CalSAWS

California Statewide Automated Welfare System

DRAFT

Design Document

Multiple DDIDs

CA-214035 – Store Index Values

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Imaging Team
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
6/03/2020	1.1	Added Document Type as Metadata, Documented Notes as Searchable, and Updated Advance Search	Chris Vasquez
6/30/2020	1.2	Added Date Assumption	Chris Vasquez
9/10/2020	1.3	Updated Metadata – Barcode and Form Number moved to Indexing Field, Applicable and Received Date moved to Custom Properties	Chris Vasquez
9/18/2020	1.4	Changed "Exception Routing" label to "Origin" and removed Hearings from the drawers that are indexed to Confidential – as Hearings already being restricted by security. Updated 2.4.2 Form Number is "User Input"	Cory Wozniak
10/19/2020	1.5	- Added design detail regarding handling of externally passed indexing fields exceeding field size - Added design detail that Document Type is modifiable for SIU and Hearings Documents - Removed Legacy Flag, field no longer needed for System Use, and was redundant	Chris Vasquez

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1 OVERVIEW

1.1 Requests

Per DDID 2504, configure the imaging solution to collect and transfer the following data to the CalSAWS Software for task generation:

1) Document Type
2) Form Name
3) Case Info
4) Person Info
5) Program Override Flag
6) No Task Override Flag
7) No Change SAR 7 Flag
8) Image ID
9) Scanning User/Worker/Source
10) Applicable Date
11) Received Date

Per DDID 2505, configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to store documents at a case or person level. Case level documents are only viewable by the county in which that case resides and person level documents are viewable by all counties.

The configuration of routing for person and case documents is documented in CA-214058 (Environment Workflow Configuration).

Per DDID 2506, configure the imaging solution core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to store documents with the following indexing values:

1) Case Number - Only for case level
2) Case Name - Only for case level
3) Document Type
4) Applicable Date
5) Received Date
6) Form Name
7) Form Number
8) Person Name - Only for person level
9) CIN - Only for person level
10) Batch Number - Unique editable number associated to each group of documents scanned

The Bundle ID field will be used to store the requested Batch Number.

Per DDID 2199, configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to do the following:

1) Automatically categorize all system generated documents.
2) Automatically categorize up to 70 person level/verification documents.
3) Read the form number from a specified location on the document(s) to be determined during detailed design.
4) Capture the Form Name, Form Number, Case Name, Case Number, and Document Type as key metadata.
    a. Documents with no case number are automatically sent to a quality assurance queue for review.
5) Compare the confidence score of all automatically categorized documents to a confidence threshold.
    a. All scanned documents that do not meet the categorization confidence threshold are sent to a quality assurance queue for review. All cases associated the document that does not meet the confidence thresholds will be sent to a quality assurance queue for review.
6) Designated staff to be prompted to select case member, multiple persons, or no person option for all person level document types which will be determined during detailed design.

Case information will be obtained at the point of capture via selected scan mode, and is documented in CA- 214030 (Capture Single and Barcode Detection) and CA- 214172 (Multi, Virtual, Import Capture) Categorization of non-barcoded document will be handled by advanced optical character recognition and is documented in CA- 214048 (Categorize by OCR). Categorization of barcoded document is documented in CA- 214033 (Categorize Documents by System Barcode).

Per DDID 2513, configure the imaging solution to update the document metadata on documents associated to an e-application. The e-application number received from the self-service portal and mobile app will be stored as an additional metadata field.

Self-service portal, and mobile app functionality will be implemented and described in a subsequent SCR.

Per DDID 2500, configure the imaging solution to have the following security driven options at the point of scanning:

1. Task Override: Will ignore task configuration, no task will be created
2. Program Selection: Will define which worker is tasked (the list is pre-defined based on the case information and is available in single case mode or when a coversheet is used in batch mode)
3. No Change SAR7/QR7: Will prompt the CalSAWS Software to do the following:
    a. Mark the document as received
    b. Mark Eligibility as complete
    c. Ignore task configuration, no task will be created
4. Person Override: Will default person level documents as case level documents.

5. Confidential: Will allow designated staff to scan to confidential cases

Presentation of these options at point of scan is documented in CA- 214030 (Capture Single and Barcode Detection) and CA- 214172 (Multi, Virtual, Import Capture). The required security permissions for point of scan options are documented in CA- 214027 (Security and Auditing).

Per DDID 2198, configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to perform the following functions when a system generated barcode is recognized by the imaging solution:

1) Perform a CalSAWS Software lookup of Form Name, Form Number, Case Name, Case Number, and Document Type

2) Check the barcode against the case information entered during the scan mode

2a) Not applicable to multi-case scan mode

3) If the document is time sensitive (tracked), mark the document as received in the CalSAWS Software

3a) If the barcode is not recognized, time sensitive (tracked) documents are reviewed by designated staff to confirm the barcode

Routing rules are documented in CA- 214058 (Environment Workflow Configuration).

Per DDID 2516, create a security driven scan mode for Special Investigation Unit (SIU) with the following metadata:

1) Case Number

2) Case Name

3) Applicable Date

4) Received Date

5) Form Name

6) Form Number

7) Document Type - All images/documents will have the value: 'SIU Documents'

The CONTRACTOR shall enable the following scan modes for SIU:

1) Single Case - Used for capturing one or more documents for a single case

2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case

Security is documented in CA- 214027 (Security and Auditing). SIU scan mode is documented in CA- 214030 (Capture Single and Barcode Detection).

Per DDID 2517, create a security driven scan mode for Hearings with the following metadata:

1) Case Number

2) Case Name

3) Applicable Date

4) Received Date

5) Form Name

6) Form Number

7) Document Type - All images/documents will have the value: 'Court/Hearings Documents'

8) State Hearings Number - Optional, editable field

The CONTRACTOR shall enable the following scan modes for Hearings:

1) Single Case - Used for capturing one or more documents for a single case

2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case

Security is documented in CA- 214027 (Security and Auditing). Hearings scan mode is documented in CA- 214030 (Capture Single and Barcode Detection).

Per DDID 2518, configure the imaging solution to allow designated staff to manually index the following values for images/documents scanned into a '"Other County Department"' drawer:

1) Department (Drawer) - field will be pre-populated with chosen scan mode

2) Case Number - freeform text field

3) Document Type - pre-defined based on department

4) Applicable Date - pre-populated with system date, editable by the worker

5) Received Date - pre-populated with system date, editable by the worker

The above fields are mandatory to ensure that images/documents are searchable in the document management solution drawer.

The CONTRACTOR shall provide the following '"Other County Department Documents"' search criteria:

1) Department (Drawer)

2) Case Number

3) Document Type

4) Applicable Date

5) Received Date

6) Date Scanned

7) Created by

Security is documented in CA- 214027 (Security and Auditing). Other County Department scan modes are documented in CA-214172(Multi, Import, Virtual Capture).

Per DDID 2521, create a security driven scan mode for Resource Data Bank (RDB) with the following metadata:

1) Resource ID

2) Resource Name

3) Document Type

4) Applicable Date

5) Received Date

The CONTRACTOR shall enable the following scan modes for RDB:

1) Single Case - Used for capturing one or more documents for a single case

2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case

Security is documented in CA- 214027 (Security and Auditing). RDB scan mode is documented in CA- 214030 (Capture Single and Barcode Detection).

