Task Management
File Specification Document

Version 1.2

CalSAWS

Contents

Overview

The purpose of this document is to provide the list of CalSAWS Task Management data fields. It describes each comma separated value (CSV) file, data fields, and the CalSAWS code values used by some of the fields for reference.   It is anticipated that joint mapping efforts will be necessary to map Ancillary code values to CalSAWS code values and data fields. It is assumed that 3-character length is sufficient to capture Ancillary code values.

The column 'Required Field', in the mappings below, shows which data fields are needed by CalSAWS – those marked 'Y' are required, those marked 'N' are supplemental and can be included if data exists.

File Layout

#	Row number identifier
Field Name	Header for each column
Data Type	Data type of the data for the column
Max Length	Maximum Length of data field
Required Field	This indicates which columns are required. Those marked as 'Y' are required; all others are optional but should be included if data is available
Required Format	Specific pattern of the data field if required
Notes	Additional information as needed to help better define the data expected

File #1: Task Summary

File Name	Notes
##_Task	The Task Summary file is the main task file used for a non-closed task which has been assigned to a worker. Closed tasks will not be transferred into the CalSAWS system. All tasks will be created for the task type of "Converted Task". A task must be assigned to one of the categories listed in Appendix CT 10350. Parent: N/A Relationship: N/A

Note: ## = County Code

#	Field Name	Data Type	Max Length	Required Format	Required Field	Notes
1	Task Identifier	String	22		Y	Unique identifier of the task
2	Staff ID	String	22		Y	Unique CalWIN Worker ID
3	Case Number	Numeric	7		Y	CalWIN Case Number
4	Creation Date	Date	10	mm/dd/yyyy	N	Date the task was created. Will be defaulted to system date if not populated.
5	Assign Date	Date	10	mm/dd/yyyy	N	Date that the task was assigned to the CalWIN worker. Will be defaulted to system date if not populated.
6	Due Date	Date	10	mm/dd/yyyy	N	Due date of the task. If not populated no due date will be set.
7	Expiration Date	Date	10	mm/dd/yyyy	N	Date task is set to expire. If not populated no expiration date will be set.

#	Field Name	Data Type	Max Length	Required Format	Required Field	Notes
8	Category Code	String	3		Y	Category code of the task. See Appendix CT 10350

File #2: Task Description

File Name	Notes
##_Task_Desc	This file will contain information related to the description associated to the task. This description will display to the users. A description is required for each convert task. Parent: ##_Task Relationship: 1 to 1

Note: ## = County Code

#	Field Name	Data Type	Max Length	Required Format	Required Field	Notes
1	Task Identifier	String	22		Y	Unique identifier of the task
2	Task Description	String	2000		Y	Description of the associated task

File #3: Task Program

File Name	Notes
##_Task	This file will contain information related to program information associated to the task. A task must be associated to at least one program. The task may be associated to more than one program. Parent File: ##_Task Relationship: 1 to 1 : Many

Note: ## = County Code

#	Field Name	Data Type	Max Length	Required Format	Required Field	Notes
1	Task Identifier	String	22		Y	Unique identifier of the task
2	Program Code	String	2		Y	Program code associated to the task. See Appendix CT18
3	Case Number	Numeric	7		Y	The CalWIN case associated with the task

Appendix

Appendix CT 18 - Program Code
The program associated with the Task.

#	CT18 - Program Code Description	CalSAWS CODE
1	Adoptions Assistance Program	AA
2	Adult Protective Services	AS
3	CalFresh	FS
4	CalFresh Employment & Training	FT
5	California Food Assistance Program	CF
6	Cal-Learn	CL
7	CalWORKs	CW
8	CalWORKs for Foster Care	CA
9	Cash Assistance Program for Immigrants	CP
10	Child Care	CC
11	Child Protective Services	CS
12	Child Support	CH
13	Diversion	DV

#	CT18 - Program Code Description	CalSAWS CODE
14	Food Distribution	FD
15	Foster Care	FC
16	General Assistance/General Relief	GA
17	GROW	GW
18	Homeless	HO
19	Homeless Assistance - Permanent	HP
20	Homeless Assistance - Temporary	HT
21	Immediate Need	IN
22	In Home Supportive Services (IHSS)	IH
23	IV-D Child Support	IV
24	Kin-GAP	KG
25	Linkages Adult Services	LS
26	Low Income Health Plan	LI
27	Medi-Cal	MC
28	Multipurpose Senior Services	MS
29	Non-Assistance CalFresh	NA
30	Nutrition Benefit	NB
31	Other County	OT
32	Personal Care Services Program	PE

#	CT18 - Program Code Description	CalSAWS CODE
33	Public Assistance CalFresh	PA
34	Refugee Cash Assistance	RC
35	Refugee Employment Program	RE
36	SSI Only	SI
37	SSI/SSP	SS
38	SSP Only	SP
39	Tribal TANF	TT
40	Welfare to Work	WT
41	WrapAround	WA

Appendix CT 10350 – Task Category Code

The category of the task

#	CT 10350 – Task Category Code Description	CalSAWS Code
1	Batch EDBC	BE
2	New Application (CalHEERS)	CH
3	New Application (CMIPS II)	CM
4	Computation Request	CR
5	Case Update	CU
6	Child Welfare Services	DC
7	Foster Care Resource Data Bank	DR
8	EBT	EB
9	EDBC	EC
10	External Recovery Account	ER
11	Fraud	FR
12	Interest Allocation	IA
13	New Application (e-ICT)	IC
14	Issuance Method	IM
15	Invoice	IN

#	CT 10350 – Task Category Code Description	CalSAWS Code
16	IEVS Priority	IP
17	Issuance Replacement/Reissue	IR
18	IEVS Criminal	IS
19	IEVS	IV
20	MC 355	MC
21	MEDS Alert	MD
22	MEDS Liaison	ML
23	Manual	MN
24	Application Registration	NA
25	Payment Request	PR
26	Quality Assurance Assignment	QC
27	Quality Review	QR
28	Redetermination	RD
29	SAR7	S7
30	Screening Packet	SP
31	Time Limits	TL
32	Transaction Refund	TR
33	Valuable	VL