CalSAWS

California Statewide Automated Welfare System

Design Document

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

DOCUMENT APPROVAL HISTORY	
Prepared By	Farhat Ulain
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/24/2019	1.0	Initial Draft of the Design Document Containing Report Requirements.	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

A person will not be Active on a CalWORKs program and an RCA program at the same time.

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

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	WTW/REP Office	Work Registrant	Countable	Salary Per Hour	Hours Worked Per Week
Summary Total:	1	1	1	1	0	$12.00	40.00

Region Group	Region	WTW/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	19ESGR2B04	Peter Parker	Y	$12.00	40

◄ ► **Summary** | Details | ⊕

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

2.3.2 Summary Worksheet – C-IV

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

2.3.3 Details Worksheet – LRS

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

2.3.4 Details Worksheet – C-IV

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. Add the following new columns to the Details worksheet of the report. Reference the attached report mockup for the column replacement and worksheet layout:

Element	Description	
CIN Number	The Client Index Number (CIN) of the Work Registrant.	
LRS Only: WTW/REP - Unit	The Unit Number of the Unit associated to the WTW/REP program worker.	
Work Registration Status	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.	
CalWORKs/RCA - Program	This column will populate with a 'CW' if the WTW/REP Work Registrant is associated to a CalWORKs program.	This column will populate with a 'RCA' if the WTW/REP Work Registrant is associated to a RCA program.
	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. 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'.	
CalWORKs/RCA - Office	The Office Name of the Office associated to the worker displayed in the CalWORKs/RCA – Worker ID column.	
CalWORKs/RCA - Office Number	The Office Number of the Office associated to the worker displayed in the CalWORKs/RCA – Worker ID column.	
CalWORKs/RCA - Worker ID	The Worker ID of the latest worker assigned to the program as displayed in the CalWORKs/RCA – Program column.	
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 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 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 6
2	Employment Services	LRS Employment Summation Detail Report Mockup	Employment Summation Detail Re
3	Employment Services	CIV Employment Summation Detail Report Mockup	Employment Summation Detail Re

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: a. Purpose of work participation program component and participation status; b. Work participation program components schedule; c. Supportive Services; and 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

DRAFT

Design Document

CA-203981 | CIV-102151 Add New Non-MAGI Screening Packet and Turning 65 Screening Packet to LRS

	DOCUMENT APPROVAL HISTORY	
Prepared By	Nithya Chereddy	
Reviewed By	Madhuri Salunkhe, Priya Sridharan, Stephanie Hugo	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
02/23/2019	1.0	Initial Design	Nithya Chereddy
08/06/2019	1.1	Added MC EDBC Rules updates for Packet Status	Tisha Mutreja
09/10/2019	1.2	C-IV only: Updated the Short description both the screening packets and added due date population for Turning 65 packet coversheet	Nithya Chereddy
09/19/2019	1.3	LRS; Updated return envelope to BRM for the Screening packets	Nithya Chereddy
09/23/2019	1.4	Updated the Numerator and Denominator definitions for the Customer Reporting Reports.	Esequiel Herrera-Ortiz
09/27/2019	1.5	Updated section 2.8 on the EDMS Form ID	Howard Suksanti
10/02/2019	1.6	Updated the Non-MAGI Informing Letter in Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet	Nithya Chereddy
10/03/2019	1.7	Updated section 2.4.2.4 to add a check that there are no MC RE Packets	Renee Gustafson
10/09/2019	1.8	Added a requirement for CalSAWS to load the Customer Reporting Progress Report and Customer Reporting Progress Detail Report with 6 months of historical data.	Esequiel Herrera-Ortiz
10/28/2019	1.9	CalSAWS: Updated the Mock Up for Non-MAGI Turning 65 Packet Coversheet C-IV: Removed Recommendation 2.2.2.3 as it is the existing functionality	Nithya Chereddy

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1 OVERVIEW

The Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet should be present in The Systems with the latest version of the forms for Non-MAGI screening purposes.

This SCR will update the following pages and reports in LRS to include the Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet information.

Pages	Reports
Customer Reporting List	Reporting Progress Reports
Customer Reporting Detail	Customer Reporting Progress Detail Report
Monthly Productivity List	Monthly Productivity List Export

Finally, the design between the LRS and C-IV versions of the Customer Reporting Progress Report and the Customer Reporting Progress Detail Report will be aligned.

1.1 Current Design

C-IV: The Non-MAGI Screening Packet and Non-MAGI Screening Aged 65 Redetermination Packet are available in the Template repository.

An automated daily batch job sends the Non-MAGI Screening Packet to customers whose MAGI determination comes back as MAGI Eligible with an Eligibility Evaluation Reason of 'Soft Pause'. An automated monthly batch job sends the Non-MAGI Turning 65 Packet to customers who turn 65 the month following the batch run.

The Customer Reporting Report and the Customer Reporting Progress Detail Report reference the packet name 'Non-MAGI Screening Aged 65 Redetermination Packet'. These reports inflate the 'Overall % Complete' and '% of Reports Completed' totals due to using the 'Not Applicable' Packet status in the calculation.

The Monthly Productivity List, Customer Reporting List and Customer Reporting Detail pages reference the 'Non-MAGI Packet' and 'Non-MAGI Screening Aged 65 Packet'.

LRS: The Non-MAGI Screening Packet does not exist in LRS.

An automated monthly batch job sends the 'Additional Income and Property Information Needed for Medi-Cal' (Non-MAGI Turning 65 Packet) to customers who turn 65 the month following the batch run. The 'Additional Income and Property Information Needed for Medi-Cal' Packet consists of a Cover Letter and the MC 604 IPS form.

The Customer Reporting Progress Report, Customer Reporting Progress Detail Report and the Monthly Productivity List Export report do not include the Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet information.

The Monthly Productivity List, Customer Reporting List and Customer Reporting Detail pages do not include Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet.

1.2 Requests

C-IV: Update the Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet with the latest version of the forms.

Update the Customer Reporting Progress Report and the Customer Reporting Progress Detail Report to reference the new name for the Non-MAGI Turning 65 Packet.

Update Customer Reporting Progress Report and the Customer Reporting Progress Detail Report in C-IV correct the inflation issue for the 'Overall % Complete' and '% of Reports Completed' totals caused by using the 'Not Applicable' status in the calculation.

Update the Monthly Productivity List, Customer Reporting List and Customer Reporting Detail pages to reference the updated Packet names.

LRS: Add the Non-MAGI Screening Packet with all the required forms to the Template repository. Rename the 'Additional Income and Property Information Needed for Medi-Cal' to 'Non-MAGI Turning 65 Packet' and add the required forms to the Packet.

Update the Customer Reporting Progress Report, Customer Reporting Progress Detail Report and the Monthly Productivity List Export Report to include the Non-MAGI Screening Packet and the Non-MAGI Turning 65 Packet information. Also, update the Customer Reporting Progress Report and Customer Reporting Progress Detail Report to align to the C-IV version of the report.

Update the Monthly Productivity List, Customer Reporting List and Customer Reporting Detail pages to include the Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet.

1.3   Overview of Recommendations

1. Add/update Non-MAGI Screening Packet with the latest version of the required forms.
2. Rename the Additional Income and Property Information Needed for Medi-Cal in LRS and Non-MAGI Screening Aged 65 Redetermination Packet in C-IV to Non-MAGI Turning 65 Packet.
3. Update the Non-MAGI Turning 65 Packet with latest versions of the required forms.
4. **LRS only:** Create a Journal entry when the Non-MAGI Screening Packet or Non-MAGI Turning 65 Packet is generated.
5. **C-IV only:** Update the Journal entry Long Description for the Non-MAGI Screening Packet or Non-MAGI Turning 65 Packet to list all the forms included in the Packet.
6. Update the Packet status in Customer Reporting to "Complete - EDBC Accepted" when the Packet is returned and EDBC is Accepted and Saved.
7. Generate a task assigned to the Program Worker, when the Non-MAGI Screening Packet or the Non-MAGI Turning 65 Packet is scanned through Kofax or imaged through YBN.
8. **C-IV only:** Update the Customer Reporting reports to reference the new name for the Non-MAGI Turning 65 Packet and update the logic for the 'Overall % Complete' and '% of Reports Completed' totals.
9. **LRS only:** Update Reports to include the Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet information. Also, close differences between the C-IV and LRS version of the Customer Reporting Progress Report and the Customer Reporting Detail Report.
10. Update the Monthly Productivity List, Customer Reporting List and Customer Reporting Detail pages to include the Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet information.

1.4   Assumptions

1. SCR **CA-58123** will create a batch job to automatically generate the Non-MAGI Screening Packet when a person is skipped through batch for 'Soft Pause' and the DER Run Reason code is 'RE' - LRS Only
   o **Note:** C-IV already has a batch job (PB00R526) which looks at the Soft Pause indicator to generate the Non-MAGI Screening Packet.
2. **LRS only:** LRS will generate the Non-MAGI Turning 65 packet with all the required forms. Business Data Inc. (BDI) will stuff the GEN 1365 for the Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet until CA-202307 | C-IV-10774 is implemented.
3. **LRS Only:** Distributed documents List page will reflect the updated form number and form name (mentioned below in recommendations 2.2.1.1) for "Additional Income and Property Information Needed for Medi-Cal (VCL 65)" records which were created before the implementation of this SCR along with the records created after the implementation of this SCR.

4. **C-IV Only**: Distributed documents List page will reflect the updated form number and form name (mentioned below in recommendations 2.1.1.7 and 2.2.1.7) for "Non-MAGI Screening Packet" and "Non-MAGI Screening Turning 65 Redetermination Packet" records which were created before the implementation of this SCR along with the records created after the implementation of this SCR.

5. The due date for the Non-MAGI Turning 65 Packet for C-IV is 30 days from the packet generation date whereas for LRS due date is the 10th day of the individual's birth month. This is existing functionality in both systems and this gap will not be addressed through this SCR.
   LRS: If the Person turns 65 anytime in July, the Non-MAGI Turning 65 Packet will be sent on June 1st and the due date on the MC 604 IPS form will be July 10th.
   C-IV: If the Person turns 65 anytime in July, the Non-MAGI Turning 65 Packet will be sent on June 3rd and the return date will be July 3rd (Packet Generation date + 30 days).

6. **LRS only:** Any Additional Income and Property Information Needed for Medi-Cal (VCL 65) packets with current status as 'Generated' or 'Sent' as of the implementation of this SCR will follow the existing logic which tracks the form through the Document Detail page.

7. **C-IV Only:** SCR 10668 added the recommendation to create a task when the Non-MAGI Turning 65 Packet is received, but a task is not being created currently. Production defect CIV-104616 has been logged to address this issue with the targeted fix version of 19.11

2 RECOMMENDATIONS

2.1 Non-MAGI Screening Packet

2.1.1 Template Repository

LRS only

1. Add the Non-MAGI Screening Packet in English and Spanish to the Template Repository.

   - Form Number: Non-MAGI Scrn Pkt
   - Form Name: Non-MAGI Screening Packet

2. Include the following parameters for the Non-MAGI Screening Packet in the Document Parameters page:
   - Case Number
   - Customer Name
   - Program
   - Language
   - Submit Month

3. Include the following forms in the Non-MAGI Screening Packet in the order mentioned below:
   - Cover letter (New form – Reference Supporting Document #3)
   - Non-MAGI Informing Letter (New form – Reference Supporting Document #5)
   - MC 604 IPS (Existing Form–Reference Supporting Document #6)
   - MC 007 (Update the existing form with the Supporting Document #7)
   - PUB 10 (Existing Form-Reference Supporting Document #8)
   - DHCS 7077 (Update the existing form with the Supporting Document #9)
   - DHCS 7077A (Existing Form-Reference Supporting Document #10)
   - APTC/CSR Brochure (New form – Reference Supporting Document #11)
   - Voter Registration Cardstock (VRC)

   Note: The VRC is manually inserted at BDI. The form will not appear in the saved packet viewed in LRS.

4. Include the State standard header on the first and second page of the coversheet.

5. Mail the Non-MAGI Screening Packet using a Flat mail envelope with a BRM (Business Reply Mail) envelope.

   Note: C-IV sends the Non-MAGI Screening Packet in a Flat Mail envelope with BRM.

6. The following Print Options will be available when the Non-MAGI Screening Packet is generated in the context of the case.
   - Print Locally
   - Print Centrally

The Document could be Printed Locally without Saving if a blank template is generated.

Note: Supporting document #14 is the FDD for Non-MAGI Screening Packet.

C-IV only

7. Add the PDF version of DHCS 7077 to the Template Repository.
8. Update the Form Number in the Template Repository for Non-MAGI Screening Packet from Non-MAGI Packet to 'Non-MAGI Screening Packet' (DOC_TEMPL ID: 1687)

9. Update the Non-MAGI Screening Packet to include the updated versions of the MC 007, add the DHCS 7077 and update the order of the forms as follows:
    - Coversheet (Existing Form - Reference Document #12)
    - Non-MAGI Informing Letter (Existing Form-Reference Supporting Document #5)
    - MC 604 IPS (Existing Form)
    - MC 007 (Update the existing form with the Supporting Document #7)
    - PUB 10 (Existing Form-Reference Supporting Document #8)
    - DHCS 7077(New Form – reference Supporting Document #9)
    - DHCS 7077A (Existing Form-Reference Supporting Document #10)
    - APTC/CSR Brochure (New form – Reference Supporting Document #11)
    - VRC (inserted at the Print Center)

2.1.2 Variable Population

1. LRS Only: Populate the MC 604 IPS form and Non-MAGI Informing Letter with the following values:
    - Non-MAGI Informing Letter

Variable	Description	Population
Person's Name	Name of the Primary Applicant on the Program	Person's Name
Due Date	Due date by which the verifications must be sent back	Populate the verification due date by adding 30 days to the Packet generation date. If the 30th day falls on a weekend or on a County holiday, move the due date to the next business day.