Per DDID 2204, enable other county departments to have a "drawer" in the imaging solution where they can upload, store, and search for documents.

The CONTRACTOR shall create security driven scan modes of Other County Documents with the following four (4) options:

1) Adoptions (AAP)

2) Adult Aging Services (IHSS)

3) Child Welfare Services

4) Quality Assurance/Quality Control (QA/QC)

The scan mode will correspond to a "drawer" that segments the scanned images/documents from the rest of the CalSAWS Software and is controlled via security in the CalSAWS Software.

Security is documented in CA- 214027 (Security and Auditing). Other County Department scan modes are documented in CA-214172(Multi, Import, Virtual Capture).

1.2 Overview of Recommendations

- Configure the Imaging solution to store metadata comprised of indexing fields, custom properties, notes, and document data
- Configure the Imaging Solution to perform a webservice call to generate a Task within the CalSAWS application based on document metadata
- Identify a subset of form names and numbers for the imaging solution to store as person level documents
- Configure the imaging solution to store a person level document as case level if flagged with person override
- Configure the Imaging Solution to notify the CalSAWS application of sensitive (tracked) document(s) via a webservice call, allowing those document(s) to be marked received
- Configure the No Change SAR7/QR7 flag to submit a unique request to CalSAWS during the call to mark documents received, triggering CalSAWS to additionally make eligibility complete
- Configure the Imaging solution to not submit a task request for documents flagged with a task override

- Configure the Imaging Solution to archive person level documents to a Person drawer, viewable by all counties
- Configure the Imaging Solution to archive document scanned via the Adoptions (AAP) scan mode to be archived to a county specific drawer
- Configure the Imaging Solution to archive document scanned via the Adult Aging Services (IHSS) to be archived to a county specific drawer
- Configure the Imaging Solution to archive document scanned via the Child Welfare Services (CWS) to be archived to a county specific drawer
- Configure the Imaging Solution to archive document scanned via the Quality Assurance/Quality Control (QA/QC) to be archived to a county specific drawer
- Configure the Imaging Solution to archive document scanned via the Resource Data Bank (RDB) to be archived to a county specific drawer
- Configure the Imaging Solution to archive document scanned via the SIU to be archived to a county specific drawer
- Configure the Imaging Solution to archive document scanned via the Hearings to be archived to a county specific drawer
- Configure a County Document Removal drawer
- Configure a County Retention Policy Removal drawer
- Configure the Imaging Solution to archive document scanned to a confidential case to be archived to a county specific drawer
- Configure Pre-defined searches for document retrieval within the Imaging Solution
- Configure Advanced searches for document retrieval within the Imaging Solution
- Configure confidential case searches for document retrieval within the Imaging Solution

1.3 Assumptions

- Security will be implemented in CA- 214027 (Security and Auditing).
- Workflow routing rules and queue descriptions are document in CA- 214058 (Environment Workflow Configuration).
- The Implementation of Multi-Case, and Virtual Printer, and Other County Departments scan modes is documented in CA-214172 (Multi, Virtual, Import Capture)
- Single-Case scan modes are documented in CA- 214030 (Capture Single and Barcode Detection)
- Barcode Scanning is document in CA- 214033 (Categorize Documents by System Barcode)

- Documents scanned into the four "Other County Department" drawers are only retrievable via search within the imaging solution.
- Get Person Info Webservice, Get Override Flags Webservice, Get Form Info Webservice, Mark Document Received Webservice, Generate Document Task Webservice, will be detailed in a subsequent SCR
- Displayed dates within the Imaging Solution will be formatted as Month/Day/Year

2 RECOMMENDATIONS

2.1 Metadata

2.1.1 Indexing Fields

Indexing fields are used to identify the uniqueness of a document. The following metadata fields are uses for indexing:

- Case/Person UID – A unique system case/person identifier
- Case Number/Client Index Number (CIN)/Resource ID - Depending on if a document is indexed at a case, person level, or stored in the RDB Drawer
- Case/Person Name/Resource Name – Depending on if a document is indexed at a case, person level, or stored in the RDB Drawer
- Barcode
- Form Number
- Form Name

All indexing fields are stored as VARCHAR(40) in the imaging database. This allows up to 40 alpha-numeric characters to be stored in any of the indexing fields. If an externally passed value exceeds 40 characters, the field will be truncated at the 40th character. Additional details surrounding indexing fields and the append process can be found in CA- 214047 (Append).

2.1.2 Custom Properties

Custom Properties are additional metadata fields that are not leveraged for determining uniqueness of a document. Unlike indexing fields, custom properties can be configured to store data in more specific formats (data can be limited to numeric only, or pre-defined lists can be configured to guide data inputs). The following custom properties will be configured in the Imaging Solution:

Applicable Date – Stores a 256 alpha-numeric value. Format of the date is MM/DD/YYYY. This mandatory field is populated by the user during capture, or during reindexing.

Received Date - Stores a 256 alpha-numeric value. Format of the date is MM/DD/YYYY. This mandatory field is populated by the user during capture, or during reindexing.

Document Type - Stores a 256 alpha-numeric value. This mandatory field is automatically populated by the system via the **Get Barcode Info** call during capture, during reindexing, or OCR via the **Get Form Info** call. This field is not directly editable by users, unless the document is indexed via Hearings, or SIU Capture Profile.

Invalid Reason – This optional field is leveraged by the advanced optical recognition process to identify if a document requires routing to an exception queue for review and validation. This field is not directly editable by users and is automatically populated by the system.

County Code – This is a two digit code representing the county the document should be index under, this mandatory field is automatically populated during capture via webservice calls (**Get Barcode Info**, and **Get Case Info**). This field is directly modifiable by users from within the reindex and exception queues.

Time Sensitive – A system used flag indicating if a document is time sensitive, this optional field is populated during the **Get Form Info** call. This field is not directly editable by users.

Origin – Stores alpha-numeric county office names via a selectable list. At point of scan this manually populated field will determine the preference for routing should an exception be encountered during processing of the document. If this optional field is left blank, exceptions will bill routed to the county wide exception queue. The available offices will be based on user security rights. Security permissions detailing this will be described in CA- 214027 (Security and Auditing).

Bundle ID – Stores an optional user defined value, manually populated at the point of scan. This field cannot be altered after being routed out of initial quality assurance. This field will be configured to store up to 40 alpha-numeric characters.

E-Application Number – Stores a 256 alpha-numeric value for documents submitted via external applications (I.E. Customer Web Portal). This field is not modifiable by users and only populated when the document is created within the Imaging Solution.

Capture Information – Stores a 256 alpha-numeric value. If a document is captured via an external source (Kiosk, Portal, Mobile Application) this field will be automatically populated with the corresponding Source information. If a document is captured within the Imaging Solution, this field will be populated with the Capture Mode/Profile used to scan the document. This field will not be user modifiable.

Hearings Number – Stores a 256 alpha-numeric value. This optional value can be manually defined during initial quality assurance when scanning into Hearings Drawer(s), and can be modified in re-indexing queues.

