

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-229418 DDID 2319 – FDS GA GR – Group 2
Forms Design

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Stephanie Hugo
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
6/16/2021	1.0	Initial revision	Stephanie Hugo

DRAFT

Table of Contents

1	Overview	6
1.1	Current Design.....	6
1.2	Requests.....	6
1.3	Overview of Recommendations.....	6
1.4	Assumptions.....	6
2	Recommendations.....	7
2.1	Batch Job for General Assistance Program – Vocation Services Form	7
2.1.1	Overview	7
2.1.2	Correspondence Information.....	7
2.1.3	Description of Change.....	7
2.1.4	Execution Frequency.....	8
2.1.5	Key Scheduling Dependencies.....	8
2.1.6	Counties Impacted.....	8
2.1.7	Data Volume/Performance	8
2.1.8	Failure Procedure/Operational Instructions.....	8
2.2	Add Online Form Trigger for Authorization for Release of Information Authorized Representative Form.....	8
2.2.1	Overview	8
2.2.2	Correspondence Information.....	9
2.2.3	Description of Change.....	9
2.3	Add online trigger for Affidavit to Replace Lost or Destroyed Warrant	9
2.3.1	Overview	9
2.3.2	Correspondence Information.....	9
2.3.3	Description of Change.....	9
2.3.4	Page Mockup	10
2.3.5	Security Updates.....	10
2.4	Add online trigger for the Certification of ID form	11
2.4.1	Overview	11
2.4.2	Correspondence Information.....	11
2.4.3	Description of Change.....	11
2.4.4	Page Mockup	11
2.4.5	Security Updates.....	12

2.5	Add online trigger for the Early Fraud Detection/Prevention Referral form	12
2.5.1	Overview	12
2.5.2	Correspondence Information.....	12
2.5.3	Description of Change.....	12
2.5.4	Page Mockup	13
2.5.5	Security Updates.....	13
2.6	Add online trigger for the Hearing Reschedule Notification Form	14
2.6.1	Overview	14
2.6.2	Correspondence Information.....	14
2.6.3	Description of Change.....	14
2.7	Add online trigger for the GRWP Job Search Report	14
2.7.1	Overview	14
2.7.2	Correspondence Information.....	15
2.7.3	Description of Change.....	15
2.8	Add online trigger for the Daily Tip Statement Form	15
2.8.1	Overview	15
2.8.2	Correspondence Information.....	15
2.8.3	Description of Change.....	15
2.9	Add online trigger for the Value of Income In-Kind Form	15
2.9.1	Overview	15
2.9.2	Correspondence Information.....	16
2.9.3	Description of Change.....	16
2.10	Batch Job for UIB Application Required Form	16
2.10.1	Overview	16
2.10.2	Correspondence Information.....	16
2.10.3	Description of Change.....	16
2.10.4	Execution Frequency	17
2.10.5	Key Scheduling Dependencies.....	17
2.10.6	Counties Impacted.....	17
2.10.7	Data Volume/Performance	17
2.10.8	Failure Procedure/Operational Instructions.....	17
2.11	Add online trigger for Request for Client to Apply for Available Resource/Benefits Form	18
2.11.1	Overview	18
2.11.2	Correspondence Information.....	18

2.11.3	Description of Change.....	18
2.12	Add online trigger for the General Relief Promissory Note	19
2.12.1	Overview	19
2.12.2	Correspondence Information.....	19
2.12.3	Description of Change.....	19
3	Supporting Documents	19
4	Requirements.....	20
4.1	Migration Requirements	20

DRAFT

1 OVERVIEW

This SCR will implement the second group of Non-EDBC triggers for CalWIN GA GR Correspondences.

1.1 Current Design

The GA/GR solution in the CalSAWS system is designed to automate the rules for the Los Angeles county's implementation as well as the automation and monitoring of their GROW program.

1.2 Requests

A new GA/GR Automated solution will be developed in CalSAWS to automate the rules and administer the program for the 18 CalWIN counties. This solution will provide the framework for the remaining 39 C-IV counties to opt into this solution in the future. This change request will add additional Non-EDBC correspondence triggers through either online or batch.

