

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-47277

ACL 16-90/ACIN I-13-16

CW Decease Date Changes

DRAFT

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# 1 OVERVIEW

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In passing AB 433, the state of California recognized the difficulty of losing a child. When a parent lacks time to grieve or to care for a deceased child's sibling(s), it can be destabilizing and lead to long-term mental health and behavioral health challenges for those children. The bill aimed to make CalWORKs (CW) more responsive, accommodating, and accountable to families experiencing the profound grief of having lost a child by:

- 1) extending their grant at the prior level for one month; and,
- 2) automatically exempting the adult in the household from the work requirement for a short period.

Effective January 1, 2016, Assembly Bill (AB) 433 requires a deceased child to be included as a member of the CW Assistance Unit (AU) for the month of the child's death and the following month. C-IV modified EDBC logic to provide this additional month of benefits in SCR C-IV 3129. CalSAWS will make that change in this SCR.

In the CW program in general, Decease Date information is applied to benefit calculations differently depending on when the information is received, and the reporting type of the program. This applies to children on the program as specified in ACL 16-90, and to program participants of all ages as addressed in ACL 12-25. CalSAWS does not currently treat these differently. This SCR will make EDBC updates in CalSAWS to apply the Decease Date based on those requirements for both adults and children.

Per All County Letter (ACL) 16-90, All County Information Letter (ACIN) 1-13-16, and ACIN 1-13-16E, AB 433 prohibits sanctions from being applied or overpayments being established for a grieving CW recipient due to failure or refusal to comply with Welfare to Work (WTW) program requirements during the month in which the child died, or the following month. This SCR will create tasks to workers to review the work program when this situation occurs and will also take actions to prevent new sanctions from being applied during this period of grieving.

ACL 16-90 also provided a new notice to notify families of the additional month of benefits available when the death of a child is reported in the month when it occurred. This NOA was added to the C-IV repository in English and Spanish by SCR C-IV 3129. This SCR will add it to CalSAWS and generate it automatically in some scenarios.

## 1.1 Current Design

Per current CW functionality, and following the rules described in Manual of Policies and Procedures (MPP) Section 44-316.331 (p), the death of a child results in a decrease of benefits at the end of the month in which the death occurred. If benefits have already been issued for a month after the month of the Decease Date entered in CalSAWS, re-running EDBC will remove the deceased member from the AU and calculate an overpayment. There is currently no difference in CalSAWS EDBC logic based on when a Decease Date was reported and the reporting type of the CW program.

## 1.2 Requests

This SCR details the changes necessary for CalSAWS to comply with eligibility, correspondence, and work program requirements of AB 433 as implemented through ACL 16-90, ACIN 1-13-16, and ACIN 1-13-16E, and to modify how EDBC applies Decease Date updates on CW and Refugee Cash Assistance (RCA) programs. Changes are requested in areas of Batch/Interface, EDBC rules logic, and Client Correspondence.

- Modify EDBC for CW programs to not apply the status reason of 'Deceased' to a child who is active in the AU until after the end of the month following the month that contains the Decease Date of the child.
- Modify EDBC to apply the Decease Date for all CW persons (adults and children) based on the reporting type of the program (i.e., SAR or AR/CO) and the date when the information was reported, per ACL 16-90 and SAR reporting policy in ACL 12-25.
- Modify the existing journal that is created when the LA County Death Match interface or MEDS Alert Automation interface jobs update the Decease Date so the journal text will display the specific interface that provided the update, and the actual Decease Date.
- Modify MEDS Recon to not send recon information on Active CW participants who are recently deceased and are already known to MEDS to be deceased. This will prevent some unnecessary MEDS alerts.
- Create a task for workers on Welfare to Work and Refugee Employment Program (WTW/REP) and Cal-Learn (CL) programs related to CW programs with a deceased child to notify the worker to review the programs for possible good cause due to the death of a child.
- Create a new batch job that will end WTW/REP statuses of Non-Compliance and Sanction if the decease date of a CW child is reported in the month of death or the month following, and a member of the CW AU is in one of those work program statuses at the time. Write a journal entry when this happens, and trigger batch EDBC on the case if needed. Generate NA 840A to the WTW participant when a Non-Compliance status is ended by this process.
- Add to the document repository the new NOA from ACL 16-90 to notify clients of the extended month of benefits for a child if the county is notified of the child's death in the month when it occurs, and trigger the NOA from EDBC when possible.

## 1.3 Overview of Recommendations

1. EDBC (Eligibility):
  - a. Modify EDBC to not apply a Household Status record of Out of the Home if it begins on or after the Decease Date of a person who is still active in the CW AU. This is so that when a worker enters a Decease Date in CalSAWS and enters an Out of The Home status that begins on the same date, the new Decease Date logic will take precedence and the child will be granted an additional month of CW benefits, when appropriate.