Investigations ID – Stores a 256 alpha-numeric value. This optional value can be manually defined during initial quality assurance when scanning into SIU Drawer(s), and can be modified in re-indexing queues.

Confidential – Stores a value from CalSAWS indicating to the Imaging Solution confidentiality of a document. This automatically populated value determines if a document needs to be stored in a confidential drawer. Security details regarding confidentiality are documented in CA- 214027 (Security and Auditing).

Program List – Stores a list of programs associated to the case a document is indexed to. This list is automatically populated during the point of scanning by the **Get Barcode Info** call or **Get Case Info** call. This field is only accessible at point of scan during initial quality assurance.

Document Scope – Indicates that a document is indexed as a person or case level document. Used by the system and in task generation and automatically populated. Not user modifiable.

~~**Legacy Flag** – Indicates that a document was migrated into the CalSAWS Imaging Solution from a legacy system. Not user modifiable.~~

Legacy Index – Stores the origin system indexing value prior to migration to the CalSAWS Imaging Solution. Not user modifiable.

Legacy Creation Date – Stores the origin system creation date value prior to migration to the CalSAWS Imaging Solution. Not user modifiable.

Barcode Override – Indicates that a document was captured via the "Ignore Barcode" scan mode and that the barcode value should not be set during OCR processing, and is automatically populated. Not user modifiable.

Task Override – Stores a user selected value from a pre-defined list populated during the **Get Override Flags** Call during user login indicating to the Imaging Solution if a task should not be generated for the document. This field is only accessible at point of scan during initial quality assurance.

No Change SAR7/QR7 – Stores a value from a pre-defined list populated during the **Get Override Flags** Call during user login indicating to the Imaging Solution if a document should be treated as a No Change SAR7/QR7. This field is only accessible at point of scan during initial quality assurance.

Person Override – Stores a user selected value from a pre-defined list populated during the **Get Override Flags** Call during user login indicating to the Imaging Solution if a person level document should be stored as case level. This field is only accessible at point of scan during initial quality assurance.

2.1.3 Notes

The notes field is available on all documents and can store up to 2048 alphanumeric characters. This field can be altered during and after the point of scan.

2.1.4 Other Metadata

The following metadata is captured by the system for documents.

- Capture User/Source - Upon capture, populated with a user name
- Capture Time - Upon capture, populated with date/time stamp
- Last Modified by User - Upon modification, updated with a user name
- Last Modified Time - Upon modification, update with a date/time stamp

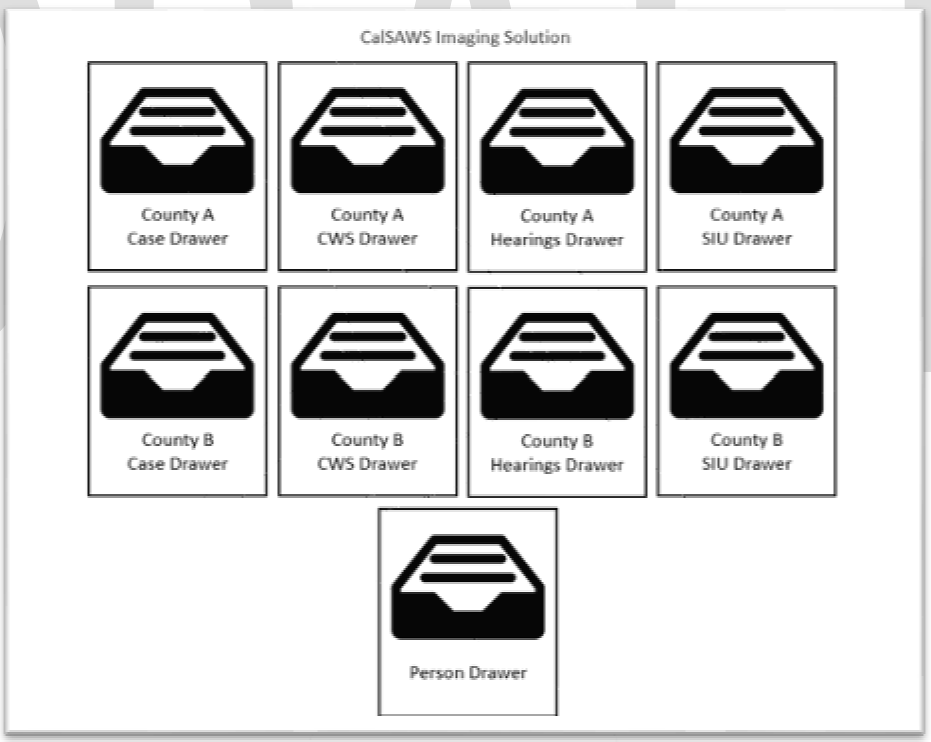
2.2 Archive For Retrieval

Once a document has been fully processed by the system and task generation has been completed, documents are removed from workflow and archived in the appropriate drawer for retrieval. Archived documents cannot be modified unless a user with appropriate security rights brings the document back into workflow. The process of bringing a document back into workflow for modification is known as reindexing. Details surrounding reindex are described in CA- 214058 (Environment Workflow Configuration).

2.3 System Drawers

2.3.1 Overview

Drawers within the Imaging Solution are the first level of organization and the first level of security. Drawers are used to keep documents separate and secure from county to county. In addition, drawers store different categories of documents such as, Person vs. Case forms. Security permissions required for access to individual drawers are documented in CA- 214027 (Security and Auditing).



2.3.2 County Drawers

Drawer Naming Format: <County> Case

The county drawers are where indexed county case level documents with no confidential restrictions are archived.

2.3.3 Person Drawer

Drawer Naming Format: Person

The person drawer where indexed person level documents are archived. Unlike the county drawers, the person drawer will hold documents specific to person(s) not cases. No confidentiality is applied to documents at Person level.

2.3.4 Adoptions (AAP) Drawers

Drawer Naming Format: <County> AAP

The adoptions drawers are where indexed adoptions documents scanned via the Adoptions (AAP) scan mode are archived. AAP drawer documents are manually indexed.

2.3.5 Adult Aging Services (IHSS) Drawers

Drawer Naming Format: <County> IHSS

The adult aging services drawers are where indexed Adult Aging Services/In-Home Supportive Services documents scanned via the Adult Aging Services (IHSS) scan mode are archived. IHSS drawer documents are manually indexed.

2.3.6 Child Welfare Services (CWS) Drawers

Drawer Naming Format: <County> CWS

The child welfare services drawers are where indexed Child Welfare Services documents scanned via the Child Welfare Services (CWS) scan mode are archived. CWS drawer documents are manually indexed.

2.3.7 Quality Assurance/Quality Control (QA/QC) Drawers

Drawer Naming Format: <County> QAQC

The Quality Assurance/Quality Control drawers are where indexed Quality Assurance/Quality Control documents scanned via the Quality Assurance/Quality Control (QA/QC) scan mode are archived. QAQC drawer documents are manually indexed.

2.3.8 Resource Data Bank (RDB) Drawers

Drawer Naming Format: Resource

The Resource drawer is where indexed Resource Data Bank documents scanned via the Resource Data Bank (RDB) scan mode are archived. The documents indexed in this drawer will use the “Case Name” and “Case Number” indexing fields to store the “Resource Name” and “Resource Number” respectively.

