

CalSAWS CCB Minutes

DATE	FEBRUARY 6, 2020
TIME	1:30 PM
LOCATION	North: Bodie Conference Room, South: Conference Room 331
SUBJECT	Change Control Board Meeting
INVITEES	Regional Managers, Design Leads, Tech Leads, Release Management Leads, Quality Assurance, State Partners, Consortium Management

Meeting Purpose:

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

1. C-IV SCRs

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
19.11	CIV-106124		Update 2020 WIS Cycle and TOP Cycle Numbers	Fiscal	30	C-IV M&O	Production Deployment	20.01.23
20.01	CIV-105933	CA-212467	ACWDL 14-18 Update language on the Non-MAGI Informing Letter	Client Correspondence	55	C-IV M&O	Production Deployment	
20.03	CIV-789	CA-51700, CA-57298	ACL 14-12, CFL 13/14-35 Family Stabilization Program for CalWORKs (51903)	Online	1616	Premise	Start Build	
20.03	CIV-102600	CA-205414	ACL 14-20 -CF 29A (2/14) - CalFresh Initial Appointment Letter	Client Correspondence	109	C-IV M&O	Start Build	
20.03	CIV-104040	CA-208261	ACL 18-107, ACL 18-108 - SNB/TNB Forms and Notices - Threshold Languages Phase 3	Client Correspondence	729	Premise	Start Build	Correspondence
20.03	CIV-104383	CA-209033	ACL 19-76 - CalWORKs Change in Earned Income Disregard (EID) and Income Reporting Thresholds Tiers (IRTs)	Eligibility	562	C-IV M&O	Start Build	20.04.16

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
20.03	CIV-105757		CO12949-2019 Update Message of the Day Refresh Interval & Useful Links In Amazon CCP	Online	33	C-IV M&O	Start Build	
20.03	CIV-106071		Update Online Help for SCR CIV-104597 ACL 19-99 Child Care Immediate and Continuous Eligibility to Stage One	Training	12	C-IV M&O	Start Build	
20.05	CIV-4108	CA-50302	CO-113: Online CalWORKs Appraisal Tool (OCAT) Integration	Online	4973	Premise	Start Build	
20.07	CIV-101447	CA-49633	CF 387 CalFresh Request for Information for Residency	Client Correspondence	581	C-IV M&O	No	

Release	SCR #	X-REF SCR	CONTENT REVISION	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
19.11	CIV-103668	CA-207026	Migrate Sutter County IVR to Amazon Connect	Contact Center	370	C-IV M&O	Start Build	20.01.23
19.11	CIV-104373	CA-209006	Data Change: Update RE Due Date for SSI/SSP Households	Eligibility	288	C-IV M&O	No	20.03.XX
20.01	CIV-103671	CA-207026	Migrate Shasta County IVR to Amazon Connect	Contact Center	370	C-IV M&O	Start Build	20.01.31
20.03	CIV-10075	CA-205441	Add Need Categories for Family Stabilization and Housing Support to Needs Detail page	Fiscal	780	C-IV M&O	Start Build	
20.03	CIV-102568	CA-205328	ACL 18-92, ACL 18-107 Transitional Nutrition Benefit Program Recertification	Eligibility	3232	Premise	Start Build	

2. LRS SCRs

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
19.11	CA-200882		ACIN I-71-19 2020 CAPI COLA	Eligibility	225	LRS M&E	Production Deployment	20.01.10
19.11	CA-212015		ACIN I-71-19 2020 CAPI COLA - Batch EDBC	Eligibility	111	LRS M&E	Production Deployment	20.01.10

