CalSAWS

California Statewide Automated Welfare System

# Design Document

## CA-51131 | CIV-100733 – Enhance the Employment Summation and Employment Summation Detail Reports

| CalSAWS | DOCUMENT APPROVAL HISTORY | |
|---|---|---|
| | Prepared By | Farhat Ulain |
| | Reviewed By | Justin Dobbs, Ravneet Bhatia, Madhuri Salunkhe, Akira Moriguchi, Lien Phan, Dennis Kong |

| DATE | DOCUMENT VERSION | REVISION DESCRIPTION | AUTHOR |
|---|---|---|---|
| 06/24/2019 | 1.0 | Initial Draft of the Design Document Containing Report Requirements. | Farhat Ulain |
| 11/26/2019 | 1.1 | Updated Mockups of Employment Summation Detail Reports | Farhat Ulain |
| | | | |
| | | | |

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# 1 OVERVIEW

This document describes the requirements and design changes for the 'Employment Summation Report' and 'Employment Summation Detail Report'.

## 1.1 Current Design

The 'Employment Summation Report' and 'Employment Summation Detail Report' are On Request reports that provide the total number of new employments, the average salary per hour and the average hours worked per week for each worker in the selected organization. These reports are used by administration staff to monitor employments created during the report period.

## 1.2 Request

Add additional data elements to the Employment Summation Report and Employment Summation Detail Report to improve usability.

## 1.3 Overview of Recommendations

Modify the Employment Summation Report and Employment Summation Detail Report to include additional columns.

## 1.4 Assumptions

N/A

# 2 RECOMMENDATIONS

## 2.1 Overview

This section describes the requirements and design changes for the ‘Employment Summation Report’ and ‘Employment Summation Detail Report’.

## 2.2 Employment Summation Report Mockup – LRS Only

### 2.2.1 Summary Worksheet

**Employment Summation Report**

**Los Angeles**
**Run Date: JUN-27-19 01:54 PM**
**Organization: WORKER 19ESL19Y06**
**Date: 01/01/2019 - 01/31/2019**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Total:** | | | | | 2 | 2 | $200.00 | 50.00 |
| | | **WTW/REP** | | | | | | |
| **Region Group** | **Region** | **Office** | **Unit** | **Worker ID** | **Employments** | **Countable** | **Avg Salary per Hour** | **Avg Hours Worked per Week** |
| Contracted Region | R4 | ARMENIAN | BB | 19ESGR2B04 | 1 | Y | $100.00 | 25.00 |
| Contracted Rep | R5 | Asian Pacific Project | RR | 19ESGR2B05 | 1 | Y | $100.00 | 25.00 |

Summary

**Figure 2.2.1 -1 LRS - Employment Summation Report - Summary**

## 2.3 Employment Summation Detail Report Mockup

### 2.3.1 Summary Worksheet – LRS

**Employment Summation Detail Report**

Los Angeles

Run Date: JUL-31-19 11:24 AM

Organization: WORKER 19DP30OX0D

Date: 01/01/2019 - 02/28/2019

Details

Summary

| | Region Group | Region | VTW/REP Office | Work Registrant | Countable | Salary Per Hour | Hours Worked Per Week |
|---|---|---|---|---|---|---|---|
| Summary Total: | 1 | 1 | 1 | 1 | 1 | $12.00 | 40.00 |

| Region Group | Region | VTW/REP Office | Worker ID Summary Total: | Work Registrant | Countable | Salary Per Hour | Hours Worked Per Week |
|---|---|---|---|---|---|---|---|
| Non-Contracted Region | R8 | ARMENIAN RELIEF SOCIETY-REP 4 MAIN | 1 | 1 | 1 | $12.00 | 40.00 |

Summary | Details

Figure 2.3.1-1 LRS - Employment Summation Detail Report – Summary

### 2.3.2 Summary Worksheet – C-IV

**Employment Summation Detail Report**

San Bernardino
Run Date: SEP-26-19 10:25 AM
Organization: WORKER 36LSAOWT05
Date: 01/01/2019 - 05/31/2019

Details

Summary

| | Work Registrant | Countable | Salary Per Hour | Hours Worked Per Week |
|---|---|---|---|---|
| Summary Total: | 1 | 1 | $12.00 | 40.00 |

| Worker ID Summary Total: | Work Registrant | Countable | Salary Per Hour | Hours Worked Per Week |
|---|---|---|---|---|
| 19ESGR2B04 | 1 | 1 | $12.00 | 40.00 |

Summary | Details

**Figure 2.3.2-1 C-IV - Employment Summation Detail Report – Summary**

### 2.3.3 Details Worksheet – LRS

**Employment Summation Detail Report**

Los Angeles
Run Date: JUL-31-19 11:24 AM
Organization: WORKER 19DP30OX0D
Date: 01/01/2019 - 02/28/2019

Summary

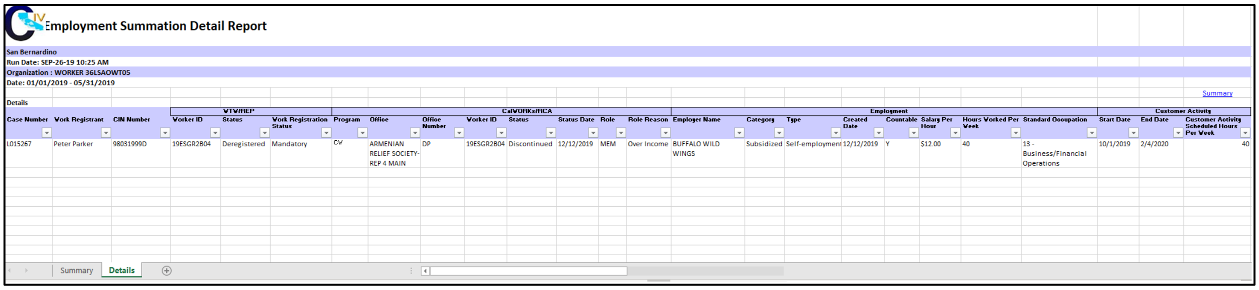
Details

| | | | | | WTW/REP | | | | | CalWORKS/RCA | | | | | | | | Employment | | | | | | | | Customer Activity | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Region Group | Region | Case Number | Work Registrant | CIN Number | Office | Unit | Worker ID | Status | Work Registration Status | Program | Office | Office Number | Worker ID | Status | Status Date | Role | Role Reason | Employer Name | Category | Type | Created Date | Countable | Salary Per Hour | Hours Worked Per Week | Standard Occupation | Start Date | End Date | Scheduled Hours Per Week |
| Non-Contracted Region | R8 | 2222222 | Peter Parker | 98031999D | ARMENIAN RELIEF SOCIETY-REP 4 MAIN | BB | 19ESGR2B04 | Deregistered | Mandatory | CW | ARMENIAN RELIEF SOCIETY-REP 4 MAIN | DP | 19ESGR2B04 | Discontinued | 12/12/2019 | MEM | Over Income | BUFFALO WILD WINGS | Subsidized | Self-employment | 12/12/2019 | Y | $12.00 | 40 | 13 - Business/Financial Operations | 10/1/2019 | 2/4/2020 | 40 |

Summary | Details

**Figure 2.3.3-1 LRS – Employment Summation Detail Report – Details**

### 2.3.4 Details Worksheet – C-IV



Employment Summation Detail Report

San Bernardino
Run Date: SEP-26-19 10:25 AM
Organization : WORKER 36LSAOWT05
Date: 01/01/2019 - 05/31/2019

Summary

Details

| | | | WTW/REP | | | CalWORKs/RCA | | | | | | | | Employment | | | | | | | | Customer Activity | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Case Number | Work Registrant | CIN Number | Worker ID | Status | Work Registration Status | Program | Office | Office Number | Worker ID | Status | Status Date | Role | Role Reason | Employer Name | Category | Type | Created Date | Countable | Salary Per Hour | Hours Worked Per Week | Standard Occupation | Start Date | End Date | Customer Activity Scheduled Hours Per Week |
| L015267 | Peter Parker | 98031999D | 19ESGR2B04 | Deregistered | Mandatory | CW | ARMENIAN RELIEF SOCIETY-REP 4 MAIN | DP | 19ESGR2B04 | Discontinued | 12/12/2019 | MEM | Over Income | BUFFALO WILD WINGS | Subsidized | Self-employment | 12/12/2019 | Y | $12.00 | 40 | 13 - Business/Financial Operations | 10/1/2019 | 2/4/2020 | 40 |

Summary | Details

**Figure 2.3.4-1 C-IV – Employment Summation Detail Report – Details**

## 2.5 Description of Changes

### 2.5.1 Employment Summation Report – LRS Only

#### 2.5.1.1 Summary Worksheet

The Summary Worksheet of the Employment Summation Report will be modified as follows:

1. Add a new "Unit" column to the right of the existing "Office" column:

| Element | Description |
|---|---|
| WTW/REP – Unit | The Unit Number of the Unit associated to the Worker ID within the Worker ID column. |

**Table 2.5.1-1 Summary Worksheet**

2. Modify the 'Sheet1' worksheet name to be 'Summary'.
3. Modify the 'WTW Office' column header to be 'Office'.

### 2.5.2 Employment Summation Detail Report

#### 2.5.2.1 Summary Worksheet

1. **LRS Only:** Rename the 'WTW Office" column header in the Summary worksheet to be 'WTW/REP Office'.

#### 2.5.2.2 Details Worksheet

The Details sheet of the Employment Summation Detail Report will be modified to as follows:

1. Rename the existing ‘Employment Created’ column header to be ‘Created Date’ within the Employment section. Reference mockup for column placement.
2. Modify the existing WTW/REP status column to display the decoded program status instead of the status code.
3. Add the following new columns to the Details worksheet of the report. Reference the attached report mockup for the column replacement and worksheet layout:

<table>
<tr><th>Element</th><th colspan="2">Description</th></tr>
<tr><td>CIN Number</td><td colspan="2">The Client Index Number (CIN) of the Work Registrant.</td></tr>
<tr><td>LRS Only:<br>WTW/REP - Unit</td><td colspan="2">The Unit Number of the Unit associated to the WTW/REP program worker.</td></tr>
<tr><td>Work Registration Status</td><td colspan="2">The Status of the latest effective Work Registration record that is effective between the report Begin and End date parameters. This column will be blank if there is not a Work Registration record effective between the report Begin Date and End Date parameters.</td></tr>
<tr><td rowspan="2">CalWORKs/RCA - Program</td><td>This column will populate with a ‘CW’ if the WTW/REP Work Registrant is associated to a CalWORKs program.</td><td>This column will populate with a ‘RCA’ if the WTW/REP Work Registrant is associated to a RCA program.</td></tr>
<tr><td colspan="2">Note: If the WTW/REP Work Registrant is associated to both a CalWORKs program and an RCA program, the program with the most recently updated program status as of the End Date parameter will be displayed.<br><br>For example: The report begin date is 01/01/2019 and the end date is 04/01/2019. If Bob Jones is the work registrant, and Bob is associated to an RCA program that was Discontinued on 02/01/2019 and he is also associated to a CalWORKs program that became Active on 03/02/2019, this column will display with a ‘CW’.</td></tr>
<tr><td>CalWORKs/RCA - Office</td><td colspan="2">The Office Name of the Office associated to the worker displayed in the CalWORKs/RCA – Worker ID column.</td></tr>
<tr><td>CalWORKs/RCA - Office Number</td><td colspan="2">The Office Number of the Office associated to the worker displayed in the CalWORKs/RCA – Worker ID column.</td></tr>
<tr><td>CalWORKs/RCA - Worker ID</td><td colspan="2">The Worker ID of the latest worker assigned to the program as displayed in the CalWORKs/RCA – Program column.</td></tr>
</table>

| | |
|---|---|
| CalWORKs/RCA - Status | The Status of the program displayed in the CalWORKs/RCA – Program column as of the End Date parameter. |
| CalWORKs/RCA - Status Date | The Begin Date of the status for the program displayed in the CalWORKs/RCA – Program column as of the End Date parameter. The column format will be mm/dd/yyyy. |
| CalWORKs/RCA - Role | The Role of the program person associated to the status for the program displayed in the CalWORKs/RCA – Program column as of the End Date parameter. |
| CalWORKs/RCA - Role Reason | The Role Reason of the program person associated to the status for the program displayed in the CalWORKs/RCA – Program column as of the End Date parameter. |
| Employment - Category | The Category as displayed in the Change Reason section of the Employment Detail page for the Employment record displayed in the report. |
| Employment - Type | The Type as displayed in the Change Reason section of the Employment Detail page for the Employment record displayed in the report. |
| Customer Activity - Start Date | The Start Date of the latest activity as displayed in the Schedule section of Customer Activity Detail page. This field will be formatted as mm/dd/yyyy. If the Employment record is not associated to a Customer Activity, this field will be blank. |
| Customer Activity - End Date | The End Date of the latest Activity as displayed in the Schedule section of Customer Activity Detail page. This field will be formatted as mm/dd/yyyy. If the Employment record is not associated to a Customer Activity, this field will be blank. |
| Customer Activity - Scheduled Hours per Week | Scheduled Hours per Week for this Activity, associated to the Employment record, as displayed in the Schedule section of the Customer Activity Detail page. If the Employment record is not associated to a customer activity, this field will be blank. |

