

## CalSAWS CCB Minutes

<b>DATE</b>	SEPTEMBER 19, 2019
<b>TIME</b>	1:30 PM
<b>LOCATION</b>	North: Sutter Conference Room, South: Conference Room 344
<b>SUBJECT</b>	Change Control Board Meeting
<b>INVITEES</b>	CCB.Meeting.Attendees

### Meeting Purpose:

Approve pending System Change Requests (SCRs), scope modifications, and change orders as needed.

### 1. C-IV SCRs

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
19.07	CIV-103090	CA-206229	ACL 19-73: CalWORKs MAP Increase COLA ; ACL 19-85 - CW IRT Increase; ACIN I-54-19 - FFY 2020 CalFresh COLA; Effective 10/2019- Run Batch EDBC	Eligibility	144	C-IV M&O	Production Deployment	19.09.14
19.09	CIV-104457	CA-209232; CH-139211	Add Full/Restricted Scope Verbiage for Young Adult Expansion Non-MAGI NOAs	Client Correspondence	271	Premise	No	19.11.14
19.11	CIV-103629		Remove C-IV Functional Presentation for SCR CIV-101471 from Online Help	Training	5	C-IV M&O	No	
19.11	CIV-104094	CA-208374	CFL 18/19-79 Update Electronic Theft replacement and reporting	Reports	487	C-IV M&O	Start Build	
19.11	CIV-104634		Update School Attendance Information - Add and Edit Job Aid for SCR CIV 8054	Training	5	C-IV M&O	No	
19.11	CIV-104893		Modify Job Aids for SCR CIV-104217	Training	10	C-IV M&O	No	
19.11	CIV-104895		Update Job Aid for SCR CIV-104094	Training	5	C-IV M&O	No	
19.11	CIV-104995		Update Job Aid for SCR CIV-102151	Training	6	C-IV M&O	No	

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
20.01	CIV-101423	CA-205512	Update Office Location on system generated Benefit Reductions and Offset Transactions	Fiscal	72	C-IV M&O	No	
20.01	CIV-104036	CA-208258	ACL 18-107, ACL 18-108 - SNB/TNB Forms and Notices - Threshold Languages Phase 2	Client Correspondence	639	Premise	No	

Release	SCR #	X-REF SCR	CONTENT REVISION	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
19.07	CIV-100485	CA-206310	ACL 19-70 Foster Care and Kin-GAP COLA Rate Increase for Year 2019	Eligibility	383	C-IV M&O	Production Deployment	19.09.07
19.09	CIV-100708	CA-202724	ACWDL 19-03: NOA Requirements at Annual RE and Change of Circumstances	Client Correspondence	977	C-IV M&O	Start Build	
19.11	CIV-7419		Update San Bernardino Financial Accounting Software interface file to SAP	Fiscal	280	C-IV M&O	Start Build	
19.11	CIV-9838	CA-203060	ACL 17-61 - Achieving a Better Life Experience (ABLE) Accounts	Eligibility	241	C-IV M&O	No	
19.11	CIV-100074	CA-59263	Update the Treatment of Veterans Income	Eligibility	99	C-IV M&O	No	

## 2. LRS SCRs

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
19.07	CA-206229	CIV-103090	ACL 19-73: CalWORKs MAP Increase COLA ; ACL 19-85 - CW IRT Increase; ACIN I-54-19 - FFY 2020 CalFresh COLA; Effective 10/2019- Run Batch EDBC	Eligibility	306	LRS M&E	Production Deployment	19.09.14
19.09	CA-201416	Tracker-40886	DDCR 3015: Update CalFresh EDBC Allotment Logic	Eligibility	385	LRS M&E	Start Build	
19.09	CA-209232	CIV-104457; CH-139211	Add Full/Restricted Scope Verbiage for Young Adult Expansion Non-MAGI NOAs	Client Correspondence	290	Premise	No	19.11.14