2.3.9 Special Investigations Unite (SIU) Drawers

Drawer Naming Format: <County> SIU

The Special Investigations Unite drawers are where indexed Special Investigations Unite documents scanned via the SIU scan mode are archived. SIU drawer documents are indexed at case level.

2.3.10 Hearings Drawers

Drawer Naming Format: <County> Hearings

The Hearings drawers are where indexed Hearings documents scanned via the Hearings scan mode are archived. Hearings drawer documents are indexed at case level.

2.3.11 County Document Removal Drawers

Drawer Naming Format: <County> Document Removal

The Document Removal drawer will hold documents that have been marked for deletion by users. Documents that require deletion can be routed to a document removal queue by a user with the required security rights that will move the document to this drawer. The documents will stay in this drawer as a “Soft Delete” ultimately being permanently deleted when the CalSAWS retention policy is not met.

2.3.12 County Retention Policy Removal (RPR) Drawers

Drawer Naming Format: <County> RPR

This is a temporary holding drawer only accessible by system admins that holds documents routed by the Document Retention Policy till the deletion process is completed.

2.3.13 County Confidential Drawers

Drawer Naming Format: <County> <Sub Drawer> Confidential

Documents indexed with a confidential level are indexed at case level and archived into the county confidential drawer. This logic is applied to the core capture modes.

2.4 Document Retrieval

2.4.1 Page Specific Document Retrieval

Within the CalSAWS application user can retrieve documents via pages containing Image buttons, tasks, and from the distributed documents page. The buttons are configured to pull back documents for a case or person matching predefined filter mappings. Image button mappings to these view filters will be implemented and described in a subsequent SCR.

2.4.2 Perceptive Pre-Defined Searches

Within the Perceptive Experience viewer, users can leverage the following pre-defined searches. These searches are designed to help the user pull back relevant documents without knowledge of how to build search parameters in the Imaging Solution.

Search Group	Search Name	Parameters
All Case Archived	Case Number by Drawer	• Case Number (User Numeric Input) • Drawer Name (Selectable List)
All Case Archived	Case by Date(s) Captured	• Case Number (User Numeric Input) • Capture Date Range
All Case Archived	Captured by User by Date(s)	• User Name (User Input) • Capture Date Range (Selectable List)
All Case Archived	Case Number by Document Type	• Case Number (User Numeric Input) • Document Type (Selectable List)
All Case Archived	Case Number by Form Name	• Case Number (User Numeric Input) • Form Name (Selectable List)
All Case Archived	Case Number by Form Number	• Case Number (User Numeric Input) • Form Number (User Input)
All Person Archived	Person by CIN	• Person CIN (User Input) • Restricted to Person Drawer
All Person Archived	Person by Date(s) Captured	• Person CIN (User Input) • Capture Date Range • Restricted to Person Drawer
All Person Archived	Captured by User by Date(s)	• User Name (User Input) • Capture Date Range (Selectable List) • Restricted to Person Drawer
All Person Archived	Person CIN by Document Type	• Person CIN (User Input) • Document Type (Selectable List) • Restricted to Person Drawer

All Person Archived	Person CIN by Form Name	• Person CIN (User Input) • Form Name (Selectable List) • Restricted to Person Drawer
All Person Archived	Person CIN by Form Number	• Person CIN (User Input) • Form Number (User Input) • Restricted to Person Drawer
Resource Data Bank	Resource by Number	• Resource Number (User Input)
Resource Data Bank	Resource by Name	• Resource Name (User Input)
Resource Data Bank	Resource by Number and Date	• Resource Number (User Numeric Input) • Capture Date Range
AAP	Case Number by Drawer	• Case Number (User Numeric Input) • Drawer Name (Selectable List)
AAP	Case Name by Drawer	• Case Name (User Input) • Case Drawer (Selectable List)
AAP	Case by Date(s) Captured	• Case Number (User Numeric Input) • Capture Date Range
IHSS	Case Number by Drawer	• Case Number (User Numeric Input) • Drawer Name (Selectable List)
IHSS	Case Name by Drawer	• Case Name (User Input) • Case Drawer (Selectable List)
IHSS	Case by Date(s) Captured	• Case Number (User Numeric Input) • Capture Date Range
CWS	Case Number by Drawer	• Case Number (User Numeric Input) • Drawer Name (Selectable List)
CWS	Case Name by Drawer	• Case Name (User Input) • Case Drawer (Selectable List)
CWS	Case by Date(s) Captured	• Case Number (User Numeric Input) • Capture Date Range

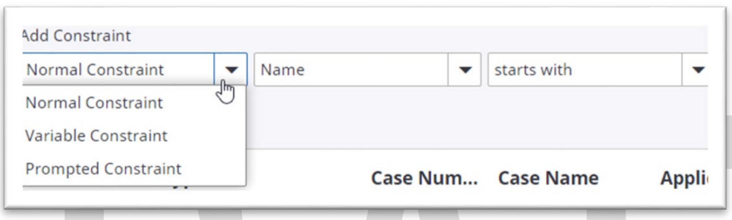
QA/QC	Case Number by Drawer	• Case Number (User Numeric Input) • Drawer Name (Selectable List)
QA/QC	Case Name by Drawer	• Case Name (User Input) • Case Drawer (Selectable List)
QA/QC	Case by Date(s) Captured	• Case Number (User Numeric Input) • Capture Date Range
SIU	Case Number by Drawer	• Case Number (User Numeric Input) • Drawer Name (Selectable List)
SIU	Case Name by Drawer	• Case Name (User Input) • Case Drawer (Selectable List)
SIU	Case by Date(s) Captured	• Case Number (User Numeric Input) • Capture Date Range
SIU	Investigation Number by Drawer	• Investigation Number • Case Drawer (Selectable List)
Hearings	Case Number by Drawer	• Case Number (User Numeric Input) • Drawer Name (Selectable List)
Hearings	Case Name by Drawer	• Case Name (User Input) • Case Drawer (Selectable List)
Hearings	Case by Date(s) Captured	• Case Number (User Numeric Input) • Capture Date Range
Hearings	Hearings Number by Drawer	• Hearings Number (User Input) • Case Drawer (Selectable List)
Confidential	Case Number by Drawer	• Case Number (User Numeric Input) • Drawer Name (Selectable List)
Confidential	Case Name by Drawer	• Case Name (User Input) • Case Drawer (Selectable List)
Confidential	Case by Date(s) Captured	• Case Number (User Numeric Input) • Capture Date Range

2.4.3 Perceptive Experience Advanced Searches

In addition to pre-defined searches, the Imaging Solution is configured to allow user defined search parameters.

