CalSAWS CalSAWS Consortium, CalSAWS System

accenture>

Memorandum	**CalSAWS Project**
	Regulations: ACL 21-76, ACL 21-87, ACL 21-92, ACIN-I-XX-21
	Meeting: N/A
To:	PPOCs, RMs, Committee Members
From:	CalSAWS Project
Audience:	PPOCs, RMs, Committee Members, CalSAWS Project

Memorandum Purpose:
This memorandum is intended to convey the batch EDBC scope, county actions and schedule for the referenced program changes.

Scope:

Per ACL 21-76, SCRs CA-219844/CIV-107958 will implement Foster Care/Kin-GAP CNI COLA on 08/20/2021.

Per ACL 21-XX, SCR CA-219846 will implement the AAP CNI COLA on 08/20/2021.

Per ACL 21-92, SCRs CA-220108/CIV-108000 will implement the CalWORKs Tier 1 and Tier 2 IRT increase on 09/09/2021.

Per ACL 21-87, SCRs CA-220108/CIV-108000 will implement the CalWORKs MAP increase on 09/09/2021.

Per ACIN I-XX-21 and Nutrition Service SNAP COLA Memo FY 2021, SCRs CA-220108/CIV-108000 will implement the CalFresh COLA on 09/09/2021.

Per ACL 21-XX, SCRs CA-230979/CIV-109238 will implement the new TNB/SNB benefit amount increase on 09/09/2021.

To minimize the work required by the counties, the project will take the following actions over the weekend:

Foster Care/Kin-GAP/AAP Batch EDBC Processing on 09/11/2021:

1. **Batch for Foster Care (FC), Kin-Gap (KG) and Adoption Assistance Program (AAP)**
   Run batch EDBC for all cases with active Foster Care (FC) and Kin-Gap (KG) programs in both systems and cases with an active Adoption Assistance Program (AAP) program for CalSAWS only.

   Batch EDBC will include all cases with FC, KG and AAP programs that are active for the benefit month of 07/2021 or later, unless they meet the exception criteria below, and run

EDBC for the benefit months of 07/2021, 08/2021, 09/2021 and 10/2021 to apply the new values:

a. Programs will not be run if a Non-standard rate is in effect in the benefit month.
b. Programs will not be run if there is an overridden aid code where a sub type code exists.
c. Existing batch logic in both systems will skip programs with an overridden EDBC, Manual EDBC, a pending program, or a pending person.
d. In CalSAWS: Per existing exception logic, on programs where the existing EDBC for the month is Read-Only, batch EDBC results will not be authorized.
In C-IV: these will result in Read-Only EDBCs.
e. In CalSAWS: run the above population with Run Reason 'CWS Annual COLA' (CT744_DC).
f. In C-IV: the online pre-EDBC validation criteria will prevent Foster Care programs from being run. For these cases, a placement authority and at least one child placement must exist for the benefit month. Exclude any cases that meet the exception criteria below:
   i. There is a Non-Related Legal Guardianship placement authority month with a Probate court established guardianship and the rate level is set to a value other than Schedule A, Schedule B, Age-Based or Basic
   ii. There is a Non-Related Legal Guardianship placement authority with a Juvenile court established guardianship and the rate level is set to a value other than Schedule A, Schedule B, Age-Based, Basic, LOC 2, LOC 3, or LOC4
   iii. There is an ISFC rate with no Approved or Licensed ISFC License for the duration of the rate within the placement and benefit month.
   iv. There is a STRTP rate with no Approved or Licensed STRTP License for the duration of the rate within the placement and benefit month.
   v. There is an FFA, FFA Treatment, FFA Intensive Programs, Multidimensional Treatment, or FFA Non-Treatment placement with a 'County or FFA ISFC' Standard State Rate and no ISFC State Program Number.

2. **NOAs:**
   a. All notices will be sent to the Central Printing facility the night of the batch EDBC process.
   b. Regulations and reason text for FC/KG COLA NOA will be updated for FY 2021-22 COLA.
   CalSAWS only:
   a. Age Increase NOAs will be suppressed during KG COLA Run.
   b. Last year's ACL reference (ACL No. 20-68) has been removed from the regulations on the AAP COLA NOA as the updated ACL number was not received in time to make the update.
   c. FC/KG/AAP COLA NOAs will be mailed on 9/22/2021 as that is when the warrants will be mailed.

3. **Journal:**
   CalSAWS only:

   A Journal entry will be created for FC/KG/AAP programs run by the batch EDBC process.

   a. Short Description: Batch EDBC ran for {Benefit Month}.
   b. Long Description: Batch EDBC ran for {Benefit Month}. Batch EDBC processed for the {Program Code} program for following reasons: {Program} COLA.