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
19.11	CA-208374	CIV-104094	CFL 18/19-79 Update Electronic Theft replacement and reporting	Reports	658	LRS M&E	Start Build	
19.11	CA-209641		Training Release 19.11 - LMS Support	Training	100	LRS M&E	No	
19.11	CA-209644	CIV-102072	Update Job Aids for SCR CA-51457	Training	10	LRS M&E	Start Build	
19.11	CA-209924		Release 19.11 Job Aids Support	Training	225	LRS M&E	Start Build	
19.11	CA-209973		Update Job Aids for SCR CA-59263 - Income Categories and Types	Training	5	LRS M&E	Start Build	
19.11	CA-209975		Update Job Aids for SCR CA-205441- Need Types	Training	5	LRS M&E	Start Build	
19.11	CA-209976		Update Job Aids for SCR CA-52219 - Recovery Accounts	Training	10	LRS M&E	No	
19.11	CA-210075		Training: Update WBTs per SCR CA-207203	Training	20	LRS M&E	No	
19.11	CA-210076		Training: Update Clerical Support WBTs	Training	45	LRS M&E	Start Build	
19.11	CA-210078		Training: Update General Eligibility WBTs	Training	40	LRS M&E	Start Build	
19.11	CA-210079		Training: Update 046-WBT-ELD-Eligibility CalFresh-01 and 046-WBT-ELD-Eligibility CalFresh-02	Training	50	LRS M&E	Start Build	
19.11	CA-210080		Training: Update 046-WBT-ELD-Eligibility CalFresh-03 and 046-WBT-ELD-Eligibility CalFresh-06	Training	30	LRS M&E	Start Build	
19.11	CA-210081		Training: Update Foster Care WBTs	Training	80	LRS M&E	Start Build	
19.11	CA-210082		Training: Update 054-WBT-ELH-Eligibility RCA-03	Training	10	LRS M&E	Start Build	
19.11	CA-210083		Training: Update 110-WBT-ORA-Orientation-04	Training	10	LRS M&E	Start Build	
19.11	CA-210084		Training: Update 052-WBT-ELG-Eligibility Medi-Cal-05-A	Training	20	LRS M&E	Start Build	
19.11	CA-210085		Training: Update 040-WBT-ELA-Eligibility General-09-A	Training	40	LRS M&E	Start Build	
19.11	CA-210086		Training: Update 052-WBT-ELG-Eligibility Medi-Cal-03 and 052-WBT-ELG-Eligibility Medi-Cal-06	Training	24	LRS M&E	Start Build	
19.11	CA-210087		Training: Update 094-WBT-ELI-Eligibility CalWORKS-03	Training	20	LRS M&E	Start Build	

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
19.11	CA-210095		Training: Update WBTs per SCR CA-207193	Training	32	LRS M&E	No	
19.11	CA-210096		Training: Update WBTs per SCR CA-207200	Training	25	LRS M&E	No	
19.11	CA-210097		Training: Update WBTs per SCR CA-207277 Part A	Training	75	LRS M&E	No	
19.11	CA-210101		Training: Update WBTs per CA-207365	Training	35	LRS M&E	No	
19.11	CA-210112		Training: Update WBTs per CA-207371	Training	24	LRS M&E	No	
19.11	CA-210113		Training: Update WBTs per CA-207431	Training	100	LRS M&E	No	
19.11	CA-210114		Training: Update WBTs per CA-207474	Training	75	LRS M&E	No	
19.11	CA-210115		Training: Update WBTs per CA-207475	Training	550	LRS M&E	No	
19.11	CA-210116		Training: Update WBTs per CA-207477	Training	50	LRS M&E	No	
19.11	CA-210286		Training Release 19.11 - Online Help (OLH) Support	Training	125	LRS M&E	No	
20.01	CA-205512	CIV-101423	Update Office Location on system generated Benefit Reductions and Offset Transactions	Fiscal	88	LRS M&E	No	
20.01	CA-208258	CIV-104036	ACL 18-107, ACL 18-108 - SNB/TNB Forms and Notices - Threshold Languages Phase 2	Client Correspondence	572	LRS M&E	No	