- b. Modify EDBC logic to not apply the status reason of 'Deceased' to a CW child when the Decease Date is after AB 433 took effect, the benefit month is the month that contains the child's Decease Date or the following month, and the child was aided in the AU on the Decease Date.
  - c. Modify EDBC logic to apply the Decease Date for CW participants (adults and children) based on the reporting type of the program:
    - i. SAR programs: clients are not required to report the death of an AU member mid-period, however:
      - 1. A mid-period notification that a recipient has died will be treated as a voluntary recipient request for discontinuance of benefits and it may be applied mid-period at the end of the month in which timely and adequate notice can be provided (ACL 12-25, Sec. VI). This applies whether the county is notified by the client or by a third-party source like an interface (ACL 12-25, Sec. VII, County-Initiated Actions).
      - 2. If the Decease Date is not reported when required at the end of the period, when it is received it will be applied and an overpayment may be assessed for any benefits the client was not entitled to receive.
    - ii. AR/CO programs: clients are required to report the death of a member within 10 days.
      - 1. Because it is a mandatory report, the Decease Date can be acted on when it is received regardless of source (i.e. client or interface). (ACL 16-90 p. 2)
      - 2. If the death is not reported within the required time, when it is received an overpayment may be assessed for any benefits the client was not entitled to receive.
2. LA County Death Match and MEDS Automation Interface jobs (Batch/Interface):
- Modify the existing journal that is written by these interface jobs when a Decease Date is updated:
- a. The journal text should include the Decease Date for the person. Currently it only displays the date when the file was received.
  - b. The journal text should specify which interface provided the Decease Date information. Currently it does not differentiate between Death Match and MEDS interfaces.
3. MEDS Recon job (Batch/Interface):
- Modify MEDS Recon job to not send information on persons who are active on CW on the Recon Effective Date/Recon Month (Data Element (DE) 9025) if they have a Decease Date in CalSAWS within a specified number of months based on the program reporting type (SAR, AR/CO). This is because CalSAWS might not remove the person from the CW AU right away, but MEDS would already be aware the person is deceased and would have ended their coverage and sending it could trigger an unnecessary alert. The exception is if the Recon Month is in the same month as the Decease Date, since the person

would still be active in MEDS and that should not trigger an alert (which is a situation that does occur now in LA County based on the current Recon Schedule with MEDS).

4. New Task Sweep Batch for WTW/REP and CL programs (Batch/Interface):  
Create a new nightly job to create a task to review the program for possible good cause when the participant is in the same CW AU as a deceased child.
5. New Batch Sweep for WTW/REP programs (Batch/Interface):  
Create a new nightly job to identify persons in Sanctioned or Non-Compliance status on a work program who are also in a CW AU where a child passed away in the current or previous month. The job will act to prevent new sanctions from being applied in the month the child died or the following month, and will lift those that were applied starting in those months.
6. New Form Sweep to generate NA 840A (Client Correspondence):  
When a WTW Non-Compliance is ended by the batch process in the previous recommendation, this will generate an NA 840A to notify the WTW participant of the change.
7. New NOA (Client Correspondence):
  - a. Add M44-316E (10/2016) Mid-Period Change Due to The Death of a Child to the Template Repository in English and Spanish.
  - b. Generate the M44-316E (10/16) change NOA when the Decease Date is received in the month of the child's death, and EDBC is authorized to remove the child from the AU with the status reason 'Deceased'.

#### 1.4 Assumptions

1. Throughout this design, any reference to CW means CW and RCA programs.
2. Workers should run EDBC through come-up month after a Decease Date is entered in CalSAWS, per their county business processes. If the Decease Date is entered before 10-day cutoff in the month the death occurred, EDBC will not yet be able to be run for the month when the child will be removed from the AU. This is due to existing system functionality that only allows EDBC to run for the next calendar month until after 10-day cutoff.
3. When workers are unable to run EDBC to remove the deceased child from the AU (see previous assumption), they can remind themselves to run it later. In CalSAWS there is also a batch process (PB00E148) that runs every month before 10-day cutoff and triggers EDBC to run on active programs with active members with a Decease Date. If EDBC does not discontinue the child in the current month, EDBC will be triggered again in the next month. PB00E148 runs EDBC starting with the month containing the Decease Date or the month the person started receiving benefits and going up through the come-up month, but no more than 6 months into the past.  
(Note: after this SCR is implemented, if a Decease Date for a CW child is entered before 10-day cutoff in the month the death occurred, this batch job will run EDBC and write a journal noting the reason why batch ran, but the child will not be removed until batch EDBC runs for the next month.)
4. This SCR is making no change to existing 10-day NOA requirements.

5. No change is being made to CalFresh (CF) eligibility logic under this SCR. Per current EDBC logic, the system will continue to fail the child and reduce the CF benefit in the month following the month of the Decease Date.
6. This SCR does not change existing logic that will discontinue the program when there are no other eligible children on the case.
7. This SCR makes no change to EDBC processing for a Pregnant Woman Only (PWO) CW program when the pregnant woman reports a pregnancy loss, as the Pregnant Woman Only is eligible until the end of the payment period.
8. This SCR makes no change to 48-month time clock rules in CalSAWS.
9. This SCR makes no change to IRT rules and CalSAWS will still act when a mandatory mid-period report of income exceeding the IRT is reported in the same month.
10. This SCR does not change existing RCA functionality that closes the program after eight months, even if a Decease Date for a child occurs and is reported in the month when the program is due to close.
11. No change is required to allow Supportive Services to be issued to persons on work programs during the month of a child's death or the following month because they may already be issued if the program is in Active, Non-compliance, or Good Cause status.
12. Existing Batch EDBC logic for DPSS programs does not save and authorize any EDBC that would result in an overpayment.
13. This SCR will only add the M44-316E in English and Spanish. A future SCR (CA-210316/ CIV-100774) will add Threshold language version of the M44-316E.
14. This SCR makes no change to the way the incoming interfaces update the Decease Date. The latest job to receive Decease Date information will be considered the latest information, and it will update the Decease Date in CalSAWS with the new information as it does today.
15. The existing Deceased NOA will be suppressed when the new M44-316E Reason generates for the Benefit month. When the new M44-316E Reason is not generating for the Benefit month, the existing Deceased NOA will generate as it did prior to this effort.
16. ACL 16-90 says new NOA (M44-316e) is used "...when **clients** report the death of a child in the month of occurrence." CDSS clarified in response to CRPC 2165 that the source of the report of death (whether from the client, or a third party like an interface) does not affect when this NOA should be used.
17. When the document refers to the Recon Month, it refers to the month that the Recon is effective. It is also the same month of the Data Element 9025 that is populated in the Recon file.
18. The new tasks introduced by this SCR will be evaluated and prioritized later for county configurability in the CalSAWS Task Management solution.
19. The changes on the MEDS Recon – RC20 Job (PO19E414) to suppress the RC20 transaction will be for all Counties. All other Counties will inherit the functionality as part of DDID 1787.
20. This SCR does not change any existing MEDS daily transaction jobs.