   C-IV only:
   A Journal entry will be created with the following information for each case processed through the one-time batch process. There will be only one journal per case, per benefit month successfully processed.

   a. Journal Category: Eligibility
   b. Journal Type: Batch EDBC
   c. Short Description: Batch EDBC ran for [MONTH/YEAR].
   d. Long Description: Batch EDBC ran for [MONTH/YEAR]. Batch EDBC processed for the [Program Type] for the following reasons: 2021 FC CNI Increase

4. **List Details:**
   The project will post the following FC/KG lists to the web portal in the following location:

   CalSAWS SharePoint > Web Portal > System Changes > SCR and SIR Lists > 2021

   a. The lists will be posted for C-IV cases to the 'SCR CIV-107959' folder.
   b. The lists will be posted for CalSAWS cases to the 'SCR CA-219849 'folder.

List	County Action
a. Cases with a Non-Standard Rate	These cases are not part of the batch as the COLA rate increase will not have any impact. Review cases if applicable.
b. Cases with an overridden aid code where a sub type code exists.	These cases are overridden aid code cases with user entered sub type code. The list will include an additional column to show the sub type code currently applied to the program. Review cases and run online EDBC, if applicable.
c. Cases discontinued by the batch EDBC process **Note:** CalSAWS will not discontinue FC/KG in the batch EDBC process. Instead, these cases will be in the unprocessed list	These cases are likely the result of household changes or ongoing data collection which was not yet processed through EDBC by the user. Since the purpose of this Batch EDBC process was not to close households, review these cases to verify the closure was accurate.

List	County Action
d. Cases where the batch EDBC process resulted in a Read-Only EDBC on a program.	Since Batch EDBC couldn't automatically apply the intended change to these cases, users may process EDBC to apply intended changes, if applicable.
e. Unprocessed Cases where the batch EDBC process skipped a program.	Since Batch EDBC couldn't automatically apply the intended change to these cases, users may process EDBC to apply intended changes if applicable.
f. RE Date Report	A list of all FC/KG programs where the incomplete RE has a due date in the past with an additional column to show the RE Due Date. Review cases if applicable.
g. THP+FC or THPP Facility FC cases	A list of FC programs with THPP or THP+FC Facilities with an additional column to show CalFresh (CF) cases that have a CF household member who is also active on the FC program. Review cases if applicable.
h. Cases with online pre-EDBC validations to be excluded by batch (C-IV Counties Only)	A list of FC programs that are excluded by batch due to pre-EDBC online validations. Please refer Item 1f for the list of all online validation details. Review cases and run EDBC, if applicable.
i. Cases with an ARC/AAP Program (C-IV Counties Only)	Review cases and run Manual EDBC for all the ARC/AAP program cases from 07/2021 through come up month (10/2021).

The project will post the following AAP lists to the web portal in the following location:

CalSAWS SharePoint > Web Portal > System Changes > SCR and SIR Lists > 2021

The lists will be posted for CalSAWS cases to the SCR CA-219851 folder.

List	County Action
a. List of AAP unprocessed programs that were skipped in the COLA batch run	The batch EDBC process will skip a program if the current EDBC in effect for the month is Overridden, Manual etc. The list will include the program type and skip reason. Review cases if applicable.
b. List of AAP Programs with a Non-Standard Rate	These cases are not part of the batch as the COLA rate increase will not have any impact. Review cases if applicable.

List	County Action
c. List of AAP Programs discontinued by the batch EDBC process **Note:** CalSAWS will not discontinue AAP in the batch EDBC process instead, these cases will be in the unprocessed list	These cases are likely the result of household changes or ongoing data collection which was not yet processed through EDBC by the user. Since the purpose of this Batch EDBC process was not to close households, review these cases to verify the closure was accurate. Review cases if applicable.
d. List of AAP programs where the incomplete RE has a due date in the past.	A list of all AAP programs where the incomplete RE has a due date in the past with an additional column to show the RE Due Date. Review cases if applicable.