**Table 2.5.2.2 -1 Details Worksheet**

## 2.6 Report Location

The Employment Summation Report and the Employment Summation Detail Report are located here:

Global Navigation: Reports

Local Navigation: On Request

Task Navigation: Employment Services

## 3 SUPPORTING DOCUMENTS

| Number | Functional Area | Description | Attachment |
|---|---|---|---|
| 1 | Employment Services | LRS Employment Summation Report Mockup | Employment Summation Report ( |
| 2 | Employment Services | LRS Employment Summation Detail Report Mockup | Employment Summation Detail R |
| 3 | Employment Services | CIV Employment Summation Detail Report Mockup | Employment Summation Detail R |



## 4 PROJECT REQUIREMENTS

| REQ # | REQUIREMENT TEXT | How Requirement Met |
|---|---|---|
| 2.28.3.8 | The LRS shall provide a self sufficiency summary report for a participant on-demand that consists of the following:<br>a. Purpose of work participation program component and participation status;<br>b. Work participation program components schedule;<br>c. Supportive Services; and<br>d. Specialized Supportive Services. | This SCR is making the Employment Summation Detail report complete and more accurate. |

## 5 MIGRATION REQUIREMENTS

| DDID # | REQUIREMENT TEXT | How Requirement Met |
|---|---|---|
| N/A | | |

## 6 MIGRATION IMPACTS

| SCR Number | Functional Area | Description | Impact | Priority | Address Prior to Migration? |
|---|---|---|---|---|---|
| N/A | | | | | |

# 7 OUTREACH

N/A

CalSAWS

California Statewide Automated Welfare System

# Design Document

CA-201772 | CIV-104929

Lobby Management: Reception Log: Update Number Generated Logic for Reception Log Visits

| CalSAWS | DOCUMENT APPROVAL HISTORY | |
|---|---|---|
| | Prepared By | Gerald Limbrick |
| | Reviewed By | [individual(s) from build and test teams that reviewed document] |

| DATE | DOCUMENT VERSION | REVISION DESCRIPTION | AUTHOR |
|---|---|---|---|
| 9/26/2019 | 1.0 | Initial | G. Limbrick |
| 10/15/2019 | 1.1 | Number Assigned search is now case insensitive | G.Limbrick |
| 11/15/2019 | 1.2 | LRS will save a Reception Log Record even if Check-In number cannot be added | G.Limbrick |
| | | | |
| | | | |
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# 1 OVERVIEW

This SCR will enhance the Reception Log with the ability to use a previously assigned lobby check-in number when adding a previous Complete or No Show Visit Purpose to an existing Reception Log record. This SCR will also add the ability to search the Reception Log for a specific Number Assigned and increase the maximum character length of the Number Assigned. This closes a gap between C-IV and LRS. **In LRS:** The Reception Log will be updated to create an entry, even if the YBN service that generates the check-in number fails.

## 1.1 Current Design

With the release of CA-204065, numbers are automatically assigned to each Visit Purpose when they are entered into the Reception Log Detail page; the number is retrieved from a YBN webservice and displayed under the Number Assigned column on the Reception Log List page. In LRS numbers are displayed with leading zeros up to a maximum of 4 characters including a prefix. In C-IV, no webservice is needed to retrieve the numbers; they are displayed up to 5 characters and without leading zeros. In C-IV users may search for Reception Log records by Number Assigned; LRS does not have that functionality. In C-IV, in create and edit modes, the prefix and number are displayed in separate fields. C-IV allows users to select from multiple prefixes, depending on Office and Visit Type configurations.

## 1.2 Requests

Based on various lobby business processes, add an option to assign the previous number issued for a customer's visit or to automatically generate a new number.

**For LRS:** Display the check-in numbers without leading zeros and increase the number to a maximum of 5 characters.

**For LRS:** Add the ability to search for Reception Log records by Number Assigned (case insensitive).

**For LRS:** Update the page logic to create a Reception Log entry even if the the YBN webservice which retrieves check-in numbers fails.

## 1.3 Overview of Recommendations

1. On the Reception Log Detail page, under the Visit Information section:
    a. Update the Number Assigned column (Number column in C-IV) to have a drop-down selection allowing the user the option to use an existing number or generate a new one
    b. Default the option to generate a new number
2. **For LRS**: Create a Number Assigned search field on the Reception Log List page in the Refine Your Search section.

3. **For LRS:** Update the database and webservices to increase the maximum length of the Number Assigned to 5 characters and remove the leading zeros.
    a. Update the Reception Log and Message Center to display the Number Assigned without the leading zeros
    b. Update the Reception Log to print the Number Assigned without the leading zeros
    c. Update the interfaces to SFV LMRS to send and receive the number in the new format
4. **For LRS:** Update the page logic to create a Reception Log entry without a check-in number, when the the YBN webservice which retrieves check-in numbers fails.

## 1.4 Assumptions

1. Business Intelligence reports will keep the existing formulas for counting or averaging additional Visit Purposes for the same customer regardless of whether a new or previous number is assigned to the Visit Purpose.
2. The timing for escalation messages will remain separate for each Visit Purpose that is assigned the same number.
3. Fields not mentioned to be modified within the description of changes will retain their current functionality.

# 2 RECOMMENDATIONS

## 2.1 Reception Log Detail

### 2.1.1 Overview

The Reception Log Detail page allows the user to input information about customers waiting for service. Upon saving a newly created Visit Purpose record, a new number is automatically assigned; in **LRS**: this number is retrieved via a YBN webservice. This number is called when it is the customer's turn for service. There is no option to re-add a previously used number.

**For LRS:** Update the page logic to create a Reception Log entry without a check-in number, when the the YBN webservice which retrieves the check-in numbers fails.

**For Both Systems:** Add the option to select a previously used number when adding a Visit Purpose to an existing Reception Log record.

Note: Visit Purpose in LRS = Visit Type in C-IV

**In the LRS system:** Assigned numbers include an alphabetic prefix and leading zeros formatting the number to exactly 4 characters long (including the prefix). This SCR will increase the maximum length to 5 characters (including the prefix) and remove the leading zeros.

### 2.1.2 Reception Log Detail Mockups

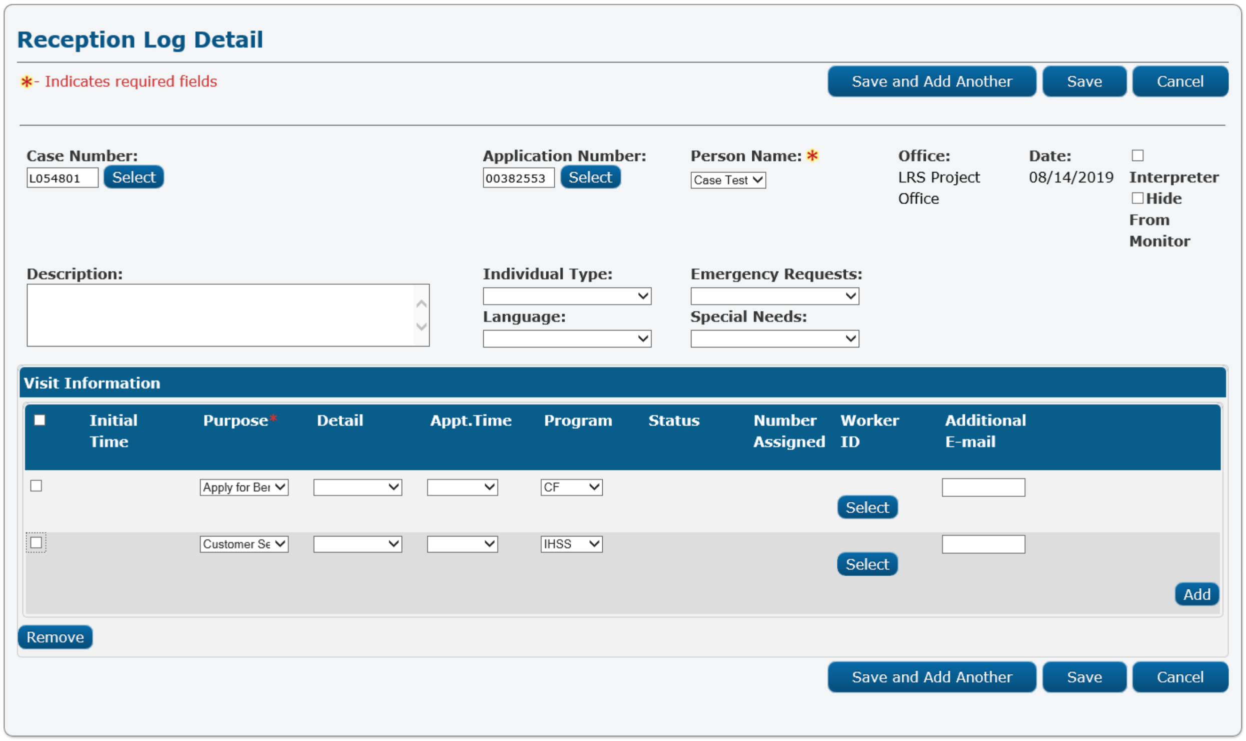


Figure 2.1.1 a – LRS Reception Log Detail in Create mode

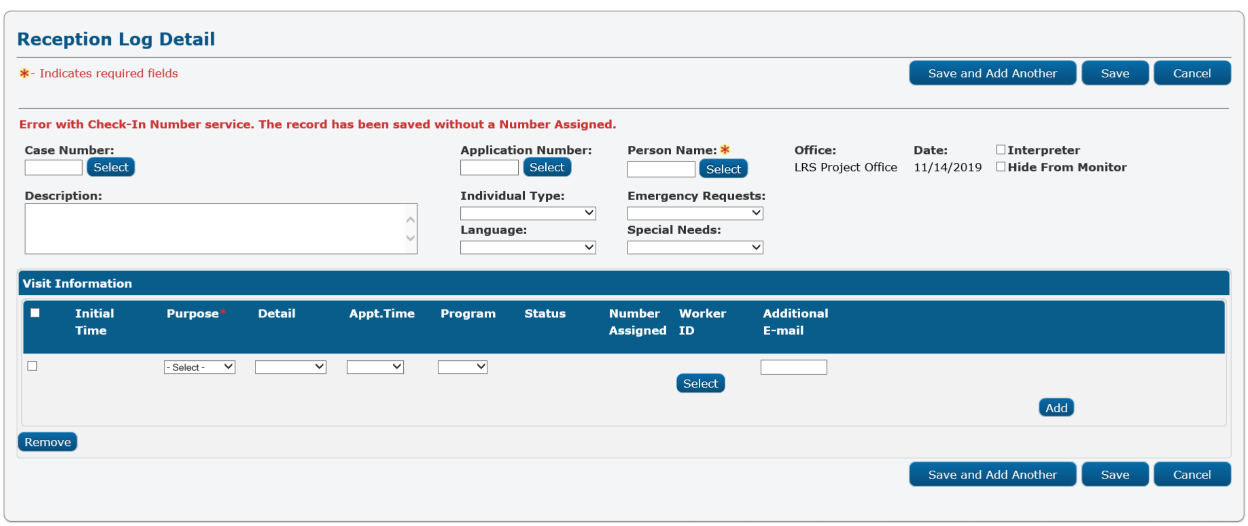


Figure 2.1.1 b – LRS Reception Log Detail Create mode – Saved without a Number Assigned