Persons Names	Names of all the active persons	Populate the names of all the active persons on the Medi-Cal case as comma separated values. Example: Test 1, Test 2, Test 3
Benefits End Date	Redetermination end date	Populate the Redetermination end date i.e DUE_DATE from the REDETER table.
Hearing Address	County's hearing office address	County's hearing office address

- MC 604 IPS form Variable Population

Variable	Description	Population
Case Name	Name of the Primary Applicant on the Program	Person's Name
Case Number	Case number for which the packet is generated	Case Number
Worker's Name	Name of the Worker associated to the program	Worker's Name
Worker's Phone Number	Phone number associated to the worker	Worker's Phone Number
Date Sent	The date when packet is generated	Packet Generation Date
Verification Due Date	Due date by which the verifications must be sent back	Populate the verification due date by adding 30 days to the Packet generation date. If the 30th day falls on a weekend or on a County holiday, move the due date to the next business day.

2. **C-IV only**: Update the existing logic which populates the Due Date on the MC 604IPS and Non-MAGI Informing Letter. Currently in C-IV, the due date is populated by adding 30 days to the packet generation date. This functionality should be updated to push the due date to the next business day if the due date falls on a weekend or on a County Holiday.

2.1.3 Barcode Generation (LRS only)

1. Generate a barcode on the second page of the Non-MAGI Screening Packet cover letter as follows:
   - 1st 7 Digits will be the case number.
   - Next 2 digits will be 00
   - Next 2 digits are populated as the Form ID XX (Implementation TBD) from CT-329.
   - Next 2 digits are populated as month (MM) derived based on the Due date of Non-MAGI Screening Packet.
   - Next 4 digits are populated as year (YYYY) derived based on the Due date of Non-MAGI Screening Packet Form.
   - Next 10 digits are populated as the GENERATE_DOC_ID from the database.

   Note: C-IV currently generates barcode for the Non-MAGI Screening Packet.

2.1.4 Journal Entry

1. **LRS only:** Add the following custom Journal entry when the for Non-MAGI Screening Packet is generated through Online

   Journal Category: All

   Journal Type: Document

   Short description: Non-MAGI Screening Packet

   Long description: The following forms were included for the {redeterDate} RE: Cover letter, Non-MAGI Informing Letter, MC 604 IPS, MC 007, PUB 10, DHCS 7077, DHCS 7077A, APTC/CSR Brochure, and VRC. These items are due in 30 days.

2. **C-IV only:** Update the Custom Journal entry Long description and Short description for the Non-MAGI Screening Packet as follows:

   Short description: Non-MAGI Screening Packet

   Long description: The following forms were included for the {redeterDate} RE: Coversheet, Non-MAGI Informing Letter, MC 604 IPS, MC 007, PUB 10, DHCS 7077, DHCS 7077A, APTC/CSR Brochure, and VRC. These items are due in 30 days.

2.1.5 Forms Overview

1. Update the Forms Overview in the Online Help page.

Field Name	C-IV	LRS
Form Number	Non-MAGI Screening Packet	Non-MAGI Scrn Pkt
Form Name	Non-MAGI Screening Packet	Non-MAGI Screening Packet
Form Description	The following forms are included in this packet: Coversheet, Non-MAGI Informing Letter, MC 604 IPS, MC 007, PUB 10, DHCS 7077, DHCS 7077A, APTC CSR Brochure, and VRC.	The following forms are included in this packet: Cover Letter, Non-MAGI Informing Letter, MC 604 IPS, MC 007, PUB 10, DHCS 7077, DHCS 7077A, APTC CSR Brochure, and VRC.

2.2 Update Non-MAGI Turning 65 Packet

2.2.1 Template Repository

LRS only

1. Rename the Form Name and Form Number for 'Additional Income and Property Information Needed for Medi-Cal Packet' (DOC_TEMPL ID 6253) as follows:

   - Form Number – Non-MAGI Turning 65
   - Form Name – Non-MAGI Turning 65 Packet

2. Turn off the threshold language availability for the Non-MAGI Turning 65 Packet as it will only be available in English and Spanish.

3. Include the following parameters for the Non-MAGI Turning 65 Packet in the Document Parameters page:

   - Case Number
   - Customer Name
   - Program
   - Submit Month (New field)
   - Language

4. Update the Non-MAGI Turning 65 Packet to contain all the forms in the following order

   - Cover Letter (Updated form – reference document #4)
   - Non-MAGI Informing Letter (New form – reference Supporting Document #5)
   - MC 604 IPS (Existing Form–reference Supporting Document #6)
   - MC 007 (Update the existing form with the Supporting Document #7)
   - PUB 10 (Existing Form-reference Supporting Document #8)
   - DHCS 7077 (Update the existing form with the Supporting Document #9)

- DHCS 7077A (Existing Form-reference Supporting Document #10)
- VRC

Note: The VRC is manually inserted at BDI. The form will not appear in the saved packet viewed in LRS.

5. Include the State standard header on the first and second page of the coversheet.
6. Mail the Non-MAGI Turning 65 Packet using a Flat mail envelope with a BRM (Business Reply Mail) envelope.
Note: C-IV sends the Non-MAGI Turning 65 Packet in a Flat Mail envelope with BRM.
7. The following Print Options will be available when the Non-MAGI Turning 65 Packet is generated in the context of the case.

- Print Locally
- Print Centrally

The Document can be Printed Locally without Saving if a blank template is generated.

<u>C-IV only</u>

8. Update the Form Name and Form Number for the "Non-MAGI Screening Turning 65 Redetermination Packet" (DOC_TEMPL ID 1776) as follows:

- Form Number: Non-MAGI Turning 65 Packet
- Form Name: Non-MAGI Turning 65 Packet

9. Update the Non-MAGI Turning 65 Packet to include the updated versions of the Non-MAGI Informing Letter, MC 007 and add DHCS 7077 and update the order of the forms as follows:

- Coversheet (Existing Form – Reference Document #13)
- Non-MAGI Informing Letter (Update the existing form with Supporting Document #5)
- MC 604 IPS (Existing Form)
- MC 007 (Update the existing form with the Supporting Document #7)
- PUB 10 (Existing Form-Reference Supporting Document #8)
- DHCS 7077(New Form – reference Supporting Document #9)
- DHCS 7077A (Existing Form-Reference Supporting Document #10)
- VRC (inserted at the Print Center)

10. Add "Non-MAGI Turning 65 Packet" to Imaging Barcode CSV file in ImageNow with document type as "MC Redetermination".

2.2.2 Variable Population

1. LRS only: Populate the MC 604 IPS form and Non-MAGI Informing Letter with the following values:
   - Non-MAGI Turning 65 Cover Letter

Variable	Description	Population
Return by date	Date by which the verifications must be sent back	Due date is the 10th day of the Individual's Birth Month (Existing Functionality) NOTE: The due date for the MC 604 IPS must not be a weekend or holiday. If due date lands on one of these days, the due date will be the next business day

- Non-MAGI Informing Letter

Variable	Description	Population
Person's Name	Name of the Primary Applicant on the Program	Person's Name
Due Date	Due date by which the verifications must be sent back	Due date is the 10th day of the Individual's Birth Month (Existing Functionality) NOTE: The due date for the MC 604 IPS must not be a weekend or holiday. If due date lands on one of these days, the due date will be the next business day.
Persons Names	Names of all the active persons	Populate the names of all the active persons on the Medi-Cal case as comma separated values. Example: Test 1, Test 2, Test 3
Benefits End Date	Redetermination end date	Populate the Redetermination end date i.e. DUE_DATE from the REDETER table.
Hearing Address	County's hearing office address	County's hearing office address

- MC 604 IPS form Variable Population

Variable	Description	Population
Case Name	Name of the Primary Applicant on the Program	Person's Name
Case Number	Case number for which the packet is generated	Case Number
Worker's Name	Name of the Worker associated to the program	Worker's Name
Worker's Phone Number	Phone number associated to the worker	Worker's Phone Number
Date Sent	The date when packet is generated	Packet Generation Date
Verification Due Date	Due date by which the verifications must be sent back	Due date is the 10th day of the Individual's Birth Month (Existing Functionality) NOTE: The due date for the MC 604 IPS must not be a weekend or holiday. If due date lands on one of these days, the due date will be the next business day

2. **C-IV only:** Update the existing logic which populates the Due Date on the Coversheet, MC 604IPS and Non-MAGI Informing Letter. Currently in C-IV, the due date is populated by adding 30 days to the packet generation date. This functionality should be updated to push the due date to the next business day if the due date falls on a Weekend or on a County Holiday.

2.2.3 Barcode Generation (LRS only)

1. Use the existing barcode generation logic on VCL 65 to populate the barcode on the second page of the updated Non-MAGI Turning 65 Coversheet.

   Note: C-IV currently generates barcode for the Non-MAGI Turning 65 Packet.

2.2.4 Journal Entry

1. **LRS only**: Create the following custom Journal entry for Non-MAGI Turning 65 Packet when generated through online or batch

   Journal Category: All

   Journal Type: Document

   Short Description: Non-MAGI Turning 65 Packet

   Long Description: The following forms were included for the {redeterDate} RE: Cover Letter, Non-MAGI Informing Letter, MC 604 IPS, MC 007, PUB 10, DHCS 7077, DHCS 7077A and VRC. These items are due in 30 days.

2. **C-IV only**: Update the Journal entry Long Description and Short description when the Non-MAGI Turning 65 Packet is generated through online or batch as follows:

   Short Description: Non-MAGI Turning 65 Packet

   Long Description: The following forms were included for the {redeterDate} RE: Coversheet with BRM and NVRA, Non-MAGI Informing Letter, MC 604 IPS, MC 007, PUB 10, DHCS 7077, DHCS 7077A and VRC. These items are due in 30 days.

2.2.5 Forms Overview

1. Update the Forms Overview in Online Help page.

Field Name	C-IV	LRS
Form Number	Non-MAGI Turning 65 Packet	Non-MAGI Turning 65
Form Name	Non-MAGI Turning 65 Packet	Non-MAGI Turning 65 Packet
Form Description	The following forms are included in this packet: Coversheet, Non-MAGI Informing Letter, MC 604 IPS, MC 007, PUB 10, DHCS 7077, DHCS 7077A, and VRC.	The following forms are included in this packet: Cover Letter, Non-MAGI Informing Letter, MC 604 IPS, MC 007, PUB 10, DHCS 7077, DHCS 7077A, and VRC.

Note: Supporting document #15 is the FDD for Non-MAGI Turning 65 Packet.

2.3 Customer Reporting (LRS Only)

1. Create a Customer Reporting entry when the Non-MAGI Screening Packet is generated from online or the Non-MAGI Turning 65 is generated through online or batch.

   Populate the Customer Reporting List Page as follows:

Fields to Populate	Population for Non-MAGI Screening Packet	Population for Non-MAGI Turning 65 Packet
Type	Non-MAGI Screening Packet	Non-MAGI Turning 65 Packet
Submit Month - when generated from Online	Submit Month from Document Parameter Page	Submit Month from Document Parameter Page
Submit Month - when generated through Batch	N/A	Birth Month of the Individual for whom the packet is being generated for.
Program	MC	MC
Status	Customer Reporting Tracking Status Example: "Generated" if the packet is generated from Online. "Sent" if the Packet is sent to the Customer	Customer Reporting Tracking Status Example: "Generated" if the packet is generated from Online. "Sent" if the Packet is sent to the Customer
Status Date	Date when the latest status is updated	Date when the latest status is updated

2. Technical Recommendation: Rename the SHORT_DECODE_NAME for CODE_DETL 329, CODE_NUM_IDENTIF NM to Non-MAGI Screening Packet. Values for REFER_TABLE_1_DESCR through REFER_TABLE_6_DESCR are TBD based on the build implementation.

2.4   Medi-Cal EDBC Rules Update (LRS only)

2.4.1   Overview

Update the Medi-Cal EDBC rules to mark the Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet with status 'Complete - EDBC Accepted' after Medi-Cal EDBC is accepted and saved. The Packets will be included in the list of valid MC RE packets for auto-setting the EDBC Run Reason to 'RE'.

2.4.2   Description of Changes

1. Update the Medi-Cal EDBC rules to update the Non-MAGI Screening Packet status to 'Complete - EDBC Accepted' when all the following are true:
   a. EDBC is run with the Run Reason of 'RE'
   b. Non-MAGI Screening Packet submit month equals the Medi-Cal program's RE Due month
   c. Latest Non-MAGI Screening Packet status is 'Reviewed - Ready to Run EDBC'
2. Update the Medi-Cal EDBC rules to update the Non-MAGI Turning 65 Packet status to 'Complete - EDBC Accepted' when all the following are true:
   a. EDBC is run with the Run Reason of 'RE'
   b. Non-MAGI Turning 65 Packet submit month equals the EDBC benefit month
   c. Latest Non-MAGI Turning 65 Packet status is 'Reviewed - Ready to Run EDBC'
3. Update the Auto-set RE logic to include the Non-MAGI Screening Packet in the list of valid MC RE Packets criteria during EDBC evaluation.
4. Update the Auto-set RE logic to run Medi-Cal with 'RE' EDBC Run Reason if the Non-MAGI Turning 65 Packet submit month equals the Medi-Cal EDBC benefit month and the latest Non-MAGI Turning 65 Packet status is 'Reviewed - Ready to Run EDBC' if there does not exist any Medi-Cal RE packet for the RE due month for the program.