1.3 Overview of Recommendations

1. Batch Job for General Assistance Program – Vocation Services Form.
2. Add Online Form Trigger for Authorization for Release of Information Authorized Representative Form.
3. Add online trigger for Affidavit to Replace Lost or Destroyed Warrant.
4. Add online trigger for the Certification of ID form.
5. Add online trigger for the Early Fraud Detection/Prevention Referral form.
6. Add online trigger for the Hearing Reschedule Notification Form.
7. Add online trigger for the GRWP Job Search Report.
8. Add online trigger for the Daily Tip Statement Form.
9. Add online trigger for the Value of Income In-Kind Form.
10. Batch Job for UIB Application Required Form.
11. Add online trigger for Request for Client to Apply for Available Resource/Benefits Form.
12. Add online trigger for the General Relief Promissory Note.

1.4 Assumptions

1. This SCR will only implement triggers based on the existing CalWIN GA/GR Correspondences. Verbiage and format will be covered in SCR CA-215920.
2. All triggers are based on current existing triggers in CalWIN.
3. The triggers will only be available to cases from counties that are mentioned in the recommendation's respective "Correspondence Information" section.
4. All the changes in this SCR will not affect the Los Angeles GA, GA (Managed) and GA (Non-Managed) programs.
5. The functionality of this SCR will be disabled until activated by the system property flag established in SCR CA-215669.

6. Miscellaneous Parameter implementation and functionality is covered in SCR CA-215920 covering the technical details of the GA/GR Correspondence Functionality on the CalSAWS side.
7. This SCR follows the general Online Non-EDBC Correspondence Generation recommendation (rec. 2.1) from SCR 215670.
8. Trigger for reason code T00001 will be replaced by the existing Reception Log functionality.
9. New buttons added through this SCR will only be visible to cases with a GA/GR Automated EDBC/CC Counties Program. Additional visibility conditions will be specified in the recommendations as necessary.

2 RECOMMENDATIONS

2.1 Batch Job for General Assistance Program – Vocation Services Form

2.1.1 Overview

This form will be triggered by batch 30 days before the work exemption is expiring.

2.1.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1C105D	Santa Clara	Forms	N/A	General Assistance Program - Vocational Services	SCD 1400 (02/14)	502980

2.1.3 Description of Change

1. Create a new batch job to send the General Assistance Program - Vocational Services for Santa Clara county when the following conditions are true:
 - a. There is a GA/GR Automated EDBC/CC Counties Program on the case that is either **“Active”** or **“Pending”**.
 - b. There is a Work Registration record of type **“GA/GR ES”** and status of **“Unemployable”** and the batch date is 30 calendar days from the End Date
 Note: Form will not be triggered if the end date was entered less than 30 days from the date entered.
2. For each record returned in the driving query, a record will be inserted into the batch transaction table to generate a General Assistance Program - Vocational Services during batch forms processing.

Transaction values:

- a. Case ID: Case associated to GA/GR Automated EDBC/CC Counties Program
- b. Program ID: Program ID
- c. Person ID: Primary Applicant of Active GA/GR Automated EDBC/CC Counties Program
- d. Type Code: FR
- e. Sub Type Code: TBD by build
- f. Eff Date: Batch Date
- g. Created By: Batch
- h. Updated By: Batch

2.1.4 Execution Frequency

Daily, CalSAWS business days

2.1.5 Key Scheduling Dependencies

This job will run before forms balancers.

2.1.6 Counties Impacted

This job will run for Santa Clara county

2.1.7 Data Volume/Performance

N/A

2.1.8 Failure Procedure/Operational Instructions

Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.2 Add Online Form Trigger for Authorization for Release of Information Authorized Representative Form

2.2.1 Overview

This form is triggered when an authorized representative is identified for a case.

2.2.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1B114F	All	Forms	N/A	Authorization for Release of Information Authorized Representative	CSF 14	506481

2.2.3 Description of Change

Upon saving the Authorized Representative Detail record, trigger this form when an authorized representative is added for the case's GA/GR Automated EDBC/CC Counties Program.