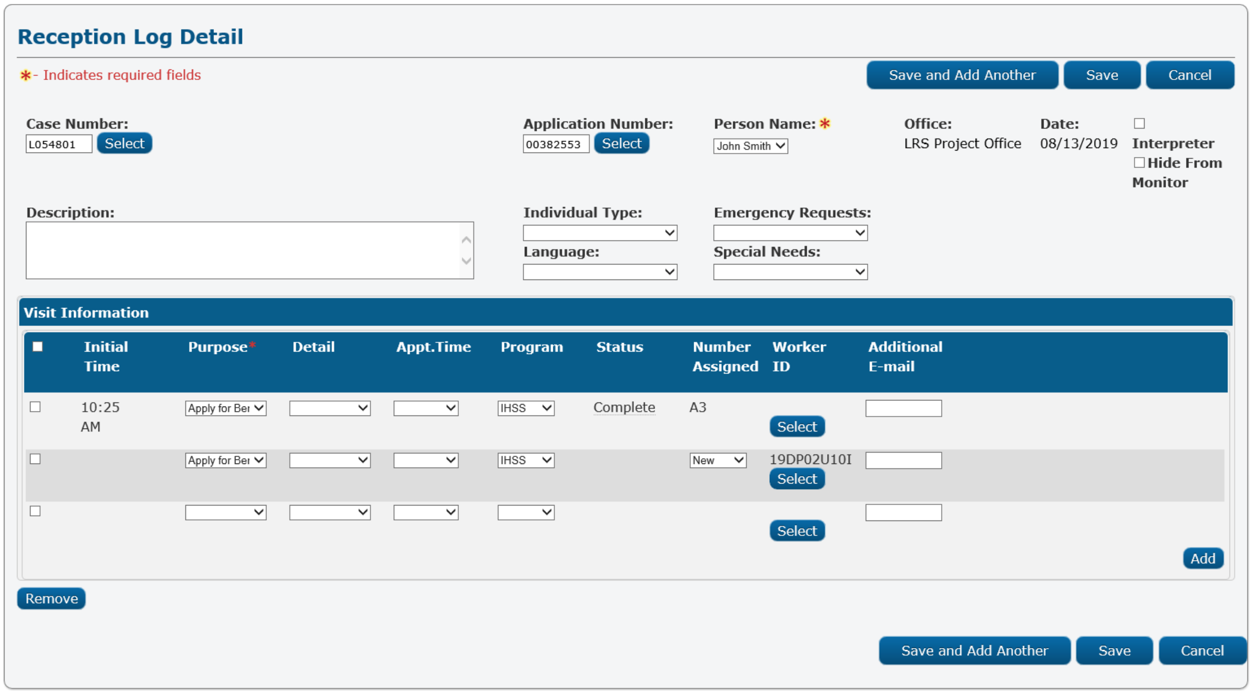


**Figure 2.1.2 – LRS Reception Log Detail in Edit mode – Dropdown Collapsed**

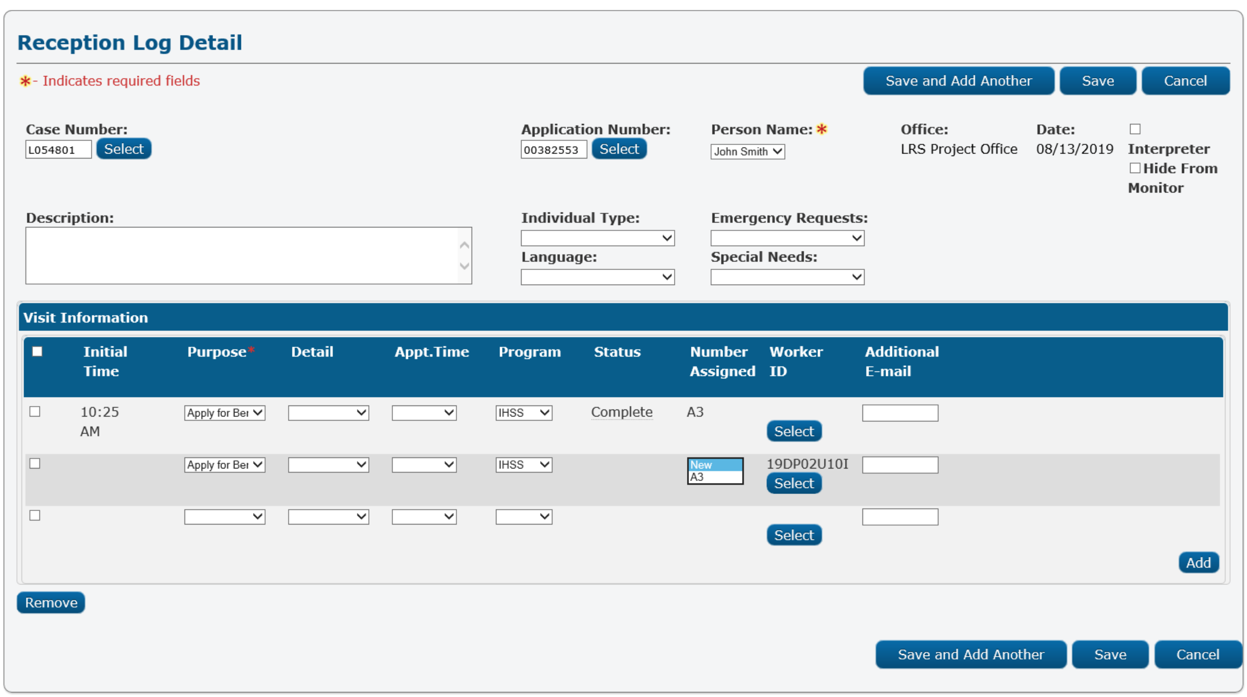


**Figure 2.1.3 – LRS Reception Log Detail in Edit mode – Dropdown Expanded**

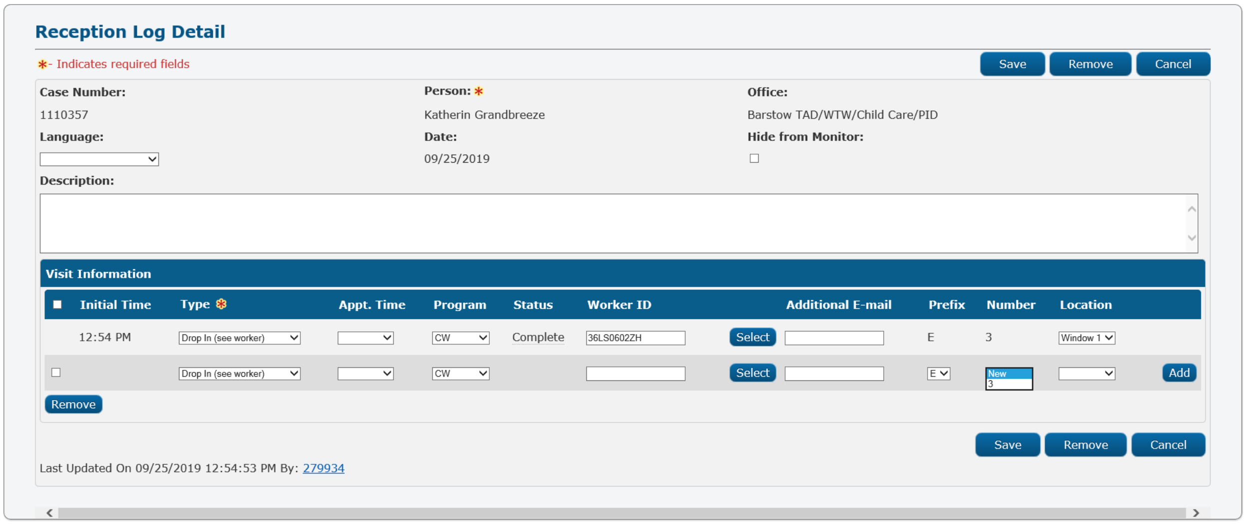


**Figure 2.1.4 – C-IV Reception Log Detail in Edit mode – Dropdown Expanded**

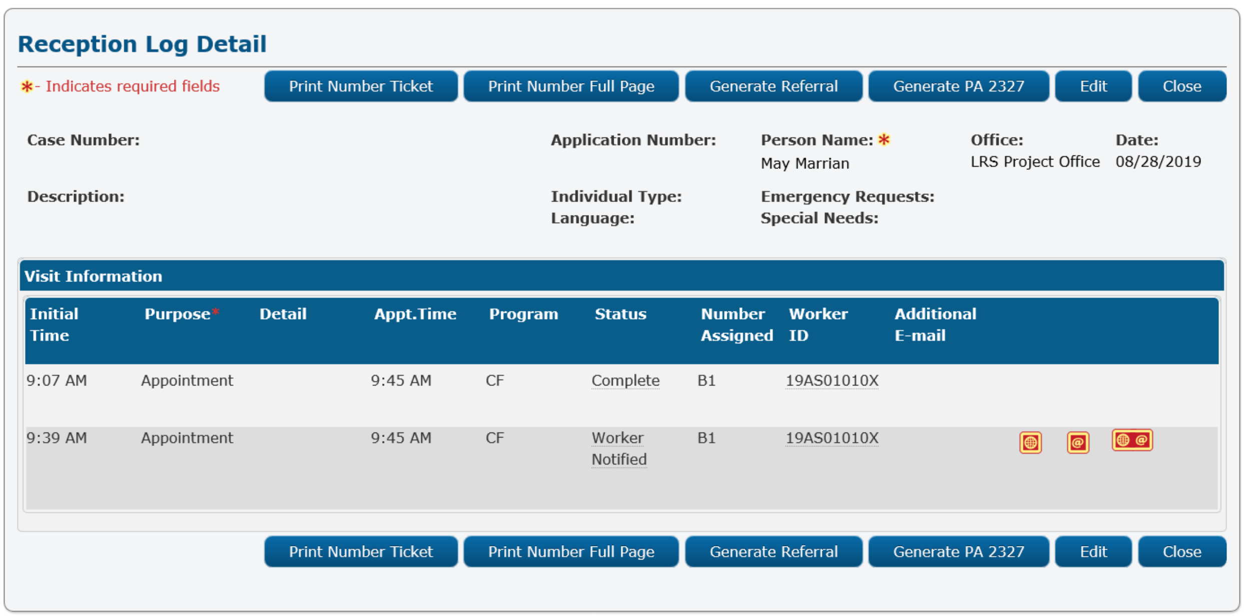


**Figure 2.1.5 a – LRS Reception Log Detail in View mode**

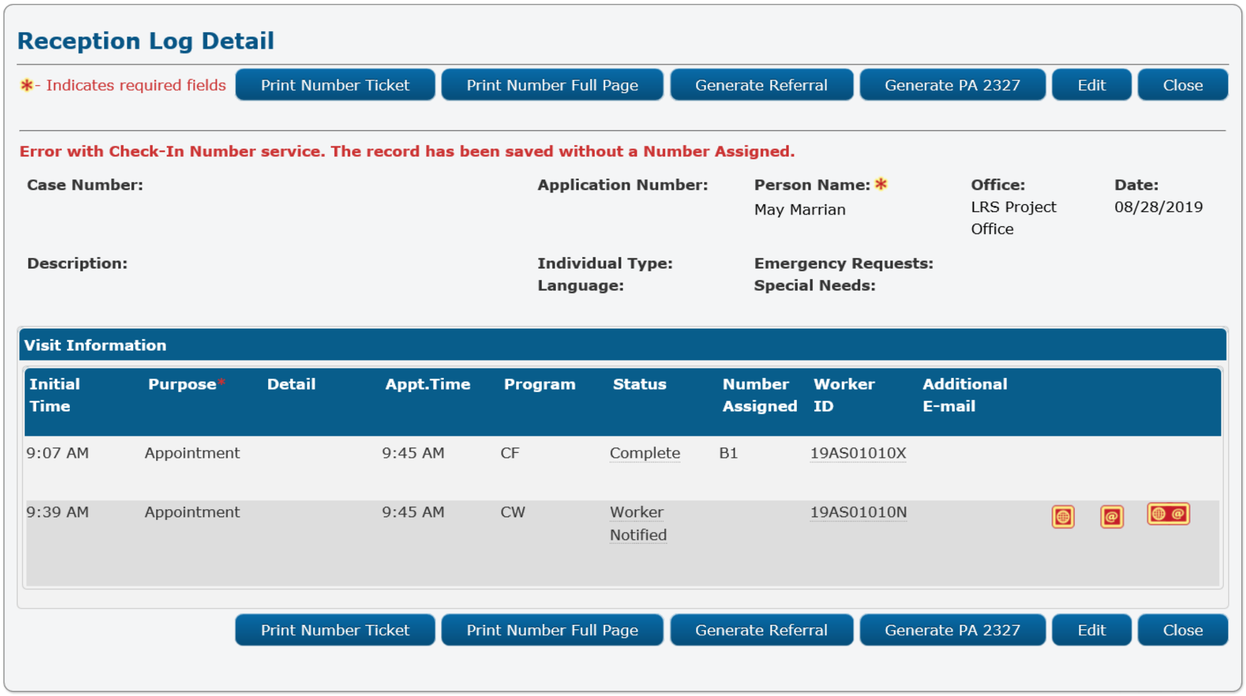


**Figure 2.1.5 b – LRS Reception Log Detail View mode– Saved without a Number Assigned**

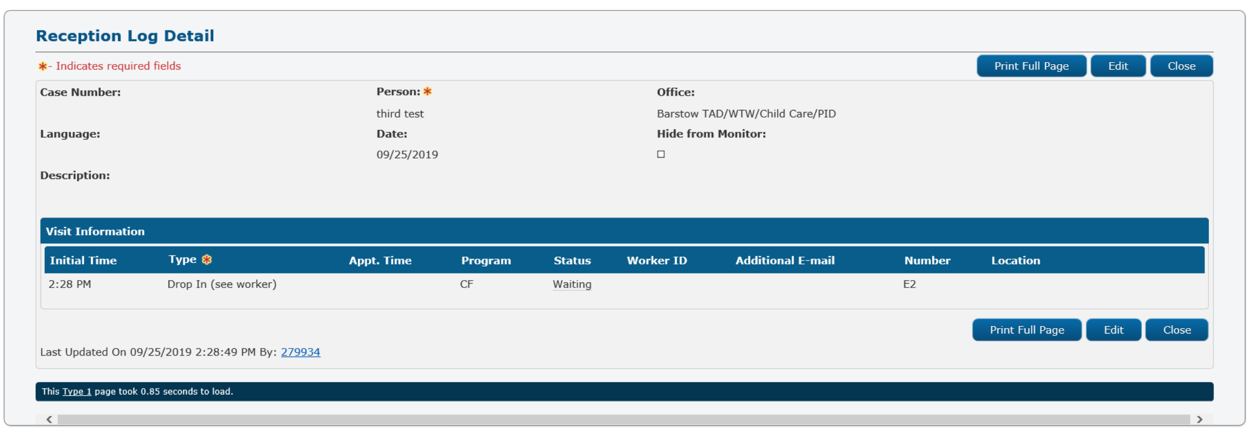


**Figure 2.1.6 – C-IV Reception Log Detail in View mode (not changed shown for reference only)**

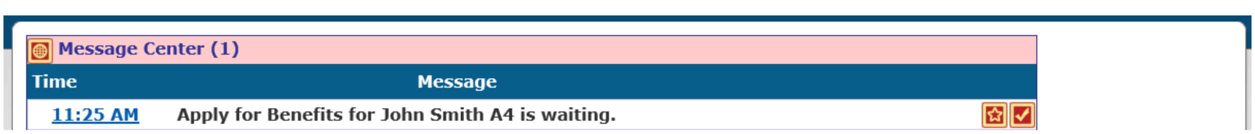


**Figure 2.1.7 – LRS Message Center**

### 2.1.3 Description of Changes

1. **For LRS:** Update the page logic to create a Reception Log entry without a check-in number, when the the YBN webservice which retrieves the check-in numbers fails.
    a. Remove the error msg which was previously displayed when the service failed.
    b. If the service fails, create a Reception Log entry without a check-in number.
    c. If the service fails, display a message, on the following page, with Error formatting and styling as "Error with Check-In Number service. The record has been saved without a Number Assigned."
        i. When the user chooses 'Save', add the message to the Reception Log Detail page in View mode.
        ii. When the user chooses 'Save and Add Another', add the message to the Reception Log Detail page in Create mode.
2. Update the Number Assigned column, under the Visit Information section, to have a dropdown selector when adding an additional (second or subsequent) Visit Purpose to an existing Reception Log record. Note: Visit Purpose in LRS = Visit Type in C-IV
    a. Add the following options to the dropdown:
        i. "New"
        ii. Any previous number(s) associated with a Complete or No Response Visit Purpose
            - For Example in LRS:

New

C4

D4

A3

H1

- Or in C-IV:

New

4

3

1

Note: Only numbers associated with the same Reception Log record and in status of Complete or No Response should be included in the dropdown.

    b. Order the list of options with "New" as the first option followed by any previous numbers in numerically descending order.

            i. For LRS, if there is more than one prefix with the same numeric portion, use the prefix as a secondary sort, in alphabetically ascending order.
   c. Default the dropdown to "New".
   d. Use the existing logic to assign a new number, when "New" is selected. This will be the default behavior if the user does not change the dropdown option when adding a record.
   e. Assign the selected number to the record, if a previous number is selected. Note: In C-IV only, the prefix will be selectable and it will be possible to choose a new prefix to use with a previously closed number.
   f. Display the number as un-editable text for previously saved records.
   g. Display an empty background area when creating the initial reception log record.
3. **LRS only:** Update the database and webservices including the SFV (San Fernando Valley) LMRS webservices to send and receive a Number Assigned up to 5 characters.
   a. Update Message Center's Send Message and Send Email logic:
      i. Display the variable length prefix and number (if available) without the leading zeros, after the Person Name.
      ii. Reference Figure 2.1.7 for Message Center format. Note: For the email keep the existing formatting but without the leading zeros.
   b. Update Reception Log to display the variable length prefix and number (when available) without the leading zeros.
   c. Update the Reception Log, Full Page and Zebra Receipt Printer, receipt:
      i. If the Number Assigned is available, Print the Number Assigned without the leading zeros.
      ii. If not available, leave the area blank.
   d. Update the interface for the SFV Check-in App to send and receive variable length check-in numbers , or to send the record without a check-in number when none was added.
   e. Update the interface for the SFV Self Service App to send and receive variable length check-in numbers, or to send the record without a check-in number when none was added.
   f. Update the interfaces for the SFV LMRS & LMRS Lobby Monitor Apps to send and receive variable length check-in numbers, or to send the record without a check-in number when none was added.
   g. Updated database tables as needed to enlarge the length of CHECKIN_ID column.
4. Update page-mapping for the Reception Log Detail and Reception Log List pages with new or changed fields.

5. **C-IV Only:** Rename the NUM_ASSIGN column in the RECEPTN_LOG_VISIT table to match ASSIGN_NUM_IDENTIF as in the related LRS table.
6. **C-IV Only**: Update the Business Intelligence Lobby Management Extract Transform and Load (ETL) to use the new ASSIGN_NUM_IDENTIF column name instead of NUM_ASSIGN.

### 2.1.4 Page Location

- **LRS only: Home Page > LRS Quick Links**
- **C-IV only: Tools > Office > Reception Log**

### 2.1.5 Page Mapping

Update the page mapping for the Reception Log Detail page to include new or renamed fields.

## 2.2 Reception Log List

### 2.2.1 Overview

The Reception Log List page allows users to search for and view Reception Log records. Users may search by various Reception Log fields. In C-IV users can search by Number Assigned (this is a case sensitive search); in LRS they cannot.

**In LRS:** Update the page to allow users to search by Number Assigned, case insensitive (UPPER-CASE or lower-case searches will return the Number Assigned record if it exists). **In C-IV:** Update the search logic to be case insensitive (UPPER-CASE or lower-case searches will return the Number Assigned record if it exists).

### 2.2.2 Reception Log List Mockups

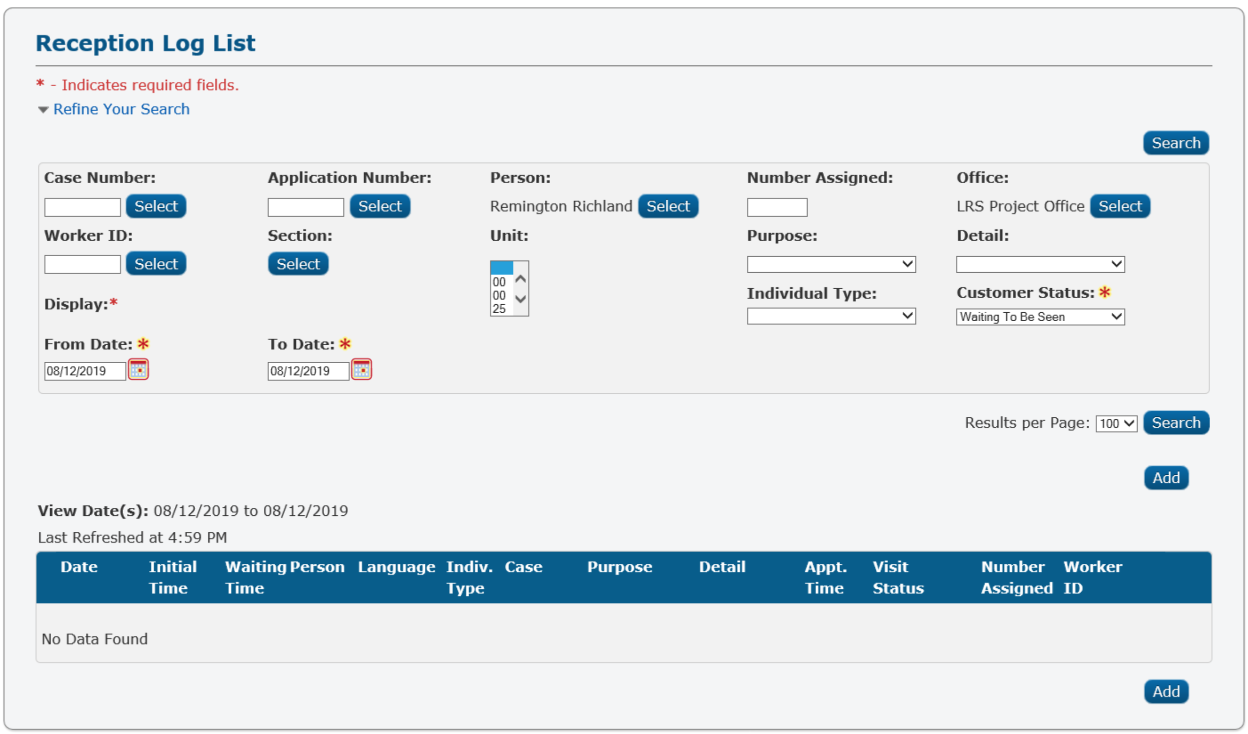


**Figure 2.2.1 – LRS Number Assigned Search Field**

### 2.2.3 Description of Changes

1. **In LRS:** Create a ‘Number Assigned’ label and search field on the Reception Log List page in the Refine Your Search section.
    a. Position the label and search field to the right of the ‘Person’ label, field and ‘Select’ button.
    b. Update the page logic to include the Number Assigned (only when entered) in the search parameters; make this a case insensitive search(UPPER-CASE or lower-case searches will return the Number Assigned record if it exists).
2. **In C-IV:** Update the Number Assigned search logic to work even if the user enters the wrong case (lower case instead of uppercase) for the number’s prefix; make it a case insensitive search.

### 2.2.4 Page Location

- **LRS only: Home Page > LRS Quick Links**
- **C-IV only: Tools > Office > Reception Log**

### 2.2.5 Page Mapping

Update the page mapping for the Reception Log List page to include new or renamed fields.

## 2.3 Automated Regression Test

### 2.3.1 Overview

Update the existing **CW – Reception Log** script to include validation of the Number Assigned dropdown on the Reception Log Detail page and the Number Assigned search field on the Reception Log List page.

### 2.3.2 Description of Change

1. Create a new Reception Log record with a new Visit Purpose. Close the record by marking it Complete or No Response.
    a. Add a new visit record. Choose "New" in the Number Assigned dropdown. Verify that a new number was assigned.
    b. Add a new visit record. Choose the Number Assigned from the closed record. Verify that the same number was assigned.
2. Return to the Reception Log List page and search for the records using the Number Assigned search field. Verify that the newly created records are returned.