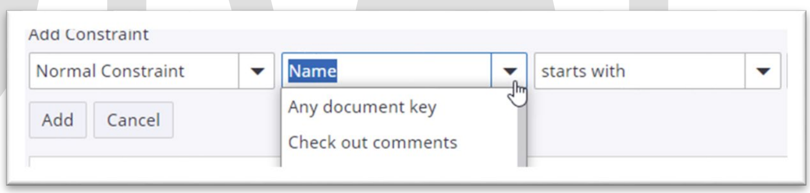
By selecting the "+" icon (Figure 2.4.3.4), users will be presented with the ability to add constraints and build a search. Each constraint can be defined by the following:

- Type
  - Normal Constraint – Lets user enter a value
  - Variable Constraint – Lets user select a value tied to logged in user
  - Prompted Constraint – Lets user enter value via prompt when initiating the search



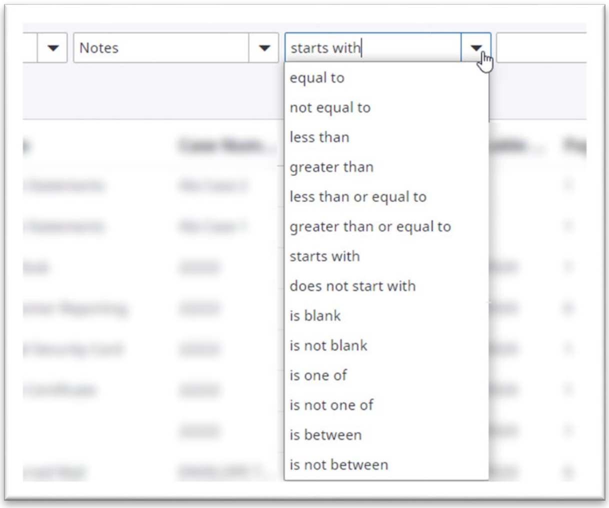
(Figure 2.4.3.1)

- Field
  - All primary indexing fields, and custom properties are selectable for search. See sections 2.1 for the full list and descriptions of searchable fields.



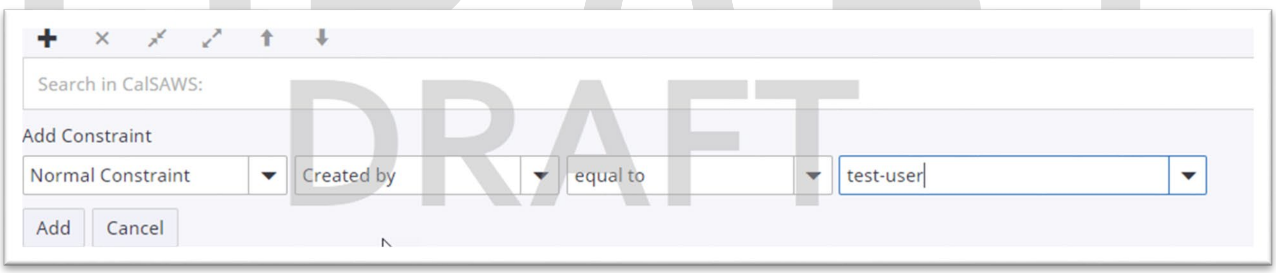
(Figure 2.4.3.2)

- Operator
  - This is a dynamic list of operators that varies based on the selected field.
  - Note: Searching of the notes field is limited to the following depicted (Figure 2.4.3.3) operators for performance reasons:



(Figure 2.4.3.3)

- Value
  - Value to constrain the search parameters to. This is an alpha-numeric value. No wildcard characters are accepted. Depending on the selected field, more guided user entry may apply. (i.e. date picker, user name selector)



(Figure 2.4.3.4)

Multiple constraints can be defined within a given search by selecting the "+" icon. Existing constraints can be re-ordered by selecting the up and down arrows above the search field. Additionally constraints can be combined, split, or removed with the inward arrows, outward arrows, and "x" icon respectively.

Once constraints of the search have been finalized, the user can select the "Search" button from the right side of the window to initiate the search.

2.4.4 Confidential Case Searches

CalSAWS "Image" buttons, tasks, and distributed documents image links are the primary methods to retrieve documents indexed to a confidential case. In addition, users with the appropriate security right can perform searches across the county confidential drawer. This right will enable a user to search across all cases with one or more confidential flags. The security right required to perform these searches is documented in CA-214027 (Security and Auditing).

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Imaging	A list of the form names/numbers and document types used by the imaging system	Imaging Form Matrix

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2504	The CONTRACTOR shall configure the imaging solution to collect and transfer the following data to the CalSAWS Software for task generation: 1) Document Type 2) Form Name 3) Case Info 4) Person Info 5) Program Override Flag 6) No Task Override Flag 7) No Change SAR 7 Flag 8) Image ID 9) Scanning User/Worker/Source 10) Applicable Date 11) Received Date		• Configure the Imaging Solution to perform a webservice call to generate a Task within the CalSAWS application based on document metadata
2505	The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to store documents at a case or person level. Case level documents are only viewable by the county in which that case resides and person level documents are viewable by all counties.	• The configuration of routing for person and case documents is documented in CA-214058 (Environment Workflow Configuration)	• Identify a subset of form names and numbers for the imaging solution to store as person level documents

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2506	The CONTRACTOR shall configure the imaging solution core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to store documents with the following indexing values: 1) Case Number - Only for case level 2) Case Name - Only for case level 3) Document Type 4) Applicable Date 5) Received Date 6) Form Name 7) Form Number 8) Person Name - Only for person level 9) CIN - Only for person level 10) Batch Number - Unique editable number associated to each group of documents scanned	• The Implementation of Multi-Case, and Virtual Printer scan modes is documented in CA-214172 (Multi, Virtual, Import Capture) • Single-Case scan mode is documented in CA- 214030 (Capture Single and Barcode Detection)	• Configure the Imaging solution to store metadata comprised of indexing fields, custom properties, notes, and document data

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2199	The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to do the following: 1) Automatically categorize all system generated documents. 2) Automatically categorize up to 70 person level/verification documents. 3) Read the form number from a specified location on the document(s) to be determined during detailed design. 4) Capture the Form Name, Form Number, Case Name, Case Number, and Document Type as key metadata. 4a) Documents with no case number are automatically sent to a quality assurance queue for review. 5) Compare the confidence score of all automatically categorized documents to a confidence threshold. 5a) All scanned documents that do not meet the categorization confidence threshold are sent to a quality assurance queue for review. All cases associated the document that does not meet the confidence thresholds will be sent to a quality assurance queue for review. 6) Designated staff to be prompted to select case member, multiple persons, or no person option for all person level document types which will be determined during detailed design.		• Configure the Imaging solution to store metadata comprised of indexing fields, custom properties, notes, and document data • Identify a subset of form names and numbers for the imaging solution to store as person level documents • Configure the Imaging Solution to archive person level documents to a Person drawer, viewable by all counties
2513	The CONTRACTOR shall configure the imaging solution to update the document metadata on documents associated to an e-application. The e-application number received from the self-service portal and mobile app will be stored as an additional metadata field.	• Self-service portal, and mobile app functionality will be implemented and described in a subsequent SCR	• Configure the Imaging solution to store metadata comprised of indexing fields, custom properties, notes, and document data