2.3 Add online trigger for Affidavit to Replace Lost or Destroyed Warrant

2.3.1 Overview

These forms trigger when the client reports a lost, stolen, or destroyed warrant or check.

2.3.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
300001	Placer	Forms	N/A	Affidavit to Obtain Duplicate Warrant	All 662	609763
300001	Santa Barbara	Forms	N/A	Affidavit to Obtain Duplicate of Lost or Destroyed Warrant	W 141	609707
300001	Sonoma	Forms	N/A	Affidavit to Replace Lost or Destroyed Warrant	HSD 423	609738
300001	All	Forms	N/A	Affidavit to Obtain Duplicate of Lost/Stolen/Destroyed Warrant	CSF 1	506468

2.3.3 Description of Change

1. Add a "**Generate GA/GR Affidavit**" button on the Issuance Detail page that will trigger the "Affidavit to Replace Lost or Destroyed Warrant" form for the applicable counties.

2. This button should only be visible when all of the following are true:
 - a. The issuance is for a GA/GR Automated EDBC/CC Counties Program.
 - b. There is a GA/GR Automated EDBC/CC Counties Program on the case associated to the record.
 - c. The status of the Issuance is "**Issued**".
 - d. Issuance Method is "**Warrant**".
 - e. The user has the Security Right "GenerateAffidavit"

2.3.4 Page Mockup

Issuance Detail

*- Indicates required fields

Control Number: 0121032701	Category: Supplemental Benefit	Benefit/Service Month: 09/2021
Case Number: BOCDM05	Case Name: Case Name	Program: CalWORKs

Mockup of the Issuance Detail page with the "Generate Affidavit" button.

2.3.5 Security Updates

Security Rights:

Security Right	Right Description	Right to Group Mapping
GenerateGAGRWarrantAffidavit	Issuance Detail	Generate Lost or Destroyed Warrant Affidavit

Security Groups:

Security Group	Group Description	Group to Role Mapping
Generate GAGR Warrant Affidavit	This group has the capability to access the button that will trigger the Affidavit for Lost/Destroyed Warrant Form	See the Security Matrix for the group to role associations

2.4 Add online trigger for the Certification of ID form

2.4.1 Overview

This form is triggered upon clicking the “Print ID” button on the Issuance Detail page.

2.4.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
300006	All	Forms	N/A	Certification of ID	CSF 54 (04/08)	506739

2.4.3 Description of Change

1. Add an **“Print ID”** button on view of the Issuance Detail page after selecting an issuance from the Issuance search results. Clicking this will trigger the “Certification of ID” form for any of the opted-in counties.
2. This button should only be visible when all of the following are true:
 - a. The issuance is for a GA/GR Automated EDBC/CC Counties Program.
 - b. There is a GA/GR Automated EDBC/CC Counties Program on the case associated to the record.
 - c. The status of the Issuance is **“Issued”**.
 - d. Issuance Method is **“Warrant”**

2.4.4 Page Mockup

The screenshot shows the CalSAWS interface. At the top, there is a navigation bar with the CalSAWS logo and user information (Case Name: Case Name, Case Number: L599619). Below this is a secondary navigation bar with tabs for Journal, Tasks, Help, Resources, Page Mapping, Images, DCFS Images, and Log Out. The main navigation bar includes tabs for Los Angeles AT1 Global TS, Case Info, Eligibility, Empl. Services, Child Care, Resource Databank, **Fiscal**, Special Units, Reports, Client Corresp., and Admin Tools. The main content area is titled 'Issuance Detail' and features a sidebar with 'Issuances' and a search list. The main content area includes a 'Print ID' button, along with 'Affidavit', 'External Reissue', 'Reissue', 'Edit', and 'Close' buttons. Below these buttons, there is a section for 'fields' with a red asterisk indicating required fields. The fields are: Control Number (0013760030), Category (Monthly Benefit), Benefit/Service Month (01/2021), Case Number (L599619), Case Name (Case Name), and Program (AAP).

Mockup of the Issuance Detail page with the “Print ID” button.