# 3 REQUIREMENTS

## 3.1 Project Requirements

| REQ # | REQUIREMENT TEXT | How Requirement Met |
|---|---|---|
| 2.2.2.1 | The LRS shall provide a method of tracking the following contacts via the traffic log:<br>a. Face-to-face contacts;<br>d. Inter-County transfer contacts;<br>e. Traffic in the traditional office setting;<br>f. Outreach User contacts in both fixed and non-fixed locations;<br>g. Non-DPSS COUNTY Users;<br>h. Non-COUNTY agencies;<br>i. General public contacts, including e-Government; and<br>j. Other contacts. | Allows tracking of traffic in the traditional office setting. |
| | | |

## 3.2 Migration Requirements

| DDID # | REQUIREMENT TEXT | Contractor Assumptions | How Requirement Met |
|---|---|---|---|
| NA | | | |
| | | | |

# 4 MIGRATION IMPACTS

| SCR Number | Functional Area | Description | Impact | Priority | Address Prior to Migration? |
|---|---|---|---|---|---|
| CIV 201772 | Reception Log | Joint design has been approved through the Lobby Management Committee. C-IV will implement this Change with SCR 104929 in the 20.01 release. | No | High | NA |
| CIV 1463 | Reception Log | C-IV SCR 1463 functionality was partially implemented as part of CA-204065 (release 19.07). This SCR closes the remaining gap associated with C-IV SCR 1463. | No | NA | NA |

# Design Document

SCR CA-203060/CIV-9838 - ACL 17-61 - Achieving a Better Life Experience (ABLE) Accounts

| | DOCUMENT APPROVAL HISTORY | |
|---|---|---|
| | Prepared By | Tom Lazio |
| | Reviewed By | |

| DATE | DOCUMENT VERSION | REVISION DESCRIPTION | AUTHOR |
|---|---|---|---|
| 5/24/2019 | 1.0 | | Tom Lazio |
| 7/17/2019 | 2.0 | Committee Approved | Tom Lazio |
| 11/19/2019 | 3.0 | Content Revision to add eICT interface mapping to "Other Liquid Property in Section 2.1.3 | Tom Lazio/ Ritu Chinya |
| | | | |
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| | | | |

# Table of Contents

# 1 OVERVIEW

Per ACL 17-61, Achieving a Better Life Experience (ABLE) Act, allows individuals with disabilities to open an ABLE/California ABLE (CalABLE) Account for qualified disability expenses, which include basic living costs such as transportation and housing, without losing eligibility to public benefit programs. This SCR will accommodate the need of adding new ABLE/CalABLE accounts as property as well as non-qualified withdrawals as income. This SCR will also make eligibility determination updates based on the new property and income types.

## 1.1 Current Design

There is no option to select ABLE/CalABLE accounts as a property type and no option for non-qualified withdrawals from such accounts as an income type. Savings and investments for disability-related expenses are treated as countable property and income for means-tested public benefits programs such as CalWORKs (CW), which may result in losing program eligibility or lower benefits for the individuals with disabilities.

## 1.2 Requests

Per ACL 17-61, individual ABLE/CalABLE accounts are excluded as property in determining eligibility for CalFresh (CF) and disregarded up to $100,000 as property in determining eligibility for CW. ACL 17-61 also states that withdrawals from ABLE/CalABLE accounts for qualified expenses are excluded as income for both CF and CW programs.

Per CRPC 2120, a non-qualified withdrawal from an ABLE/CalABLE account would be considered unearned income and would be counted against the individual for determining eligibility for means-tested public benefits programs.

## 1.3 Overview of Recommendations

Update the Liquid Property Type field on Liquid Property Detail page to allow the entry of 'ABLE/CalABLE Account'.

Update the Type field of Miscellaneous income category on Income Detail page to allow the entry of 'ABLE/CalABLE Non-Qualified Withdrawals'.

Make updates to the EDBC logic for the treatment of new property and income types across different programs.

## 1.4 Assumptions

- User is responsible for verifying that the individual is eligible for an ABLE/CalABLE account.
- User is responsible for adding/updating the value of ABLE/CalABLE account.
- User is responsible for determining and entering ABLE/CalABLE Non-Qualified Withdrawals.
- User is responsible to add/update an unearned income by deducting the contributions made to an ABLE/CalABLE account if applicable.

- Existing property exemptions/exclusions based on the status and usage of a property will remain un-changed.

# 2 RECOMMENDATIONS

## 2.1 Liquid Property Detail

### 2.1.1 Overview

The Liquid Property Detail page allows the User to add, edit or view all the Customer's liquid property.

Update the Liquid Property Type field to allow the entry of 'ABLE/CalABLE Account'.

### 2.1.2 Liquid Property Detail Mockup

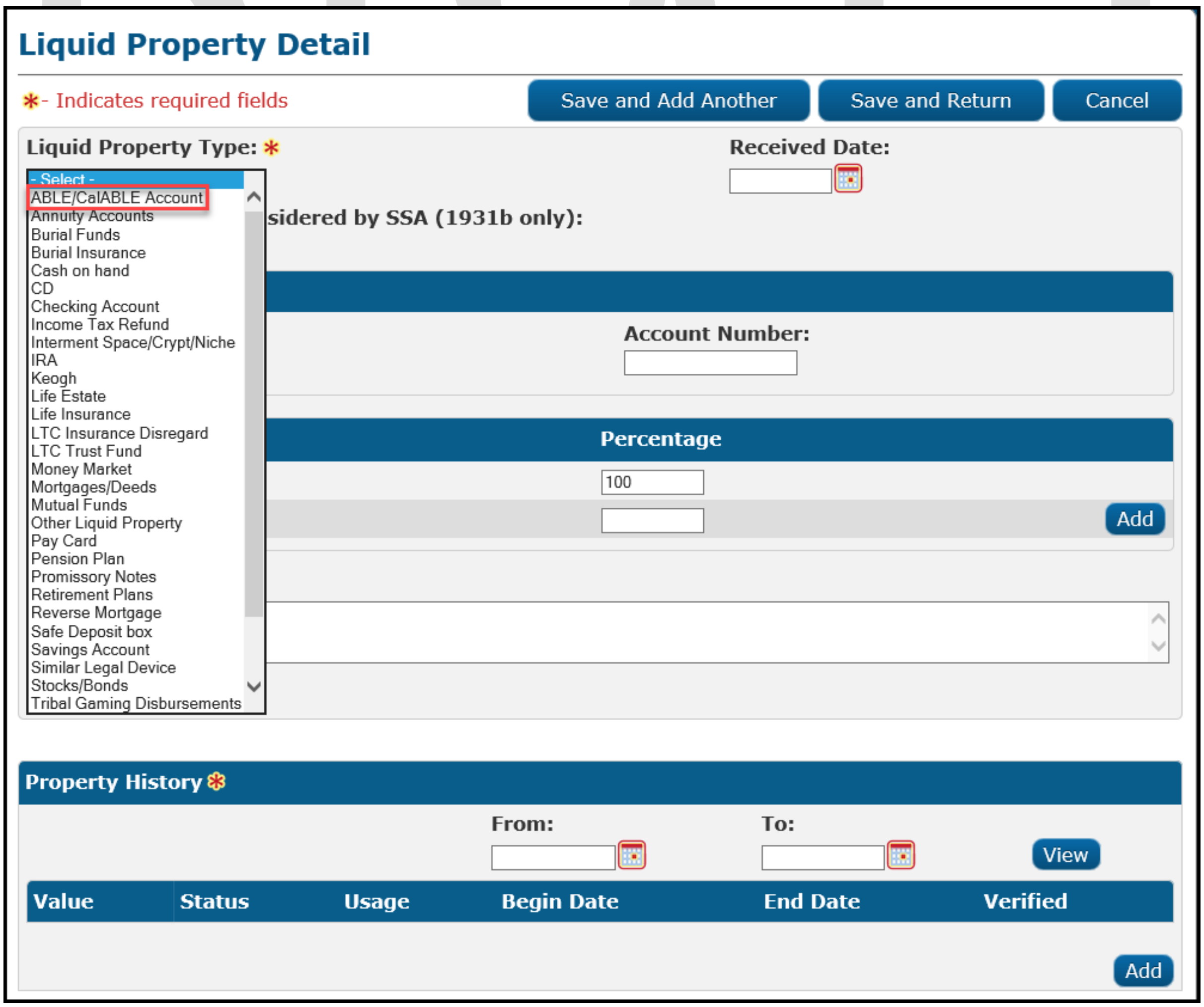


**Figure 2.1.1 – Liquid Property Detail –LRS**

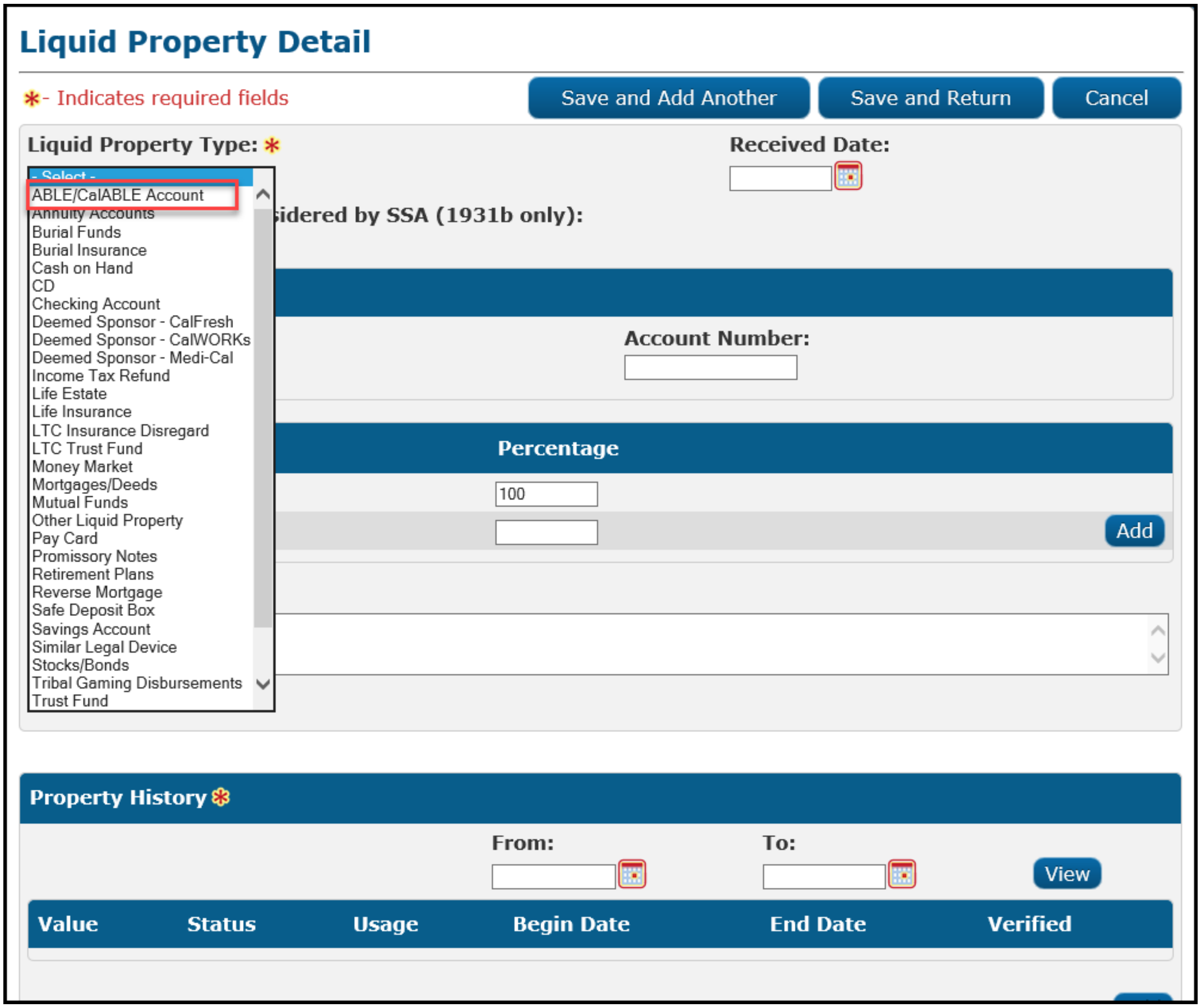


**Figure 2.1.2 – Liquid Property Detail – C-IV**

### 2.1.3 Description of Changes

Add the following value to the Liquid Property Type field of the Liquid property category:

- ABLE/CalABLE Account

Update the eICT interface to be able to send this new property type of ABLE/CalABLE Account. This new property type will be mapped to "Other Liquid Property" in the outbound interface.