2.5   Customer Reporting List

2.5.1   Overview

C-IV only: Update the Packet names; Non-MAGI Packet to Non-MAGI Screening Packet and Non-MAGI Screening Aged 65 Packet to Non-MAGI Turning 65 Packet.

LRS only: Update the Customer Reporting List page to include the Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet report types for default search results, view search results with no filters and the Display Type field.

2.5.2 Customer Reporting List

Customer Reporting List

Search Results Summary				Results 1 - 10 of 10

Display Type: Non-MAGI Screening Packet

From: ☐   **To:** ☐   [View]

Type	Submit Month	Program	Status	Status Date	
MSP Packet	06/2009	MC	Complete- EDBC Accepted	06/09/2009	Edit
MSP Packet	06/2010	MC	Complete- EDBC Accepted	05/11/2010	Edit
MSP Packet	06/2011	MC	Complete- EDBC Accepted	04/28/2011	Edit
MSP Packet	06/2012	MC	Received	06/24/2019	Edit
MSP Packet	08/2013	MC	Complete- EDBC Accepted	08/29/2013	Edit
MC RE Packet	08/2014	MC	Complete- EDBC Accepted	07/10/2014	Edit
MC RE Packet	08/2015	MC	Complete- EDBC Accepted	07/07/2015	Edit
MC RE Packet	08/2016	MC	Not Applicable	06/24/2019	Edit
Non-MAGI Screening Packet	12/2019	MC	Reviewed- Ready to Run EDBC	12/07/2019	Edit
Non-MAGI Turning 65 Packet	12/2019	MC	Complete- EDBC Accepted	12/08/2019	Edit

This Type 1 page took 0.66 seconds to load.

Figure 2.5.2 – Customer Reporting List page (LRS)

2.5.3 Description of Changes

1. **C-IV only:** Update the Packet names, 'Non-MAGI Packet' to 'Non-MAGI Screening Packet' and 'Non-MAGI Screening Aged 65 Packet' to 'Non-MAGI Turning 65 Packet'.
2. **LRS only:** Update the default search and the search results when the View button is clicked with no Display Type to include Report Type 'Non-MAGI Screening Packet' and 'Non-MAGI Turning 65 Packet'. These Report Types will be added in the Display Type field.

2.5.4 Page Location

> **Global:** Eligibility
>
> **Local:** Reporting
>
> **Task:** Customer Reporting

2.5.5 Security Updates

No updates.

2.6   Customer Reporting Detail

2.6.1   Overview

C-IV: Update the Packet names, 'Non-MAGI Packet' to 'Non-MAGI Screening Packet' and 'Non-MAGI Screening Aged 65 Packet' to 'Non-MAGI Turning 65 Packet'.

LRS: Update the Customer Reporting Detail page to include the Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet report types.

2.6.2   Customer Reporting Detail

Figure 2.6.2 – Customer Reporting Detail page (LRS)

2.6.3   Description of Changes

1. **C-IV only:** Update the Packet names, 'Non-MAGI Packet' to 'Non-MAGI Screening Packet' and 'Non-MAGI Screening Aged 65 Packet' to 'Non-MAGI Turning 65 Packet'.
2. **LRS:** Update the Customer Reporting Detail page to include the Non-MAGI Screening Packet and the Non-MAGI Turning 65 Packet. When entering the Customer Reporting Detail page, the current Packet's Status will determine the available options for the Status field dropdown. **See Appendix 4.1** for associated Status values.

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2.6.4 Page Location

Global: Eligibility

Local: Reporting

Task: Customer Reporting

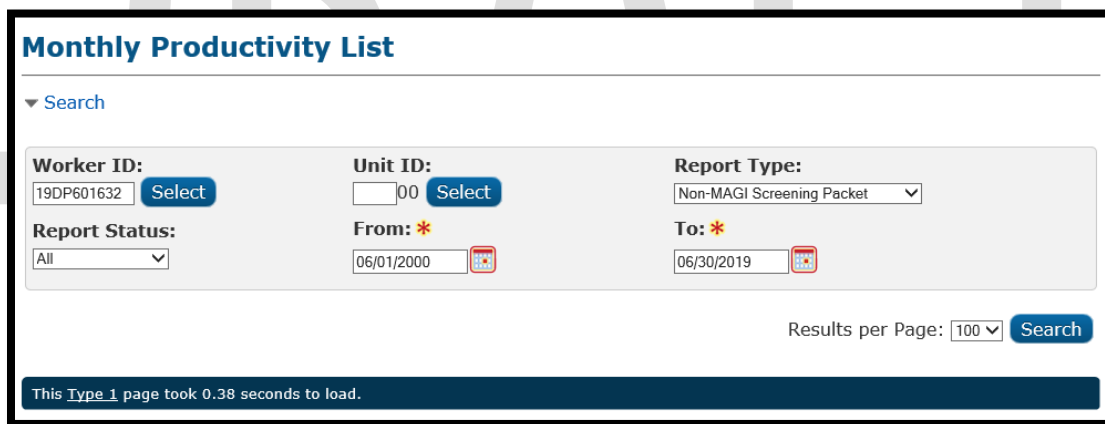### 2.6.5 Security Updates

No updates.

2.7   Monthly Productivity List

2.7.1 Overview

C-IV: Update the packet names, 'Non-MAGI Packet' to 'Non-MAGI Screening Packet' and 'Non-MAGI Screening Aged 65 Packet' to 'Non-MAGI Turning 65 Packet'.

LRS: Update the Monthly Productivity List page to search for the Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet report types.

2.7.2 Monthly Productivity List

Monthly Productivity List

▼ Search

Worker ID:	Unit ID:	Report Type:
19DP601632 Select	☐00 Select	Non-MAGI Screening Packet ▾
Report Status:	From: ✱	To: ✱
All ▾	06/01/2000 📅	06/30/2019 📅

Results per Page: 100 ▾ Search

This Type 1 page took 0.38 seconds to load.

Figure 2.7.2 – Customer Reporting Detail page

2.7.3 Description of Changes

1. **C-IV only:** Update the packet names, 'Non-MAGI Packet' to 'Non-MAGI Screening Packet' and 'Non-MAGI Screening Aged 65 Packet' to 'Non-MAGI Turning 65 Packet'.
2. **LRS only:** Update the Monthly Productivity List page to search for the Report Types including the Non-MAGI Screening Packet and the Non-MAGI Turning 65 Packet in the Report Type field.

2.7.4 Page Location

Global: Eligibility

Local: Workload Inventory

Task: Monthly Productivity

2.7.5 Security Updates

No updates.

2.8 Tasks (LRS only)

2.8.1 Description of Changes

Note: There is existing logic in C-IV to create the task when Non-MAGI Screening Packet is received through Kiosk/C4Y/Scanned through Imaging.

1. Generate a task for the Program Assigned Worker when the Non-MAGI Screening Packet or the Non-MAGI Turning 6 Packet is scanned through Kofax or imaged through YBN.
2. Create Tasks as follows:
   - Non-MAGI Screening Packet Received

LRS Task Details	
Trigger Condition	When a Non-MAGI Screening Packet is received through the Image scanning process or when the packet is submitted through the YBN.
Task Type	CT 399 - Non-MAGI Screening Packet Received
Task Category	Screening Packet
Task Priority	CR
Task Due Date	3 days
Task Expiration Date	30 calendar days
Task Long Description	Non-MAGI Screening Packet Received
Task Initial Assignment	Program Assigned Worker
Task Navigation Template	N/A

- Non-MAGI Turning 65 Packet Received

LRS Task Details	
Trigger Condition	When a Non-MAGI Turning 65 Packet is received through the Image scanning process or when the packet is submitted through the YBN.
Task Type	CT 399 – Non-MAGI Turning 65 Packet Received
Task Category	Screening Packet
Task Priority	CR
Task Due Date	3 days
Task Expiration Date	30 calendar days
Task Long Description	Non-MAGI Turning 65 Packet Received
Task Initial Assignment	Program Assigned Worker
Task Navigation Template	N/A.

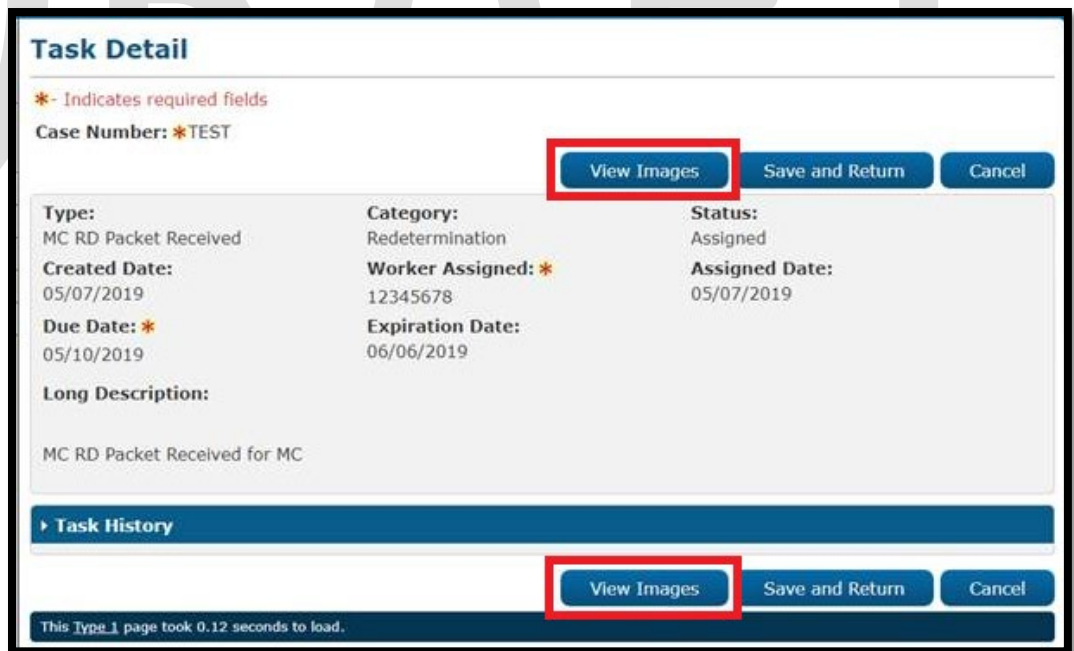3. Add CODE_DETL > Category CT329 for the new Non-MAGI Screening Packet and Non-MAGI Turning 65 packet.

- Non-MAGI Screening Packet

Customer Reporting Type Code	Description
New/Update	*New*
Category Id	*329*
Code Num Identif	*'Implementation TBD'*
Short Decode Name	Non-MAGI Screening Packet
Long Decode Name	Non-MAGI Screening Packet
Barcode Form Type Code (REFER_TABLE_3_DESCR)	*'Implementation TBD'*
EDMS Form Id (REFER_TABLE_5_DESCR)	PR COVER LETTER

- Non-MAGI Turning 65 Packet

Customer Reporting Type Code	Description
New/Update	*New*
Category Id	329
Code Num Identif	*'Implementation TBD'*
Short Decode Name	Non-MAGI Turning 65 packet
Long Decode Name	Non-MAGI Turning 65 packet
Barcode Form Type Code (REFER_TABLE_3_DESCR)	*'Implementation TBD'*
EDMS Form Id (REFER_TABLE_5_DESCR)	PR COVER LETTER

Note: The ITD will use the 'PR' Batch Class when calling the LRS webservice.

Figure 2.8.1 – Task Detail page (LRS)

Note: When the 'View Images' button is clicked, a popup window appears and shows the list of images associated to this task.

2.9   Reports (LRS only)

2.9.1   Overview

The Monthly Productivity List Export Report, Customer Reporting Progress Report, and Customer Reporting Progress Detail report will be updated to include the Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet information. The Customer Reporting reports will also be updated to align with the Customer Reporting reports in the C-IV system.

2.9.2   Description of Changes

1. Update the Monthly Productivity List Export report to include the new 'Non-MAGI Screening Packet' and 'Non-MAGI Turning 65 Packet' packet type in the same manner as the Monthly Productivity List online page. This report is an export for the online page and the data must match.

Category ID	Code	Short Description
329	NM	Non-MAGI Screening Packet
329	65	Non-MAGI Turning 65 Packet

Table 2.9.2.1 Code Detail Record for the Non-MAGI Screening Packet

2. To reduce system differences on the Customer Reporting Progress Report, update the report as follows:

Figure 2.9.2.2 – Customer Reporting Progress Report – Summary Sheet Mockup

a. Update the report to include all the following customer report statuses in the Summary sheet (Sheet1) and detail sheets (Sheet2 thru Sheet6). The 'Complete' customer reporting status on the report will be renamed to 'Complete – EDBC Accepted'.