2.4.5 Security Updates

Security Rights:

Security Right	Right Description	Right to Group Mapping
PrintIDCertification	Issuance Detail	Print ID Certification

Security Groups:

Security Group	Group Description	Group to Role Mapping
Print ID Certification	This group has the capability to access the button that will trigger the Certification of ID Form	See the Security Matrix for the group to role associations

2.5 Add online trigger for the Early Fraud Detection/Prevention Referral form

2.5.1 Overview

This form is triggered when the user clicks the “Print Referral Form” button from the Special Investigation Referral and Special Investigation Detail pages.

2.5.2 Correspondence Information

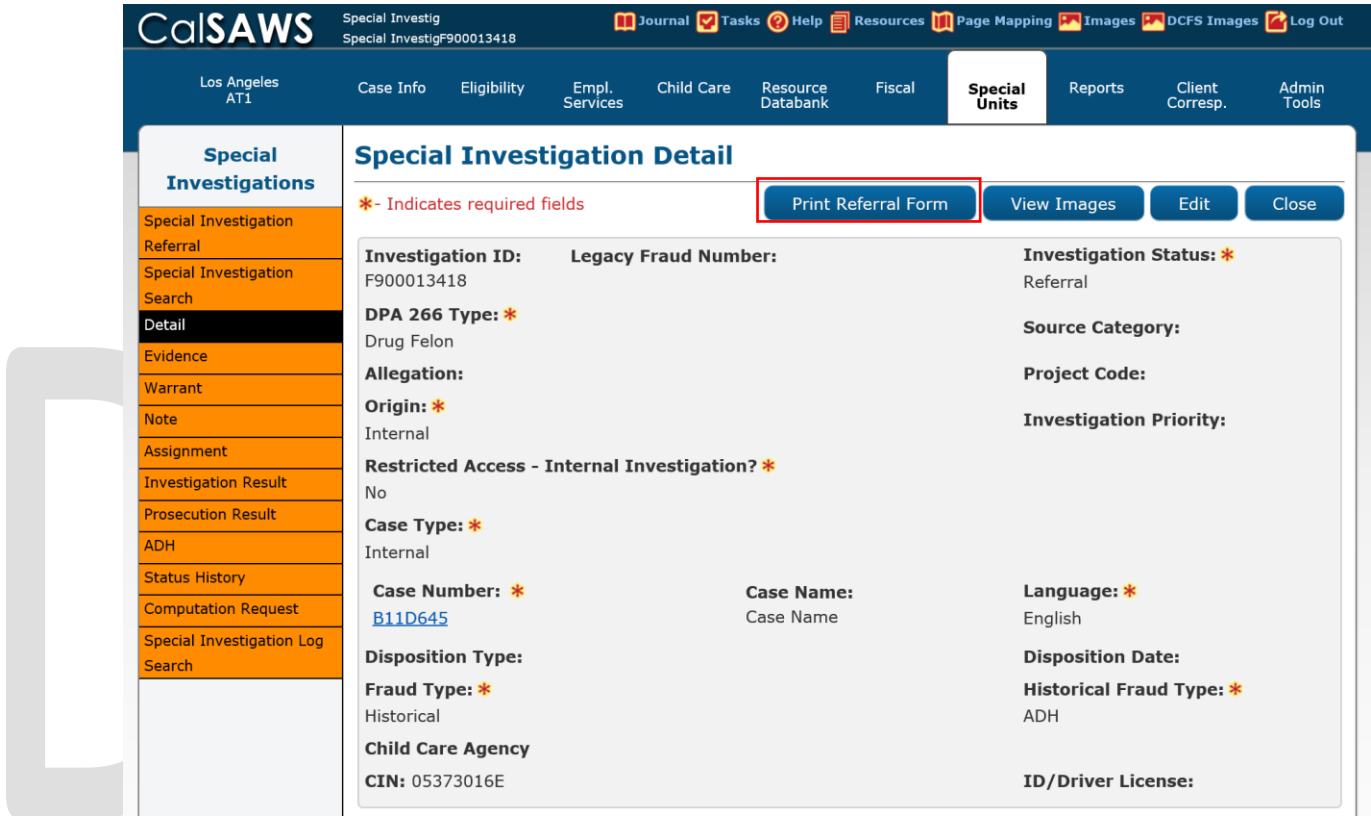
Reason Code	County	Category	NOA Action	Document Name	Number	Template
500020	All	Forms	N/A	Early Fraud Detection/Prevention Referral	CSF 45 (12/07)	506509

2.5.3 Description of Change

1. Add a “**Print Referral Form**” button on View mode of a Special Investigation Referral **or** Special Investigation Detail record. Clicking this button will then trigger the “Early Fraud Detection/Prevention Referral” form for any of the opted in counties.
2. This button should only be visible when all of the following are true:
 - a. One of the programs selected on the Special Investigation Detail Record is the GA/GR Automated EDBC/CC Counties Program.

