EBT	12/04/2008	12/04/2008	Issued	\$533.00
A580012	John, Smith	Welfare to Work	11/2005	Service Payment	Warrant	08/02/2006	08/23/2006	Paid	\$101.22
A61240012	John, Smith	CalFresh	03/2006	Monthly Benefit	EBT	03/01/2006	02/22/2006	Issued	\$363.00
A61220012	John, Smith	CalWORKs	03/2006	Monthly Benefit	EBT	03/01/2006	02/22/2006	Issued	\$540.00
A390012	John, Smith	Welfare to Work	01/2006	Service Payment	Warrant	02/08/2006	02/16/2006	Paid	\$40.50
A61160012	John, Smith	CalFresh	02/2006	Monthly Benefit	EBT	02/01/2006	01/25/2006	Issued	\$363.00
<b>A61130012</b>	John, Smith	CalWORKs	02/2006	Monthly Benefit	EBT	02/01/2006	01/25/2006	Issued	\$540.00
A360012	John, Smith	Welfare to Work	12/2005	Service Payment	Warrant	01/11/2006	01/20/2006	Paid	\$25.50
A61050012	John, Smith	CalWORKs	01/2006	Monthly Benefit	EBT	01/01/2006	12/21/2005	Issued	\$600.00
A61070012	John, Smith	CalFresh	01/2006	Monthly Benefit	EBT	01/01/2006	12/21/2005	Issued	\$373.00
A340012	John, Smith	Welfare to Work	11/2005	Service Payment	Warrant	12/14/2005	12/20/2005	Paid	\$40.50
A6960012	John, Smith	CalWORKs	12/2005	Monthly Benefit	EBT	12/01/2005	11/22/2005	Issued	\$600.00
A6990012	John, Smith	CalFresh	12/2005	Monthly Benefit	EBT	12/01/2005	11/22/2005	Issued	\$373.00
A310012	John, Smith	Welfare to Work	10/2005	Service Payment	Warrant	11/17/2005	11/23/2005	Paid	\$40.50

All data elements within the document are searchable using the 'Find' option within the PDF application, as shown above.

### 2.6.1.2 Journal History PDF

This PDF will retrieve the same data from the Journal Detail page results for each journal entry on that case. An example of the Journal History PDF is shown below:



San Bernardino

Date created: 11-09-2020 5:01 PM

# Journal History

Case Number	A000002
Case Name	Case Name

The Journal History PDF contains data for each of the sections listed below

Entry Date	Entry type	Short Description	Long Description	Append Journal Entry	Worker ID	Method of Contact
05/17/2020	Activity	Updated Spousal Support Agreement/Modification Date for end dated Spousal Support Income/Expense.	The Spousal Support Agreement/Modification Date for Johanna Casillas Spousal Support Income/Expense record that ended prior to 1/1/2019, was updated to the same date as the begin date from a one-time data change.	Program(s) reassigned: MC. Previous Worker 36LS75HH	A6LS75HHZ2	Verbal
03/06/2009	Document	MC 1765 - Medi-Cal Status Report	Created by batch process		A034Z2	Verbal
03/02/2009	Notice of Action	NOA - Discontinuance			A6LS75HHZ2	Verbal
03/02/2009	Narrative	MC - Alert 6006	Case discontinued as customer has nother case in San Bernardino County and Riverside County. Child never received aid under this case number.	Program(s) reassigned: MC. Previous Worker 36LS75HH	A6LS75HHZ2	Verbal
03/02/2009	Narrative	MC - Case DISC/ open on another case	Child Raymond is open on another case here and in Riverside County. Child has never received aid under this case number. Negative action completed for 10/2008-03/2009.	Program(s) reassigned: MC. Previous Worker 36LS75HH	A6LS75HHZ2	Verbal
01/14/2009	Document	ADM 101 CIV - New Worker Letter	36LS7590		A6LS7590Z2	Verbal
01/14/2009	Assignment	Assignment Worker Initiated	Program(s) reassigned: MC. Previous Worker 36LS75HH		A6LS7590Z2	Verbal
01/08/2009	Conversion	FSWR registration created	SB County FSET Program has been waived effective 01/01/09. FSET Work Registration end dated 12/31/08, corresponding FSWR Work Registration created effective 01/01/09		A6LS75HHZ2	Verbal
01/08/2009	Conversion	FSWR registration created	SB County FSET Program has been waived effective 01/01/09. FSET Work Registration end dated 12/31/08, corresponding FSWR Work Registration created effective 01/01/09		A6LS75HHZ2	Verbal

The County, Date Created, Case Number and Case Name will display at the top portion of the document for each file generated.