Category ID	Code	Short Description
258	GE	Generated
258	ER	Error
258	SE	Sent
258	RE	Received
258	IN	Incomplete
258	NA	Not Applicable
258	RR	Reviewed- Ready to Run EDBC
258	CE	Complete- EDBC Accepted

Table 2.9.2.2a Customer Reporting Status

b. Rename the 'Medi-Cal RE Packets' sheet header to 'Medi-Cal Packets' on the Medi-Cal Packets sheet (Sheet6).

c. Update the Summary sheet (Sheet1) to include the following new lines titled 'MAGI RE Packet', 'Non-MAGI Screening Packet' and 'Non-MAGI Turning 65 Packet' that provide summary counts for Generated, Error, Sent, Received, Incomplete, Not Applicable, Reviewed- Ready to Run EDBC and Completed- EDBC Accepted packets.

d. Update the Summary sheet (Sheet1) to include a new line titled 'Total'. This row will be the dynamic sum of all customer reporting types by status.

e. Update the detail sheets (Sheet2 thru Sheet6) to include static total and a dynamic total placed above the column headers. The totals will be a summation of all customer reports on the sheet by status.

f. Update the 'Medi-Cal Packets' detail sheet (Sheet6) to include 'MAGI RE Packet', 'Non-MAGI Screening Packet' and 'Non-MAGI Turning 65 Packet' information for the following statuses: Generated, Error, Sent, Received, Incomplete, Not Applicable, Reviewed- Ready to Run EDBC and Completed- EDBC Accepted. The counts will be grouped by Customer Reporting Type and assigned Worker Id.

g. Remove all report references and logic pertaining to the MC 176 S.

h. Update the report parameter page to additionally display the following two months from the current month in the Submit Month field. For example, if the currently month is April the Submit Month drop down will display the May and June month. This change does not include any page validation to prevent further future months from being selected.

Figure 2.9.2.2h – Parameter Page Mockup

i. The data on the Customer Reporting Progress Report will be refreshed every batch night.

j. Restrict the data on the Customer Reporting Progress Report to 48 months of historical data. This will be based on the customer report's effective month.

k. Load the report with 6 months of historical data at the time of deployment. This will be based on the Customer Report's created on date. For example, if this SCR is deployed on 11/24/2019 the report will be loaded with data for Customer Reports created on or after 05/24/2019.

l. Update the report so that the customer report names on the Summary sheet (Sheet1) hyperlink to their associated detail sheet instead of each individual numeric count.
    For example, in the Summary sheet (Sheet1) if the user wants to view MAGI RE Packet information in the Medi-Cal Packets detail sheet (Sheet6), they will click on the MAGI RE Packet label rather than the individual counts for the several Medi-Cal Packet Customer Reporting statuses.

m. In the Summary Sheet (Sheet1) update the Overall % Completed field to calculate the percentage as follows:
    Numerator: The count of all Customer Reports on the report with the latest status of 'Complete – EDBC Accepted' plus the count of Customer Reports on the report with the latest status of 'Not Applicable'.
    Denominator: The count of all Customer Reports on the report with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable' plus the count of any other Customer Report on the report with a received date.

n. In the SAR 7 detail sheet (Sheet 2) update the worker specific % of CW Reports Completed metric to calculate the percentage as follows:
    Numerator: For the given effective month, packet type and worker number, the numerator is the count of all the SAR 7s for the CalWORKs program that are assigned to the given worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable'.
    Denominator: For the given effective month, packet type and worker number the denominator is the count of all the SAR 7s for the CalWORKs program that are assigned to the worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable' plus any other Customer Report assigned to the worker for the given effective month and packet type that has a received date.

o. In the SAR 7 detail sheet (Sheet 2) update the worker specific % of CF Reports Completed metric to calculate the percentage as follows:
    Numerator: For the given effective month, packet type and worker number, the numerator is the count of all the SAR 7s for the CalFresh program that are assigned to the given worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable'.

Denominator: For the given effective month, packet type and worker number the denominator is the count of all the SAR 7s for the CalFresh program that are assigned to the worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable' plus any other Customer Report assigned to the worker for the given effective month and packet type that has a received date.

p. In the CalWORKs / CalFresh RE Packets detail sheet (Sheet 4) update the worker specific % of CW Reports Completed metric to calculate the percentage as follows:

Numerator: For the given effective month, packet type and worker number, the numerator is the count of all the given packet types for the CalWORKs program that are assigned to the given worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable'.

Denominator: For the given effective month, packet type and worker number the denominator is the count of all the given packet types for the CalWORKs program that are assigned to the worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable' plus any other Customer Report assigned to the worker for the given effective month and packet type that has a received date.

q. In the CalWORKS / CalFresh RE Packets detail sheet (Sheet 4) update the worker specific % of CF Reports Completed metric to calculate the percentage as follows:

Numerator: For the given effective month, packet type and worker number, the numerator is the count of all the given packet types for the CalFresh program that are assigned to the given worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable'.

Denominator: For the given effective month, packet type and worker number the denominator is the count of all the given packet types for the CalFresh program that are assigned to the worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable' plus any other Customer Report assigned to the worker for the given effective month and packet type that has a received date.

r. In the TMC 176 S and the Medi-Cal Packets detail sheets (Sheet3 and Sheet 5) update the worker specific % of Reports Completed metric to calculate the percentage as follows:
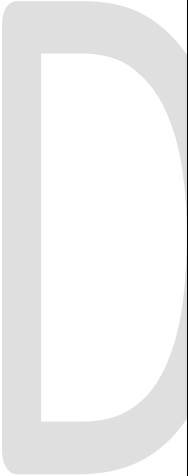
Numerator: For the given effective month, packet type and worker number, the numerator is the count of all the given packet types that are assigned to the given worker with the latest status of 'Complete - EDBC Accepted' or 'Not Applicable'.

Denominator: For the given effective month, packet type and worker number the denominator is the count of all the given packet types that are assigned to the worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable' plus any other Customer Report assigned to the worker for the given effective month and packet type that has a received date.

s. Update the report description as displayed on the Report Search page to: "Provides the number of SAR 7, TMC 176 S, QR 7 and RE Packets by status for a specified benefit month and organization".

t. Replace the 'Date' header with 'Submit Month'. The 'Submit Month' will be equal to the Submit Month parameter used to generate the report. The date shall be formatted as 'MM/YYYY'.

u. Add an 'As of Date' header which will display the date the report data was last successfully refreshed. The date shall be formatted as 'MM/DD/YYYY'.

Please refer to attached document Customer Reporting Report_rtf Mockup.xlsx for the report layout.

3. To reduce system differences on the Customer Reporting Progress Detail Report, update the report as follows:

Customer Reporting Progress Detail Report

Los Angeles
Run Date: JUN-30-19 05:53 PM
Organization: COUNTY Los Angeles
Submit Month: 01/2019
As of Date: 01/21/2019

	Distinct Generated	Distinct Error	Distinct Sent	Distinct Received	Distinct Incomplete	Distinct Not Applicable	Distinct Reviewed – Ready to Run EDBC	Distinct Compete – EDBC Accepted
SAR 7 (CW)	3	0	3	2	0	2	0	0
SAR 7 (CF)	3	0	3	2	0	0	0	2
TMC 176 S	0	0	0	0	0	0	0	0
QR 7 (GA/GR)	0	0	0	0	0	0	0	0
CF RE Packet	5	0	5	2	0	0	0	2
CW/CF RE Packet	0	0	0	0	0	0	0	0
CW RE Packet	0	0	0	0	0	0	0	0
MC RE Packet	0	0	0	0	0	0	0	0
LTC MC RE Packet	0	0	0	0	0	0	0	0
ABD MC RE Packet	1	0	1	0	0	0	0	0
MC 604 IPS Packet	0	0	0	0	0	0	0	0
MAGI RE Packet	0	0	0	0	0	0	0	0
Non-MAGI Screening Packet	0	0	0	0	0	0	0	0
Mixed MC RE Packet	0	0	0	0	0	0	0	0
Non-MAGI Turning 65 Packet	1	0	1	0	0	0	0	0
Total	=SUM(C16:C29)	=SUM(D16:D29)	=SUM(E16:E29)	=SUM(F16:F29)	=SUM(G16:G29)	=SUM(H16:H29)	=SUM(I16:I29)	=SUM(J16:J29)
Overall % Completed	100.00							

Sheet1   Sheet2   Sheet3   (+)

Figure 2.9.2.3 – Customer Reporting Progress Detail Report – Summary Sheet Mockup

a. Update the report to include all the following customer report statuses in the Summary sheet (Sheet1) and detail sheets (Sheet2 and Sheet3). The 'Complete' customer reporting status will be renamed to 'Complete – EDBC Accepted'.

Category ID	Code	Short Description
258	GE	Generated

258	ER	Error
258	SE	Sent
258	RE	Received
258	IN	Incomplete
258	NA	Not Applicable
258	RR	Reviewed- Ready to Run EDBC
258	CE	Complete- EDBC Accepted

Table 2.9.2.3a Customer Reporting Status

b. Rename the 'RE Packets' sheet header to 'Packets' on the newly named Packets sheet (Sheet3).

c. Update the Summary sheet (Sheet1) to include new lines titled 'MAGI RE Packet', 'Non-MAGI Screening Packet' and 'Non-MAGI Turning 65 Packet' that provide summary counts for Generated, Error, Sent, Received, Incomplete, Not Applicable, Reviewed- Ready to Run EDBC and Completed- EDBC Accepted packets.

d. Update the Summary sheet (Sheet1) to include a new line titled 'Total'. This row will be the dynamic sum of all customer reporting types by status.

e. Update the detail sheets (Sheet2 and Sheet3) to add a total line for each new status. The non-distinct totals will also be turned into a dynamic total count.

f. Update the 'Packets' detail sheet (Sheet2 and Sheet3) to include 'MAGI RE Packet', 'Non-MAGI Screening Packet' and 'Non-MAGI Turning 65 Packet' information for the following statuses: Generated, Error, Sent, Received, Incomplete, Not Applicable, Reviewed- Ready to Run EDBC and Completed- EDBC Accepted. The counts will be grouped by Customer Reporting Type and assigned Worker Id.

g. Remove all report references and logic pertaining to the MC 176 S.

h. Update the report parameter page to additionally display the following two months from the current month in the Submit Month field. For example, if the currently month is April the Submit Month drop down will display the May and June month. This change does not include any page validation to prevent further future months from being selected.

Figure 5.1.5-4 – Parameter Page Mockup

i. The data on the Customer Reporting Progress Detail Report will be refreshed every batch night.

j. Restrict the data on the Customer Reporting Progress Detail Report to 48 months of historical data. This will be based on the customer report's effective month.

k. Load the report with 6 months of historical data at the time of deployment. This will be based on the Customer Report's created on date. For example, if this SCR is deployed on 11/24/2019 the report will be loaded with data for Customer Reports created on or after 05/24/2019.

l. Update the report so that the customer report names on the Summary sheet (Sheet1) hyperlink to their associated detail sheet (Sheet2 and Sheet3) instead of each individual numeric count.
For example, in the Summary sheet (Sheet1) if the user wants to view MAGI RE Packet information in the Packets detail sheet (Sheet3), they will click on the MAGI RE Packet label rather than the individual counts for the several Medi-Cal Packet Customer Reporting statuses.

m. In the Summary Sheet (Sheet1) update the Overall % Completed field to calculate the percentage as follows:
Numerator: The count of all Customer Reports on the report with the latest status of 'Complete – EDBC Accepted' plus the count of Customer Reports on the report with the latest status of 'Not Applicable'.
Denominator: The count of all Customer Reports on the report with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable' plus the count of any other Customer Report on the report with a received date.

n. In the detail sheets (Sheet2 and Sheet3) update the % Completed field to calculate the percentage as follows:

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Numerator: All Customer Reports on the given detail sheet (Sheet2 or Sheet3) with a latest status of 'Complete – EDBC Accepted' plus all Customer Reports on the given detail sheet (Sheet2 or Sheet3) with the latest status of 'Not Applicable'.

Denominator: All Customer Reports on the given detail sheet (Sheet2 or Sheet3) with a final status of 'Complete – EDBC Accepted' or 'Not Applicable' that was included in the numerator plus any other Customer Report on the given detail sheet (Sheet2 or Sheet3) with a received date.

- o. Update the report description to the following: "Provides detailed information of SAR 7, TMC 176 S, QR 7 and RE Packets by status for a specified benefit month and organization".
- p. Replace the 'Date' header with 'Submit Month'. The 'Submit Month' will be equal to the Submit Month parameter used to generate the report. The date shall be formatted as 'MM/YYYY'.
- q. Add an 'As of Date' header which will display the date the report data was last successfully refreshed. The date shall be formatted as 'MM/DD/YYYY'.

Please refer to attached document Customer Reporting Detail Report_rtf Mockup.xlsx for the report layout.

2.10 Reports (C-IV Only)

2.10.1 Overview

The Non-MAGI Turning 65 Packet has been renamed from Non-MAGI Screening Aged 65 Packet. The Non-MAGI Packet has also been renamed to Non-MAGI Screening Packet. The customer reporting reports in the C-IV system need to be updated to reference to the new names. The 'Overall % Complete' and '% of Reports Completed' will also be updated to fix an issue where Customer Reports in 'Not Applicable' status are causing the percentage to be inflated.

2.10.2 Description of Changes

1. Update the Customer Reporting Progress Report as follows:
   - a. Update the Summary Sheet (Sheet1) to rename any reference to the Non-MAGI Screening Aged 65 Packet to Non-MAGI Turning 65 Packet.
   - b. Update the Summary Sheet (Sheet1) to rename any reference to the Non-MAGI Packet to Non-MAGI Screening Packet.
   - c. In the Summary Sheet (Sheet1) update the Overall % Completed field to calculate the percentage as follows:

     Numerator: The count of all Customer Reports on the report with the latest status of 'Complete – EDBC Accepted' plus the count of Customer Reports on the report with the latest status of 'Not Applicable'.