- b. There is a GA/GR Automated EDBC/CC Counties Program on the case associated to the record.

2.5.4 Page Mockup



Mockup of the Print Referral Form button on the Special Investigation Detail page

2.5.5 Security Updates

Security Rights:

Security Right	Right Description	Right to Group Mapping
PrintReferralForm	Special Investigation Detail and Special Investigation Referral	Print Referral Form

Security Groups:

Security Group	Group Description	Group to Role Mapping
Print Referral Form	This group has the capability to access the button that will trigger the Early Fraud Detection/Prevention Referral Form	See the Security Matrix for the group to role associations

2.6 Add online trigger for the Hearing Reschedule Notification Form

2.6.1 Overview

This form is triggered when the hearing is Rescheduled.

2.6.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
GC0860	All	Forms	N/A	Hearing Reschedule Notification	CSF 42	506488

2.6.3 Description of Change

Trigger this correspondence upon **updating** the Hearing Detail page and the following conditions are met:

1. There is a GA/GR Automated EDBC/CC Counties Program on the case associated to the record.
2. The GA/GR Automated EDBC/CC Counties Program is selected in the Program Section.
3. The current '**Hearing Date**' is now different from the previous date.

2.7 Add online trigger for the GRWP Job Search Report

2.7.1 Overview

This form is triggered when an Employment Services participant has been scheduled for a job search activity.

2.7.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
T91895	Orange	Forms	N/A	GRWP Job Search Report	F063-08-71A (R04/15)	609761

2.7.3 Description of Change

Trigger this form for Orange county upon saving a new Customer Activity Detail and the following conditions are met:

1. The activity is for a recipient of a GA/GR Automated EDBC/CC Counties Program that is either "**Active**" or "**Pending**".
2. The person is an Employment Services participant.
3. Category is "**GA/GR Employment Services**" and type is "**Job Search**".

2.8 Add online trigger for the Daily Tip Statement Form

2.8.1 Overview

This form is triggered when a client reports earnings from tips.

2.8.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1B300D	All	Forms	N/A	Daily Tip Statement	CSF 34	506504

2.8.3 Description of Change

Trigger this form upon saving a new Income and the following conditions are met:

1. The income is for a recipient of a GA/GR Automated EDBC/CC Counties Program that is either "**Active**" or "**Pending**".
2. Income Category is "**Earnings**" and Type is "**Tips**".
3. There is an income amount for "**Cash / CalFresh**" under "**Program**".

2.9 Add online trigger for the Value of Income In-Kind Form

2.9.1 Overview

This form is triggered when a client reports in-kind income.

2.9.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1C302C	Santa Cruz	Forms	N/A	Value of Income In-Kind Form	WEL 5080	505866

2.9.3 Description of Change

Trigger this form for Santa Cruz county upon saving a new Income and the following conditions are met:

1. The income is for a recipient of a GA/GR Automated EDBC/CC Counties Program that is either "**Active**" or "**Pending**".
2. Income Category is one of the following:
 - a. Income In-Kind – Earned
 - b. Income In-Kind – Unearned
3. There is an income amount for "**Cash / CalFresh**" under "**Program**"

2.10 Batch Job for UIB Application Required Form

2.10.1 Overview

This form will be triggered by batch when a GA/GR applicant/recipient's employment has been end dated and is not claiming a disability, but has worked in the past 19 months.

