C-IV County Prep Phase

Supplemental Guide

Administrative Pages

    a. Staff Detail
        i. General Staff Information
            1. For Migrated Staff: Perform Updates in C-IV & CalSAWS
        ii. Spoken/Written Language & Email Address Information
            1. If removing a row, perform action in C-IV & CalSAWS.
            2. If adding a new row, add in C-IV only.
            3. If updating a row (ex. Changing Language type), perform action in C-IV & CalSAWS.

b. Staff Assignment Detail

Scenario 1:   An Existing Staff was promoted to an Existing vacant Position

C-IV		Worker Action		
Worker Number	Status	System	Worker Number	Action
36LS06020B	Unassigned	C-IV	3XXXXXXXB	Add new staff Assignment for 'Existing Staff'
36LS01BF02	Existing Staff	C-IV & CalSAWS	3XXXXXXX2	Edit 'End Date' on existing Staff Assignment

Scenario 2:   New Staff hired in the county and being assigned to an open position

C-IV		Worker Action		
Worker Number	Status	System	Worker Number	Action
36LS06020B	Unassigned	C-IV	3XXXXXXXB	Add new staff Assignment for 'New Staff'
	New Staff	C-IV		Add new staff

Scenario 3:   New staff and new position in the county.

C-IV		Worker Action		
Worker Number	Status	System	Worker Number	Action
NA	New Position	C-IV	New Position	Add new staff Assignment for 'New Position'
NA	New Staff	C-IV	N/A	Add new position
		C-IV	N/A	Add new staff

c. Security Assignment
  1. For Migrated Staff: Perform Updates in C-IV & CalSAWS
  2. For New Staff: C-IV Only
d. County Security Role Detail
  1. For Migrated County Maintained Security Roles: Perform Updates in C-IV and CalSAWS
  2. new County Maintained Security Roles: C-IV only
e. Position Detail
  i. General Position Information
    1. For Migrated Positions: Perform Updates in C-IV & CalSAWS
    2. For New Positions: C-IV Only
  ii. Appointment Threshold
    1. For Migrated Staff: CalSAWS Only
  iii. Program(s)
    1. C-IV & CalSAWS Updates for Migrated Positions
      a. If removing programs, perform action in C-IV & CalSAWS
      b. If adding programs, add in C-IV only
    2. C-IV Only for new positions
  iv. Aid Codes – Medi-Cal/CalWORKs
    1. For Migrated Positions: CalSAWS Only
  v. Case Flags
    1. For Migrated Positions: CalSAWS Only
  vi. Task
    1. CalSAWS Only Updates for migrated positions
      a. ***Recommend leaving 'Legacy' unchecked. If 'Legacy' is already checked, recommend unchecking. Will be populated as part of September Go-Live.***
  vii. Phone Information
    1. C-IV & CalSAWS Updates for Migrated Positions
      a. If removing a row, perform action in C-IV & CalSAWS.
      b. If adding a new row, add in C-IV only.

    c. If updating a row (ex. Changing phone type), perform action in C-IV &
     CalSAWS.
   2. C-IV Only for new positions
  viii. Quality Review Type(s)
    1. C-IV & CalSAWS Updates for Migrated Positions
     a. If removing a row, perform action in C-IV & CalSAWS.
     b. If adding a new row, add in C-IV only.
    2. C-IV Only for new positions
  ix. Legacy File Number
    1. CalSAWS Only Updates for migrated positions
 f. Office/Unit Detail
  i. For updates to unit, section, or office information, those should be made directly in CalSAWS during County Prep Phase. Any updates made in C-IV will not be reconciled and converted to CalSAWS during the Go-Live event.
 g. EBT Printer Detail
  i. CalSAWS Only Updates

Resource Databank

 h. Resource Detail
  i. Basic Information
    1. For Migrated Resources: Perform Updates in C-IV & CalSAWS
  ii. Resource Access
    1. CalSAWS Only Updates
  iii. Category
    1. If removing a row, perform action in C-IV & CalSAWS.
    2. If adding a new row, add in C-IV only.
  iv. Additional Information
    1. For Migrated Resources: Perform Updates in C-IV & CalSAWS
  v. Addresses & Phone/Internet Information

1. If removing a row, perform action in C-IV & CalSAWS.
2. If adding a new row, add in C-IV only.
3. If updating a row (ex. Changing phone type), perform action in C-IV & CalSAWS.

    vi. Maintainer Information
1. For Migrated Resources: Perform Updates in C-IV & CalSAWS

i. Foster Care Resource Detail
    i. Basic Information
1. For Migrated Resources: Perform Updates in C-IV & CalSAWS

    ii. Placement Types
1. If removing a row, perform action in C-IV & CalSAWS.
2. If adding a new row, add in C-IV only.
      a. ***Note: If populating the State Program Number to an existing row. Populate in C-IV Only***
3. If updating a row (ex. State Program Number), perform action in C-IV & CalSAWS.

    iii. Tax Information
1. If adding a new row, add in C-IV only.
2. If updating a row (ex. ID), perform action in C-IV & CalSAWS.

    iv. Addresses & Phone Information
1. If removing a row, perform action in C-IV & CalSAWS.
2. If adding a new row, add in C-IV only.
3. If updating a row (ex. Changing phone type), perform action in C-IV & CalSAWS.

    v. Status
1. If adding a new row, add in C-IV only.

    vi. Additional Information
1. For Migrated Resources: Perform Updates in C-IV & CalSAWS

    vii. Maintainer Information
1. For Migrated Resources: Perform Updates in C-IV & CalSAWS

j. Approve for County Use List
    i. C-IV Only for adding or editing.