## 2 RECOMMENDATIONS

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### 2.1 Eligibility: Rules Updates

#### 2.1.1 Overview

EDBC changes in this SCR will implement:

- 1) the requirement from AB-433 that the County Welfare Department (CWD) shall not remove a deceased child from a CW AU in the month of their death or the month following; and,
- 2) the requirements for acting on a report of any CW participant's death based on the report date of the death, and the reporting type of the program.

To meet the above requirements:

- Modify EDBC to not act on a mid-period Household Status report of Out of the Home for an active CW member if it begins on or after the Decease Date for that person. This allows the new Decease Date logic to take precedence and grant the family of the deceased child an extra month of benefits, if appropriate. (Note: additional updates for Household Status are anticipated in a future SCR: CA-208904 - *Update Change Reason Functionality to Track Apply Dates for Household Status Changes.*)
- Modify EDBC to not apply the status of 'Deceased' to a CW child until after the end of the month following the month that contains the Decease Date of the child. This additional month of benefits only applies to a child who is already aided in the AU at the time of death. It does not apply if at the time of death:
  - the child's program application is still pending; or,
  - the child was added mid-period and has a role reason of Mid-Period Addition with a status of Unaided Person (UP) or Medi-Cal Member Only (MMO).
- Modify EDBC to apply the status of 'Deceased' for CW persons (adults and children) according to SAR & AR/CO rules that consider when the Decease Date was reported. (Note: There is no difference in when the Decease Date will be applied based on whether it came from an interface or non-interface source.)

#### 2.1.2 Description of Changes

1. EDBC will not act on an Out of the Home Household Status record (*Permanently Out of the Home* or *Temporarily Out of the Home*) for an active CW person when there is a Decease Date for that person and the Household Status record does not begin on a day before the Decease Date.

2. EDBC will not apply the status of 'Deceased' to remove a child from the AU in the month of the death or the month following the death if all these are true:
  - a. the Adult/Child Code on the Program Person Detail record that is in effect in the month containing their Decease Date indicates the person is a child; and,
  - b. The Decease Date is 01/01/2016 or later (*it is unlikely an earlier date will be received, but this is the effective date of AB 433*); and,
  - c. The child is already aided in the AU as indicated by:
    - i. An Active disposition on the child's program application; and,
    - ii. The child does not have a role reason of Mid-Period Addition (CT73 Code EQ or ED) with a status of Unaided Person (UP) or Medi-Cal Member Only (MMO) on the program on the date of the Decease Date.
3. Modify EDBC logic for deceased CW persons (adults and children) to consider SAR and AR/CO reporting rules when applying the status of 'Deceased', as follows:
  - a. SAR Reporting programs:
    - i. If the program reporting type is SAR and the county is notified mid-period that a recipient has died, EDBC can act mid-period to discontinue benefits at the end of the month in which timely notice can be provided. However, if it is a child, that will not be until after the month following the month of death at the earliest. An overissuance should never be created if the Decease Date is reported mid-period.
    - ii. If the program reporting type is SAR and the client does not report the change when required in the SAR7 or RE period report, an overpayment may be assessed later for any benefits the client was not entitled to receive. In other words, overpayments may be created back to the start of the new period when they were required to report the Decease Date.
  - b. AR/CO Reporting Programs:
    - i. If the program reporting type is AR/CO, the deceased person may be removed from the CW AU in the first month for which CalSAWS can provide 10-day timely notice based on the EARLIER of these two dates (but if it is a child, not until after the month following the month of death, at the earliest):
      1. The current system date (i.e. the day when EDBC is being run); and,
      2. The day the Decease Date was required to be reported (i.e., ten days after the Decease Date).
    - ii. If the death is not reported timely, an overpayment may be assessed later for any benefits the client was not entitled to receive.

*Note: since AR/CO is "Child Only", the only aided person on the program should be a child.*

### 2.1.3 Programs Impacted

CW, RCA

### 2.1.4 Example Scenarios

1. **SAR – voluntary report received before 10-day:**  
January through June SAR period. Participant dies February 5. Decease Date entered in CalSAWS and EDBC runs before 10-day cutoff in February. If participant is an adult, they are removed from the AU March 1. If participant is a child, they are removed from the AU April 1, and M44-316 (10/2016) is generated. No overpayments are created.
2. **SAR – voluntary report received before 10-day, Out of Home Household Status record begins on same day as Decease Date:**  
January through June SAR period. Participant dies February 5. Household Status of 'Permanently Out of the Home' entered with Begin Date of February 5. Decease Date entered in CalSAWS and EDBC runs before 10-day cutoff in February. EDBC will not act on the Household Status because there is a Decease Date on the same day. Results are the same as previous example.
3. **SAR – voluntary report received after 10-day:**  
January through June SAR period. Participant dies February 5. Decease Date entered in CalSAWS and EDBC runs after 10-day cutoff in February. Participant (adult or child) is removed from the AU April 1. M44-316 (10/2016) is generated if the deceased is a child. No overpayments are created.
4. **SAR – mandatory report from an earlier month at end of period:**  
January through June SAR period. Participant dies in March. Decease Date is reported on the June SAR. Participant (adult or child) is removed from the AU at the start of the new period, July 1. Existing deceased NOA is generated. No overpayments are created.
5. **SAR – mandatory report of death near end of period:**  
January through June SAR period. Participant dies June 2 and it is reported on the June SAR. If participant is an adult, they are removed from the AU at the start of the new period, July 1. If participant is a child, they are removed from the AU August 1 (because a child cannot be removed in the month immediately following the month which contains their Decease Date) and M44-316 (10/2016) is generated. No overpayments are created.
6. **SAR – mandatory death report omitted from SAR:**  
January through June SAR period. Participant dies in May. Mandatory report of death is omitted from the June SAR. New period is authorized beginning in July without this information. County learns of May Decease Date in August. Participant (adult or child) is removed from the AU July 1. Existing deceased NOA is generated. Overpayments are created for any benefits already issued for July or later.
7. **AR/CO – mandatory report of death made within 10 days:**

January through December AR/CO. Child dies February 10. AR/CO household must report death within 10 days (by February 20). Death is reported February 18. Child is removed from the AU April 1 because they cannot be removed from the AU in the month following the month of their death. M44-316 (10/2016) is generated. No overpayments are created.