CalWORKs MAP, Tier1 and Tier 2 IRT, CalFresh COLA and TNB/SNB Benefit Increase Batch EDBC Processing on 09/11/2021:

1. **Batch:**
    a. Run batch EDBC on 9/11/2021 for the benefit month of 10/2021 for:
        i. All cases with an active or ineligible CalWORKs or RCA program in targeted program mode. Targeting program mode will include CF programs on the CW/CF combo cases.
            Exclude the following cases:
                1. The benefit month is past the latest RE due date for the program.
                2. The program has a SAR7 Due Month of 09/2021, and the report status is Sent, Received, or Incomplete.
                3. A regular EDBC has already been processed for the benefit month since SCR CA-220108/CIV-108000 went to production on 9/09/2021.
        ii. In CalSAWS: run the above population with Run Reason 'CW/CF COLA' (CT744_CF).
        iii. In CalSAWS: run the above population with Sub Type code 'CW/CF COLA' (CT942_C1)

    b. Run batch EDBC on 9/11/2021 for the benefit month of 10/2021 for:
        i. All active or ineligible CF (including TCF) programs in single program mode.
            Exclude the following cases:
                1. The benefit month is past the latest RE due date for the program.
                2. The program has a SAR7 Due Month of 09/2021, and the report status is Sent, Received, or Incomplete.
                3. EDBC has already been processed for the benefit month since SCR CA-220108/CIV-108000 went to production on 9/09/2021

ii. In CalSAWS: Run the above population with run reason 'CF COLA' (CT744_FS).

iii. In CalSAWS: Run the above population with Sub Type code 'CF COLA' (CT942_C3).

NOTE: Batch shall process recommendation b. only after the completion of recommendation a. This is to ensure that an active CalFresh program with household members active on a different CalWORKs case gets processed accurately.

c. In CalSAWS: Run batch EDBC on 9/11/2021 for the benefit month of 10/2021 for:

  i. All active or ineligible Nutrition Benefit (TNB and SNB) programs in single program mode.
     Exclude the following cases:

     1. The benefit month is past the latest RE due date for the TNB program.
     2. EDBC has already been processed for the benefit month since SCR CA-230979/CIV-109238 went to production on 9/09/2021.

  ii. In CalSAWS: Run the above population with Sub Type code 'SNB/TNB Benefit Change' (CT942_N1).

NOTE: Batch shall process recommendation c. only after the completion of recommendation b. This is to ensure that all active SNB and TNB programs get processed accurately.

2. **NOAs:**
In CalSAWS: DCR will update the SAR 2 Effective month as high dated EDBC month i.e., October 2021 (in SYS_TRANSACT table) to populate the latest IRT limit in SAR 2 form for the cases run with 'CW/CF COLA' or 'CF COLA' run reason.

All notices will be sent to the Central Printing facility the night of the batch EDBC process.

3. **Journal:**
In CalSAWS: A journal entry will be created for each program run by the batch EDBC process. This will be the standard journal entry added by the batch EDBC process. The long description will read:

a. CW/CF COLA:
"Batch EDBC Ran for <Effective Month, Year>. Batch EDBC processed for the <Program Name> program for following reasons: 'CW/CF COLA'

b. CF COLA:
"Batch EDBC Ran for <Effective Month, Year>. Batch EDBC processed for the <Program Name> program for following reasons: 'CF COLA'

c. SNB/TNB Benefit Change:

"Batch EDBC Ran for <Effective Month, Year>. Batch EDBC processed for the <Program Name> program for following reasons: 'SNB/TNB Benefit Change'

4. In C-IV: A standard journal will be created by a data change request to insert a journal with the following information for each case processed through the one-time batch process. The description will read:

   a. Journal Category: Eligibility
      Journal Type: Batch EDBC
      Short Description: Batch EDBC ran for [MONTH/YEAR].
      Long Description: Batch EDBC ran for <Effective Month, Year>. Batch EDBC processed for the <program> program for following reasons: 'CW/CF COLA'.

   b. Journal Category: Eligibility
      Journal Type: Batch EDBC
      Short Description: Batch EDBC ran for [MONTH/YEAR].
      Long Description: Batch EDBC ran for <Effective Month, Year>. Batch EDBC processed for the <program> program for following reasons: 'CF COLA'.

   c. Journal Category: Eligibility
      Journal Type: Batch EDBC
      Short Description: Batch EDBC ran for [MONTH/YEAR].
      Long Description: Batch EDBC ran for <Effective Month, Year>. Batch EDBC processed for the <program> program for following reasons: 'SNB/TNB Benefit Change'.

5. **List Details:**
   The project will post the following lists to the web portal in the following location:
   CalSAWS Web Portal > System Changes > SCR and SIR Lists > 2021

   a. The lists will be posted for C-IV cases to the 'SCR CIV-108001' folder.
   b. The lists will be posted for CalSAWS cases to the 'SCR CA-220109' folder.