San Bernardino

Date created: 11-09-2020 .5:01 PM

# Journal History

**Find** ✕

Previous
Next

Case Number	A000002
Case Name	Case Name

An example of an Entry Date that can be used to search throughout the PDF

Entry Date	Entry type	Short Description	Long Description	Append Journal Entry	Worker ID	Method of Contact
05/17/2020	Activity	Updated Spousal Support Agreement/Modification Date for end dated Spousal Support Income/Expense.	The Spousal Support Agreement/Modification Date for Johanna Casillas Spousal Support Income/Expense record that ended prior to 1/1/2019, was updated to the same date as the begin date from a one-time data change.	Program(s) reassigned: MC. Previous Worker 36LS75HH	A6LS75HHZ2	Verbal
03/06/2009	Document	MC 1765 - Medi-Cal Status Report	Created by batch process		A034Z2	Verbal
03/02/2009	Notice of Action	NOA - Discontinuance			A6LS75HHZ2	Verbal
03/02/2009	Narrative	MC - Alert 6006	Case discontinued as customer has nother case in San Bernardino County and Riverside County. Child never received aid under this case number.	Program(s) reassigned: MC. Previous Worker 36LS75HH	A6LS75HHZ2	Verbal
03/02/2009	Narrative	MC - Case DISC/ open on another case	Child Raymond is open on another case here and in Riverside County. Child has never received aid under this case number. Negative action completed for 10/2008-03/2009.	Program(s) reassigned: MC. Previous Worker 36LS75HH	A6LS75HHZ2	Verbal
01/14/2009	Document	ADM 101 CIV - New Worker Letter	36LS7590		A6LS7590Z2	Verbal
01/14/2009	Assignment	Assignment Worker Initiated	Program(s) reassigned: MC. Previous Worker 36LS75HH		A6LS7590Z2	Verbal
01/08/2009	Conversion	FSWR registration created	SB County FSET Program has been waived effective 01/01/09. FSET Work Registration end dated 12/31/08, corresponding FSWR Work Registration created effective 01/01/09		A6LS75HHZ2	Verbal
01/08/2009	Conversion	FSWR registration created	SB County FSET Program has been waived effective 01/01/09. FSET Work Registration end dated 12/31/08, corresponding FSWR Work Registration created effective 01/01/09		A6LS75HHZ2	Verbal

### 2.6.1.3 History PDF Hyperlinks in the C-IV Application

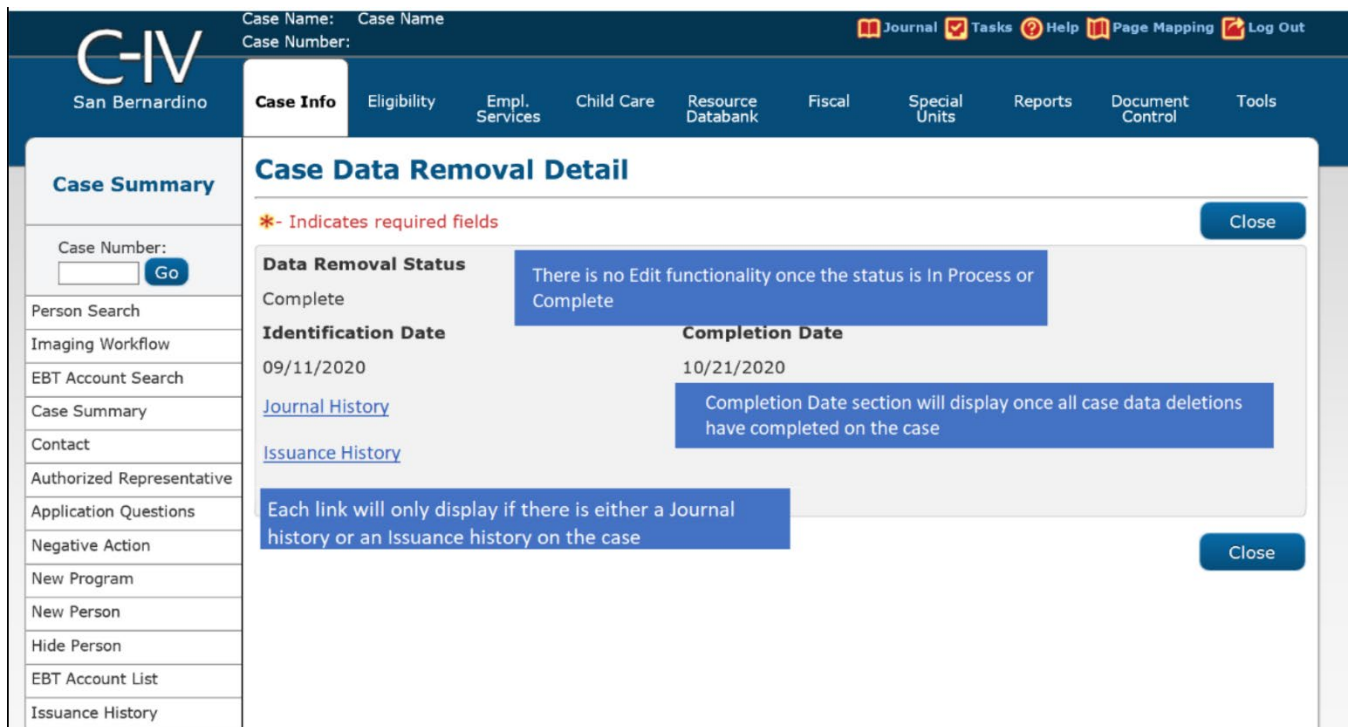
The PDF files behind the hyperlink targets will be stored on the AWS S3 storage after the PB00P802 job completes per each case. Each file will be unique and will exclusively contain journal and issuance history data specific to the case processed. The file names, as created on the file storage, are generated as follows:

- journalEntry.pdf
- issuance.pdf

They are stored in the following folder structure:

- CasePurge/[county name]/[case\_id]/journalEntry.pdf
- CasePurge/[county name]/[case\_id]/issuance.pdf

The Journal and Issuance History PDF hyperlinks will display on the Case Data Removal Detail page if there is data to export from the C-IV database for the case. These hyperlinks will display in the application only after the case deletions batch process has completed for a given case. The following screenshot shows where each hyperlink will display on the Detail page.