Release	SCR #	X-REF SCR	CONTENT REVISION	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
19.07	CA-206310	CIV-100485	ACL 19-70 Foster Care and Kin-GAP COLA Rate Increase for Year 2019	Eligibility	541	LRS M&E	Production Deployment	19.09.07
19.07	CA-208921		ACL 19-58 Adoptions Assistance Program (AAP) COLA Rate Increase for Year 2019	Eligibility	157	LRS M&E	Production Deployment	19.09.07
19.09	CA-50982	CIV-102097	Link PVS, NHR, IFDS, IEVS Applicant tasks to automatically close when the report is completed by the Worker	Online	184	LRS M&E	No	
19.09	CA-202724	CIV-100708	ACWDL 19-03: NOA Requirements at Annual RE and Change of Circumstances	Client Correspondence	1436	LRS M&E	Start Build	

Release	SCR #	X-REF SCR	CONTENT REVISION	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
19.11	CA-59263	CIV-100074, CCM-1385, Tracker-50413	DDCR 3037/4047: Update the Treatment of Veterans Income	Eligibility	380	LRS M&E	No	
19.11	CA-203060	CIV-9838	ACL 17-61 - Achieving a Better Life Experience (ABLE) Accounts	Eligibility	306	LRS M&E	No	
19.11	CA-204420	N/A	SAR 7 Texting Campaign	Batch/Interfaces	460	LRS M&E	Start Build	

### 3. Informational Only: CalSAWS DDID SCRs

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
19.11	CA-208462		DDID 1159 - Remove Number and Alphabetize Job Aid Titles	Training	20	CalSAWS DD&I	No	
19.11	CA-208512		Update Online Help for SCR CA-207475 - Update Document List to Distributed Document Search	Training	50	CalSAWS DD&I	No	
19.11	CA-208513		Update Online Help for SCR CA-207193 - Relabel GAIN to WTW	Training	10	CalSAWS DD&I	No	
19.11	CA-208514		Update Online Help for SCR CA-207447 - Remove TEMP 2215	Training	5	CalSAWS DD&I	No	
19.11	CA-208515		Update Online Help for SCR CA-207277 - Security Assignment page changes	Training	5	CalSAWS DD&I	No	
19.11	CA-208543		Update Online Help for SCR CA-207477 - Relabel Mail button	Training	5	CalSAWS DD&I	No	
19.11	CA-208544		Update Job Aids for SCR CA-207162- AAP Summary Page	Training	5	CalSAWS DD&I	No	
19.11	CA-208546		Update Job Aids for SCR CA-207193 - GAIN to WTW	Training	50	CalSAWS DD&I	No	
19.11	CA-208547		Update Job Aid for SCR CA-207199 - IEVS Abstract	Training	5	CalSAWS DD&I	No	
19.11	CA-208548		Update Job Aid for SCR CA-207213 - Vital Statistics Detail page	Training	5	CalSAWS DD&I	No	
19.11	CA-208550		Update Needs - Create and Maintain Job Aid for SCRs CA-207184	Training	5	CalSAWS DD&I	No	

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
19.11	CA-208551		Update Job Aids for SCR CA-207370 - Update Child Support Questionnaire Page	Training	5	CalSAWS DD&I	No	
19.11	CA-208552		Update Job Aids for SCR CA-207475 - Document List page to Distributed Documents	Training	60	CalSAWS DD&I	No	
19.11	CA-208555		Update Job Aids for SCR CA-207277 - Security Assignment page	Training	10	CalSAWS DD&I	No	
19.11	CA-208556		Update Job Aid for SCR CA-207477 - Relabel Mail Button	Training	5	CalSAWS DD&I	No	
19.11	CA-208557		Update Job Aids for SCR CA-207484 - School Attendance Detail Page	Training	5	CalSAWS DD&I	No	
19.11	CA-208785		Update Job Aids for SCR CA-207417	Training	10	CalSAWS DD&I	No	
19.11	CA-208786		Update Job aid for SCR CA-207465 - Update Payment Request Search Page	Training	25	CalSAWS DD&I	No	
19.11	CA-208787		Update Job Aid for SCR CA-207369 - Sponsorship Detail Page	Training	5	CalSAWS DD&I	No	
19.11	CA-208788		Update Job Aid for SCR CA-207429 - Update Home Page	Training	5	CalSAWS DD&I	No	
19.11	CA-208821		DDID 1101 - Update Phrasing in Online Help	Training	50	CalSAWS DD&I	No	
19.11	CA-208860		Update Online Help Pages for SCR CA-207203- IEVS and SAVE	Training	10	CalSAWS DD&I	No	
19.11	CA-208861		Update Job Aids for SCR CA-207203 - IEVS and SAVE	Training	10	CalSAWS DD&I	No	
19.11	CA-208962		Update Online Help for SCR CA-207200 - Select Security Group page	Training	5	CalSAWS DD&I	No	
19.11	CA-208965		Update Job Aids for SCR CA-207200 - Select Security Group	Training	10	CalSAWS DD&I	No	
19.11	CA-209070		DDID 1101 - Update Phrasing in Job Aids	Training	50	CalSAWS DD&I	No	
19.11	CA-210001		Update Job Aid for SCR CA-207464 - Homeless Need Types	Training	5	CalSAWS DD&I	No	