Denominator: The count of all Customer Reports on the report with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable' plus the count of any other Customer Report on the report with a received date.

d. In the SAR 7 detail sheet (Sheet 2) update the worker specific % of CW Reports Completed metric to calculate the percentage as follows:

Numerator: For the given effective month, packet type and worker number, the numerator is the count of all the SAR 7s for the CalWORKs program that are assigned to the given worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable'.

Denominator: For the given effective month, packet type and worker number the denominator is the count of all the SAR 7s for the CalWORKs program that are assigned to the worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable' plus any other Customer Report assigned to the worker for the given effective month and packet type that has a received date.

e. In the SAR 7 detail sheet (Sheet 2) update the worker specific % of CF Reports Completed metric to calculate the percentage as follows:

Numerator: For the given effective month, packet type and worker number, the numerator is the count of all the SAR 7s for the CalFresh program that are assigned to the given worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable'.

Denominator: For the given effective month, packet type and worker number the denominator is the count of all the SAR 7s for the CalFresh program that are assigned to the worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable' plus any other Customer Report assigned to the worker for the given effective month and packet type that has a received date.

f. In the CalWORKs / CalFresh RE Packets detail sheet (Sheet 4) update the worker specific % of CW Reports Completed metric to calculate the percentage as follows:

Numerator: For the given effective month, packet type and worker number, the numerator is the count of all the given packet types for the CalWORKs program that are assigned to the given worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable'.

Denominator: For the given effective month, packet type and worker number the denominator is the count of all the given packet types for the CalWORKs program that are assigned to the worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable' plus any other Customer Report assigned to the worker for the given effective month and packet type that has a received date.

g. In the CalWORKS / CalFresh RE Packets detail sheet (Sheet 4) update the worker specific % of CF Reports Completed metric to calculate the percentage as follows:

Numerator: For the given effective month, packet type and worker number, the numerator is the count of all the given packet types for the CalFresh program that are assigned to the given worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable'.

Denominator: For the given effective month, packet type and worker number the denominator is the count of all the given packet types for the CalFresh program that are assigned to the worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable' plus any other Customer Report assigned to the worker for the given effective month and packet type that has a received date.

h. In the TMC 176 S and the Medi-Cal Packets detail sheets (Sheet3 and Sheet 5) update the worker specific % of Reports Completed metric to calculate the percentage as follows:

Numerator: For the given effective month, packet type and worker number, the numerator is the count of all the given packet types that are assigned to the given worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable'.

Denominator: For the given effective month, packet type and worker number the denominator is the count of all the given packet types that are assigned to the worker with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable' plus any other Customer Report assigned to the worker for the given effective month and packet type that has a received date.

2. Update the Customer Reporting Progress Detail Report as follows:

a. Update the Summary Sheet (Sheet1) to rename any reference to the Non-MAGI Screening Aged 65 Packet to Non-MAGI Turning 65 Packet.

b. Update the Summary Sheet (Sheet1) to rename any reference to the Non-MAGI Packet to Non-MAGI Screening Packet.

c. In the Summary Sheet (Sheet1) update the Overall % Completed field to calculate the percentage as follows:

Numerator: The count of all Customer Reports on the report with the latest status of 'Complete – EDBC Accepted' plus the count of Customer Reports on the report with the latest status of 'Not Applicable'.

Denominator: The count of all Customer Reports on the report with the latest status of 'Complete – EDBC Accepted' or 'Not Applicable' plus the count of any other Customer Report on the report with a received date.

d. In the detail sheets (Sheet2 and Sheet3) update the % Completed field to calculate the percentage as follows:

Numerator: All Customer Reports on the given detail sheet (Sheet2 or Sheet3) with a latest status of 'Complete – EDBC Accepted' plus all Customer Reports on the given detail sheet (Sheet2 or Sheet3) with the latest status of 'Not Applicable'.

Denominator: All Customer Reports on the given detail sheet (Sheet2 or Sheet3) with a final status of 'Complete – EDBC Accepted' or 'Not Applicable' that was included in the numerator plus any other

Customer Report on the given detail sheet (Sheet2 or Sheet3) with a received date.

DRAFT

3 SUPPORTING DOCUMENTS

1	Reports	Customer Reporting Progress Report Mockup	Customer Reporting Progress
2	Reports	Customer Reporting Progress Detail Report Mockup	Customer Reporting Progress
3	Correspondence	Non-MAGI Screening Packet Cover Letter - LRS	Non-MAGI Screening Cover lett Non-MAGI Screening Cover lett
4	Correspondence	Non-MAGI Turning 65 Packet Coversheet - LRS	Non-MAGI Turning 65 Cover letter_SP - Non-MAGI Turning 65 Cover letter - LRS.
5	Correspondence	Non-MAGI Informing Letter (05/14)	CIV Non-MAGI Informing Letter EN. LRS Non-MAGI Informing Letter EN. CIV Non-MAGI Informing Letter SP. LRS Non-MAGI Informing Letter SP.
6	Correspondence	Existing - MC 604 IPS	MC 604 IPS SP CIV.pdf MC604IPS_SP LRS.pdf MC 604 IPS EN LRS.pdf MC 604 IPS EN CIV.pdf
7	Correspondence	MC 007	MC 007 English.pdf MC 007 Spanish.pdf

8	Correspondence	PUB 10	PUB10_SP_LRS.pdf PUB10_EN_LRS.pdf PUB10_SP_CIV.pdf PUB10_CIV_EN.pdf
9	Correspondence	DHCS 7077	DHCS 7077 EN 12 18.pdf DHCS 7077 SP 12 18.pdf
10	Correspondence	DHCS 7077A	DHCS7077A_EN_SP_ LRS.pdf DHCS7077A_CIV.pd f
11	Correspondence	APTC/CSR Brochure	APTC_CSR_Brochure _SP.pdf APTC_CSR_Brochure .pdf
12	Correspondence	Non-MAGI Screening Packet Coversheet - C-IV	Non-MAGI Screening Packet Co
13	Correspondence	Non-MAGI Turning 65 Packet Coversheet - C-IV	Non-MAGI Turning 65 Packet Covershee
14	Correspondence	FDD for Non-MAGI Screening Packet	FD_FRM_NonMAGI ScreeningPacket.do
15	Correspondence	Updated FDD for Non-MAGI Turning 65 Packet	FD_FRM_Turning65. docx

4 APPENDIX

4.1 Status field value Mapping

Current Status	Available Status(es) in dropdown	Status Detail
Sent	<blank value>	<no selection>
	Not Applicable	
	Received	<blank value>
		Action Required
Not Applicable	<no value>	<no selection>
Incomplete	<blank value>	<no selection>
	Not Applicable	
	Reviewed- Ready to Run EDBC	
Received	<blank value>	<no selection>
	Incomplete	
	Not Applicable	
	Reviewed- Ready to Run EDBC	
Reviewed- Ready to Run EDBC	<blank value>	<no selection>
	Not Applicable	
	Received	<blank value>
		Action Required
Complete- EDBC Accepted	<no value>	<no selection>

Note: In Edit mode, <no value> will display drop down with no selectable value, <blank value> will allow no value to be selected, and <no selection> will not show the drop down.

CalSAWS

California Statewide Automated Welfare System

DRAFT

Design Document

SCR CA-205441 CIV-10075 – Add Need Categories and Need types for Family Stabilization and Housing Support to Need Detail page

DOCUMENT APPROVAL HISTORY		
Prepared By	Ishrath Khan	
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/11/2018	V0	Initial Revision	Rainier Dela Cruz
10/03/2019	V1	Final Revision	Ishrath khan

Table of Contents

DRAFT

1 OVERVIEW

1.1 Current Design

There are currently no Need categories of 'Family Stabilization' and 'Housing Support Program' on the Need Detail page.

1.2 Requests

To track Family Stabilization (FS) and Housing Support Program (HSP) needs and payments in the system, three new Need categories with need types under each category will need to be added to the Need Detail page.

1.3 Overview of Recommendations

To track Family Stabilization (FS) and Housing Support Program (HSP) needs and payments in the system, the following new Need categories and subsequent Need Types under them will be added:

1. Family Stabilization (FS)
   a. Domestic Abuse Services
   b. Mental Health Services
   c. Substance Abuse Services
   d. Ancillary/Other Services
   e. Rental Assistance
   f. Security Deposits
   g. Utility Payments
   h. Moving Costs
   i. Hotel/Interim/Temp Housing
   j. Other
   k. ~~Transportation~~

2. Family Stabilization – Transportation
   a. Bus Card
   b. Campus Parking
   c. Bus pass – No Valid Month
   d. Bus Pass – Valid Month
   e. Bus Ticket
   f. Bus Token
   g. Gas Card
   h. Imprest Cash
   i. Transportation

   NOTE: Bus Card is only available in LRS system.

3. Housing Support Program (HSP)
   a. Full Rent Assistance
   b. Partial Rent Assistance

      c. Additional Case Rental Payment
      d. Security Deposits
      e. Utility Payments
      f. Moving Costs
      g. Hotel / Interim / Temp Housing
      h. Habitability Items
      i. Other

2 RECOMMENDATIONS

2.1 Need Detail

2.1.1 Overview

The Need Detail page allows user to view and add needs for supportive services. When adding a need, users will specify a Need Category and a Need Type. This section will describe the update to add new Need Categories and Need Types for Family Stabilization (FS) and Housing Support Program (HSP).

2.1.2 Need Detail Mockup

Need Detail

*- Indicates required fields

<div style="text-align:right">[Save and Return] [Cancel]</div>

Name: *

[_____ ⌄]

Category: *

- Select -
Ancillary - Education
Ancillary - Work Related
CalLearn Bonus
CalWORKs EOA
CalWORKs HSP
Counseling
Dependent Care
Diversion Services
Education/Job Training
Family Stabilization
Family Stabilization-Transportation
Housing Support program
Foster Care/Kin-GAP Services
Homeless Assistance
LD Accommodations
Medical/Legal Services
Other
Other Supportive Services
Special Needs
Transportation

Type: *

[- Select - ⌄]

End Date: *

[_____] [📅]

Status Reason: *

[- Select - ⌄]

<div style="text-align:right">[Save and Return] [Cancel]</div>

This Type 1 page took 0.35 seconds to load.

Figure 2.1.1 – New Need Categories

Need Detail

Save and Return   Cancel

Name: ✱

[_____ ▾]

Category: ✱

[Family Stabilization ▾]

Begin Date: ✱

[10/24/2019] 📅

Description:

[_____]

Status: ✱

[- Select - ▾]

Type: ✱

```
- Select -
Domestic Abuse Services
Mental Health Services
Substance Abuse Services
Ancillary/Other Services
Rental Assistance
Security Deposits
Utility Payments
Moving Cost Assistance
Hotel/Interim/Temp Housing
Other
```

[- Select - ▾]

Save and Return   Cancel

This Type 1 page took 0.30 seconds to load.

Figure 2.1.2 – New Need Types – Family Stabilization

Need Detail

Save and Return **Cancel**

Name: *

[_____ ▾]

Category: *

[Family Stabilization-Transportation ▾]

Begin Date: *

[10/24/2019] 📅

Description:

[_____]

Status: *

[- Select - ▾]

Type: *

| - Select - |
| Bus Card |
| Campus Parking |
| Bus Pass - No Valid Month |
| Bus Pass - Valid Month |
| Bus Ticket |
| Bus Token |
| Gas Card |
| Imprest Cash |
| Transportation |

Status Reason: *

[- Select - ▾]

Save and Return **Cancel**

This Type 1 page took 0.30 seconds to load.

Figure 2.1.3 – New Family Stabilization Need Types (Family Stab -Transportation)

Need Detail

* - Indicates required fields

[Save And Return] [Cancel]

Name: *

- Select -

Category: *

Housing Support Program

Begin Date: *

09/25/2019

Description:

Status: *

- Select -

Type: *

- Select -
Full Rent Assistance
Partial Rent Assistance
Additional Case Rental Payment
Security Deposits
Utility Payments
Moving Costs
Hotel/Interim/Temp Housing
Habitability Items
Other

Status Reason: *

- Select -

[Save And Return] [Cancel]

This Type 1 page took 0.52 seconds to load.

Figure 2.1.4 – New Family Stabilization Need Types (Housing Support Program)

2.1.3 Description of Changes

To track Family Stabilization (FS) and Housing Support Program (HSP) needs and payments in the system, the following new Need categories and subsequent Need Types under them will be added:

1. Family Stabilization (FS)
   a. Domestic Abuse Services
   b. Mental Health Services
   c. Substance Abuse Services
   d. Ancillary/Other Services
   e. Rental Assistance
   f. Security Deposits
   g. Utility Payments

    h. Moving Costs
    i. Hotel/Interim/Temp Housing
    j. Other

2. Family Stabilization – Transportation
    j. Bus Card
    k. Campus Parking
    l. Bus pass – No Valid Month
    m. Bus Pass – Valid Month
    n. Bus Ticket
    o. Bus Token
    p. Gas Card
    q. Imprest Cash
    r. Transportation

    NOTE: Bus Card is only available in LRS system.

3. Housing Support Program (HSP)
    j. Full Rent Assistance
    k. Partial Rent Assistance
    l. Additional Case Rental Payment
    m. Security Deposits
    n. Utility Payments
    o. Moving Costs
    p. Hotel / Interim / Temp Housing
    q. Habitability Items
    r. Other

4. Add new code values to Category 1870 (Customer Need to Program Map) to add the mapping for the new need category and new need types to the allowed program.
    • **C-IV only**: The allowed programs for Need Category of 'Housing Support Program (HSP) will be CalWORKS, Welfare to Work and General Assistance (Managed). The allowed programs for Need Category of 'Family Stabilization', 'Family Stabilization- Transportation' will be CalWORKS and Welfare to Work
    • **LRS only**: The allowed programs for Need Category of 'Family Stabilization', 'Family Stabilization- Transportation' and 'Housing Support Program (HSP)' will be CalWORKS, Welfare to Work and REP (for LRS only).