### 2.6.2 Document Removal – PB00P804

The Document Removal batch job (PB00P804) will remove generated notice of actions (NOAs) and forms from the file management system passing in the identified set of

cases. It considers records discovered by the Case Identification batch (PB00P804) that are not in either a "Complete" or "Overridden" status. This job will remove all generated NOAs and forms, with the following exceptions:

- 1) Retain all documents outlined under section 2.1.1.2, which describes what data remains in the shell case.
- 2) Retain all documents associated to a person who is associated to a case not eligible for case purge. This may occur when a person is associated to multiple cases in the SAWS system. A case is not considered eligible for case purge if:
  - a. The case was not discovered by the Case Identification batch (PB00P800).
  - b. The case has been overridden in the case purge process (a.k.a. that Case Purge status is set to "Override").

After removing all eligible documents, this job will update the Document Status on the associated case purge record to indicate that documents have been removed for the case by setting CASE\_PURGE.DOC\_STAT\_IDENTIF = 'Y'.

### **2.6.3 Image Removal – PB00P806**

The Image Removal Job (PB00P806) removes all images associated to the case people eligible for the purge associated to the case.

This job reports all Identified cases to the Imaging system that have neither been overridden or already reported to the Imaging server. The imaging system will then execute scripts (invoking third party software's APIs) to remove all images associated to the identified records. Time Limit documents are retained.

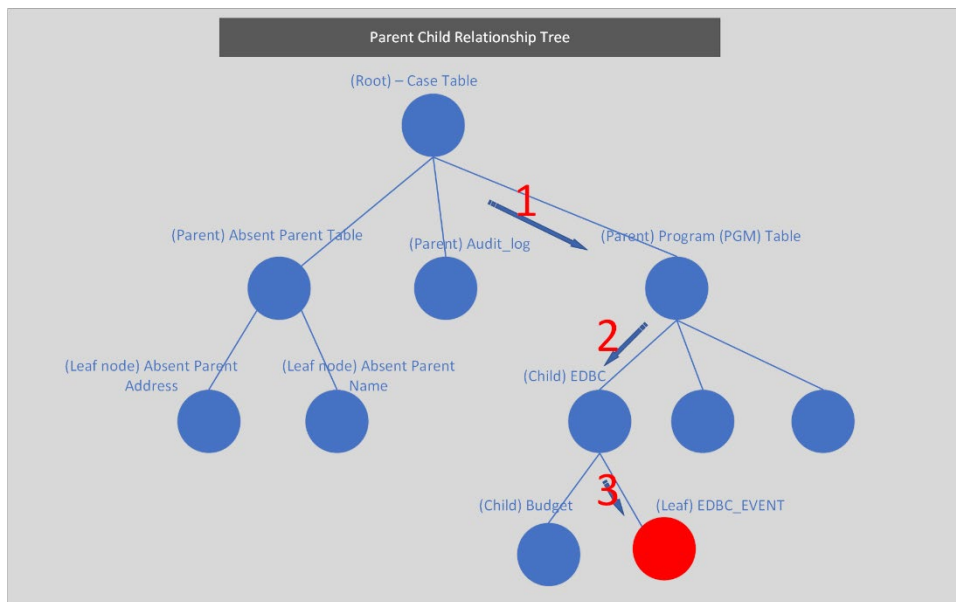
The Image Removal batch will also review the status of people and cases who were reported to the imaging system in prior runs. Once processed, this job will update the associated CASE\_PURGE record with an IMG\_STAT\_IDENTIF of "Y" to signify that the image removal is complete.

### **2.6.4 Data Deletion Batch Job - PB00P801**

Data Deletion is an Oracle procedure that physically deletes the data from the database tables for a given Case. The procedure uses configuration tables, defined in the below section, to traverse through the tree to find the leaf node, build the delete SQL statement based on the table key to uniquely identify the data, and execute the SQL statement to physically delete the data. Once the data is deleted from the table, it moves up in the hierarchy to find the next leaf and repeat the process.

The list of database tables that are identified for deletion is loaded into the configuration tables (described in detail in technical design document) with parent and child relationships and appropriate keys to identify unique data. The process reads the configuration tables and will traverse through the relationship to find the leaf node (lowest child). Once the leaf node is identified, it starts deleting the data and moves up

the hierarchy until the data from parent table is deleted. An example of the parent and child relationship (tree structure) and traversing logic is defined in the following diagram.



The above diagram represents the parent and child relationship of database tables in a tree structure. This structure is used to traverse through the branches to find the children (leaf node) to start deleting the data. The highlighted steps in red describe how the deletion leaf node logic identifies the child tables at a high level.

- 1) When a Case is selected from the CASE\_PURGE table, Program IDs associated to the Case are selected from the PGM table
- 2) Based on the Program ID, appropriate records from the EDBC table are selected
- 3) As we traverse through the EDBC tables, the EDBC\_EVENT table is a leaf node, and hence the data from EDBC\_EVENT table can be deleted
- 4) After deleting the data, the logic flow is moved up to find the next child and the leaf node

A new batch process (section 2.5.3) will be created to delete the case data from the database tables. This module will perform the following steps to remove the data:

- Once the Case is verified to still meet all the deletion criteria (section 2.5.1 batch job), the initial step of the PDF Generation batch job will update the Status to 'In Process' and the PDF creation module is called to create PDF files for Journal Entries and Issuance history data.
- Upon successful creation of PDFs, the data deletion module is called to delete the data from identified tables.
- Upon successful deletion of Case data, the process updates the Case Data Removal Status to 'Complete' and will begin processing the next Case for deletion.