List	County Action
a. List of Cases Discontinued by Batch EDBC Process. Include additional columns to indicate program type and program closure reason	These cases are likely the result of household changes or ongoing data collection which were not yet processed through EDBC. Since the purpose of this Batch EDBC process was not to discontinue households, review these cases to verify the closure was accurate.

List	County Action
b. List of Cases Where Batch EDBC Process Closed a Person. Include an additional column to indicate program type	These cases are likely the result of household changes or ongoing data collection which was not yet processed through EDBC. Since the purpose of this Batch EDBC process was not to close persons, review these cases to verify the closure was accurate.
c. List of CW Cases that Resulted in a Benefit Reduction. Include additional columns to indicate each benefit reduction type in a separate column (Household/AU Size Change, Income Change, Proration Change, Over Payment Adjustment Change)	These cases are likely the result of household changes or ongoing data collection which was not yet processed through EDBC. Since the purpose of this Batch EDBC process was not to reduce benefits, review these cases to verify the benefit reduction was accurate.
d. List of Cases That Resulted in Read-Only EDBC Include additional columns to indicate program type and read-only reason	Since Batch EDBC couldn't automatically apply the intended change to these cases, users may process EDBC to apply intended changes, if applicable.
e. List of Cases Skipped in Batch Run. Include additional columns to indicate the program type and skip reason.	Since Batch EDBC couldn't automatically apply the intended change to these cases, users may process EDBC to apply intended changes if applicable. **Reminder**: When processing EDBC on these cases, remember to run for **both** CalWORKs and CalFresh.

List	County Action
f. List of Cases where an Optional Child was Added Back into the Household by Batch EDBC. Cases that meet all the following criteria: i. Has an active CW program person for benefit month of 09/2021 with an MMO role and role reason 'Optional Child - Receives Child Support' ii. That same program person has an active status and role of MEM for the benefit month of 10/2021 iii. Latest accepted and saved CW EDBC for the October benefit month has a source of 'Batch EDBC Rules' iv. None of the following conditions exist: 1. RE or SAR period ended in 09/2021 2. Program person has a Customer Option of type 'Optional Child - Receives Child Support' with an end date in 09/2021	The October CW COLA Batch EDBC process may have added previously opted-out children back into the assistance unit mid-period. Review these cases and take corrective action, if necessary. County staff may reference instructions provided in CIT 0029-19.
g. List of Cases Discontinued Or Denied for Over Income Prior to COLA Increase. Cases that meet the following criteria: i) EDBC run between 8/22/2021 and 09/09/2021 (prior to deployment of CTCR SCR CA-220108/CIV-108000) for the benefit month of 10/2021 has a denial or discontinuance reason of "Over Income" (CalSAWS and C-IV) or "Over Income-$0 Allotment"(CalSAWS Only). Include additional columns to indicate program type and program status reason	The October benefit month may have been ran prior to COLA increases being added into Production. Review these cases and take corrective action, if necessary.

The project will post the following list of C-IV ARC cases to the web portal in the following location:

CalSAWS Web Portal > System Changes > SCR and SIR Lists > 2021

The lists will be posted for C-IV ARC cases to the SCR CIV-108000 folder.

List	County Action
ARC Cases Where Participant Has Aid Codes That Include CW Portion for October 2021 (C-IV Counties Only) Include additional column of Aid Code	An increase in the CalWORKs MAP could potentially change the portion of the ARC amount coming from CalWORKs funds. Review cases and run Manual EDBC for 10/2021 month for ARC program cases where participant has aid codes that include CW portion (i.e., aid codes 2S, 2T or 2U).

Development Schedule
1. Deliver the FC/KG/AAP/ driving query and list queries to the System Test team on 08/18/2021.
2. Deliver the CW/CF/NB driving query and list queries to the System Test team on 08/24/2021.
3. System Testing of the FC/KG/AAP/ batch process will occur between 08/19/2021 and 09/10/2021.
4. System Testing of the CW/CF/NB batch process will occur between 08/25/2021 and 09/10/2021.
5. Run FC/KG/AAP/CW/CF/NB batch EDBC in production for both systems on 09/11/2021.
6. CalSAWS Only: There is a limitation of 16K unique cases in each file that is sent to eCAPS. Based on the case count, the number of COLA files will be determined.
7. CalSAWS Only: Auditor Controller, eCAPS process, Warrant Print/Issue, EFT Settlement and Mail Dates are given below:

COLA – File 1

File Submission Date to A-C by 4:00 P.M.	eCAPS Process Date	Warrant Print/ Issue Date	EFT Settlement Date	Mail Date
09/13/2021	09/13/2021	09/14/2021	09/16/2021	09/22/2021