8. **AR/CO – mandatory report of death made late, in the next month:**

January through December AR/CO. Child dies February 10. Death isn't reported until March 5. Child is removed from the AU April 1 because they cannot be removed from the AU in the month following the month of their death. Existing deceased NOA is generated. No overpayments are created.

9. **AR/CO – mandatory report of death made after the next month:**

January through December AR/CO. Child dies February 10. Death isn't reported until April 10. Child is removed from the AU April 1. Existing deceased NOA is generated. Overpayments are created for any benefits already issued for April or later.

### 2.1.5 Performance Impacts

These are changes to the logic within the existing EDBC functionality and will not have a discernible performance impact.

## 2.2 Batch: New Task Sweep job for WTW/REP/CL worker to review

### 2.2.1 Overview

AB 433 prohibits sanctions from being applied for a grieving CW recipient due to failure or refusal to comply with work program requirements during the month in which a child died, or the following month.

A batch sweep job will be added to CalSAWS that will run nightly to identify any CW child who has a Decease Date and did not have one the last time the job ran. If a member of the CW AU that includes the deceased child is in a work program, a task will be assigned to the worker on the work program to review it for good cause. The worker will get this task reminding them to review the program regardless of whether the person is already in a Sanctioned status.

A similar task will be generated to the worker on a CL program if a member of the CW AU is active in CL to inform them to review the program.

The criteria above could result in multiple tasks being generated from a single report of a deceased child.

## 2.2.2 Description of Change

1. This is a new batch sweep that runs nightly in CalSAWS.
2. Trigger Conditions:
  - a. There is a Decease Date on a person in CalSAWS as of the Batch Processing Date and the person did not have a Decease Date on the Last Success date of the job. (Note: This will not trigger again if there was already a Decease Date and it is just being updated to a different date.)
  - b. The person with the Decease Date is a Child who is Active on a CW or RCA program as of their Decease Date.
    - i. 'Child' per the Adult/Child Code on the Program Person Detail record.
    - ii. 'Active' determined by status of Active and role of 'Member' on the Program Person Detail record.
  - c. A person is active in the same CW/RCA AU as the deceased child and is also on a WTW/REP program in the month of the child's death or the month following, and has the following status on the WTW/REP program:
    - i. Pending
    - ii. Active
    - iii. Good Cause
    - iv. Exempt
    - v. Non-compliance
    - vi. Sanction

OR

A person is active in the same CW/RCA AU as the deceased child and is also on a CL program and has the following status on that program as of the child's Decease Date:

    - i. Pending
    - ii. Active
    - iii. Good Cause
    - iv. Exempt
    - v. Deferred
3. If the person in the WTW/REP or CL program meets the above requirements, CalSAWS will generate the task specified in the table below.

The batch will use the following hierarchy to find the worker to assign the task.

- a. The task will be assigned to the current program assigned worker on the WTW, REP, or CL program. If there is a secondary worker on a CL program, the task will be assigned to the secondary worker, as well.

- b. If there is no current assigned worker, the task will be assigned to the previous assigned worker on the program.
- c. If there is no previous assigned worker, the task will be assigned to the current CW/RCA assigned worker.

Note: If a person is in both a WTW/REP and a CL program, two tasks may be created.

CalSAWS Task Details	
Trigger Condition	When an active child member in a CW/RCA program has a Decease Date inserted into CalSAWS, and a person in the same AU is in WTW/REP, or CL program.
Task Type	Review for Good Cause – deceased child reported.
Task Category	Case Update
Task Priority	Medium
Task Due Date	30 Calendar Days
Task Expiration Date	90 Calendar Days
Task Long Description	Review for Good Cause – deceased child reported: {Child First name and Last name}. Decease Date: {deceased date MM/DD/YYYY}.
Office Distribution	No
Task Initial Assignment	Most recent program worker. If unavailable, CW/RCA worker.
Task Navigation Template	Default – Case Summary page.

### 2.2.3 Execution Frequency

Daily excluding Sundays and Holidays.

### 2.2.4 Key Scheduling Dependencies

Before the existing Task processing job.

### **2.2.5 Counties Impacted**

This job will run for all counties in CalSAWS.

### **2.2.6 Data Volume/Performance**

N/A

### **2.2.7 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...)

DRAFT

## 2.3 Batch: New job to End WTW/REP Non-Compliance/Sanction status

### 2.3.1 Overview

AB 433 prohibits sanctions from being applied for a grieving CW recipient due to failure or refusal to comply with work program requirements during the month in which a child died, or the following month.

A new nightly batch will act on a Non-Compliance or Sanction status for a WTW/REP participant who is in a CW AU with a recently deceased child.

Every program where a status is updated by this batch job will also receive a task from the batch job in section Batch: New Task Sweep job for WTW/REP/CL worker to review 2.2 indicating that the worker should review the program to take the next appropriate steps.

### 2.3.2 Description of Change

- Add a new code value to Category 942 for this job to use as the SUB\_TYPE\_CODE when triggering Batch EDBC.