### 2.1.4 Page Location

**Global: Eligibility**

**Local: Customer Information**

**Task: Property**

## 2.2 Income Detail

### 2.2.1 Overview

The Income Detail page allows the User to add, edit, or view the details of a Customer's income record.

Update the Type field of Miscellaneous income category to allow the entry of 'ABLE/CalABLE Non-Qualified Withdrawal'.

### 2.2.2 Income Detail Mockup

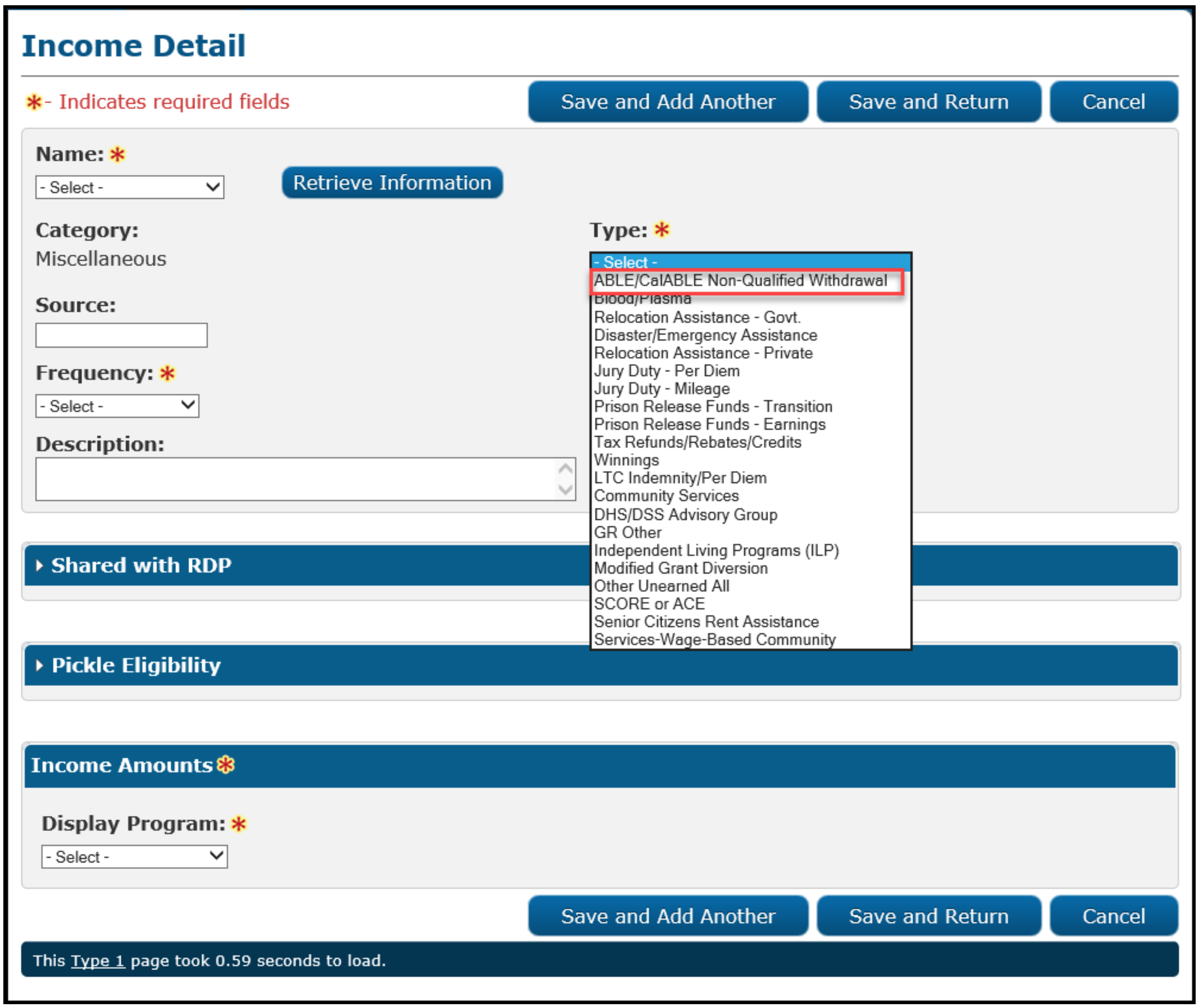


**Figure 2.2.1 – Income Detail – LRS**

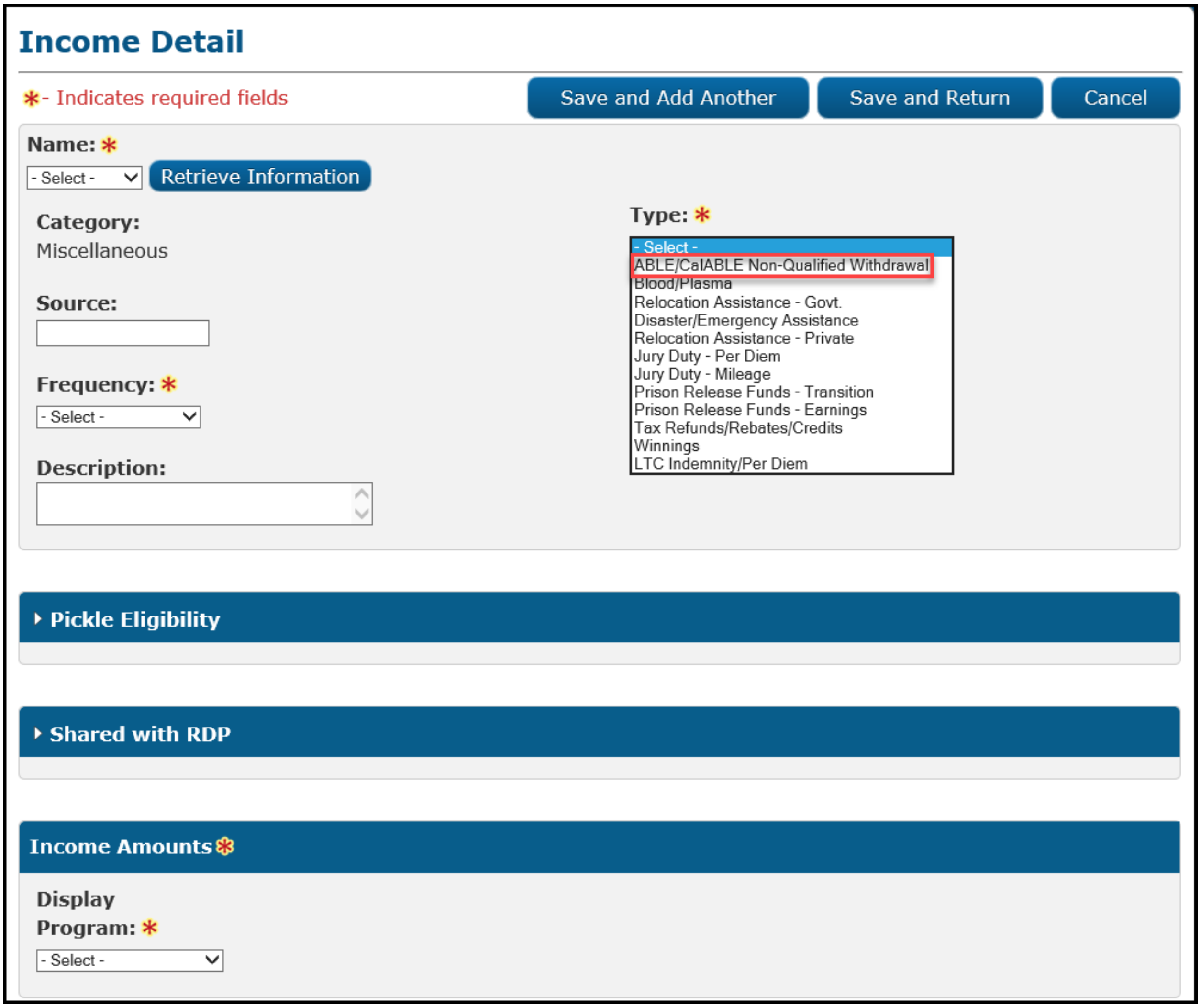


**Figure 2.2.2 – Income Detail – C-IV**

### 2.2.3 Description of Changes

Add the following value to the Type field of the Miscellaneous income category:

- ABLE/CalABLE Non-Qualified Withdrawal

### 2.2.4 Page Location

**Global: Eligibility**

**Local: Customer Information**

**Task: Income**

## 2.3 EDBC Updates

### 2.3.1 Overview

Update the EDBC logic for the treatment of new property and income types across different programs.

### 2.3.2 Description of Changes

#### 2.3.2.1 Liquid Property Type

For the new Liquid property type of 'ABLE/CalABLE Account', please see below for the treatment of property across the different programs in the EDBC logic:

| Program | Treatment |
|---|---|
| CW | Disregard each 'ABLE/CalABLE Account' from property test up to $100,000.<br><br>If the ABLE/CalABLE Account value for the benefit month is greater than $100,000, the difference would be counted as part of the property test. |
| CF | Exclude each 'ABLE/CalABLE Account' from property test |
| RCA | Disregard each 'ABLE/CalABLE Account' from property test up to $100,000.<br><br>If the ABLE/CalABLE Account value for the benefit month is greater than $100,000, the difference would be counted as part of the property test. |
| Foster Care | Disregard each 'ABLE/CalABLE Account' from property test up to $100,000.<br><br>If the ABLE/CalABLE Account value for the benefit month is greater than $100,000, the difference would be counted as part of the property test. |
| Kin-GAP | Disregard each 'ABLE/CalABLE Account' from property test up to $100,000.<br><br>If the ABLE/CalABLE Account value for the benefit month is greater than $100,000, the difference would be counted as part of the property test. |

| Program | Treatment |
|---|---|
| CAPI | LRS Only: Disregard each 'ABLE/CalABLE Account' from property test up to $100,000.<br><br>If the ABLE/CalABLE Account value for the benefit month is greater than $100,000, the difference would be counted as part of the property test. |
| Medi-Cal | Exclude each 'ABLE/CalABLE Account' from property test. |
| General Assistance | LRS Only: Disregard each 'ABLE/CalABLE Account' from property test up to $100,000.<br><br>If the ABLE/CalABLE Account value for the benefit month is greater than $100,000, the difference would be counted as part of the property test. |
| Immediate Need | Disregard each 'ABLE/CalABLE Account' from property test up to $100,000<br><br>If the ABLE/CalABLE Account value for the benefit month is greater than $100,000, the difference would be counted as part of the property test. |
| Diversion | Disregard each 'ABLE/CalABLE Account' from property test up to $100,000.<br><br>If the ABLE/CalABLE Account value for the benefit month is greater than $100,000, the difference would be counted as part of the property test. |

### 2.3.2.2 Miscellaneous Income Type

For the new Miscellaneous income type of 'ABLE/CalABLE Non-Qualified Withdrawal', please see below for the treatment of income across the different programs in the EDBC logic:

| Program | Treatment |
|---|---|
| CW | Unearned Income |
| CF | Unearned Income |
| RCA | Unearned Income |
| Foster Care | Unearned Income |
| Kin-GAP | Unearned Income |
| CAPI | Unearned Income |

| | |
|---|---|
| Medi-Cal | Unearned Income |
| General Assistance | Unearned Income |
| Immediate Need | Unearned Income |
| Diversion | Unearned Income |

The Miscellaneous income type 'ABLE/CalABLE Non-Qualified Withdrawal' will have an eICT Outbound code of 'LOT'.

The Miscellaneous income type 'ABLE/CalABLE Non-Qualified Withdrawal' will have a CalHEERS Outbound code of 'MS'.

### 2.3.3 Programs Impacted

CW, CF, MC, RCA, KG, IN, CAPI, GA, FC

## 2.4 Threshold Language Translations

### 2.4.1 Overview

**LRS Only:** In LRS, a NOA fragment may display an income type. New income types added to the system must include threshold language translations for accurate NOA text.

### 2.4.2 Description of Change

**LRS Only:** Add threshold language translations for the added Miscellaneous income type of 'ABLE/CalABLE Non-Qualified Withdrawal'. These translations are found in the Supporting Documents section below.