COLA – File 2

File Submission Date to A-C by 4:00 P.M.	eCAPS Process Date	Warrant Print/ Issue Date	EFT Settlement Date	Mail Date

| 09/14/2021 | 09/14/2021 | 09/15/2021 | 09/17/2021 | 09/22/2021 |

COLA – File 3

File Submission Date to A-C by 4:00 P.M.	eCAPS Process Date	Warrant Print/ Issue Date	EFT Settlement Date	Mail Date
09/15/2021	09/15/2021	09/16/2021	09/20/2021	09/22/2021

COLA – File 4

File Submission Date to A-C by 4:00 P.M.	eCAPS Process Date	Warrant Print/ Issue Date	EFT Settlement Date	Mail Date
09/16/2021	09/16/2021	09/17/2021	09/21/2021	09/22/2021

Note: The Auditor Controller may change the Mail date.
COLA File 4 is a place holder only if required.

Things to remember about these batch EDBC processes:
- All impacts from Defects and SCRs which have not been implemented will continue to occur during the batch processing.
- There are multiple reasons why a program may not be successfully run through batch EDBC processing. Some examples include: No Worker Assigned, Overridden Program Case, and Pending Program/Person/Application. Please review tasks and the Batch Eligibility Report daily.
- The EDBCs will have an EDBC Source of 'Batch EDBC Rules'.
- When a user runs EDBC on a case where a prior pending month exists, the EDBC will have a type of Read-Only. When running Batch EDBC that restriction does not apply and these EDBCs will not be Read-Only.
- Any updates or lack of updates made/not made to cases will impact the Batch EDBC results. This means programs may be discontinued (due to non-compliances, etc.) unexpectedly.
- All notices will be generated normally.
    - Note: As mentioned in the NOA's section of the FC/KG/AAP COLA run above, the FC/KG/AAP COLA NOAs will be released on 9/22/2021.

County Action:
- Review cases included in the lists and take necessary action.
- Review the Batch Eligibility Report and action cases which could not be processed. This report is an on-request report available under Global: Reports > Local: On Request > Task: Administrative. If you do not see this report, please contact your Security

Administrator for rights. To see cases not processed select a status of 'Not Processed' on the Reports Parameters pages

Schedule Considerations:

- **C-IV system will be down during batch processing on Saturday, September 11, 2021 and Sunday, September 12, 2021.**
- CalSAWS will not be down during batch processing on Saturday, September 11, 2021
- Batch jobs scheduled for each evening will run after the batch EDBC process completes.
- Approximately 80,000 active programs will be processed during the FC/KG batch EDBC process in C-IV for the benefit months of 07/2021 - 10/2021.
- Approximately 200,000 active programs will be processed during the FC/KG/AAP batch EDBC process in CalSAWS for the benefit month of 07/2021 - 10/2021.
- Approximately 583,000 active programs will be processed during the CW/CF batch EDBC process in C-IV for the benefit month of 10/2021.
- Approximately 715,000 active programs will be processed during the CW/CF batch EDBC process in CalSAWS for the benefit month of 10/2021.
- Approximately 50,000 programs processed per hour via batch EDBC.
- The System cannot run batch EDBC processing during the following:
  - Main Payroll
  - Foster Care Main Payroll
  - SAR7 Discontinuance
  - RE Discontinuance
  - 10-day Discontinuance
  - CalFresh Recertification Discontinuance
  - Primary Period of Maintenance (PPM) [C-IV Only]
    - 6:30 AM – 9:00 PM, Monday through Saturday

Timeline:

- Expected FC/KG/AAP Batch EDBC processing: 09/11/2021.
- Expected CW/CF Batch EDBC processing: 09/11/2021.

■ = C-IV Batch Process
■ = CalSAWS Batch Process

September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 SAR 7 Discontinuance	**2** SAR7 Discontinuance	**3**	**4** CF/CW RE Appointment 1
5	**6**	**7** CF/CW RE Appointment 2	**8**	**9**	**10**	**11** C-IV System Down **FC/KG/CW/CF COLA CIV Batch run** **FC/KG/AAP/CW/CF COLA CalSAWS Batch run**
12 C-IV System Down	**13** NA 960X NA 960X	**14**	**15** CW/CF RE Packets CW/CF RE Packets	**16**	**17** Ten-Day Discontinuance/NA RE X Ten-Day Discontinuance/NA RE X	**18**
19	**20**	**21**	**22** Main Payroll Main Payroll	**23**	**24** No Batch	**25** No Batch No Batch
26	**27**	**28**	**29**	**30** CW/CF Disc		