Batch Eligibility Sweep Codes	Description
New/Update	New
Category Id	942
Short Decode Name	CW Deceased Child.
Long Decode Name	CW Deceased Child.

- Add a new batch sweep that runs nightly in CalSAWS.
- Trigger Conditions:
  - a. There is a Decease Date on a person in CalSAWS as of the Batch Processing Date and the person did not have a Decease Date on the Last Success date of the job (Note: This will not trigger again if there was already a Decease Date and it is just being updated to a different date.); and,
  - b. The Decease Date occurred in same month as the Batch Processing Date, or in the prior month; and,
  - c. The person with the Decease Date is a child who was active on a CW or RCA program on their Decease Date:
    - i. 'Child' per the Adult/Child Code on the Program Person Detail record.
    - ii. 'Active' determined by status of Active and role of Member on the Program Person Detail record; and,
  - d. A person is an Active Member in the same CW/RCA AU as the deceased child in either the month of the child's death or the



month following and is also on a WTW/REP program and on the batch processing date has one of the following WTW/REP statuses:

- i. Non-compliance
- ii. Sanction

Note: This batch job will not trigger on a person where a sanction was already applied prior to the month of the child's Decease Date. It will accomplish this by only considering a person who is on WTW/REP and is in an Active status with a role of Member on the CW/RCA program in either the month of the child's death or the month following.

- Batch job actions:
  - a. If the WTW/REP person is still an Active Member (i.e., not FRE) in the high-dated program detail record for the CW program:
    - i. If Non-Compliance on WTW/REP:
      1. If the non-compliance record began prior to the batch processing date, end date it on the day before the batch processing date. If it began on the batch processing date, end date it on the batch processing date.
      2. Set the Non-Compliance Status Detail to "Good Reason" = "Y" and "Good Reason Type" = "Death in The Family"
      3. Insert an Active status record that begins on the batch processing date and is high-dated.
      4. Create a Journal Entry with the following details.

Journal Entry	Description
New/Update	New
Category	All
Type	Narrative
Short Description	Non-Compliance End <Batch Date:MM/DD/YYYY>.
Long Description	<Program name(WTW/REP)> Non-Compliance End <Batch Date:MM/DD/YYYY > due to child <child name> with Decease Date <deceased date:MM/DD/YYYY >.
Trigger Condition	When set an End date to the Non-Compliance record.

- ii. If Sanction on WTW/REP:
  1. If the sanction record began prior to the batch processing date, end date it on the day before

the batch processing date. If it began on the batch processing date, end date it on the batch processing date.

2. Insert an Active status record that begins on the batch processing date and is high-dated.
3. Trigger Batch EDBC to run in All-Program mode for the month after the current month through the come-up month with the new SUB\_TYPE\_CODE added above.
4. Create a Journal Entry with the following details.

Journal Entry	Description
New/Update	New
Category	All
Type	Narrative
Short Description	Sanction End <Batch Date>.
Long Description	<Program name(WTW/REP)> Sanction End <Batch Date:MM/DD/YYYY > due to child <child name> with Decease Date <deceased date:MM/DD/YYYY >.
Trigger Condition	When set an End date to the Sanction record.

- b. If the WTW/REP program is in Sanction status on the batch processing date, and the person is an Active FRE in the high-dated program detail record for the CW program:
  - i. Insert a "Sanction Denied" status record on the WTW/REP program that begins the day after the SANCTION status began, effectively end-dating the SANCTION status one day earlier.
  - ii. Insert a Deregistered status record with a status reason of 'Off Aid – Other Reason' that begins on the batch processing date and is high-dated.
  - iii. Trigger Batch EDBC in all-program mode from the current month (i.e., the month containing the batch processing date) through the come-up month with the new SUB\_TYPE\_CODE added above. Existing EDBC logic will set the WTW/REP program back to Pending status if the person is still Mandatory.
  - iv. Create a Journal Entry with the following details.

Journal Entry	Description
New/Update	New
Category	All
Type	Narrative
Short Description	Sanction Denied <Batch Date:MM/DD/YYYY >.
Long Description	<Program name(WTW/REP)> Sanction Denied <Batch Date:MM/DD/YYYY > due to child <child name> with Decease Date <deceased date:MM/DD/YYYY >. <Program name(WTW/REP)> deregistered <Deregistered Date:MM/DD/YYYY >.
Trigger Condition	When set an End date to the Sanction Denied record.

### 2.3.3 Execution Frequency

Daily excluding Sundays and Holidays.

### 2.3.4 Key Scheduling Dependencies

This job will run Before the existing Sanction batch jobs (PB19S882, PB19S883).

This job will run after the existing Set Non-Compliance batch job for Appointment No Show (PB19S815).

### 2.3.5 Counties Impacted

This job will run for 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....)

DRAFT

## 2.4 Interface: LA County Death Match Interface Processing Job

### 2.4.1 Overview

The LA County Death Match Interface Processing Job (PI19C826) updates the Decease Date for a person when a match is made from the incoming interface file. The Decease Date displays to users on the Individual Demographics Detail page. When a Decease Date update is made, this job currently writes a journal entry indicating when the Decease Date was received, but that journal does not display the actual Decease Date. This SCR will modify the journal text to include the person's Decease Date and the specific job that made the update.

### 2.4.2 Description of Change

Currently the journal text written by the LA County Death Match Interface reads:

**<Name>, <CIN> has been matched to the Registrar Recorder's Deceased Filed <File Date>.**

The journal text will be modified to read:

**On <File Date>, <Name> - <CIN> was matched to the LA County Registrar Recorder's file as he/she is deceased as of <Deceased Date>.**

### 2.4.3 Counties Impacted

Los Angeles.