### 2.6.4.1 Configuration table

The data deletion logic will be driven by two configuration tables. The first configuration table lists the immediate child of the root and the second table contains children of the parent and their level, as noted in section 2.6.4. The details of these configuration tables are defined in a technical configuration document.

### 2.6.4.2 Deletion Logging Mode

The batch deletion process will have an option to turn the deletion logging on or off by passing a parameter in the main batch job. When the logging mode is on, the data deletion module will start logging every action performed in the function, including table name where data is being deleted with the Case ID, Person ID and other key columns to identify a unique record in the table.

### 2.6.5 Batch Dependencies

The Case Deletion batch (PB00P801) must wait for the PDF Generation (PB00P802) and Document Deletion (PB00P804) to complete processing a case before it can move forward with removing that case's data. It does not wait on the Image Deletion (PB00P806) job. This allows the case data and image removal to occur in parallel.

### 2.6.6 Batch Process Load Balancing

The PDF creation, Document Deletion and Case Deletion processes each work in single modules. For the April 2021 C-IV run, there are approximately 1.78 million cases up for purge with their respective program records to be processed. Using a single flow to process this many cases will take a significant amount of time and is not feasible. To process a large volume of cases in a reasonable window, we have added a multi-threading capability for both the PDF creation and the case deletion modules.

The following batch properties are available to configure our multi-threading approach for the Case Delete (PB00P801), Generate PDFs (PB00P802) and Delete Documents (PB00P804) batch jobs:

- 1) `restrictStatuses`: Used in testing environments to limit which records are processed by the job. Normally, the job pulls all records where the status on the case purge record is set to either null or "N". When `restrictStatuses=Y`, the job will exclude any records where the status is null and instead only process records where the status is explicitly set to "N".
- 2) `verbose`: Adds additional logging that tracks which documents are removed and which documents are skipped, along with the skip reason. This property should be left off in production, since it results in much larger log files.
- 3) `numOfThreads`: This job employs multiple threads to allow for parallel processing. In test environments we default the thread count to 15, while in production we will default to 100.

- 4) max.workload.size: Since this job may run for millions of records, this property allows us to set the size of the “chunks” of data being considered at a given time. Increasing the size of the max workload will reduce the amount of time spent waiting for threads to complete, at the trade-off of increasing the amount of memory required to run the job.

### 2.6.7 Exception Logging

A standard batch framework is used to log all exceptions encountered in the data deletion process. These exceptions will be monitored as part of standard batch operations. Depending on the reason for the exception, Defects or Changes will be logged and tracked in Jira.

### 2.6.8 Batch Restart

Restartability for all jobs is managed by records inserted and updated in the CASE\_PURGE table. Should a job terminate unexpectedly, it should be resubmitted with restart.mode=false. It will continue from the last commit of the previous run.

## 2.7 What's Next

The following is a list of pending scope that will be developed in the upcoming sprints. These sprints will focus on implementing the change for C-IV counties. Changes required to accommodate LRS will be implemented in future releases.

Sprint #	Sprint Scope	Start Date	End Date
Sprint 11	Automation of DB Optimization Process (Index rebuild, compute status, etc.)	3/15/2021	4/2/2021




## 3 TECHNICAL DESIGN

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### 3.1 Delete Process

The case purge process is driven primarily off the CASE\_PURGE and the CASE\_PURGE\_DEL\_TABLE\_CONF tables. The Case Purge table identifies the list of cases to be deleted from the C-IV database tables and the Case Purge Configuration table identifies the list of tables where case data will be deleted. The tables logical structure is as follows:

Case Purge table structure:

CASE_PURGE				
 ID	NUMBER	NN (PK)	(IX2)	
 CASE_ID	NUMBER	NN (FK)	(AK0,IX6)	
SELECT_DATE	DATE	NN		
START_DATE	DATE		(IX3)	
COMPL_DATE	DATE		(IX4)	
STAT_CODE	VARCHAR2 (3 Byte)		(IX5)	
OVERRD_DATE	DATE		(IX8)	
 OVERRD_STAFF_ID	NUMBER	(FK)	(IX7)	
OVERRD_RSN_CODE	VARCHAR2 (3 Byte)		(IX1)	
CREATED_BY	VARCHAR2 (30 Byte)	NN		
UPDATED_BY	VARCHAR2 (30 Byte)	NN		
CREATED_ON	TIMESTAMP(6)	NN		
UPDATED_ON	TIMESTAMP(6)	NN		
ISSUANCE_FORMS_STAT_IDENTIF	VARCHAR2 (1 Byte)			
ISSUANCE_FORMS_URL	VARCHAR2 (500 Byte)			
JOURNAL_FORMS_STAT_IDENTIF	VARCHAR2 (1 Byte)			
JOURNAL_FORMS_URL	VARCHAR2 (500 Byte)			

CASE\_PURGE\_DEL\_TABLE\_CONF:

CASE_PURGE_DEL_TABLE_CONF	
TABLE_GRP	VARCHAR2 (50 Byte)
DEL_SEQ	INTEGER
PARENT_TABLE	VARCHAR2 (50 Byte)
CHILD_TABLE	VARCHAR2 (50 Byte)
DML_ACTION	VARCHAR2 (2 Byte)
FOREIGN_KEY	VARCHAR2 (50 Byte)
CHILD_TABLE_KEY	VARCHAR2 (50 Byte)
DML_QUERY	VARCHAR2 (500 Byte)

As part of the deletion process, two batch jobs (PB00P801 and PB00P802) along with a PL/SQL stored procedure have been developed, as defined in section 2.5.1 and 2.5.2. The batch job (PB00P801) picks up all the cases that are identified for deletion (CASE\_PURGE) and calls the PL/SQL stored procedure for each case to delete the case/person data from the database tables. The procedure uses the configuration table, list of tables where case/person data can be deleted, to drive the deletion process as defined in section 2.5.

The attached spreadsheet contains two tab pages – Delete Tables and Do not Delete Tables. The first tab page contains list of tables configured in CASE\_PURGE\_DEL\_TABLE\_CONF table for data deletion. The second tab page contains the list of tables where case/person data will be retained. For example – Time tracking data.





Delete Tables.xlsx

To support the deletion process we have created a series of DBCR's to perform On Delete Set to Null value operations for the following tables:

- On Delete Set EXPNGMNT\_ID to Null on ISSUANCE table
- On Delete set PGM\_ID to NULL on CH\_TRANSACT\_INFO table
- On Delete set ISSUANCE\_ID to NULL on ISSUANCE table
- On Delete set RELATED\_TRANSACT\_ID to NULL on RECOV\_ACCT\_TRANSACT table
- On Delete set PGM\_PERS\_ID to Null on TIME\_LIMIT\_DETL table
- On Delete set TEMP\_EDBC\_SRC\_PGM\_ID to Null on PGM table
- On Delete set PGM\_ID to Null on GENERATE\_DOC table
- On Delete set SERV\_ARRGMT\_ID to Null on GENERATE\_DOC table

### 3.2 Stage Document Utility

Testing environments do not include copies of forms and NOAs from the production environment. References to forms and documents stored in GENERATE\_DOC end up as broken links since the documents don't exist in the testing file management system.

The Stage Documents Utility (PB00P805) will resolve these broken links by mocking files in the testing file management system. This ultimately allows for more accurate testing of the Document Removal batch (PB00P804).

The Stage Documents utility is also capable of storing mocked image files for the ImageNow system. You can control whether mocked forms or mocked images are generated with the following batch properties:

- 1) generateDocuments: Set to "Y" if you would like to generate documents.
- 2) generatelmages: Set to "Y" if you would like to generate images.

Generating images also requires setting the following property:

- 1) sampleImagePath: The filepath of a sample .TIF image file. Note: it is best to keep the filesize of this image relatively small, since the job will generate several thousand copies of the image.

The Stage Documents Utility will identify all generated documents for a given case ID. Case IDs can be provided to the utility in two ways:

- 1) `caseId`: Set this property to match a single case ID which contains documents you would like to mock.
- 2) `caseListPath`: You may provide a list of Case IDs to feed into the utility by employing the `caseListPath` property. First, you need to create a text file that contains all the case IDs you would like to mock with each case ID on its own line. You'll need to upload this file to the batch server, then provide the file's path as the `caseListPath` parameter. For example: `caseListPath="/export/batch/scripts/CaseList.txt"`.

Mocked files will appear on the testing file management system under the `casePurge/mockedExceptions`. Mocked images will appear under the server's `output_agent` directory under `eict_import`.

**Note:** This utility cannot (and should not) be run in production. All batch properties associated to this job have been labeled as test properties, which prevents the job's execution on production batch servers.

## 4 REQUIREMENTS

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### 4.1 Project Requirements

DDID	Description	Notes
CIV-105446	Monthly Batch job - case data removal – Discontinued / Inactive cases.	The scope of this DDID is covered in SCR-107763.
CA-208415	Monthly Batch job - case data removal - Discontinued / Inactive cases.	

## 5 MIGRATION IMPACTS

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It was determined to start with building a C-IV Case Data Removal process first, due to the large amount of data that would get removed from that database. Deletion of a large amount of data will help with the conversion cutover window when C-IV migrates to CalSAWS. The current timeline of the planned Sprints has been confirmed to dovetail nicely with the Conversion timeline.

## 6 SUPPORTING DOCUMENTS

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Number	Functional Area	Description	Attachment
107763	SCR	Create Case Data Removal Functionality	
107825	SCR	Implement Case Data Removal Sprint 1 Features	
107834	SCR	Implement Case Data Removal Sprint 2 Features	
107924	SCR	Implement Case Data Removal Sprint 3 Features	
107957	SCR	Implement Case Data Removal Sprint 4 Features	

108104	SCR	Implement Case Data Removal Sprint 5 Features	
108106	SCR	Implement Case Data Removal Sprint 6 Features	
108107	SCR	Implement Case Data Removal Sprint 7 Features	
108108		Implement Case Data Removal Sprint 8 Features	
108109	SCR	Implement Case Data Removal Sprint 9 Features	
108110	SCR	Implement Case Data Removal Sprint 10 Features	
108111	SCR	Implement Case Data Removal Sprint 11 Features	
108215	SCR	Data Change - Sutter County - Override 2014 cases from data removal per Board of Supervisors Decision	
220458	SCR (CalSAWS)	Create CASE_PURGE table and Codes Table references to align with C-IV	
224147	SCR (CalSAWS)	Update CASE_PURGE table to include deletion status fields for documents and images to align with C-IV	
108554	SCR	Tehama County - Data Retention Flag Due to Opioid Litigation	
108616	SCR	Case Data Removal Sprint 9 On Delete Set Null CR's	
108630	SCR	Case Data Removal Sprint 10 On Delete Set Null CR's	