## 2.5 Automated Regression Test

### 2.5.1 Overview

Create new automated scripts to create new property and income records of the new types, and confirm the EDBC impact to at least the following programs: CalWORKs, CalFresh, Medi-Cal.

### 2.5.2 Description of Change

Create new scripts to cover the following scenarios:

- Submit a new application for an impacted program
- Add a new property and/or income record with each of the following configurations:
  - Property above threshold
  - Income above threshold

    - Property below threshold
    - Income below threshold
- Run EDBC and verify that the property and/or income is treated accordingly

Required programs to be covered:

- CalWORKs
- CalFresh
- Medi-Cal

Secondary programs, to be covered if time allows:

- RCA
- Foster Care

Tertiary programs, to be covered if time allows:

- Kin-GAP
- CAPI (LRS only)
- General Assistance (LRS only)
- Immediate Need



# 3 SUPPORTING DOCUMENTS

| Number | Functional Area | Description | Attachment |
|---|---|---|---|
| 1 | Online, Eligibility | ACL 17-61 – All County Letter regarding Achieving A Better Life Experience (ABLE) accounts for individuals with disabilities in California. | 17-61.pdf |
| 2 | Online, Eligibility | CRPC 2120 – Consortium Request For Research And Analysis regarding ACL 17-61 clarification questions with responses. | CRPC 2120_ABLE Acct_CalWORKs Res |
| 3 | Correspondence | Translation of new income type | |

# 4 REQUIREMENTS

## 4.1 Project Requirements

| REQ # | REQUIREMENT TEXT | How Requirement Met |
|---|---|---|
| 2.8.2.11 | The LRS shall treat income and resources based on program-specific rules. | The LRS will include Non-Qualified withdrawals from ABLE/CalABLE accounts as unearned income for both CalFresh (CF) and CalWORKs (CW) programs.<br><br>The LRS will exclude ABLE/CalABLE accounts as property for CF and exclude up to $100,000 from property for CW programs. |
| 2.5.2.15 | The LRS shall allow COUNTY-specified Users to collect personal property resources and liquid resources information at the individual level. | The LRS will allow users to enter in ABLE/CalABLE Accounts as liquid property. |

CalSAWS

California Statewide Automated Welfare System

# Design Document

## CA-206520 CIV-103772 Automate SAWS 30 - IEVS Employment and Income Verification Form.

| CalSAWS | DOCUMENT APPROVAL HISTORY | |
|---|---|---|
| | Prepared By | Howard Suksanti, Anand Kulkarni |
| | Reviewed By | Himanshu Jain, Balakumar Murthy, Chris Larson, Priya Sridharan |

| DATE | DOCUMENT VERSION | REVISION DESCRIPTION | AUTHOR |
|---|---|---|---|
| 3/6/2019 | 0.1 | Initial draft | Howard Suksanti |
| 3/18/2019 | 0.2 | Updated with Peer review comments | Howard Suksanti |
| 3/25/2018 | 0.3 | Correspondence changes added | Anand Kulkarni |
| 4/9/2019 | 0.4 | Updated with C-IV requirements | Howard Suksanti |
| 4/12/2019 | 0.5 | Updated with Peer review comments | Howard Suksanti |
| 4/17/2019 | 0.6 | Updated with Peer review comments | Howard Suksanti |
| 6/14/2019 | 0.7 | Updated with Peer review comments | Howard Suksanti |
| 9/4/2019 | 0.8 | Updated section 1.4 to 58 Counties | Howard Suksanti |
| 10/10/2019 | 0.9 | Updated on the threshold language title for the SAWS 30 form in C4Yourself | Nithya Chereddy |
| 10/16/2019 | 0.10 | Updated logo to CalSAWS and added Outreach section, added DDID 1492 for the PA 2418B, added scenario of the person match in IFDS recommendation. | Howard Suksanti |
| 11/22/2019 | 0.11 | Added C-IV disposition journal entry, added note on the DDID 1492. | Howard Suksanti |
| 11/26/2019 | 0.12 | Updated SAWS 30 FDD to populate worker information in all scenarios | Nithya Ccereddy |

# Table of Contents

# 1 OVERVIEW

Employment and earnings data are received by LRS and C-IV systems from IEVS (Income and Eligibility Verification System) over an inbound interface file. This data is stored in the database and compared with the participant reported data existing in the system. In LRS, if there are any discrepancies detected between these two sets of data, a task is created and assigned to IEVS supervisor/worker. As part of phase 1 SCR 48386/C-IV 101999, IEVS Face to Face appointment process is eliminated.

This SCR, which is phase 2, will modify some functionality of the IFDS and NHR Interface.

## 1.1 Current Design

**IFDS Abstracts**

IEVS-IFDS (Integrated Fraud Detection System) abstracts are received by the system from the California Department of Social Services (CDSS) on a quarterly basis. Abstracts received by the system contain the demographic, income, SSP, DADS and employment information of the participants. Data received through the interface file is used to compare with the participant reported income of the person existing in the system.

LRS:

If the income discrepancy is $2500 or more, the abstract is auto assigned to an IEVS worker and Form PA 2418B is sent to the participant to inform them of the details of the interview and the Forms/data to be submitted.

If the income discrepancy is below $2500, abstract is assigned to IEVS supervisor who reassigns the abstracts to IEVS workers. These abstracts are reviewed by the assigned IEVS worker.

C-IV:

If the income discrepancy is over $1000, then the IEVS-IFDS abstract is assigned to an IEVS worker. IEVS-IFDS abstract will be manually reviewed by IEVS worker. If necessary, worker will generate and send Form VER 201.

**NHR Abstracts**

IEVS-NHR (New Hire Registry) abstracts are received monthly by the system and contain the demographic and employer information of the participant who have been hired or rehired in the last 30 to 60 days. Data received through the interface file is used to compare the data from Employment Development Department (EDD) with the participant reported employment data.

LRS:

PA 2418C Form is generated for active Medi-Cal only programs if there are any discrepancies in employment data identified between the participant reported data and the data received through the interface.

Form PA 2418C NHR-MC (10/13) informs the participant to contact the IEVS worker within 10 days to report about the new job and income.

Form SAWS 30 can be generated through New Hire Abstract page.

C-IV:

If employer data does not match, the NHR abstract is assigned to the IEVS worker. If required, IEVS worker will generate and send Form SAWS 30. This Form requests new employer details which can be submitted through mail or at the time of redetermination.

## 1.2 Requests

- Modify IEVS-IFDS Interface to trigger PA 2418B for all IFDS abstracts except the abstract that will be dispositioned through the Interface (LRS only).
- Modify IEVS-IFDS Interface to distribute abstracts evenly to the IEVS workers in the same office as the program assigned worker (LRS only).
- Modify NHR Interface to automate the generation of SAWS 30 Form for all NHR abstracts (LRS and C-IV).
- Add a new batch job to disposition NHR abstracts as 'No Impact' after the Form SAWS 30 is sent to the participant (LRS and C-IV).
- Modify NHR Interface to not assign task to the worker except for the Medi-Cal only program (LRS only).
- Add PA 2418B Form in Spanish language to the template repository (LRS only).
- Modify the barcode generation logic in PA 2418B to use Form due date (LRS only).
- Add threshold language titles for SAWS 30 Form in C4Yourself (C-IV only).

## 1.3 Overview of Recommendations

- Modify the existing IFDS Interface job (PI19C407) on all the following.
  LRS only:
  - Trigger PA 2418B Form for all IFDS abstracts except the abstract that will be dispositioned through the Interface.
  - Distribute abstracts and tasks evenly to the IEVS workers only instead of the worker and supervisor.
- Modify the existing NHR Interface job on all the following.
  LRS only (job Number PI19C506):
  - Trigger SAWS 30 Form for all abstracts except for the MC participant that will receive PA 2418C Form.
  - Remove the logic that assigns task to the worker except for the MC program.

  C-IV only (job Number PIXXC500):

  - Generate SAWS 30 Form for all NHR abstracts except the abstract that will be dispositioned through the Interface.
- Add a new batch job to disposition NHR abstracts as 'No Impact' after the Form SAWS 30 is sent to the participant (LRS and C-IV).

- Modify the barcode generation logic for Form PA 2418B to populate Form Due month and year in the barcode (LRS only).
- Update Forms Thread batch jobs to generate SAWS 30 trigged through NHR Interface job.
- Add PA2418B Form in Spanish language to the template repository (LRS only).
- Add threshold language titles for SAWS 30 Form in C4Yourself (C-IV only).

## 1.4 Assumptions

- LRS and C-IV use two separate Forms for income and employment verification purpose. PA 2418B Form is used by Los Angeles county only and VER 201 Form is used by C-IV counties. After migration, single Form for IFDS abstracts will be developed and used by all 58 counties for Income and employment verifications. (Please refer to DDID 1492)
- C-IV will continue to use existing task assignment logic for NHR and IFDS abstracts.
- C-IV counties will continue to generate VER 201 Form manually for IFDS abstracts. The corresponding LRS Form PA 2418B is fully automated as part of this SCR with a county configurable feature that C-IV counties can opt-in at migration.
- SAWS 30 Form that is not successfully sent out to participant will be in the existing Form Skip report (LRS only).
- County Business Analysts will generate the ad hoc list by running the SQL and storing the list in the appropriate location for all the Counties.

# 2 RECOMMENDATIONS

## 2.1 Modify the IFDS Interface on the Form and Task creation.

### 2.1.1 Overview

LRS:

IFDS Interface auto assigns the abstract to the staff and generates the PA 2418B Form to participant If the income discrepancy is $2500 or more.

If the income discrepancy is $2500 or more, the abstract is auto assigned to an IEVS worker.

Current logic to find the worker is in the below order:

1. First IFDS Interface identifies the worker that has a pending abstract of the same case and assigns the new abstract to the same worker. If the Interface does not find a worker, IFDS Interface will continue search with the following logic.
2. IFDS Interface distributes the abstract evenly to the IEVS worker that the case is located.
3. If the case is discontinued, IFDS Interface assigns the abstract to the IEVS worker in the office that case is discontinued (latest worker on the Discontinued program status).

If the income discrepancy is below $2500, abstract is assigned to IEVS supervisor where the case is located.

C-IV:

If the income discrepancy is over $1000, then the IEVS-ECS abstract is assigned to an IEVS worker. IEVS-ECS abstract will be manually reviewed by IEVS worker. If necessary, worker will generate and send Form VER 201.

If the income discrepancy is below $1000, IEVS-ECS abstract is automatically closed.

### 2.1.2 Description of Change

Modify the IFDS Interface on all the following.

LRS only (job Number PI19C407):

1. Trigger PA 2418B Form for each abstract received from the inbound file except the abstract that will be dispositioned through the Interface. In the event that the Interface does not find a person that matches the person in the inbound file, or there are more than one persons matched from the inbound file, the Interface will not auto trigger PA 2418B Form.

   Note: This logic will be a County configurable feature that C-IV counties can opt-in at migration. The configurable feature will be added as part of DDID 1492.
2. Modify the abstract and task assignment logic to no longer assign an abstract or task to the IEVS Supervisor. The IFDS Interface will only assign the task to the worker that is able to receive 'IEVS Priority' task type (Task Category Code - 10350) (LRS only).

Note:

- There will be no change to the existing logic that determine the task type that will be assigned. The worker can be assigned to 'IFDS Income Match - Under $2500 discrepancy' or 'IFDS Income Match - Over $2500' discrepancy depending on the wage discrepancy.
  For example:

    - When the wage discrepancy is below 2500, the Interface creates ‘IFDS Income Match - Under $2500 discrepancy’ task and assigns to a worker (No change).
    - When the wage discrepancy is above 2500, the Interface creates ‘IFDS Income Match - Over $2500’ task and assigns to a worker (No change).
- The IEVS-IFDS Inerface assigns the abstract and the task to the same worker.

### 2.1.3 Execution Frequency

No Change.

### 2.1.4 Key Scheduling Dependencies

No Change.

### 2.1.5 Counties Impacted

Los Angeles County only.

### 2.1.6 Data Volume/Performance

N/A.

### 2.1.7 Interface Partner

CDSS (California Department of Social Services).

### 2.1.8 Failure Procedure/Operational Instructions

No Change.