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2500	The CONTRACTOR shall configure the imaging solution to have the following security driven options at the point of scanning: 1) Task Override: Will ignore task configuration, no task will be created 2) Program Selection: Will define which worker is tasked (the list is pre-defined based on the case information and is available in single case mode or when a coversheet is used in batch mode) 3) No Change SAR7/QR7: Will prompt the CalSAWS Software to do the following: 3a) Mark the document as received 3b) Mark Eligibility as complete 3c) Ignore task configuration, no task will be created 4) Person Override: Will default person level documents as case level documents. 5) Confidential: Will allow designated staff to scan to confidential cases		• Configure the No Change SAR7/QR7 flag to submit a unique request to CalSAWS during the call to mark documents received, triggering CalSAWS to additionally make eligibility complete • Configure the Imaging solution to not submit a task request for documents flagged with a task override • Configure documents with the No Change SAR7/QR7 flag to not submit a task request to CalSAWS • Configure the imaging solution to store a person level document as case level if flagged with person override • Configure the Imaging Solution to notify the CalSAWS application of sensitive (tracked) document(s) via a webservice call, allowing those document(s) to be marked received

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2198	The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to perform the following functions when a system generated barcode is recognized by the imaging solution: 1) Perform a CalSAWS Software lookup of Form Name, Form Number, Case Name, Case Number, and Document Type 2) Check the barcode against the case information entered during the scan mode 2a) Not applicable to multi-case scan mode 3) If the document is time sensitive (tracked), mark the document as received in the CalSAWS Software 3a) If the barcode is not recognized, time sensitive (tracked) documents are reviewed by designated staff to confirm the barcode	• Barcode Scanning is document in CA-214033 (Categorize Documents by System Barcode)	• Configure the Imaging Solution to notify the CalSAWS application of sensitive (tracked) document(s) via a webservice call, allowing those document(s) to be marked received
2516	The CONTRACTOR shall create a security driven scan mode for Special Investigation Unit (SIU) with the following metadata: 1) Case Number 2) Case Name 3) Applicable Date 4) Received Date 5) Form Name 6) Form Number 7) Document Type - All images/documents will have the value: 'SIU Documents' The CONTRACTOR shall enable the following scan modes for SIU: 1) Single Case - Used for capturing one or more documents for a single case 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case	• Single-Case scan modes are documented in CA-214030 (Capture Single and Barcode Detection)	• Configure the Imaging Solution to archive document scanned via the SIU to be archived to a county specific drawer

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2517	The CONTRACTOR shall create a security driven scan mode for Hearings with the following metadata: 1) Case Number 2) Case Name 3) Applicable Date 4) Received Date 5) Form Name 6) Form Number 7) Document Type - All images/documents will have the value: 'Court/Hearings Documents' 8) State Hearings Number - Optional, editable field The CONTRACTOR shall enable the following scan modes for Hearings: 1) Single Case - Used for capturing one or more documents for a single case 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case	• Single-Case scan modes are documented in CA-214030 (Capture Single and Barcode Detection)	• Configure the Imaging Solution to archive document scanned via the Hearings to be archived to a county specific drawer

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2518	The CONTRACTOR shall configure the imaging solution to allow designated staff to manually index the following values for images/documents scanned into a "Other County Department" drawer: 1. Department (Drawer) - field will be pre-populated with chosen scan mode 2. Case Number - freeform text field 3. Document Type - pre-defined based on department 4. Applicable Date - pre-populated with system date, editable by the worker 5. Received Date - pre-populated with system date, editable by the worker 6. The above fields are mandatory to ensure that images/documents are searchable in the document management solution drawer. The CONTRACTOR shall provide the following "Other County Department Documents" search criteria: 1. Department (Drawer) 2. Case Number 3. Document Type 4. Applicable Date 5. Received Date 6. Date Scanned 7. Created by	• Security is documented in CA-214027 (Security and Auditing). • Other County Department scan modes are documented in CA-214172(Multi, Import, Virtual Capture).	• Configure Pre-defined searches for document retrieval within the Imaging Solution • Configure Advanced searches for document retrieval within the Imaging Solution

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2521	The CONTRACTOR shall create a security driven scan mode for Resource Data Bank (RDB) with the following metadata: 1) Resource ID 2) Resource Name 3) Document Type 4) Applicable Date 5) Received Date The CONTRACTOR shall enable the following scan modes for RDB: 1) Single Case - Used for capturing one or more documents for a single case 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case	• Single-Case scan modes are documented in CA-214030 (Capture Single and Barcode Detection)	• Configure the Imaging Solution to archive document scanned via the Resource Data Bank (RDB) to be archived to a county specific drawer
2204	The CONTRACTOR shall enable other county departments to have a "drawer" in the imaging solution where they can upload, store, and search for documents. The CONTRACTOR shall create security driven scan modes of Other County Documents with the following four (4) options: 1) Adoptions (AAP) 2) Adult Aging Services (IHSS) 3) Child Welfare Services 4) Quality Assurance/Quality Control (QA/QC) The scan mode will correspond to a "drawer" that segments the scanned images/documents from the rest of the CalSAWS Software and is controlled via security in the CalSAWS Software.	• The Implementation of Multi-Case, and Virtual Printer, and Other County Departments scan modes is documented in CA-214172 (Multi, Virtual, Import Capture)	• Configure the Imaging Solution to archive document scanned via the Adoptions (AAP) scan mode to be archived to a county specific drawer • Configure the Imaging Solution to archive document scanned via the Adult Aging Services (IHSS) to be archived to a county specific drawer • Configure the Imaging Solution to archive document scanned via the Child Welfare Services (CWS) to be archived to a county specific drawer • Configure the Imaging Solution to archive document scanned via the Quality Assurance/Quality Control (QA/QC) to be archived to a county specific drawer

5 APPENDIX

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-207452 | DDID 429

SAR 7 / SAR 2 Wording Update

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jamie Ng
	Reviewed By	Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
5/7/2019	1.0	Original Draft	Jamie Ng
06/25/2019	1.1	Updates to document	Brian Furlong
10/9/2019	1.2	Updates based on CRFI response	Vallari Bathala
11/04/2019	1.3	Update to Inyo and Monterey based on CFRI response	Vallari Bathala
11/07/2019	1.4	Updated document based on QA feedback	Vallari Bathala
11/12/2019	1.5	Removed batch recommendation and updated assumptions	Lawrence Samy
11/19/2019	1.6	Revised Contractor Assumption to correct a typo per Deliverable comments	Amy Gill
11/21/2019	1.7	Clarified SAR 7/SAR 2 will be available in template repository and LRS SAR 7 will be end dated.	Lawrence Samy
10/14/2020	1.8	Updated document to migrate the SAR 7/SAR 2 for the Migration Counties and have LA County continue using the existing SAR 7.	Rainier Dela Cruz
10/20/2020	1.9	Updated document based on QA feedback	Rainier Dela Cruz

Table of Contents

1 OVERVIEW

SAR 2 – Reporting Changes for Cash Aid and CalFresh (09/2013) – This form is used to notify a customer of their responsibility to report changes in income.

SAR 7 – Eligibility Status Report (12/2014) – This form is sent semi-annually to gather information from participants to determine their eligibility status.

SAR 7 Addendum – Instructions and Penalties SAR 7 Eligibility Status Report – For Cash Aid and CalFresh (04/2013) – This form is used to inform participants of the instructions, examples and penalties for the SAR 7 Eligibility Status Report.