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CIV-107948

Activate Disaster CalFresh Services for Lake and  
Monterey County

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Connor O'Donnell
	Reviewed By	

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
09/24/2020	1.0	Initial Draft	Connor O'Donnell

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# 1 OVERVIEW

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Due to the recent wildfires in California, the Disaster CalFresh program will be activated in Lake and Monterey County.

## 1.1 Current Design

SCR #28945 (Release 7.05) added functionality to allow C-IV System County to provide Disaster Services through the System Application. When Disaster Services are turned on for a County, workers can:

1. Issue Disaster Services pre-embossed EBT cards provided by the EBT Vendor (FIS).
2. Issue Disaster Benefits via a Manual EDBC with a run reason of Disaster Services and an immediacy of Rush. These EDBC's are not factored into the previous potential benefit calculations of future EDBC's.

## 1.2 Requests

Lake and Monterey County have been in a state of emergency due to the recent LNU Lightning Fire, River Fire since August 2020. The State has received Federal Approval for D-SNAP benefits for Lake and Monterey County residents. For Lake and Monterey County, Disaster Services (D-SNAP) will run from 10/14/2020 thru 10/22/2020.

## 1.3 Overview of Recommendations

1) Activate Disaster Services in the C-IV System for Lake and Monterey County starting 10/14/2020.

NOTE: Validate FIS has turned on DFSP and SDFSP EBT Benefit Types.

2) Post an announcement on the C4Yourself Home Page regarding the Disaster Services for CalFresh. The announcement will say:

English: "Attention Lake and Monterey County residents affected by the wildfires. Disaster CalFresh benefits may be available to your household if you meet the qualifications. You may contact the local County office on Monday through Friday from 8:00am to 5:00pm at the following phone numbers: Lake County (707)995-4200, Monterey County (877)410-8823. Please be sure to leave your best contact information so that a worker can reach you to schedule an interview."

Spanish: "Atención a los residentes del condado de Lake y Monterey afectados por los incendios forestales. Los beneficios de CalFresh para desastres pueden estar disponibles para su hogar si usted cumple con los requisitos. Puede ponerse en contacto con la oficina local del condado de lunes a viernes de 8:00 am a 5:00 pm en los siguientes números de teléfono: Condado de Lake (707)995-4200, Condado de Monterey (877)410-8823. Por favor, asegúrese de dejar su mejor información de contacto para que un trabajador pueda comunicarse con usted para programar una entrevista."



3) Add a "River Fire" case flag for Monterey County if they do not have one created.

- a) Title - River Fire
- b) Category - Reporting
- c) Type - State
- d) Contact Person - 90
- e) Begin Date - 10/14/2020
- f) End Date - 10/22/2020
- g) Description - River Fire Evacuee

Note: SCR CIV-107949 will be applied at a later time to deactivate Disaster Services.

Outreach: An email communication will be sent out to Lake and Monterey County regarding Disaster Services being turned on.

#### **1.4 Assumptions**

N/A

## 2 RECOMMENDATIONS

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### 2.1 Disaster Services – C-IV

#### 2.1.1 Overview

Update the C-IV System to allow Disaster CalFresh to be administered by Lake and Monterey County.

#### 2.1.2 Description of Changes

1. Add the following Disasters in the C-IV system
  - a. LNU Lightning Fire
    - i. Disaster Name: LNU Fire
    - ii. County: Lake
    - iii. Benefit Begin Date: 08/14/2020
    - iv. Benefit End Date: 09/12/2020
    - v. Application Begin Date: 10/14/2020
    - vi. Application End Date: 10/22/2020
    - vii. Processing End Date: 11/1/2020
  - b. River Fire
    - i. Disaster Name: River Fire
    - ii. County: Monterey
    - iii. Benefit Begin Date: 08/14/2020
    - iv. Benefit End Date: 09/12/2020
    - v. Application Begin Date: 10/14/2020
    - vi. Application End Date: 10/22/2020
    - vii. Processing End Date: 11/1/2020

## 2.2 Disaster Services - C4Yourself

### 2.2.1 Overview

Update C4Yourself to allow Disaster CalFresh to be administered by Lake and Monterey County.