2.10.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1C103E	Contra Costa	Forms (OCC)	N/A	UIB Application Required	734 0 (01/03)	301793

2.10.3 Description of Change

1. Create a new batch job to send the UIB Application Required form for Contra Costa county when the following conditions are true:
 - a. There is a GA/GR Automated EDBC/CC Counties Program on the case that is either "**Active**" or "**Pending**".
 - b. The GA/GR applicant/recipient's latest Employment record Termination Date is **prior** to the the batch date
 - c. The GA/GR applicant/recipient's latest Employment record was active within 19 months **prior** to the batch date

- d. The GA/GR applicant/recipient does not have an active GR Health Assessment record of type "**Medical**".
2. For each record returned in the driving query, a record will be inserted into the batch transaction table to generate a UIB Application Required form during batch forms processing.

Transaction values:

- a. Case ID: Case associated to GA/GR Automated EDBC/CC Counties Program
- b. Program ID: Program ID
- c. Person ID: Primary Applicant of Active GA/GR Automated EDBC/CC Counties Program
- d. Type Code: FR
- e. Sub Type Code: TBD by build
- f. Eff Date: Batch Date
- g. Created By: Batch
- h. Updated By: Batch

2.10.4 Execution Frequency

Daily, CalSAWS business days

2.10.5 Key Scheduling Dependencies

This job will run before forms balancers.

2.10.6 Counties Impacted

This job will run for Contra Costa county

2.10.7 Data Volume/Performance

N/A

2.10.8 Failure Procedure/Operational Instructions

Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.11 Add online trigger for Request for Client to Apply for Available Resource/Benefits Form

2.11.1 Overview

This form is triggered when a GA participant is required to apply for available resource/benefits as a condition of eligibility.

2.11.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1P006E	Tulare	Forms (OCC*)	N/A	Request for Client to Apply for Available Resource/Benefits	915	328239

** note: Other Client Correspondences (OCCs) will be considered under the "Forms" correspondence category in CalSAWS.*

2.11.3 Description of Change

Trigger this form for Tulare county upon saving a Potentially Available Income Detail record and the following conditions are met:

1. The selected person is an applicant/recipient of a GA/GR Automated EDBC/CC Counties Program and the status is "**Pending**" or "**Active**".
2. The **Type** is one of the following:
 - a. Disability
 - b. Medicare
 - c. Military Benefits
 - d. Native American Benefits
 - e. Retirement
 - f. SSI
 - g. State Disability Insurance
 - h. Survivor Benefits
 - i. Unemployment Insurance Benefits
 - j. Veterans
 - k. Worker's Compensation
3. The Program is "**Cash**"
4. The Status is "**Referred**"
5. One of the following is true:
 - a. A new Potentially Available Income record is created
Or
 - b. An existing Potentially Available Income record is updated and the prior Status was **not "Referred"**

2.12 Add online trigger for the General Relief Promissory Note

2.12.1 Overview

This form is triggered when a client reports a change in their real property ownership.

2.12.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1E202C	Orange	Forms	N/A	General Relief Promissory Note	F0912-26-74 (R08/15)	610085

2.12.3 Description of Change

Trigger this form for Orange county upon saving a Real Property Detail record and the following conditions are met:

1. The owner is an applicant/recipient of a GA/GR Automated EDBC/CC Counties Program that is either **"Active"** or **"Pending"**.
2. One of the following is true:
 - a. A new Real Property Detail record is created
Or
 - b. An existing Real Property Detail record is updated and the owner(s) was not an applicant/recipient of a GA/GR Automated EDBC/CC Counties Program that is either **"Active"** or **"Pending"**

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.	Correspondence	Technical Flow Diagram for Non-EDBC Correspondences	Non-EDBC Correspondence Technical Flow.pptx

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2319	The CalSAWS system will be updated to trigger specific Non-EDBC correspondences through either Online Pages or Batch processes.	<p>The CONTRACTOR shall update the CalSAWS Software with current available automated CalWIN county specific NOAs and Forms associated to their GA/GR Automated EDBC/CC Counties Program.</p> <p>The CONTRACTOR shall update the CalSAWS software to trigger and generate county specific NOAs and Forms based upon each counties eligibility rules.</p>	This requirement is met based on the "NOAs listed in Appendix A" supplemented by the functionality described in this design document.