5. For CalSAWS, for the new code values referenced in **recommendation #4** above, set the reference columns (refer_table_11_descr, refer_table_12_descr, refer_table_13_descr) in category 1870 that look up the issuance method to use Electronic Benefit Transfer (EBT), Warrant and Direct Deposit.

LRS Only:

1. Add a Need Category of "Family Stabilization (FS)" and the following Need Types under it as mentioned below. This will allow a service arrangement to be created.
   - Substance Abuse Services
   - Ancillary/Other Services
   - Rental Assistance
   - Security Deposits
   - Utility Payments
   - Moving Cost Assistance
   - Other (Existing)

   Rename the following Existing Need Types:
   - Domestic Abuse to Domestic Abuse Services
   - Mental Health to Mental Health Services
   - Interim Shelter to Hotel / Interim / Temp Housing

2. Add a Need Category of "Family Stabilization - Transportation" and the following existing Need Types under it as mentioned below. This will allow a service arrangement to be created:
   - Bus Card
   - Campus Parking
   - Bus Pass - No Valid Month
   - Bus Pass - Valid Month
   - Bus Ticket
   - Bus Token
   - Gas Card
   - Imprest Cash
   - Transportation

3. Add a Need Category of " Housing Support program (HSP)" and the following Need Types under it as mentioned below. This will allow a service arrangement to be created:
   - Full Rent Assistance
   - Partial Rent Assistance
   - Additional Case Rental Payment
   - Security Deposits
   - Utility Payments
   - Moving Costs
   - Other (Existing)
   - Habitability Items
   - Hotel / Interim / Temp Housing

C-IV Only:

1. Add a Need Category of "Family Stabilization (FS)" and the following Need Types under it as mentioned below. This will allow a service arrangement to be created.
   - Substance Abuse Services
   - Ancillary/Other Services
   - Rental Assistance
   - Moving Cost Assistance
   - Security Deposits (Existing)
   - Utility Payments (Existing)
   - Other (Existing)

   Rename the following Existing Need Types:
   - Interim Shelter to Hotel / Interim / Temp Housing
   - Domestic Abuse to Domestic Abuse Services

2. Add a Need Category of "Family Stabilization - Transportation" and the following existing Need Types under it as mentioned below. This will allow a service arrangement to be created:
   - Campus Parking
   - Bus Pass - No Valid Month
   - Bus Pass - Valid Month
   - Bus Ticket
   - Bus Token
   - Gas Card
   - Imprest Cash
   - Transportation

3. Rename the Need Category of "CalWORKS HSP" to " Housing Support program (HSP)" and add the following Need Types under it as mentioned below. This will allow a service arrangement to be created:
   - Hotel / Interim / Temp Housing
   - Security Deposits (Existing)
   - Utility Payments (Existing)
   - Moving Costs (Existing)
   - Other (Existing)
   - Habitability Items (Existing)

   Rename the following existing Need types under CalWORKS HSP

- Permanent Housing Cost to Full Rent Assistance
- Temporary housing Cost to Partial Rent Assistance
- Utility deposits to Additional Case Rental Payment

Remove the existing association in CODE_HIERCHY for the following Need types to HSP

- Credit Repair/Past Evictions

2.1.4 Page Location

Global: Employment Services

Local: Supportive Services

Task: Needs

2.1.5 Security Updates

No change.

2.1.6 Page Mapping

No change.

2.1.7 Page Usage/Data Volume Impacts

Approximately 2000 records are estimated to be created monthly for Family Stabilization by all CalSAWS counties from this page. Please note that this is an approximation and this number may vary.

2.2 Service Arrangement Detail

2.2.1 Overview

The Service Arrangement Detail page allows users to create a service arrangement for a requested supportive service need. This section will describe the changes to allow a service arrangement to be created for Family Stabilization (FS) and Housing Support Program (HSP).

2.2.2 Service Arrangement Detail Mockup

Service Arrangement Detail

<div align="right">

Save and Return **Cancel**

</div>

Need ✳

	Type	Name	Category	Begin Date
⦿	Domestic Abuse Services		Family Stabilization	09/25/2019

Activities

Type	Status	Begin Date	End Date

<div align="right">

Select

</div>

Arrangement Details

Arrangement Period: ✳

From: [_____] 📅   To: [_____] 📅

Program Type: ✳   **Aid Code:** ✳

- Select -
CalWORKS
REP
Welfare to Work

- Select - ⌄

Payee: ✳

Same as Provider ⌄

Provider: ✳
Select

Employed: ✳
- Select - ⌄

Additional Payee:
[_____]

Service Type Description   Total ✳

[_____]   [_____]

Status History ✳

Status	Status Reason	Status Date
[____ ⌄]	[⌄]	09/25/2019 📅

Comments:
[_____]

<div align="right">

Save and Return **Cancel**

</div>

This Type 1 page took 2.25 seconds to load.

Figure 2.2.1 – Create Service Arrangement (LRS)

DRAFT

Service Arrangement Detail

[Images] [Save and Return] [Cancel]

Need ✱

	Type	Name	Category	Begin Date
⦿	Security Deposits		Family Stabilization	10/03/2019

Activities

Type	Status	Begin Date	End Date
			[Select]

Arrangement Details

Arrangement Period: ✱

From: [＿＿＿＿] 📅 To: [＿＿＿＿] 📅

Program Type: ✱
[Welfare to Work ▾]

Aid Code: ✱
[30 - CW-All Other Families (Fed) ▾]

Voucher: ✱
[Yes ▾]

Voucher Type: ✱
[Voucher ▾]

Payee: ✱
[Same as Customer ▾]

Employed: ✱
[Yes ▾]

Service Type Description	Total ✱
[＿＿＿＿＿＿＿＿＿＿]	[＿＿]

Status History ✱

Status	Status Reason	Status Date
[▾]	[▾]	[＿＿＿] 📅

Comments:

[＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿]

[Images] [Save and Return] [Cancel]

This Type 1 page took 0.60 seconds to load.

Figure 2.2.1 – Create Service Arrangement with Voucher (C-IV)

2.2.3 Description of Changes

1. **C-IV only:**
   - The 'Program Type' drop down will contain CalWORKs and 'Welfare to Work' for the Need Category of 'Family Stabilization' or 'Family Stabilization- Transportation'.
   - The 'Program Type' drop down will contain CalWORKs, 'Welfare to Work', General Assistance (Managed) for the Need Category of 'Housing Support Program (HSP)'.

2. **LRS Only:**
   - The 'Program Type' drop down will contain CalWORKs, 'Welfare to Work' and 'REP' for the Need Category of 'Family Stabilization' or 'Family Stabilization- Transportation' and 'Housing Support program (HSP)'.

3. The 'Aid Code' field will default to the aid code of CalWORKs or RCA program on the case. In the scenario where the aid code information is not available, the aid code will not be set. The user will need to select an aid code from the drop down.

4. Activities will not be required for Family Stabilization (FS) or Housing Support Program (HSP) Need types, however workers can link existing activities to the Service Arrangement if needed.

5. The 'Service Type Description' field will be identical for all need types pertaining to these three programs as in **Figure 2.2.1**

6. If the county the user is logged into allows for vouchers, the 'Voucher' drop down field will be displayed with the current selectable choices of 'Yes' or 'No'. If 'Yes' is selected, the 'Voucher Type' field will be displayed, and the current selectable vouchers types will populate the drop down. The Valuable Request Detail page will be used to issue Vouchers for Family Stabilization (FS) or Housing Support Program (HSP) Need types.
Note: DDCR # 5043 documented the need to keep C-IV County Voucher options current. CalSAWS SCR # CA201484 was created for DDCR # 5043.

2.2.4 Page Location

Global: Employment Services

Local: Supportive Services

Task: Service Arrangements

2.2.5 Security Updates

No change.

2.2.6 Page Mapping

No change.

2.2.7 Page Usage/Data Volume Impacts

Approximately 2000 records are estimated to be created monthly for Family Stabilization by all CalSAWS counties from this page. Please note that this is an approximation and this number may vary.

2.3 Payment Request Detail

2.3.1 Overview

The Payment Request Detail page allows user to create or approve a recipient's request for a supportive service. When creating/approving a request, users specify the Service Month for the request. This section will describe the changes to allow a payment request to be created or approved for Family Stabilization (FS)

Note:

1. Family Stabilization services can be issued when one of the following is true

- WTW/REP program status is Active, Non-Compliance, Good Cause, sanction or Exempt (per ACL 14-12.)
- CalWORKs program status is Active

2. Housing Support program services will be issued when one of the following is true

- WTW/REP program status is Active, Non-Compliance and Exempt.
- CalWORKs/General Assistance (Managed) program status is Active

2.3.2 Payment Request Detail Mockup

Figure 2.3.1 – Creating Payment Request (C-IV)

Payment Request Detail

*- Indicates required fields

Save   Cancel

Service Arrangement ID:
826306680

Payment Request Number:

Service Arrangement Details

Payee Name: CARLOS RODRIGUEZ	**Case Name:**	**Case Number:**
Program: Welfare to Work	**Funding Source:**	**Aid Code:** 35 - CW-Two Parent (Fed)
Need Category: Family Stabilization	**Need Type:** Security Deposits	**Voucher Number:**
Service Type:	**Employed:** No	

Requested Amount: *
100

Adjusted Amount:
100.00

Advanced: *
Yes ∨

Service Arrangement Requested Amount:
121.00

Status: *
Awaiting Approval

Service Month: *
09/2019 ∨

Issuance Method: *
Warrant ∨

Service Arrangement Remaining Amount:
21.00

Pay Code:

NF TR UE FS
NF TR EM FS
NF AE EM FS
NF WR EM FS
NF OSS UE FS
FE TR UE FS
FE TR EM FS
FE AE EM FS
FE WR EM FS
FE OSS UE FS
FE HA FS
NF HA FS
NM TR UE FS
NM TR EM FS
NM AE EM FS
NM WR EM FS
NM OSS UE FS
NM HA FS

: *

Creation Date:

od: *

Immediacy: *
Routine ∨

Receipt Verification Date:

Invoice Number:

Purchase Order Number:

Receipt Amount:

Level of Approval Required:

Save   Cancel

This Type 1 page took 0.76 seconds to load.

Figure 2.3.2 – Creating Payment Request (LRS)

2.3.3 Description of Changes

1. Add the following Family Stabilization (FS) pay codes:
   - Fed Transportation Unemployed Family Stabilization (AC)
   - Fed Transportation Employed Family Stabilization
   - Fed Ancillary Expenses Employed Family Stabilization
   - Fed Work Related Employed Family Stabilization

- Fed Other Supportive Services Unemployed Family Stabilization
- Non-Fed Transportation Unemployed Family Stabilization
- Non-Fed Transportation Employed Family Stabilization
- Non-Fed Ancillary Expenses Employed Family Stabilization
- Non-Fed Work Related Employed Family Stabilization
- Non-Fed Other Supportive Services Unemployed Family Stabilization
- Fed Housing Assistance Family Stabilization
- Non-Fed Housing Assistance Family Stabilization
- Non-MOE Transportation Unemployed Family Stabilization
- Non-MOE Transportation Employed Family Stabilization
- Non-MOE Ancillary Expenses - Employed Family Stabilization
- Non-MOE Work-Related Activities & Exp - Employed Family Stabilization
- Non-MOE Other Supportive Services - Unemployed Family Stabilization
- Non-MOE Housing Assistance Family Stabilization

Note: This recommendation is for LRS only, as these pay codes already exist in C-IV. The code_num_identif "AC" is currently being used by LRS for Approved Caregiver functionality and will need to be updated to align with C-IV pay codes to avoid migration impacts. Please refer to the attached CA-205441 CIV-10075 - Family Stabilization Pay Codes Fund Codes.xlsx file under **Section 3.0** for pay code details.

2. **LRS Only:**
   - Update the code value of Pay Code (CT 623) "AC" used for "Approved Relative Caregiver" in LRS to "1Z".

Category	Short Description	Old Code Value	New Code Value
623	Approved Relative Caregiver	AC	1Z

   - Apply a DCR to update the Pay Code values in the following table from "AC" to "1Z"
     - i. FISCAL_TRANSACT_MAP
     - ii. FUND_CODE_MAP
     - iii. ISSUANCE_DETL
     - iv. ISSUANCE_CLAIM_TRANSACT
     - v. CLAIM_HIST
     - vi. GL
   - Update the code for the following functional areas to use the new code value "1Z" for "Approved Relative Caregiver" pay code instead of the old pay code value "AC".
     - i. DCFS Claim Data Report – Report generation Query
     - ii. GenerateBlueVoucherForSkippedCasesFCPayrollBatch – Query in FosterCareVoucherDaoImpl.java GET_SKIPPED_CASES_DURING_FC_MAIN_PAYROLL
     - iii. CreatePlacementVerifRecordsBatch - Query in FosterCareVoucherDaoImpl.java GET_NO_Placement_Verif_Records_FC_MAIN_PAYROLL

     iv.   VerifyARCVouchersAsReceivedBatch - Query in
             FosterCareVoucherDaoImpl.java
             REC_NOT_EXISTS_CHILD_PLACEMT_VERIF
     v.   MarkARCVouchersReceivedBatch - Query in
             FosterCareVoucherDaoImpl.java
             REC_EXISTS_CHILD_PLACEMT_VERIF
     vi.   Special Warrant Request Writer – Miscellaneous Vendor Customer
             Code population logic for ARC aid codes – MISC-LRSARC.
     vii.   Trust Warrant Request Writer – Miscellaneous Vendor Customer
             Code population logic for ARC aid codes – MISC-LRSARC.