### 2.2.2 Description of Changes

1. Add the following Disasters in C4Yourself
  - a. LNU Lightning Fire
    - i. Disaster Name: LNU Fire
    - ii. County: Lake
    - iii. Benefit Begin Date: 08/14/2020
    - iv. Benefit End Date: 09/12/2020
    - v. Application Begin Date: 10/14/2020
    - vi. Application End Date: 10/22/2020
    - vii. Processing End Date: 11/1/2020
  - b. River Fire
    - i. Disaster Name: River Fire
    - ii. County: Monterey
    - iii. Benefit Begin Date: 08/14/2020
    - iv. Benefit End Date: 09/12/2020
    - v. Application Begin Date: 10/14/2020
    - vi. Application End Date: 10/22/2020
    - vii. Processing End Date: 11/1/2020
2. Add the following announcement in C4Yourself with an Announcement Begin Date of "10/14/2020" and Announcement End Date of "10/22/2020"
  - a. English – "Attention Lake and Monterey County residents affected by the wildfires. Disaster CalFresh benefits may be available to your household if you meet the qualifications. You may contact the local County office on Monday through Friday from 8:00am to 5:00pm at the following phone numbers: Lake County (707)995-4200, Monterey County (877)410-8823. Please be sure to leave your best contact information so that a worker can reach you to schedule an interview."
  - b. Spanish – "Atención a los residentes del condado de Lake y Monterey afectados por los incendios forestales. Los beneficios de CalFresh para desastres pueden estar disponibles para su hogar si usted cumple con los requisitos. Puede ponerse en contacto con la oficina local del condado de lunes a viernes de 8:00 am a 5:00 pm en los siguientes números de teléfono: Condado de Lake (707)995-4200, Condado de Monterey (877)410-8823. Por favor, asegúrese de dejar su mejor información de contacto para que un trabajador pueda comunicarse con usted para programar una entrevista."

Note: The English message will be used for all languages other than Spanish.

## 2.3 Case Flags

### 2.3.1 Overview

Add a case flag to Monterey county to help identify cases affected by the River Fire.

### 2.3.2 Description of Change

1. Add the following case flag to Monterey county.
  - a. River Fire
    - i. Title: River Fire
    - ii. Category: Reporting
    - iii. Type: State
    - iv. Contact Person: 90
    - v. Begin Date: 10/14/2020
    - vi. End Date: 10/22/2020
    - vii. Description: River Fire Evacuee

Note: Create this flag only if "River Fire" case flag does not exist in Monterey county.

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CIV-108035

Activate Disaster CalFresh Services for Butte and  
Napa County

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Connor O'Donnell
	Reviewed By	

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
10/05/2020	1.0	Initial Draft	Connor O'Donnell

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# 1 OVERVIEW

---

Due to the recent wildfires in California, the Disaster CalFresh program will be activated in Butte and Napa County.

## 1.1 Current Design

SCR #28945 (Release 7.05) added functionality to allow C-IV System County to provide Disaster Services through the System Application. When Disaster Services are turned on for a County, workers can:

1. Issue Disaster Services pre-embossed EBT cards provided by the EBT Vendor (FIS).
2. Issue Disaster Benefits via a Manual EDBC with a run reason of Disaster Services and an immediacy of Rush. These EDBC's are not factored into the previous potential benefit calculations of future EDBC's.

## 1.2 Requests

Butte County and Napa County have been in a state of emergency due to the recent North Complex Fires and LNU Lightning Fire since August 2020. The State has received Federal Approval for D-SNAP benefits for Butte County residents.

For Butte County and Napa county, Disaster Services (D-SNAP) will run from 10/28/2020 thru 11/05/2020.

## 1.3 Overview of Recommendations

- 1) Activate Disaster Services in the C-IV System for Butte and Napa County starting 10/28/2020.
- 2) Post an announcement on the C4Yourself Home Page regarding the Disaster Services for CalFresh.
- 3) Add a "North Complex Fires" case flag for Butte County and an "LNU Lightning Fire" case flag for Napa County if they do not have one created.

## 1.4 Assumptions

1. Validate FIS has turned on DFSP and SDFSP EBT Benefit Types



## 2 RECOMMENDATIONS

---

### 2.1 Disaster Services – C-IV

#### 2.1.1 Overview

Update the C-IV System to allow Disaster CalFresh to be administered by Butte and Napa County.

#### 2.1.2 Description of Changes

1. Add the following Disasters in the C-IV system
  - a. North Complex Fire
    - i. Disaster Name: North Complex Fire
    - ii. County: Butte
    - iii. Benefit Begin Date: 09/07/2020
    - iv. Benefit End Date: 10/06/2020
    - v. Application Begin Date: 10/28/2020
    - vi. Application End Date: 11/05/2020
    - vii. Processing End Date: 11/15/2020
  - b. LNU Lightning Fire
    - i. Disaster Name: LNU Fire
    - ii. County: Napa
    - iii. Benefit Begin Date: 08/14/2020
    - iv. Benefit End Date: 09/12/2020
    - v. Application Begin Date: 10/28/2020
    - vi. Application End Date: 11/05/2020
    - vii. Processing End Date: 11/15/2020

## 2.2 Disaster Services - C4Yourself

### 2.2.1 Overview

Update C4Yourself to allow Disaster CalFresh to be administered by Butte and Napa County.