Release	SCR #	X-REF SCR	CONTENT REVISION	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
19.11	CA-207219		DDID 2055 - Remove CFAP Sponsor Requirement	Eligibility	27	CalSAWS DD&I	No	
19.11	CA-207275		DDID 221, 222, 223, 296, 297, 868, 1032, 1080, 1081, 1288, 1289, 1290, 1322, 1323, 1590, 1607, 1635 - Migrate the C-IV Project maintained Security Roles	Online	690	CalSAWS DD&I	No	
20.05	CA-207464		DDID 368 - Add New Homeless Customer Need Type Codes	Fiscal	8	CalSAWS DD&I	No	
21.01	CA-207180		DDID 2097 - Add the Legal Authority field to the Protective Custody Authority Detail Page.	Online	181	CalSAWS DD&I	No	

#### 4. Minutes

- All SCRs and Content Revisions were approved by the RMs via email
- CIV-104036 CA-208258 San Bernardino and Los Angeles questions were sufficiently answered
- All questions are shown on the following section
- The next CCB Meeting scheduled for **10/03/2019**

**CalSAWS CCB Questions**

<b>SCR Number</b>	<b>County / Region</b>	<b>Question</b>	<b>Answer</b>	<b>Team</b>
CIV-104036 / CA-208258	San Bernardino / R5	<p>The four phases are listed in the SCR without dates. It would be important to know when the anticipated release dates are for each phase.</p> <p>1. The Notice of Discontinuance for the Transitional Nutrition Benefit Program (TNB 6) is not listed or included in phases 1-4. It should be added and available for July 2020 Recertification (RC) processing. Can the form be added by the release?</p> <p>2. Phase 4 will also need to be released and deployed for the July 2020 Recertification Processing.</p> <p>3. The Notice of Expiration of Certification for the Supplemental Nutrition Benefit Program (SNB 4) and Transitional Nutrition Benefit Program (TNB 4) should be added to the repository and issued with July 2020 Recertification packets mailed 6/2020. Can that be added?</p> <p>4. Phase 4 lists the SNB 6, but that form does not exist. Is this a form that will be available and in the system by the go-live date?</p>	<p>These SCR phases are only adding the Threshold language versions of these Forms. All the NOAs and Forms listed below are already available in English and Spanish in both systems. The other Phases still have targeted releases hence why not included within Phase 2's SCR Description.</p> <p>The following is the currently targeted releases for each phase:</p> <p>19.11: CA-205319/CIV-102560 Phase 1 - SNB1 Form and TNB1 Form</p> <p>20.01: CA-208258/CIV-104036 Phase 2 - SNB2 NOA and SNB3 NOA</p> <p>20.03: CA-208261/CIV-104040 Phase 3 - TNB2 NOA, TNB3 NOA, SNB4 Form, TNB4 Form, SNB5 Form, and TNB5 Form</p> <p>20.05: CA-208268/CIV-104043 Phase 4 - SNB5 NOA and TNB6 NOA</p> <p>'SNB6' was a typo and should have been 'TNB6'. I have made the correction.</p> <p>Based on the current targeted releases all threshold language versions will be in the system by the May Release.</p>	Client Correspondence
CIV-104036 / CA-208258	Los Angeles / R6	CA-208258 – Minor correction, NOA should be TNB 6 (not SNB 6). There is no SNB 6 NOA released with ACL18-107 and ACL 18-108 or any other ACLs thereafter.	The typo has been corrected. It now states 'TNB6'.	Client Correspondence