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
20.01	CA-212467	CIV-105933	ACWDL 14-18 Update language on the Non-MAGI Informing Letter	Client Correspondence	60	LRS M&E	Production Deployment	
20.01	CA-212737		YBN VITA - Enable VITA Appointments on Feb. 1st 2020	Online	9	LRS M&E	Production Deployment	20.01.27
20.03	CA-57298	CIV-789 and CIV-10075	ACL 14-12, CFL 13/14-35 Family Stabilization Program for CalWORKs	Online	2143	Premise	Start Build	
20.03	CA-205414	CIV-102600	ACL 14-20 -CF 29A (2/14) - CalFresh Initial Appointment Letter	Client Correspondence	109	LRS M&E	Start Build	
20.03	CA-208261	CIV-104040	ACL 18-107, ACL 18-108 - SNB/TNB Forms and Notices - Threshold Languages Phase 3	Client Correspondence	723	LRS M&E	Start Build	
20.03	CA-209033	CIV-104383	ACL 19-76 - CalWORKs Change in Earned Income Disregard (EID) and Income Reporting Thresholds Tiers (IRTs)	Eligibility	360	LRS M&E	Start Build	20.04.16
20.03	CA-210923		Training Release 20.03- Training Environment Support	Training	60	LRS M&E	No	20.03.27
20.03	CA-211025		Training: Update WBTs per SCRs CA-207406 and CA-207407	Training	20	LRS M&E	Start Build	
20.03	CA-211027		Training: Update WBTs per SCR CA-207427	Training	80	LRS M&E	Start Build	
20.03	CA-211029		Training: Update WBTs per SCR CA-207485	Training	350	LRS M&E	Start Build	
20.03	CA-211030		Training: Update WBTs per SCR CA-210010	Training	500	LRS M&E	Start Build	
20.03	CA-211031		Training: Update WBTs per SCR CA-207185 (Application Registration Summary)	Training	15	LRS M&E	Start Build	
20.03	CA-211032		Training: Update WBTs per SCR CA-207185 (Barrier Detail)	Training	20	LRS M&E	Start Build	
20.03	CA-211033		Training: Update WBTs per SCR CA-207185 (DCFS SSIAP Detail)	Training	10	LRS M&E	No	
20.03	CA-211034		Training: Update WBTs per SCR CA-207185 (Journal Search & Journal Detail)	Training	50	LRS M&E	Start Build	
20.03	CA-211035		Training: Update WBTs per SCR CA-207185 (New / Reapplication Detail)	Training	15	LRS M&E	Start Build	

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
20.03	CA-211036		Training: Update WBTs per SCR CA-207185 (Reception Log List & Detail)	Training	20	LRS M&E	Start Build	
20.03	CA-211037		Training: Update WBTs per SCR CA-51484	Training	25	LRS M&E	Start Build	
20.03	CA-211038		Training: Update WBTs per SCR CA-207185 (Task Detail)	Training	15	LRS M&E	Start Build	
20.03	CA-211039		Training: Update WBTs per SCR CA-200279	Training	60	LRS M&E	Production Deployment	
20.03	CA-211040		Training: Update WBTs per SCR CA-207185 (DCFS SSIAP Summary)	Training	500	LRS M&E	Start Build	
20.03	CA-211041		Training: Update WBTs per SCR CA-201315	Training	30	LRS M&E	Start Build	
20.03	CA-211042		Training: Update WBTs per SCR CA-201424	Training	10	LRS M&E	Start Build	
20.03	CA-211043		Training: Update WBTs per SCR CA-205077	Training	80	LRS M&E	Start Build	
20.03	CA-211045		Training: Update WBTs per SCR CA-207119	Training	170	LRS M&E	Start Build	
20.03	CA-211046		Training: Update WBTs per SCR CA-207146	Training	30	LRS M&E	Start Build	
20.03	CA-211047		Training: Update WBTs per SCR CA-207163	Training	10	LRS M&E	Start Build	
20.03	CA-211048		Training: Update WBTs per SCR CA-207281	Training	60	LRS M&E	Start Build	
20.03	CA-211051		Training: Update WBTs per SCR CA-207285	Training	100	LRS M&E	Start Build	
20.03	CA-211053		Training: Update WBTs per SCR CA-207324	Training	20	LRS M&E	Start Build	
20.03	CA-211055		Training: Update WBTs per SCR CA-207375	Training	180	LRS M&E	Start Build	
20.03	CA-212171	N/A	Update Task Controlled Form CW 5 Document Not Received Batch Job (PB19A250) for New Veterans Income Types	Batch/Interfaces	37	LRS M&E	Start Build	
20.03	CA-212742		Training Release 20.03 - LMS Support	Training	100	LRS M&E	No	
20.03	CA-212935		AMP - Update Monthly Performance report to include Total Time statistics	Tech Arch	30	LRS M&E	Start Build	

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
20.05	CA-50302	CIV-4108	OCAT - Upcoming Premise Item	Online	7705	Premise	Start Build	
20.05	CA-212606	N/A	DPSS/DCFS Support SCR to provide responses to Consortia queries	Fiscal	600	LRS M&E	Start Build	
20.07	CA-49633	CIV-101447	CF 387 CalFresh Request for Information for Residency	Client Correspondence	791	LRS M&E	No	