### 2.2.2 Description of Changes

1. Remove incomplete Disaster CalFresh applications from C4Yourself.
2. Add the following Disasters in C4Yourself
  - a. North Complex Fire
    - i. Disaster Name: North Complex Fire
    - ii. County: Butte
    - iii. Benefit Begin Date: 09/07/2020
    - iv. Benefit End Date: 10/06/2020
    - v. Application Begin Date: 10/28/2020
    - vi. Application End Date: 11/05/2020
    - vii. Processing End Date: 11/15/2020
  - b. LNU Lightning Fire
    - i. Disaster Name: LNU Fire
    - ii. County: Napa
    - iii. Benefit Begin Date: 08/14/2020
    - iv. Benefit End Date: 09/12/2020
    - v. Application Begin Date: 10/28/2020
    - vi. Application End Date: 11/05/2020
    - vii. Processing End Date: 11/15/2020
3. Add the following announcement in C4Yourself.
  - a. Announcement Begin Date: 10/28/2020
  - b. Announcement End Date: 11/05/2020
  - c. English – “Attention Butte and Napa County residents affected by the wildfires. Disaster CalFresh benefits may be available to your household if you meet the qualifications. You may contact the local County office on Monday through Friday at the following time and phone numbers: Butte County 7:30am to 4:30pm (877)410-8803, Napa County 8:00am to 5:00pm (707)253-4511. Please be sure to leave your best contact information so that a worker can reach you to schedule an interview.”
  - d. Spanish – “Atención a los residentes del condado de Butte y Napa afectados por los incendios forestales. Los beneficios de CalFresh para desastres pueden estar disponibles para su hogar si usted cumple con los requisitos. Puede ponerse en contacto con la oficina local del condado de lunes a viernes a la siguiente hora y números de teléfono: Condado de Butte 7:30 am a 4:30 pm (877) 410-8803, Condado de Napa 8:00am a 5:00pm (707) 253-4511. Por favor, asegúrese de dejar su mejor

información de contacto para que un trabajador pueda comunicarse con usted para programar una entrevista."

## 2.3 Case Flags

### 2.3.1 Overview

Add case flags to Butte and Napa county to help identify cases affected by the LNU Lightning Fire and North Complex Fires.

### 2.3.2 Description of Change

1. Add the following case flags to Butte and Napa County.
  - a. Butte County: North Complex Fires
    - i. Title: North Complex Fires
    - ii. Category: Reporting
    - iii. Type: State
    - iv. Contact Person: 90
    - v. Begin Date: 10/28/2020
    - vi. End Date: 11/05/2020
    - vii. Description: North Complex Fires Evacuee
  - b. Napa County: LNU Lightning Fire
    - i. Title: LNU Fire
    - ii. Category: Reporting
    - iii. Type: State
    - iv. Contact Person: 90
    - v. Begin Date: 10/28/2020
    - vi. End Date: 11/05/2020
    - vii. Description: LNU Fire Evacuee

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CIV-108432

C4Y DCR

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	
	Reviewed By	

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
03/04/2021	1.0	Version 1	

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# 1 OVERVIEW

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This design outlines the criteria for a one-time data cleanup effort to update the status of e-Applications within the C-IV system.

## 1.1 Current Design

An e-Application is an application that is completed and submitted by the customers through C4Yourself. Once the e-Application has been submitted to the county, clearance is determining if the person/persons on the C4Yourself e-Application are known to the C-IV System. After a worker has been assigned to the e-application, the status of the e-application changes to Data Transfer where the eligibility worker compares information submitted in the e-Application by the Customer, to the information that was previously in the C-IV System. The eligibility worker determines whether to accept the customer entered information or edit the information that is in the C-IV System.

## 1.2 Requests

In the e-application summary page, update the status of e-Applications in 'Data Transfer' status that have not been updated in the past 3 months, as of the release date for this DCR, to 'Transferred to C-IV'. This would help counties focus on the more recent applications.

## 1.3 Overview of Recommendations

A data change request (DCR) will update the e-applications that are in the status of Data Transfer, that have not been updated in the last 3 months, as of the release date for this DCR, to the status of Transferred to C-IV.

# 2 RECOMMENDATIONS

---

## 2.1 Data Change

### 2.1.1 Description of Changes

- 1) Update the status of e-applications, that were updated in the last 3 months, as of the release date for this DCR, from Data Transfer to Transferred to C-IV.

# 3 SUPPORTING DOCUMENTS

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Number	Functional Area	Description	Attachment



## 4 REQUIREMENTS

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### 4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

## 5 MIGRATION IMPACTS

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N/A

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

## 6 OUTREACH

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N/A

## 7 APPENDIX

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# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CIV-108459

Replace Custom CCP CDN URLs with internal  
sourcing

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Jared Kuester
	Reviewed By	Michael T Wright, Danielle Benoit, Darcy Alexander, and Logan Pratt

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
02/15/2020	.1	Initial Revision	Jared Kuester

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# 1 OVERVIEW

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## 1.1 Current Design

The Custom CCP sources it's JavaScript and CSS libraries from CDN URLs.

## 1.2 Requests

Source JavaScript and CSS libraries from internal sources.

## 1.3 Overview of Recommendations

1. Update Custom CCP to source JavaScript and CSS libraries from an internal source.
  - a. Ensure CCP isn't reaching out to an external source for any libraries.

## 1.4 Assumptions

1. This is a background change only. There is no impact to the end user.

## 2 RECOMMENDATIONS

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### **2.1.1 Update Custom CCP to source JavaScript and CSS libraries from an internal source.**

#### **2.1.2 Overview**

JavaScript and CSS libraries are hosted internally so it doesn't need to reach out to the internet for any libraries.

#### **2.1.3 Description of Change**

This change modifies where the CCP is pulling the JavaScript and CSS libraries from to ensure it doesn't need to connect with an external source. This change improves security and prevents the CCP from needing to reach out to the internet to launch successfully.

#### **2.1.4 Agent Experience**

There's no change to the Agent experience.



### 3 OUTREACH

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## 4 APPENDIX

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Amazon Connect - <https://aws.amazon.com/connect/features/>