Prior to migration, this job will be updated by SCR CA-207251 ("DDID 1786 - Update Los Angeles County-Specific Interfaces That Update Data Collection Pages"). That DDID/SCR will make updates to "Los Angeles County Specific interfaces that update data collection pages for persons known to the system to take into account the person's aided status in Los Angeles County and/or role on the Los Angeles County case."

## 2.5 Interface: MEDS Automation Jobs

### 2.5.1 Overview

The MEDS Automation jobs update the Decease Date as part of the MEDS Alert Automation process when a Decease Date is passed to CalSAWS through the MEDS Alert file on one of the following jobs:

- MEDS Automation Job (PI19C432) executes MEDS automation;
- MEDS Renewal Automation Job (PI19C434) executes MEDS automation on the renewal period.

The Decease Date displays to users on the Individual Demographics Detail page. When a Decease Date update is made, these two MEDS Automation jobs writes a journal entry indicating when the Decease Date was received, but that journal does not display the actual Decease Date. This SCR will modify the journal text to include the person's Decease Date and the specific job that made the update.

## 2.5.2 Description of Change

Currently the journal text written by these interfaces reads:

**<Name>, <CIN> has been matched to the Registrar Recorder's Deceased Filed <File Date>.**

The journal text will be modified to read:

**On <File Date>, <Name> - <CIN> was matched to the MEDS Alerts file as he/she is deceased as of <Deceased Date>.**

## 2.5.3 Counties Impacted

Los Angeles County and Counties that opt-in for this batch job. This job will be modified to be a County configurable job as part of DDID 1964.

## 2.6 Interface: Modify MEDS Recon – RC20 Job (PO19E414)

### 2.6.1 Overview

MEDS Recon - RC20 Job is a process to identify and reconcile discrepancies between County systems and MEDS.

With this SCR, the job will be modified to suppress sending records for persons who are recently deceased if they are still active in the CW household. This is to prevent MEDS from returning alerts which might be invalid when the person is still active CW in CalSAWS but is already known to be deceased by MEDS and medical benefits have been terminated.

This change will suppress reports of active CW participants to MEDS if the Decease Date is in the six months prior to the MEDS Recon Month for CW SAR programs, or two months for CW AR/CO programs.

The number of records being suppressed by this change will be rather small since this only applies when the Decease Date is reported shortly before a Recon runs and the death does not result in the person being removed from the CW program in the next month, but it should prevent some unnecessary alerts.

**Example 1:** When a Decease Date is entered in CalSAWS it is transmitted to MEDS which terminates the medical benefits at the end of the month containing the Decease Date. If the Decease Date for a child is entered in CalSAWS in the same month when the child dies, the child will not be removed from the CW AU at the end of that month, but MEDS will terminate the medical benefits at the end of that month. If CalSAWS sends Recon data to MEDS for the month immediately following the death, it should omit that child who is still active in CW because MEDS will have already terminated the child's medical benefits and sending it could trigger an unnecessary alert.

**Example 2:** If a Decease Date for a child or adult is received after 10-day cutoff, CalSAWS will not remove the person from the CW AU (assuming it was reported timely) in the next month, but MEDS would terminate the person's medical benefits at the end of the month containing the Decease Date. If Recon data is being sent to MEDS for the month following the month when the Decease Date was received, the record for that active CW person should be suppressed.

## 2.6.2 Description of Change

- Modify MEDS Recon - RC20 Job to suppress the recon record when all the following are true.
  - The recon record is for an active member in a CW/RCA program.  
Note: This will be the same whether the person is an adult or child in the program. The condition will check only if the person is an active member on the program.
  - The Decease Date occurred prior to the Recon Month based on the Reporting type as specified below.
    - SAR Reporting type - The Decease Date occurred anytime in the six months before the recon, including the Recon Month.  
For example, If the Recon Month is November then the Decease Date will range from June 1st to October 31st.
    - AR/CO Reporting type - The Decease Date occurred anytime in the two months before the recon, including the Recon Month.  
For example, If the Recon Month is November then the Decease Date will range from October 1st to October 31st.
  - The Decease Date is not in the same month as the Recon Month. (This condition is included because MEDS would still have the person active in the month when the death occurred, and it would cause an invalid alert if we **did not** report the active CW person.)

**RC20 transaction examples:**

#	Rpt Type	Sept 2018	Jan 2019	Feb 2019	March 2019 <i>RECON MONTH</i>	Comments
1	SAR			Decease Date is Feb 10, 2019.	Recon Month is March	<b>Suppress RC20.</b> MEDS RC20 record will be suppressed since Decease Date is less than 6 months before the Recon Month.
2	SAR	Decease Date is Sept 10, 2018.			Recon Month is March	<b>Don't suppress RC20.</b> MEDS RC20 record will not be suppressed since Decease Date is more than 6 months before the Recon Month.
3	SAR or AR/CO				Recon Month is March  Decease Date is March 10, 2019.	<b>Don't suppress RC20.</b> MEDS RC20 record will not be suppressed since Decease Date is in the Recon Month.  <i>(Note: this situation does not occur now in LA County based on the current Recon Schedule with MEDS).</i>
4	AR/CO			Decease Date is Feb 10, 2019.	Recon Month is March	<b>Suppress RC20.</b> MEDS RC20 record will be suppressed since Decease Date is less than 2 months before the Recon Month.
5	AR/CO		Decease Date is Jan 10, 2019.		Recon Month is March	<b>Don't suppress RC20.</b> MEDS RC20 record will not be suppressed since Decease Date is more than 2 months before the Recon Month.

**2.6.3 Interface Partner**

Medi-Cal Eligibility Data System (MEDS)

**2.6.4 Counties Impacted**

All Counties.