Release	SCR #	X-REF SCR	CONTENT REVISION	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
19.11	CA-209006	CIV-104373	Data Change: Update RE Due Date for SSI/SSP Households	Eligibility	340	LRS M&E	No	20.02.XX
20.01	CA-206140		Training: Update WBTs per SCR CA-47607 (Minor Updates) (Part C)	Training	150	LRS M&E	No	
20.01	CA-211801		Upgrade OAM to version 11.1.2.3 and upgrade OHS and OAM to RHEL7	Tech Ops	192	LRS M&O	Start Build	
20.03	CA-205328	CIV-102568	ACL 18-92, ACL 18-107 Transitional Nutrition Benefit Program Recertification	Eligibility	4981	Premise	Start Build	
20.03	CA-205441	CIV-10075	Add Need Categories for Family Stabilization and Housing Support to Needs Detail page	Fiscal	845	LRS M&E	Start Build	

3. Informational Only: CalSAWS DDID SCRs

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
None								

Release	SCR #	X-REF SCR	CONTENT REVISION	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
20.01	CA-201415	CIV 40521	DDID 1967: DDCR 3013: Update Reissued Issuances to Follow the Original Payee and Issuance Method	Fiscal	118	CalSAWS DD&I		

Release	SCR #	X-REF SCR	CONTENT REVISION	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
20.01	CA-207407		DDID 1022 - Update Staff Assignment List so the Office Field is Optional	Online	58	CalSAWS DD&I		
20.03	CA-201312	CIV 1514	DDID 1967: DDCR 3010: Update CalWORKs/CalFresh mandatory inclusion logic	Eligibility	290	CalSAWS DD&I		
20.03	CA-207224		DDID 2050 - Add functionality to capture and track the status of potentially available income	Online	286	CalSAWS DD&I		
20.03	CA-207256		DDID 1730 - Update Recovery Account Forms	Client Correspondence	258	CalSAWS DD&I		
20.03	CA-207287		DDID 1566 Update Finding List Field and Page Names	Online	19	CalSAWS DD&I		
20.03	CA-207419		DDID 936 - Migrate the checkboxes for the programs.	Online	17	CalSAWS DD&I		
21.01	CA-207187		DDID 2090 - Update the "System Administrator" Security Role to Allow Counties to Administer	Online	37	CalSAWS DD&I		

The next CCB Meeting scheduled for **02/20/2020**.

4. Minutes

All questions are shown on the sections:

- CIV-4108/CA-50302 (Stanislaus) question was sufficiently answered
- CIV-104383/CA-209033 (Merced) question was sufficiently answered
- CIV-106071 (Region 1) question was sufficiently answered
- CA-212171 (Region 1) question was sufficiently answered
- CA-207256 (Region 1) question was sufficiently answered
- SCRs CA-211037 & CA-211041 were removed from CCB packet due to the WBTs are not impacted by the changes implemented with CA-51484 and CA-201315.
- CA-207256 was removed from CCB packet due to the DFA 377.7B form will be updated with CA-202684/CIV-5849, which is logged to update the 377 series CalFresh forms to the latest State version. The requirement for Form CSF 100 will instead be handled by CA-20293 (Update to CalWORKs State Forms). DDID 2126 CA-207159 will also address generating forms from the Recovery account Detail page.