3. Add the following Housing Support Program (HSP) pay codes:
   - Fed Housing Support Program
   - Non-Fed Housing Support Program
   - Non-MOE Housing Support Program
   - Fed Transportation-Employed HSP
   - Fed Transportation-Unemployed HSP
   - Non Fed Transportation-Employed HSP
   - Non Fed Transportation-Unemployed HSP
   - Non-MOE Transportation-Employed HSP
   - Non-MOE Transportation-Unemployed HSP
   - **Note:** This recommendation is for LRS only, as these pay codes are already in C-IV. Please refer to the attached CA-205441 CIV-10075 - Family Stabilization Pay Codes Fund Codes.xlsx file under **Section 3.0** for pay code details.

4. Add new fund codes in the system to store the accounting string information for Family Stabilization needs (LRS Only).

5. Add the values in the 'Claim Based On Paycode' column in Category 623 (Pay Code) to allow the Family Stabilization and Housing Support pay codes to be used for claiming. The payment amount will be claimed based on the Federal Indicator on the pay code.

6. **C-IV Only:** Update the 'Pay Code' drop down to only have the pay codes corresponding to the Need Category of Family Stabilization or Housing Support Program. For ex. If a Need Category of 'Family Stabilization' is selected, only the pay codes relevant to it (listed in Recommendation 1 of Section 2.3.3) will be populated. The pay code will not be automated. The user will need to manually select a pay code from the Pay Code drop down. Update the logic in C-IV to only display the pay codes that are relevant to the Need Category on Payment Request Detail page. This can be done by adding a reference table column of 'custom pay code' to CT 1870.

7. The 'Issuance Method' drop down will have EBT, warrant and Direct Deposit (LRS only) as selectable choices.

8. Add the following validation for Family Stabilization <mark>and Family Stabilization - Transportation</mark> when the 'Approve" button is clicked and the CalWORKS/WTW/REP Program status is not Active, Non-Comp, Good Cause, Sanction or Exempt:
   - Cannot approve Payment Request for this Service Arrangement. CalWORKS/WTW/REP Program for Family Stabilization Needs must be

Active, Non-Comp, Good Cause, Sanction or Exempt during the Service Month.

9. The Nightly Payment Request Sweep will be updated for Family Stabilization, Family Stabilization-Transportation payment requests to pick WTW/REP/CalWORKs program in Active, Non-Comp, Exempt, Good Cause and Sanction status.

10. The Nightly Payment Request Sweep will be updated for Housing Support program payment requests to pick WTW/REP/CalWORKs**/General Assistance (Managed)** **program in Active, Non-Comp and Exempt status.**

11. **Add the following** validation for Housing Support Program when the 'Approve" button is clicked and the CalWORKS/WTW/REP**/General Assistance (**Managed) Program status is not Active, Non-Comp or Exempt:

   - Cannot approve Payment Request for this Service Arrangement. CalWORKs/WTW/REP Program for Housing Support Needs must be Active, Non-Comp or Exempt during the Service Month

Note: C-IV: If the program is CalWORKS, the default issuance method on the Payment request Detail page will be the same as that of CalWORKS. If the WTW Payee on the Payment Request is the same as the CalWORKS Primary Applicant and the issuance method for CalWORKS is EBT, then the default issuance method selected on the Payment Request Detail page will be EBT. Otherwise it will be 'Warrant'. If the program is General Assistance (Managed), the issuance method will be same as that of General Assistance (Managed).

LRS: The system finds the issuance method for the payment request's program where the payee is both the Primary Applicant and the Payee. The program must be Active or Discontinued.

- If the program is CalWORKS, CalLearn or Welfare to **Work,** CalWORKs' issuance method is used.
- If the program is REP , RCA or CalWORKs is used, with CalWORKs having priority if both programs are present.
- If no issuance method is found, the default is set to Warrant.

2.3.4 Level of Approval (LRS Only):

LRS uses a two-tier approach for Approval of Payment requests.

   o Supervisor Approval: The 'Approve' button is visible after a Worker creates a Payment Request which will trigger an alert to a Supervisor as well as a change of status of the Payment Request to "Awaiting Approval". The same worker that creates the payment request cannot approve it. When a Supervisor clicks on the "Approve" button, the status of the payment request changes from "Awaiting Approval" to "Awaiting Deputy Approval" (if a Deputy Approval is required).

o Deputy Approval: When a Deputy clicks on the "Approve" button, the status of the payment request changes from "Awaiting Deputy Approval" to "issuance created".

1. Add issuance threshold levels for Deputy Approval pertaining to the Need types for Family Stabilization and Housing Support as described in the document "IssuanceThresholdLimits_LRS"under **Section 3 Supporting Documents.**

2.3.5 **Validations:**

LRS:

Field	Validation	Message
Requested Amount	Custom	Requested Amount is greater than Remaining Balance
Pay Code	Custom	Field is required. Please enter a value
Requested Amount	Custom	Requested Amount exceeds issuance threshold
Requested Amount	Custom	The Requested Amount cannot be less than or equal to zero.
Adjusted Amount	Custom	The Adjusted Request Amount cannot be less than zero.
Adjusted Amount	Custom	The Adjusted Request Amount cannot be zero, unless there are Recovery Account Transactions.
Immediacy	Custom	Cannot Rush a Future Month Supplement.
Approve	Custom	Payment Request cannot be approved unless status of Program is Active or Deferred.
Deputy Approval	Custom	• Cannot be created and approved by a same worker • Supervisor and Deputy approval cannot be the same worker
Approve	Custom	Cannot be created and approved by a same worker
Approve	Custom	Payment Request cannot be approved for Rush Warrants
Save	Custom *If the payment request is made to accommodate a need for homeless assistance, and the address of the participants is the address of a district office, they	Provide another mailing address, choose direct deposit, or select an alternate cardholder.

	Custom	
		must provide another mailing address, choose direct deposit, or select an alternate cardholder.	
Save and Copy	Custom	Duplicate payment request found.
Approve	Custom	Cannot approve Payment Request for this Service Arrangement. CalWORKs/WTW/REP Program for Family Stabilization Needs must be Active, Non-Comp, Good Cause, Sanction or Exempt during the Service Month.
Approve	Custom	Cannot approve Payment Request for this Service Arrangement. CalWORKs/WTW/REP Program for Housing Support Needs must be Active, Non-Comp or Exempt during the Service Month.

C-IV:

Field	Validation	Message
Requested Amount	Custom	Requested Amount cannot be greater than the Remaining Balance
Pay Code	Custom	Field is required. Please enter a value
Requested Amount	Custom	Requested Amount exceeds issuance threshold
Requested Amount	Custom	The Requested Amount cannot be less than or equal to zero.
Adjusted Amount	Custom	The Adjusted Request Amount cannot be less than zero.
Adjusted Amount	Custom	The Adjusted Request Amount cannot be zero, unless there are Recovery Account Transactions.
Immediacy	Custom	Cannot Rush a Future Month Supplement.
Approve	Custom	Cannot approve Payment Request for this Service Arrangement. CalWORKs/WTW Program for Family Stabilization Needs must be Active, Non-Comp, Good Cause, Sanction or Exempt during the Service Month.
Approve	Custom	Cannot approve Payment Request for this Service Arrangement. CalWORKs/WTW**/General Assistance (Managed)** Program for Housing

		Support Program (HSP) Needs must be Active, Non-Comp or Exempt during the Service Month.

2.3.6 Page Location

Global: Fiscal

Local: Payment Requests

Task: Payment Request Search

2.3.7 Security Updates

No change.

2.3.8 Page Mapping

No change.

2.3.9 Page Usage/Data Volume Impacts

Approximately 2000 records are estimated to be created monthly for Family Stabilization by all CalSAWS counties from this page. Please note that this is an approximation and this number may vary.

2.4 Valuable Request Detail -Vouchers (C-IV & LRS)

2.4.1 Overview

When creating a Voucher for Family Stabilization (FS) or Housing Support Program (HSP), the pay codes need to be selectable on the page. This section will describe the update to allow the Family Stabilization pay codes to be selectable on the Valuables Request Detail page.

2.4.2 **Valuables Detail Mockup**

Figure 2.2.1 –Valuable Request Detail (Vouchers)

2.4.3 **Description of Changes**

1. Update the Valuable Request Detail page to make the pay code field be a dropdown that contains the relevant pay codes when the Need Category is one of the following:
   - o Family Stabilization (FS)

       o   Housing Support Program (HSP)

2.4.4 Page Location

Global: Fiscal
Local: Valuables
Task: Valuable Request Search

2.4.5 Security Updates

No change.

2.4.6 Page Mapping

No change.

2.4.7 Page Usage/Data Volume Impacts

Approximately 2000 records are estimated to be created monthly for Family Stabilization by all CalSAWS counties from this page. Please note that this is an approximation and this number may vary.

2.5 Valuable Request Detail- Valuables (C-IV & LRS)

2.5.1 Overview

When creating a valuable using a Need category of "Family Stabilization-Transportation", the pay codes need to be selectable on the page. This section will describe the update to allow the Family Stabilization pay codes to be selectable on the Valuables Request Detail page.

2.5.2 Valuables Detail Mockup

Valuable Request Detail

Save and Issue   Cancel

Valuable Request ID:

Service Arrangement Details

Service Arrangement ID:	**Case Name:**	**Case Number:**
Payee Name:	**Program:**	**Aid Code:**
	Welfare to Work	30 - CW-All Other Families (Fed)
Need Category:	**Need Type:**	**Employed:**
Family Stabilization-Transportation	Bus Pass - No Valid Month	No
Valuable Type:	**Quantity:**	
Student 31 day pass $45	1	

Arrangement Period:
From: 06/06/2019 To: 06/14/2019

Financial Information

Pay Code: ✳

FE TR UE FS
FE TR EM FS
FE AE EM FS
FE WR EM FS
FE OSS UE FS
NF TR UE FS
NF TR EM FS
NF AE EM FS
NF WR EM FS
NF OSS UE FS
FE HA FS
NF HA FS
NM TR UE FS
NM TR EM FS
NM AE EM FS
NM WR EM FS
NM OSS UE FS
NM HA FS

...ance Summary

...horized	Quantity Issued
	0

☐	**Starting Control Number** ✳	**Ending Control Number** ✳	**Quantity**
☐	11	11	1

Remove

Comments:

Save and Issue   Cancel

This Type 1 page took 0.45 seconds to load.

Figure 2.2.1 –Valuable Request Detail (Valuables)

2.5.3 Description of Changes

1. Update the Valuable Request Detail page to make the pay code field be a dropdown that contains the Family Stabilization pay codes when the Need Category is:
   - o Family Stabilization – Transportation

2.5.4 Page Location

Global: Fiscal

Local: Valuables

Task: Valuable Request Search

2.5.5 Security Updates

No change.

2.5.6 Page Mapping

No change.

2.5.7 Page Usage/Data Volume Impacts

Approximately 2000 records are estimated to be created monthly for Family Stabilization by all C-IV counties from this page. Please note that this is an approximation and this number may vary.

2.6 Counties Interface Testing

2.6.1 Overview

Each CalSAWS county has its separate warrant print & auditor control file exchange process. This section describes the recommendations to perform interface testing for all CalSAWS counties.

2.6.2 Description of Changes

Perform the interface file testing for following counties:

- Los Angeles – eCAPS Special Warrant Request (SWR) and Journal Voucher Writer (JVW)
- Migration – Auditor Controller File

NOTE: Except for Los Angeles County, all interface test files will be uploaded to the CalSAWS Web Portal under System Changes > SCR and SIR Lists > 2019 > SCR 10075. Los Angeles County test file will be uploaded to eCAPS test FTP servers.

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Fiscal	Family Stabilization Pay Codes	FMD Input (5.2.19)_ CA-205441 CIV-1007
2	Fiscal	Issuance threshold limits and levels of Approval	IssuanceThresholdli mits_LRS.xls

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
368	The CONTRACTOR shall migrate the values of "Permanent" and "Temporary" in the "Type" field when "Homeless" is selected from the "Category" field on the Needs List page and the Need Detail page.	This SCR will provide additional need categories and need types for 'Family Stabilization 'and 'Housing Support program' services.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	How Requirement Met

5 MIGRATION IMPACTS

C-IV currently has additional need types like 'Permanent Housing' and 'Temporary Housing' under the CalWORKs HSP Need Category.

DDID # 368 (SCR # CA-207464) will address bringing those need types into LRS.

CA SCR 207471 in Release 20.05 will Migrate Pay codes and Fund codes specific to the 58 counties.

6 OUTREACH

N/A

7 APPENDIX

N/A

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-205652 CIV-9947 – Recovery Account Cause Code Editing Logic

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Eric Wu
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
08/22/2019	1.0	Initial Draft	Eric Wu

Table of Contents

1   OVERVIEW

This document describes the required changes in the system to prevent possible errors in report CA812 and FNS209 when changing Cause of a recovery Account.