**2.7 Correspondence: Create NA 840A Form Sweep**

**2.7.1 Overview**

A nightly batch will be created to check for cases that contain the following:



- There is an end dated non-compliance and that end date is between the last success batch run date and current batch run date.
- The end dated non-compliance has a “Good Reason” = “Y” and a “Good Reason Type” = “Death in The Family”
- A NA 840A was not generated between the last success batch run date and current batch run date.

Note: This batch will generate a NA 840A (if one has not yet been sent out) regardless if the end-dated non-compliance was added by the batch in Recommendation 2.3 or by the worker.

### **2.7.2 Description of Change**

For each record returned in the driving query, a record will be inserted into the batch transaction table to generate a NA 840A during forms processing.

Transaction values:

- Case ID: Case associated to the non-compliance record
- Program ID: Active CalWORKs Program
- Person ID: Primary Applicant of Active CalWORKs Program
- Type Code: FR
- Sub Type Code: TBD
- Eff Date: The Batch Run Date
- Created By: Batch
- Updated By: Batch

### **2.7.3 Execution Frequency**

This Batch Job will run every business day (Monday – Saturday).

### **2.7.4 Key Scheduling Dependencies**

This job will run after the batch job in Recommendation 2.3.

This job will run before forms balancers.

### **2.7.5 Counties Impacted**

This job will run for all counties.

### **2.7.6 Data Volume/Performance**

N/A

### 2.7.7 Failure Procedure/Operational Instructions

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

## 2.8 Correspondence: Add new Death of a Child M44-316E Form

### 2.8.1 Overview

The California Department of Social Services (CDSS) created a new NOA, M44-316 version (10/2016). The NOA will be added to the Template Repository for workers to generate.

Note: Requirement 2.8 will add a NOA version of the M44-316E that will generate via Template Repository.

**State Form:** M44-316 (10/2016)

**Programs:** CalWORKs and RCA

**Attached Forms:** None

**Forms Category:** NOA

**Languages:**

English and Spanish

Note: C-IV currently has English and Spanish of the M44-316E (10/2016) in Template Repository.

### 2.8.2 Description of Change

This effort will add the M44-316E version (10/2016) to Template Repository to CalSAWS.

### 2.8.3 Add M44-316E Form XDP

Add the new NOA M44-316E (10/2016) - *Mid-Period Change Due to the Death of a Child* – in English and Spanish to the Template Repository for CalWORKs and RCA programs.

**Form Header:** Existing Standard Header (HEADER\_1)

**Form Title:** Mid-Period Change Due To The Death Of A Child

**Form Number:** M44-316E (10/16) - NA 200 MULTIPURPOSE BUDGET

**Include NA BACK 9:** Yes

**Form Mockups/Examples:** See Supporting Documents #1

#### 2.8.4 Add M44-316E Form Variable Population

This form will include only the existing Standard Header population.

#### 2.8.5 Add M44-316E Form to Template Repository

The M44-316E will be available in Template Repository.

**Required Document Parameters:** Case Name, Customer Name, Language, Program

#### 2.8.6 Add M44-36E Form Print Options and Mailing Requirements

The M44-316E will have the options to Print Locally and Centrally.

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
Y	Y	Y	Y	Y	Y

**Mailing Requirements:**

Mail-To (Recipient): CalWORKs Primary Applicant

Mailed From (Return): District Office Address

Outgoing Envelope Type: Standard Outgoing Mail

Return Envelope Type: N/A

**Additional Requirements:**

Special Paper Stock: N/A

Enclosures: None

Electronic Signature: No

Post to YBN/C4Y: Yes

## 2.9 Correspondence: Add new NOA Reason Fragment based on M44-316E

### 2.9.1 Overview

The M44-316E will generate through EDBC. This requirement will add the Action Fragment for the M44-316E that will be generated via EDBC.

**State Form/NOA:** M44-316E (10/2016)

**NOA Template:** CalWORKs Template (CW\_NOA\_TEMPLATE)

**Program(s):** CalWORKs and RCA

**Action Type:** Change, Discontinuance

**Fragment Level:** Program

**Repeatable:** No

**Include NA Back 9:** Yes

**Forms/NOAs Generated with this NOA:** N/A

**Languages:**

English and Spanish

### 2.9.2 Description of Change:

This requirement will add a new M44-316E Fragment that will generate when a child is discontinued from aid with the reason 'Deceased' and the death was reported in the month it occurred.

Notes:

- The existing Deceased NOA will be suppressed when the new M44-316E Reason generates for the Benefit month for the same person. When the new M44-316E Reason is not generating for the Benefit month the existing Deceased NOA will generate as it did prior to this effort.
- The new NOA will generate based on when the Decease Date is entered into the system by a worker or interface. If the Decease Date information is received in the month of the child's death but not entered until the next calendar month, the new NOA will not be triggered from EDBC.

### 2.9.3 Create M44-316E Reason Fragment XDP

Add a new M44-316E Reason Fragment.

**NOA Mockups/Examples:** See Supporting Documents #2

Description	Text	Formatting*
M44-316E Static Fragment	<p>The County would like to express its sympathy to your family due to the loss of your child.</p> <p>The law now allows the County to continue your cash aid at the same amount until &lt;UNTIL_MONTH&gt;.</p>	Arial Font 10
<p>Dynamic Text: NEW_CASH_AID_SECTION</p> <p>Note: See Section 2.8.5 for Section generation.</p>	<p>Effective &lt;START_DATE&gt; your new cash aid amount is \$&lt;NEW_AMT&gt;.</p> <p>Your new assistance unit size is &lt;UNIT_SIZE&gt;.</p> <p>The new Income Reporting Threshold (IRT) amount is \$&lt;IRT_AMT&gt;.</p> <p>Your new cash aid amount is figured on this page.</p>	Arial Font 10

\*English only, Spanish will generate based on project standards for that language.