CalSAWS CCB Questions

SCR Number	County / Region	Question	Answer	Team
CA-50302 CIV-4108	Stanislaus	The new OCAT Go Live is Scheduled for 6/24/20 are these SCR's scheduled for 5/18/20 release or a subsequent Priority Release? If scheduled for 5/18/20, what is the purpose of release prior to new	OCAT on our side will be timed with the base 5/18 release to match our release schedule. Security will be in place to not open up this functionality to the users	Online
CA-50302 CIV-4108	Stanislaus	Currently the Outreach section is blank. Can we please add a message that indicates outreach is being implemented via separate SCRs and include the SCRs? For example: SCR 106229 adds a CFP. This will allow us to cross reference the SCRs. My primary concern is, I don't see a OCAT Job Aid for 20.05. Am I missing it?	If it is a Job Aid SCR and the Outreach fields are blank, that was an oversight. My apologies. Moving forward, the following fields will be populated for Job Aid SCRs: Outreach Required: Yes Outreach Description: Updated Job Aid (or) New Job Aid All Online Help SCRs will have No populated in the Outreach Required field. If there is a request to update the information in the Outreach Description field, please let me know and I will talk with Release Management to verify.	Training
CA-209033 CIV-104383	Merced	For a CW/CF case which the CW benefit grant is \$0 and the client opts to close the case (Discontinued by participant's request), this case shall remain a CF case. ACIN I-21-04 question 19 states: ACIN I-21-04 19. Situation: A mother and child are receiving a zero CalWORKs cash grant at the time they are discontinued from CalWORKs, and are receiving \$10 in food stamp benefits because of categorical eligibility - are these households eligible for TFS? Yes. The TFS amount would be based on the lastmonth of CalWORKs eligibility and food stamp benefits. (MPP 63-504.131) I was provided with ACIN I-58-08 (pg.19) that has this Q&A to support why the SCR is correct: QUESTION #2: IF FR CW cases are not considered to be receiving a cash grant for TFS purposes, how is TFS computed for CW Zero Basic Grant (ZBG) cases? ANSWER: ZBG CalWORKs cases are technically considered to be receiving a CalWORKs cash grant even though benefits have been reduced to "zero," and are not eligible for TFS benefits. Some examples are: 1) If the case is a "zero basic grant" case due to administrative cost, (e.g. no grant is issued due to the payment being below \$10) technically the case is still receiving cash aid, but just not eligible to receive it at present. This case would not be eligible for TFS. 2) If the CW grant is adjusted to zero due to an overpayment adjustment, the household is still considered to be receiving cash aid; therefore, the case is TFS ineligible.	Per this SCR we are not making changes on the TCF logic, it would need to go to a separate effort. The system will function as it currently performs now in regards to TCF. Any CalWORKs/CalFresh combo case where a client requests their CWs program discontinued will not be eligible to TCF. If the CalWORKs ZBG case income eventually goes over the new Tier 2 amount, then the case will fail, and the case will be evaluated for TCF.	
CIV-106071	Region 1	The CCP 8 was added to both LRS and C-IV in 20.01 with CIV-104597/CA-209488. Shouldn't there be a corresponding LRS SCR so gaps aren't created?	A corresponding SCR has been created for CIV-106071. CalSAWS SCR CA-213312 is scheduled for release 20.05.	Training
CA-212171	Region 1	CA-212171 has a Migration Impact of "No" with a Migration Impact Description of "Batch Job PB19A250 applies to LA County only". The CW 5 is a controlled form in LRS and a state form as well. Therefore, the triggering of the CW 5 will also impact the 57 counties at the time of migration. They will inherit this functionality. Therefore, shouldn't batch job PB19A250, that takes action when the CW 5 form is not returned be updated to not just be LA specific? The other 57 Counties should have an option to opt in or out of the batch job at the time of migration? CA-207407 is updating the Staff Assignment List page, while CA-207206 updated the MAGI Determination List page. Also, why was the content decision made to change the dropdowns to input fields? Seems to be a step backwards in terms of easily selecting those values in a dropdown where now, staff will have to type it in. Where did the content revision request come from? The requirement (DDID 1022) was to just update the Office button to not mandatory. Additionally, LRS today (20.01) does not reflect the updated design of changing the dropdowns to input fields.	I have updated the Jira item for CA-212171 as follows: While PB19A250 is an LA-County job currently, there is another effort for migration, DDID 1629, to resolve the differences between the systems for automated task creation. The Task generated for this scenario will be reevaluated as part of this effort. At the time the LA Batch job executes, the task is not yet created – the job itself creates the task, not to take any automated negative action. The job looks at the verification due date, and once it has elapsed without the receipt of the form, generates the task.	Batch
CA-207407	Region 1	DDID 1022- "The CONTRACTOR shall update the "Office" button on the Staff Assignment List page to be a non-mandatory field."	There are multiple DDID's/SCR's that addressed the Staff Assignment List page. Ideally these would have been addressed in a single SCR, but at the time it was not identified. CA-207406: DDID 1023 - Staff Assignment List Unit ID Field Update When No Office is Selected CA-207407: DDID 1022 - Update Staff Assignment List so the Office Field is Optional The requirement to update Unit ID dropdown to a text field is accounted for in DDID 1022. We confirmed in an environment with the 20.01 code that the functionality is working per the design. The Unit ID dropdown becomes a text field when an Office is not selected. Regarding the reference in the Jira comment to "207206", I believe this was a typo and should have referred to CA-207406.	
CA-207256	Region 1	In reviewing CA-207256 DDID 1730, it appears it also satisfies DDID 2126/CA-207159 which appears to be pending rejection in JIRA without a reason. If in fact CA-207256 covers DDID 2126, we should update JIRA to reflect the cross reference to DDID 2126/CA-207159. Does CA-207256 cover DDID 2126/CA-207159?	CA-207159 is in New status in JIRA. I do not see pending rejection. Could you please clarify the SCR number. CA-207256 covers DDID 1730 CA-207159 covers DDID 2126	