1.1   Current Design

The Cause of a Recovery Account indicates the reason that gave rise to the Recovery Account. Below Cash Cause Codes are tracked in report CA812 for CalWORKS, Diversion, and Immediate Needs

- Cash – Admin Caused
- Cash – Customer Caused
- Cash – Potential IPV
- Cash – Late QR7
- Cash – Late SAR7
- Cash – IPV (waiver)
- Cash – IPV (ADH)
- Cash – IPV (Court)

Below CalFresh Cause Codes are tracked in report FNS209

- CalFresh - Admin Caused (prior to 3/2000)
- CalFresh - Admin Caused (after 3/2000)
- CalFresh - IHE (Customer Caused)
- CalFresh - Potential IPV
- CalFresh - IPV (waiver)
- CalFresh - IPV (Court)
- CalFresh - IPV (ADH)

On Recovery Account Detail page, the following Cause Codes, which are not tracked in any reports, are shown together with report-tracked Cause Codes above in Edit Mode.

- Court Filing Fees
- Sheriff Service Fees
- Bounce Check Charges
- Collection Fee

Changing an active Recovery Account from a report-tracked Cause Code to a non-report-tracked Cause Code or vice-versa will negatively impact CA812 and FNS209.

1.2   Requests

Do not allow active Recovery Accounts to be edited from a report-tracked Cause Code to a non-report-tracked Cause Code, or from a non-report-tracked Cause Code to a tracked Cause Code.

1.3 Overview of Recommendations

1. When editing an active regular Recovery Account, if Cause of the Recovery Account is one of non-report-tracked Cause Codes below, only have below Cause Codes available for selections
   - Court Filing Fees
   - Sheriff Service Fees
   - Bounce Check Charges
   - Collection Fee

   If Cause is not one of the above, hide above Cause Codes from selections.

2. When creating or editing a non-external regular Recovery Account with New or Pending Status, hide above non-report-tracked cause codes form selections.

3. When editing an non-external regular Recovery Account with New or Pending Status, default the Cause to '-Select-'(no value) so users have to choose a new Cause Code when updating the account.
   Note: If users cancel editing the account, do not make any change to the current Cause of the Recovery Account.

4. Provide a list to the Counties of non-external regular Recovery Accounts with Cause Code 'Court Filing Fees', 'Sheriff Service Fees', 'Bounce Check Charges' or 'Collection Fee', and the account status is not currently voided for reviews.

1.4 Assumptions

Only External Recovery Accounts should have non-report-tracked Cause Codes.

2 RECOMMENDATIONS

2.1 Recovery Account Detail

2.1.1 Overview

1. Hide or show non-report-tracked Cause Codes for selections in Edit Mode to prevent Recovery Accounts changing from a report-tracked Cause Code to a non-report-tracked Cause Code or vice-versa.
2. Hide non-report-tracked Cause Codes when creating non-external regular Recovery Accounts.

2.1.2 Recovery Account Detail Mockup

Figure 2.1.1 – Recovery Account Detail With Active Status and non-report-tracked Cause Codes Edit Mode

Figure 2.1.2 – Recovery Account Detail With Active Status And Report-tracked Cause Code Edit Mode

Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools

Recovery Account Detail

* - Indicates required fields

[Save and Return] [Cancel]

Recovery Account Number:

Recovery Account Type:
Regular

Created By:

Creation Date:

Case Number: *
CASE 00

Case Name:
CASE 00

LEADER Claim Number:

Account Details

Program Type:
CalFresh

Discovery Date: *
[   ] 📅

Assigned To: *
STAFF 00 [Select]

Cause: *

| - Select - |
| CalFresh - Admin Caused (after 3/2000) |
| CalFresh - Admin Caused (prior to 3/2000) |
| CalFresh - IHE (Customer Caused) |
| CalFresh - Potential IPV |

Cause Date:

Expiration Date:

[⌄]

Status: *
Pending

Status Reason: *
In-Process

Status Date:

Is this an ICT: *
[No ⌄]

Originating County:
[⌄]

Investigations: *
[- Select - ⌄]

Fraud Identification Date:

Account Balance

Original Balance: $ 0.00

Total Recovered: $ 0.00

Current Balance: $ 0.00

Figure 2.1.3 – Recovery Account Detail For Non-External Regular Recovery Account in Create Mode

Recovery Account Detail

*- Indicates required fields   [Save] [Cancel]

Recovery Account Number:	Recovery Account Type:	Created By:
00000000	Regular	000000
Creation Date:	**Case Number:** *	**Case Name:**
07/01/2019	0000000	Person 00
LEADER Claim Number:		

Account Details

Program Type:	Discovery Date: *	Assigned To: *
CalFresh	07/01/2019	Staff 00 [Select]

Cause: *

CalFresh - Admin Caused (after 3/2000)
CalFresh - Admin Caused (prior to 3/2000)
CalFresh - IHE (Customer Caused)
CalFresh - Potential IPV

Cause Date:
07/01/2019

Expiration Date:

...mposition ∨

Status: *	Status Reason: *	Status Date:
Pending ∨	In-Process ∨	07/01/2019

Is this an ICT: *	**Originating County:**
No	

Investigations: *	**Fraud Identification Date:**
None ∨	

Account Balance

Original Balance: $ 161.00

Total Recovered: $ 0.00

Current Balance: $ 161.00

Figure 2.1.4 – Recovery Account Detail For Pending Non-External Regular Recovery Account in Edit Mode

Recovery Account Detail

*- Indicates required fields

Save   Cancel

Recovery Account Number: 00000000	**Recovery Account Type:** Regular	**Created By:** 000000
Creation Date: 07/01/2019	**Case Number:** * 0000000	**Case Name:** Person 00
LEADER Claim Number:		

Account Details

Program Type: CalFresh	**Discovery Date:** * 07/01/2019	**Assigned To:** * Staff 00 Select
Cause: * -Select- CalFresh - Admin Caused (after 3/2000) CalFresh - Admin Caused (prior to 3/2000) CalFresh - IHE (Customer Caused) CalFresh - Potential IPV	mposition ∨	**Cause Date:** 07/01/2019 **Expiration Date:**
Status: * Pending ∨	**Status Reason:** * In-Process ∨	**Status Date:** 07/01/2019
Is this an ICT: * No	**Originating County:**	
Investigations: * None ∨	**Fraud Identification Date:**	

Account Balance

Original Balance: $ 161.00

Total Recovered: $ 0.00

Current Balance: $ 161.00

Figure 2.1.5 – Recovery Account Detail For Pending Non-External Regular Recovery Account With Non-report-Tracked Cause in Edit Mode

2.1.3 Description of Changes

1. In Edit Mode of an active Recovery Account, if Cause of the account is one of the non-report-tracked below, have only below Cause Codes available for selections. Please see Figure 2.1.1.
    - Court Filing Fees
    - Sheriff Service Fees
    - Bounce Check Charges
    - Collection Fee

    For other Causes, hide above Cause Codes from selections. Please see Figure 2.1.2.
    Note:
    The following functionalities will be maintained when edit an active Recovery Account -

- If Cause of the account is a Cash IHE or CalFresh IHE Cause Code, only IHE and IPV Cause Codes are available for selections.
- If Cause of the account is IPV, the Cause field is not editable.

2. In Create Mode and Edit Mode of an non-external regular Recovery Account with New or Pending Status, hide above non-report-tracked Cause Codes for selections. Please see Figure 2.1.3 and 2.1.4.

3. In Edit Mode of an non-external regular Recovery Account with New or Pending Status, if Cause of the account is non-report-tracked, default the Cause to '-Select-'(no value). Please see Figure 2.1.5.

2.1.4 Page Location

No Change

2.1.5 Security Updates

No Change

2.1.6 Page Mapping

No Change

2.1.7 Page Usage/Data Volume Impacts

No Change

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.11.4.4	The LRS shall provide financial quarterly and monthly claiming reports in accordance with federal, State, and COUNTY policies to maintain audit trails in support of the federal/State claims.	By not allowing report-tracked Causes of Recovery Accounts to be edited to a non-report-tracked Cause or vice versa.

4 OUTREACH

Provide a list to the Counties of non-external regular Recovery Accounts with Cause Code 'Court Filing Fees', 'Sheriff Service Fees', 'Bounce Check Charges' or 'Collection Fee', and the account status is not currently voided for reviews.

CalSAWS

California Statewide Automated Welfare System

Design Document

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

	DOCUMENT APPROVAL HISTORY	
CalSAWS	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

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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:
    o Trigger PA 2418B Form for all IFDS abstracts except the abstract that will be dispositioned through the Interface.
    o 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):
    o Trigger SAWS 30 Form for all abstracts except for the MC participant that will receive PA 2418C Form.
    o Remove the logic that assigns task to the worker except for the MC program.

  C-IV only (job Number PIXXC500):

    o 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.
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

<u>LRS</u>:

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".

<u>C-IV</u>:

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.

<u>LRS only (job Number PI19C506)</u>:

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.

   <u>Note</u>:
   - 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.

<u>C-IV only (job Number PIXXC500)</u>:

- 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 and C-IV)

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. 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.	

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.

PA 2418 B - IEVS-IFDS (10/17)

B1WCF8700351220190768670947

Due month (MM) and Due Year (YYYY) populated using the due date of the Form PA 2418B

B1WCF8700351220190768670947

Page 1 of 1

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

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-210591- Update LA County Accounting String Information for Refunds from FC Trust Fund Accounts

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Eric Wu
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/14/2019	1.0	Initial Draft	Eric Wu

Table of Contents

1 OVERVIEW

As of the beginning Fiscal Year (FY) 2019-20, the County is required to implement Governmental Accounting Standards Board Statements (GASB) No. 84 to report Fiduciary Activities in the County's financial statements. Effective July 1, 2019, the Los Angeles County Auditor Controller has established new Balance Sheet Accounts (BSAs) to track the funds according to the GASB 84. Instead of posting to BSA 3301 when issuing SSA/SSI refunds from two Child Welfare Trusts: S6S and S6T, LA County Department of Children and Family Services (DCFS) are required to post to BSA 3811 and 3998.

The Los Angeles County Trust Warrant Request (TWR) Auditor Controller file retrieves all Collection refunds and submits them to eCAPS for processing. This document specifies the requirement to update TWR to apply new BSA accounts.

1.1 Current Design

The system sends Balance Sheet Account (BSA) 3301 for SSA/SSI refunds in the TWR file to the Los Angeles County Auditor Controller.

1.2 Requests

Update TWR file to do the following:

1. When issuing SSA, SSI, and Dedicated Trust Refunds, post interest refunds to BSA 3811 and other non-interest refunds to BSA 3998.
2. Send Disbursement Code of 459 for Homeless Permanent, Homeless Temp, CalLearn, WTW, and REP and Disbursement Code 461 for GROW.

1.3 Overview of Recommendations

1. Update Fund Code Map and Fund Code Determination batch so TWR will use BSA 3811 for SSA, SSI, and Dedicated Trust interest refunds and BSA 3998 for other SSA, SSI, and Dedicated Trust non-interest refunds.
2. Update the logic of TWR to send Disbursement code of 459 for Homeless Permanent, Homeless Temp, CalLearn, WTW, and REP and send Disbursement code 461 for GROW.

1.4 Assumptions

Fund Code '0M'for IAR was never implemented in LRS system.

2 RECOMMENDATIONS

2.1 Fund Code Determination

2.1.1 Overview

Fund codes are used to store the accounting string information for a County. TWR uses this information to determine BSA accounts. This update will add the appropriate funding codes and accounting strings for new BSA accounts 3811 and 3998.

2.1.2 Description of Change

1. Update Fund Code Map by changing Object 3301 to 3998.
2. Insert new Fund Codes for BSA 3118. Please refer to 'LRS SCR 210591_Fund_code_Map.xlsx' file under Section 3.
3. Disable Fund Code '0M' in Fund Code Map and Fiscal Transaction Map.
4. Insert new Fiscal Transaction Mapping Scenarios with Priority 1 to determine the new Fund Codes of BSA 3118. Please refer to 'LRS SCR 210591_Fiscal_Transaction_Map.xlsx' file under Section 3.
5. Update existing Fiscal Transaction Mapping Scenarios to lower priority where scenario is 'Fund Code Mapping Lookup, 'Program is 'Foster Care', and county is Los Angeles.
6. Update the driving query of Fund Code Determination Batch to derive the transaction type from the original transactions of Recovery Account Refunds when Issuance Type is Collection Refunds.

Above changes will have Los Angeles Trust Warrant Request Writer (TWR) to send BSA 3811 for SSA, SSI, and Dedicated Trust interest refunds, and send BSA 3998 for other SSA, SSI, and Dedicated Trust non-interest refunds.

2.2 Trust Warrant Request Writer (TWR)

2.2.1 Overview

This update is to send Disbursement codes of 459 for Homeless Permanent, Homeless Temp, CalLearn, WTW, and REP and 461 for GROW.

2.2.2 Description of Changes

1) Update the logic for the TWR as follows:
Send Disbursement code of 459 for Homeless Permanent, Homeless Temporary, CalLearn, WTW, and REP and Disbursement codes of 461 for GROW.

2.2.3 Execution Frequency

No Change.

2.2.4 Key Scheduling Dependencies

No Change.

2.2.5 Counties Impacted

Los Angeles County.

2.2.6 Data Volume/Performance

No Change.

2.2.7 Failure Procedure/Operational Instructions

No Change.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Fiscal	Los Angeles counties accounting string information	LRS SCR 210591_Fund_code_

2	Fiscal	Fiscal Fund Code Lookup Criteria	LRS SCR 210591_Fiscal_Trans...

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.10.2.30	The LRS shall post DCFS Programs trust fund spend-down actions.	This requirement is met by updating TWR file to post interest refunds to BSA 3811and other non-interest refunds to BSA 3998 When issuing SSA, SSI, and Dedicated Trust Refunds.