### 2.9.4 Add M44-316E Reason Fragment Generation

Generate this NOA Reason Fragment from a CalWORKs or RCA EDBC when all the following are true for a program person on an active CalWORKs or RCA program:

- The person has the status reason Deceased (CT73 Code 04).
- The person is a child on the program, based on Adult/Child indicator on the Program Person record.
- The person has a Decease Date reported in the month in which the death occurred, based on the information available in the PERS\_HST table on when the Decease Date for the person was first added to the PERS record.
- There is no previously existing EDBC for the program for the current Benefit month or the previous month,

**or**

There is at least one existing EDBC for the program for the current Benefit month and in the most recent saved EDBC of the existing EDBC

for that program and month the person had an active status with role of member,

**or**

There is not a previously existing EDBC for the program for the current Benefit month and there is at least one EDBC for the previous month and in the most recent saved EDBC for the program and previous month the person had an active status with role of member.

**Message Fragment:** This fragment will generate with the existing Notice Does Not Stop Benefits Message Fragment.

Existing Message Text (CW\_DN\_MESSAGE5):

**Medi-Cal:** This notice DOES NOT change or stop Medi-Cal benefits. Keep using your plastic Benefits Identification Card(s). You will get another notice telling you about any changes to your health benefits.

**CalFresh:** This notice DOES NOT stop or change your CalFresh benefits. You will get a separate notice telling you about any changes to your CalFresh benefits.

Receiving Medi-Cal and/or CalFresh only DOES NOT count against your cash aid time limits.

**Budget Fragment:** New NA 200 Budget (See Recommendation 2.9)

### 2.9.5 Add M44-316E Fragment Section Generation

The new M44-316E NOA reason fragment has one dynamic section that will only display for continuing programs.

Section	Generation Conditions
NEW_CASH_AID_SECTION	Generate this Section on the M44-316E Fragment only when the program is active in the newly run EDBC.

### 2.9.6 Add M44-316E Reason Fragment Variable Population

The new Reason fragment will have five Variables. The Variables are listed below in the order they appear on the NOA.

Variable Name	Population	Formatting*
<UNTIL_MONTH>	The month that the old Benefit amount will no longer be valid.  For example, "March".	Arial Font 10

Variable Name	Population	Formatting*
<START_DATE>	The Start Date of the ongoing Benefits.  For example, "03/01/2020"	Arial Font 10
<NEW_AMT>	Populates with the ongoing new Benefit Amount.  For example, "120.00"	Arial Font 10
<UNIT_SIZE>	Populates with the new assistance unit size used for the new Benefit Amount.  For example, "3"	Arial Font 10
<IRT_AMT>	Populates with the new IRT amount.  For example, "120.00"	Arial Font 10

\*English only, Spanish will generate based on project standards for that language.

**Variables Requiring Translations:** UNTIL\_MONTH

### 2.9.7 Add M44-316E Reason Fragment Regulations

The new Reason will generate with the following Regulation reference:  
MPP 44-100; 44-314; 44-315; 44-316.33; SB 1041 (Chapter 47, Statutes of 2012)

### 2.9.8 Add NOA Title and Footer Reference for new M44-316E Reason

This new Reason will generate with the following Title and Footer.

**NOA Reference on Document List Page:** Deceased Child

**NOA Title:** CALWORKS CHANGE (CW\_CH\_NOA\_TYPE)

*NOA Title Requires Translations:* No, already exists in English and Spanish

**NOA Footer:** M44-316E (10/16) - NA 200 MULTIPURPOSE BUDGET

*NOA Footer Requires Translations:* Yes







### 2.10.3 Add NA 200 Budget Fragment Generation

Include this new NA 200 Budget Fragment when the new M44-316E Reason Fragment is generating on a NOA.

### 2.10.4 Add NA 200 Budget Fragment Variable Population

Add variable population for the NA 200 Budget fragments 32 variables.

See Supporting Documents #3 for Variable Population and Formatting.

Note: Formatting is provided in the English only, Spanish will generate based on project standards for that language.

**Variables Requiring Translations:** BENEFIT\_MONTH

## 2.11 Correspondence: Update CalWORKs NOA Template Fragment

### 2.11.1 Overview

The CW NOA Template is used for all CalWORKs NOAs. Modifications to the right of the column will be made to ensure that the new NA 200 Budget can generate and fit on the NOA.

**Current Program(s):** CalWORKs

**Includes NA BACK 9:** Yes

**Existing Languages:** Armenian, Cambodian, Chinese, English, Korean, Russian, Spanish, Tagalog, and Vietnamese.

### 2.11.2 Update CW NOA Template Fragment XDP




The CW NOA Template will be updated in order to generate the NA 200 Budget on the right-hand side of the NOA. This may include moving the State Hearing information in this area further up the Notice to make space for the NA 200 Budget.

**Updated Languages:** English and Spanish.

Note: The English and Spanish CW NOA Templates will be updated for the NA 200 Budget. When the NA 200 Budget is added in additional threshold languages those CW NOA Templates will be updated at that time. As this is not changing any language on the Threshold Language templates they will continue to generate as they did prior to this effort and will not be turned off with this effort.

**NOA Mockups/Examples:** See Supporting Documents #2

### 3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Form	M44-316E Example  Note: The NA Back 9 will generate on the back of the first page.	 CalSAWS Form_M44-316E.pdf
2	NOA	Dynamically Generated M44-316E NOA  Note: The NA Back 9 will generate on the back of the first page.	 Deceased Child NOA Example.pdf
3	NOA	NA 200 Budget Variables and Population	 NA200 Variables.xlsx

### 4 REQUIREMENTS

#### 4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.1	"The LRS shall fully automate and perform all aspects of the eligibility determination process and benefit level calculations for all categories of public assistance in a single pass without manual intervention."	This SCR updates CalSAWS automated EDBC to comply with requirements promulgated under AB 433 (Statutes of 2015).