## 2.2 Modify NHR Interface job on the Form creation, Task creation, and abstract disposition.

### 2.2.1 Overview

LRS:

IEVS-NHR (New Hire Registry) abstracts are received monthly by the system and contain the demographic and employer information of the participant who have been hired or rehired in the last 30 to 60 days. Data received through the interface file is used to compare the data from Employment Development Department (EDD) with the participant reported employment data.

When there is a discrepancy in the employment information, NHR Interface triggers a task to the IEVS supervisor/worker.

NHR Interface triggers PA 2418C Form to MC participants if the NHR abstract is for Medi-Cal only program.

If there is a match between the NHR information and system data, the system dispositions the abstract with the status as "No Impact".

C-IV:

If employer data does not match, the NHR abstract is assigned to the IEVS worker. If required, IEVS worker will generate and send Form SAWS 30. This Form requests new employer details which can be submitted through mail or at the time of redetermination.

### 2.2.2 Description of Change

Update the NHR Interface on all the following.

LRS only (job Number PI19C506):

1. Trigger SAWS 30 Form for all NHR abstracts except for the below population.
    1.1 MC program since the Interface will trigger PA 2418C Form.
    1.2 Student, Non-Needy Caretaker, and No discrepancy in the Employer information populations.

    (Technical Note: The Interface will pass employer ID to the Form Generation process).
2. Remove the logic that assign NHR abstract to worker/supervisor except for the Medi-Cal only program. NHR Interface will continue to assign abstract to a worker for the Medi-Cal only program.
3. Remove the logic that creates task to the worker except for Medi-Cal only program. NHR Interface will continue to create task for the Medi-Cal only program.

    Note:
    - There will be no change to the existing logic when the program code is Medi-Cal.
    - There will be no change to the existing logic that NHR Interface automatically disposition when there is no discrepancy in the Employer information.

C-IV only (job Number PIXXC500):

- Trigger SAWS 30 Form for all NHR abstracts that are received through the inbound file except for Non-Needy Caretaker, Student and No Discrepancy in the employer information population. (Technical Note: The Interface will pass employer ID to the Form Generation process).

### 2.2.3 Execution Frequency

No Change.

### 2.2.4 Key Scheduling Dependencies

No Change.

### 2.2.5 Counties Impacted

All Counties.

### 2.2.6 Data Volume/Performance

N/A.

### 2.2.7 Interface Partner

CDSS (California Department of Social Services).

### 2.2.8 Failure Procedure/Operational Instructions

No Change.

## 2.3 Add a new Batch job to disposition NHR abstract (LRS and C-IV).

### 2.3.1 Overview

IEVS-NHR (New Hire Registry) abstracts are received monthly by the system and contain the demographic and employer information of the participant who have been hired or rehired in the last 30 to 60 days. NHR abstract is not auto dispositioned when there is a discrepancy.

### 2.3.2 Description of Change

Add a new batch job that will disposition all NHR abstracts and will create journal entry when all the following are true.

1. SAWS 30 Form is successfully sent out to the participant or SAWS 30 Form is in status of ‘hold for pick up’.
2. The SAWS 30 Form generation date is after the last success batch run date.

3. The NHR abstract for the same case is not dispositioned in the last 30 days from batch run date.

When there are more than one abstracts associated to the SAWS 30 Form, the batch job will close all NHR abstracts that are associated to the SAWS 30 Form.

Note: If the SAWS 30 form is skipped, this batch will not disposition those records.

Disposition details:

| Field Name | LRS | C-IV |
|---|---|---|
| Disposition Status(LRS)/Review Status (C-IV) | 'No impact'. | 'Closed - No Findings'. |
| Program | 'One of each active program'. For example, a case that has CalWORKs (CW) and CF program status as 'Active', the Interface will create 2 disposition records for each active program(CW and CF). | 'One of each active program'. For example, a case that has CalWORKs (CW) and CF program status as 'Active', the Interface will create 2 disposition records for each active program(CW and CF). |
| Closure Date | 'Batch date'. | 'Batch date'. |
| Closure Code(LRS)/Review Closure Code(C-IV) | 'Income and/or change doesn't effect quarter'. | 'Income and/or change doesn't effect quarter'. |
| Discrepancy | None. | None. |
| AU Impact Code | None. | None. |

Journal Entry details: (LRS)

| ID | TYPE | NAME | DESCRIPTION | TRIGGER CONDITION |
|---|---|---|---|---|
| 1 | Batch | NHR Abstract Dispositioned as No Impact. | NHR abstract with Run Date XX/XX/XXXX received for individual with SSN ending in XXXX. Notification of New Employment notice mailed and abstract auto-dispositioned as No Impact.<br><br>Note: RUN Date will be in format MM/DD/YYYY. | All NHR abstracts that have SAWS 30 Form generated. For LRS only except the Medi-Cal abstract. |

| ID | TYPE | NAME | DESCRIPTION | TRIGGER CONDITION |
|---|---|---|---|---|
| | | | SSN: will be the last 4 digits. | |

Journal Entry details: (C-IV)

| ID | TYPE | NAME | DESCRIPTION | TRIGGER CONDITION |
|---|---|---|---|---|
| 1 | Batch | NHR Abstract is Closed - No Findings. | NHR abstract with Run Date XX/XX/XXXX received for individual with SSN ending in XXXX. Notification of New Employment notice mailed and abstract is Closed – No Findings.<br><br>Note: RUN Date will be in format MM/DD/YYYY.<br>SSN: will be the last 4 digits. | All NHR abstracts that have SAWS 30 Form generated. For LRS only except the Medi-Cal abstract. |

### 2.3.3 Execution Frequency

Daily except Sunday and Holidays.

### 2.3.4 Key Scheduling Dependencies

The new batch job will run after the existing Form Bundling job.

### 2.3.5 Counties Impacted

All Counties.

### 2.3.6 Data Volume/Performance

N/A.

### 2.3.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…).

## 2.4 Form PA 2418B (LRS only)

### 2.4.1 Overview

This Form is a controlled Form with 30 calendar days as the due date to return along with the supporting documents. Forms received at the district office are scanned through Kofax using the barcode on the Form. With this SCR, barcode generation logic will be updated to populate the due date of the Form on the barcode.

### 2.4.2 Description of Changes

1. Barcode on the Form PA 2418B will be generated with the following logic
   - 1st 7 Digits will be the case number.
   - Next 2 digits will be 00.
   - Next 2 digits are populated as the Form number/Form ID (35) from CT-329.
   - Next 2 digits are populated as month (MM) derived based on due date of PA 2418B Form. Note: currently these 2 digits are populated as the RD due month which will be replaced by the due month of the Form
     Example: if the due date of the Form PA 2418B is 10/25/2019 then these two digits will be populated as '10'.
   - Next 4 digits are populated as year (YYYY) derived based on the due date of PA 2418B Form. Example: if the due date of the Form PA 2418B is 10/25/2019 then these four digitis will be populated as '2019'
   - Next 10 digits are populated as the generate_doc_id from database which Will be an unique number

   Note: As part of this SCR, barcode generation logic is changed to populate due month and year of the Form PA 2418B starting at 12th digit ending at 17th digit. Remaining logic to generate the barcode for PA 2418B will remain unchanged.

   With this change, EDMS system will be able to show the correct due month and year of the Form on the screen upon scanning the Form.


2. Add PA 2418B Form in Spanish language to the template repository. Update code detail value for CT-942 to auto generate PA 2418B – Spanish through IFDS interface job.

## 2.5 Form SAWS 30

### 2.5.1 Overview

SAWS 30 Form informs the participants that the county has received information from state and/or federal agencies that recently they became employed and the employment data were not reported to the county. Participants are provided with an IRT limit. If the income exceeds the IRT limit, then the participants are requested to provide the employment and/or income information. SAWS 30 can be generated by IEVS workers through "IEVS New Hire Abstract" page. Also, this Form is available to print through template repository. With this SCR, SAWS 30 can be generated through NHR Interface job for each NHR abstract.

### 2.5.2 Description of Changes

1. Add new version of SAWS 30 (03/2019) Form to the template repository in English and Spanish. Latest template can be found in attachments #4
2. Create a new Code detail value (CTCR) for Category 942 to auto generate the Form SAWS 30 through Interface job.
3. C-IV: SAWS 30 Form will be triggered through NHR Interface job (PIXXC500).

   LRS: Detailed trigger conditions for SAWS 30 can be found in the attached functional design document.
4. C-IV: Add threshold language titles for SAWS 30 Form in C4Yourself which is the Self-Service portal for C-IV.
5. In the context of a case, when generated through template repository, Employer Name and Employer Address fields will be populated on SAWS 30 Form using the latest NHR abstract.
6. Below are the data population logic for SAWS30 when triggered through NHR interface job.
   a. Employer ID will be passed on to the Forms by NHR interface job.
   b. Forms logic will use the employer ID to populate the Employer Name and Employer Address fields on the Form.
   c. Address field (District office address) on the Form will be populated using the program worker's office address.

Note: SAWS 30 is triggered through NHR interface job, trigger details are captured under recommendation section 2.2.

## 2.6 Forms Thread Batch (PB00R201 – PB00R300) (LRS and C-IV change)

### 2.6.1 Overview

Form Thread jobs ranging from PB00R201 to PB00R300 process sys_transact and sys_transact_detl records (records inserted by various online pages or batch jobs for Forms Batches to generate Forms) and generate appropriate Forms. Program ID, Case ID, Language, Sub Type Code (CT 664))and few other parameters from Sys Transact table are used to determine which Form to generate. Additional parameters required for Form data population or any other extra computing process are used from sys_transact_detl table.

With this SCR, Forms processing will be updated to use the employer ID set by the NHR interface job to populate the employer information on SAWS 30 From.

### 2.6.2 Description of Changes

Update the Forms thread job processing logic to use the employer ID set by the NHR interface job to populate Employer Name and Employer address fields on SAWS 30 Form.

# 3 SUPPORTING DOCUMENTS

| Number | Functional Area | Description | Attachment |
|---|---|---|---|
| 1 | Forms/NOA | SAWS 30 Functional design document | FD_FRM_SAWS30.docx |
| 2 | Forms/NOA | PA 2418B Functional design document. | FD_FRM_PA2418B.docx |
| 3 | ACL 19-52 | ACL 19-52 | 19-52_ES SAWS 30.pdf |
| 4 | Forms/NOA | SAWS 30 Form template in English | SAWS 30_EN Template.pdf |

# 4 REQUIREMENTS

The SCR will update the functionality of the IFDS and NHR Interface job.

## 4.1 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. | The SCR will update the functionality of the IFDS and NHR Interface job. |
| 2.18.3.11 | The LRS shall generate notices and NOAs in accordance with COUNTY-specified case and individual trigger conditions. | State Form SAWS 30 will be generated with the updated/new trigger conditions. |

# 5 OUTREACH

1. Generate a monthly County list of CalFresh and Medi-Cal combo cases that CalSAWS received NHR abstracts on the current month. The list will be processed by the Medi-Cal program worker. The monthly list will be generated until CA-210948 / CIV-105277 is implemented into the System.

   The lists will display the standard columns:
   - Case Name
   - Case Number
   - County
   - Unit
   - Unit Name
   - Office Name
   - Worker
   - Benefit Month

   **List Name:** NHR CF MC Combo Case
   **List Criteria:** A CalSAWS case on the NHR abstract has both an Active CalFresh and Medi-Cal Program
   **List Frequency:** Monthly on the fifth of the the month
   **Additional Columns:**
   - Last Name on NHR
   - First Name on NHR
   - SSN

- Date of Birth
- CIN

**County Action:** Workers should review cases and take the appropriate action on the Medi-Cal program.

Note: A SQL code will be provided to County Business Analyst to generate this monthly list and post at the appropriate location.

# 6 MIGRATION IMPACTS

| SCR Number | Functional Area | Description | Impact | Priority | Address Prior to Migration? |
|---|---|---|---|---|---|
| CA-206520 | Forms | C-IV and CalSAWS use two seperate Forms for Income verification. PA 2418B is used in CalSAWS and VER 201 is used in C-IV. | Two Separate Forms are used for the same purpose by C-IV counties and LA County. | | No |
| CA-206520 | Forms | Income verification Form in CalSAWS (PA 2418B) is automated and in C-IV (VER 201) it is generated manually. | In C-IV, for each IFDS abstract, workers will generate VER 201 Form through template repository if necessary. | | No |