1.1 Current Design

C-IV automatically sends the SAR 7 Addendum, SAR 2, and SAR 7 as a combined form when a Cash Aid or CalFresh program is due for Semi-Annual Reporting.

CalSAWS automatically sends the SAR 7 when a Cash Aid or CalFresh program is due for Semi-Annual Reporting. A SAR 2 is automatically sent when the reporting type or IRT amount changes.

1.2 Requests

Migrate the combined SAR 7 Addendum/SAR 2/SAR 7 form from C-IV to CalSAWS in English and Spanish for the 57 migration counties.

Note: LA County will keep their existing SAR 7. ~~Maintain the following elements from the existing LRS SAR 7 on the migrated SAR 7:~~

~~1. IRT elements~~
~~2. Income elements~~
~~3. Welfare Fraud Hotline~~
~~4. Newborn check box~~

1.3 Overview of Recommendations

1. Migrate C-IV SAR 7 Addendum/SAR 2/SAR 7 (Instructions and Penalties SAR 7 Eligibility Status Report/Reporting Changes for Cash Aid and CalFresh/Semi-Annual Eligibility Status Report) into CalSAWS in English and Spanish. SAR 7 Addendum/SAR 2/SAR 7 will only be available to the 57 Migration Counties.
2. ~~Maintain elements from LRS version of SAR 7 on CalSAWS SAR 7.~~
3. ~~Turn off threshold languages other than English and Spanish.~~
4. Update the SAR 7 batch process to send out the existing SAR 7 for LA County and send out the migrated SAR 7/SAR 2 for the 57 Migration Counties.

1.4 Assumptions

1. There are no changes to the online SAR 7 on the Self Service Portal with this SCR. Existing field mapping will be retained so SAR 7/SAR 2 can generate for Self Service Portal.
2. There are no changes to standalone SAR 2 and SAR 7 Addendum available in Template Repository.
3. ~~LRS version of SAR 7 will be obsolete when SAR 7/SAR 2 is migrated.~~
4. ~~If a Welfare Fraud Hotline number if not provided by a county, the phone numbers will be blank on the form.~~
5. ~~Threshold language updates to the form will be made with CA-208670.~~
6. SAR 2 batch job will not be turned off because the SAR 2 needs to generate when the reporting type or IRT amount changes.

2 RECOMMENDATIONS

2.1 Migrate the SAR 7 Addendum/SAR 2/SAR 7 Form

2.1.1 Overview

Migrate the combined SAR 7 Addendum/SAR 2/SAR 7 form in English and Spanish from C-IV to CalSAWS for the 57 migration counties. ~~Maintain the following elements from the LRS SAR 7 on the migrated SAR 7:~~

1. ~~IRT elements~~
2. ~~Income elements~~
3. ~~Welfare Fraud Hotline~~
4. ~~Newborn check box~~

Programs: CalFresh, CalWORKs, Refugee Cash Assistance

Attached Forms: N/A

Forms Category: Forms

Languages: English, Spanish

Template Repository Visibility: Migration Counties Only

2.1.2 Description of Change

1. Create the SAR 7 Addendum/SAR 2/SAR 7 form.

   Form Header: CalSAWS Standard Header (Header 1)

   Form Footer: CalSAWS Standard Footer (Footer 1)

   Form Title: Instructions and Penalties SAR 7 Eligibility Status Report/Reporting Changes for Cash Aid and CalFresh/Semi-Annual Eligibility Status Report

   Form Number: SAR 7 Addendum/SAR 2/SAR 7

   Include NA Back 9: No

   Form Mockup/Example: Please refer to **Section 2.1.5**

2. Use the following Document Parameters page for the SAR 7 Addendum/SAR 2/SAR 7:

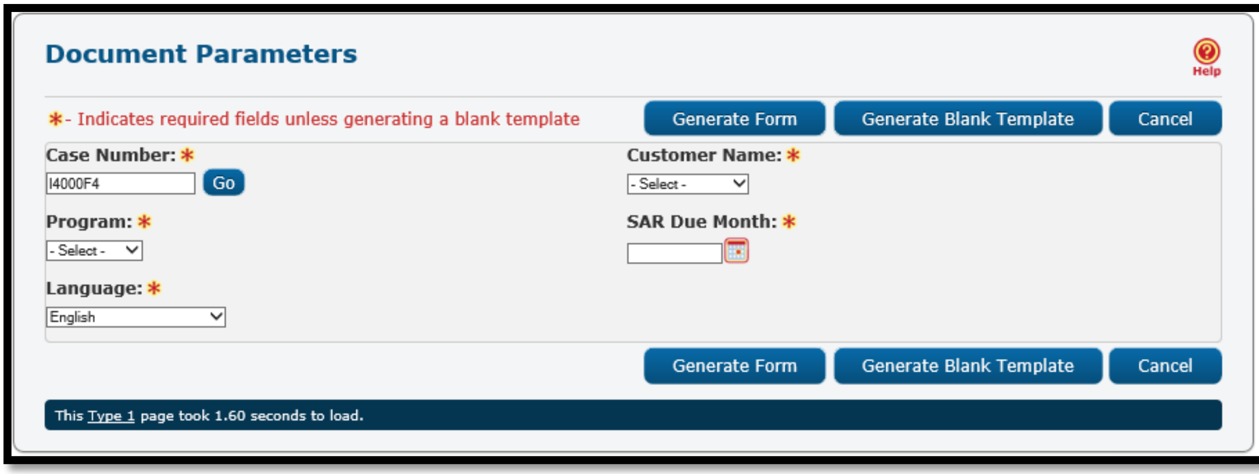


Figure 2.2.1 – Document Parameters Page

3. Use the same form type and print options as existing CalSAWS SAR 7 for the migrated SAR 7 Addendum/SAR 2/SAR 7:
    a. Create a Customer Reporting entry when the SAR 7 Addendum/SAR 2/SAR 7 is generated and saved with the following information:

Field to Populate	Population for SAR 7 Addendum/SAR 2/SAR 7
Type	S7
Submit Month - when generated from Template Repository	SAR Due Month on the Document Parameters
Submit Month - when generated through Batch	SAR Due Month
Program	CF, CW, RCA
Status	Customer Reporting Tracking Status Customer Reporting Statuses: • Generated • Sent • Received • Incomplete • Not Applicable • Reviewed – Ready to Run EDBC • Complete – EDBC Accepted For example: The status will be set to "Sent" if the Packet is

	generated and sent to the recipient through Batch.
Status Date	Date of the latest Status Date

b. The SAR 7 Addendum/SAR 2/SAR 7 will have the following barcodes:

Tracking Barcode	BRM Barcode	Imaging Barcode
Y	Y	Y

c. The SAR 7 Addendum/SAR 2/SAR 7 will have the following print options:

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

d. The SAR 7 Addendum/SAR 2/SAR 7 will have the following mailing option:

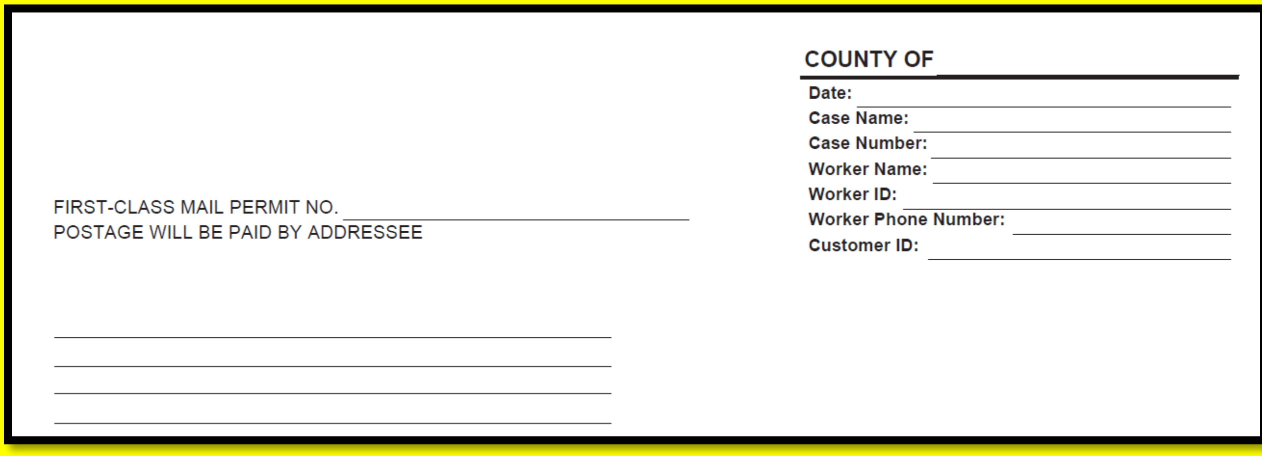
Mailing Options	Option for SAR 7 Addendum/SAR 2/SAR 7
Mail-To (Recipient)	When generated through the batch process, the Primary Applicant. When generated through Template Repository, the individual selected on the 'Customer Name' dropdown on the Document Parameters page.
Mailed From (Return)	Worker's Office Address
Mail-back-to Address	BRM Address
Outgoing Envelope Type	Standard
Return Envelope Type	BRM
Special Paper Stock	N/A

4. Remove the ADM 109 – E-Notification Flyer.

5. Remove the NA 1273 – Electronic Notification Agreement.

6. Update the Business Reply Mail (BRM) address on Page 3 to match the CalSAWS BRM envelope location. Add the following fields to the right

side of the BRM address: County, Date, Case Name, Case Number, Worker Name, Worker Id, Worker Phone Number, and Customer Id.


FIRST-CLASS MAIL PERMIT NO.
POSTAGE WILL BE PAID BY ADDRESSEE

COUNTY OF
Date:
Case Name:
Case Number:
Worker Name:
Worker ID:
Worker Phone Number:
Customer ID:

Figure 2.2.2 – BRM Address

7. SAR 7 Addendum/SAR 2/SAR 7 will be available in Template Repository and will only be available to the 57 Migration Counties.
8. ~~SAR 7/SAR 2 will trigger through batch using the same trigger conditions as the LRS SAR 7.~~

9. ~~End date the LRS SAR 7 so it is not available in Template Repository.~~

~~2.1.3 Maintain elements from LRS version of SAR 7 on CalSAWS SAR 7~~

~~**Top of first page:**~~

1. ~~IRT elements~~

~~**Bottom of first page:**~~

2. ~~Income elements~~
3. ~~Newborn checkbox~~
4. ~~Welfare Fraud Hotline~~
    a. ~~Populate the Welfare Fraud Hotline phone number for each county per the table below.~~
    b. ~~If the Welfare Fraud Hotline phone number is not provided by a county, the phone number will be blank.~~

~~County #~~	~~County~~	~~WELFARE FRAUD HOTLINE PHONE NUMBER~~
~~1~~	~~Alameda~~	~~(888) 991-TIPS~~
~~2~~	~~Alpine~~	~~(530) 694-2235~~
~~3~~	~~Amador~~	~~(209) 223-6550~~
~~4~~	~~Butte~~	~~(530) 538-7269~~
~~5~~	~~Calaveras~~	~~(209) 754-6872~~
~~6~~	~~Colusa~~	~~(530) 458-0279~~
~~7~~	~~Contra Costa~~	~~(925) 521-5080~~
~~8~~	~~Del Norte~~	~~(707) 464-3191~~
~~9~~	~~El Dorado~~	~~(530) 642-7300~~
~~10~~	~~Fresno~~	~~(559) 600-5045~~
~~11~~	~~Glenn~~	~~(530) 934-6518~~
~~12~~	~~Humboldt~~	~~(707) 445-6072~~
~~13~~	~~Imperial~~	~~(442) 265-1191~~
~~14~~	~~Inyo~~	~~(877) 565-0655~~
~~15~~	~~Kern~~	~~(661) 633-7283~~
~~16~~	~~Kings~~	~~(559) 852-2121~~
~~17~~	~~Lake~~	~~(707) 995-4302~~
~~18~~	~~Lassen~~	~~(530) 251-8182~~
~~20~~	~~Madera~~	~~(559) 661-5160~~
~~21~~	~~Marin~~	~~(415) 473-7071~~
~~22~~	~~Mariposa~~	~~(209) 966-2000~~
~~23~~	~~Mendocino~~	~~(707) 463-7752~~
~~24~~	~~Merced~~	~~(209) 723-7283~~
~~25~~	~~Modoc~~	~~(800) 344-8477~~
~~26~~	~~Mono~~	~~**BLANK – no response**~~
~~27~~	~~Monterey~~	~~(831) 755-3224~~
~~28~~	~~Napa~~	~~(707) 251-1099~~
~~29~~	~~Nevada~~	~~(530) 265-1792~~
~~30~~	~~Orange~~	~~(714) 347-8636~~
~~31~~	~~Placer~~	~~(916) 784-6180~~
~~32~~	~~Plumas~~	~~(530) 283-6350~~
~~33~~	~~Riverside~~	~~(951) 358-3278~~
~~34~~	~~Sacramento~~	~~**BLANK – no response**~~
~~35~~	~~San Benito~~	~~(831) 630-5125~~

~~County #~~	~~County~~	~~WELFARE FRAUD HOTLINE PHONE NUMBER~~
~~36~~	~~San Bernardino~~	~~(877) 605-2321~~
~~37~~	~~San Diego~~	~~(800) 421-2252~~
~~38~~	~~San Francisco~~	~~(415) 557-5771~~
~~39~~	~~San Joaquin~~	~~(800) 815-9387~~
~~40~~	~~San Luis Obispo~~	~~(805) 781-1914~~
~~41~~	~~San Mateo~~	~~(650) 802-7583~~
~~42~~	~~Santa Barbara~~	~~(800) 822-6222~~
~~43~~	~~Santa Clara~~	~~(408) 755-7175~~
~~44~~	~~Santa Cruz~~	~~(831) 454-4109~~
~~45~~	~~Shasta~~	~~**BLANK - Do not want a #**~~
~~46~~	~~Sierra~~	~~(530) 993-6720~~
~~47~~	~~Siskiyou~~	~~(530) 841-2705~~
~~48~~	~~Solano~~	~~(800) 585-4700~~
~~49~~	~~Sonoma~~	~~(707) 565-8530~~
~~50~~	~~Stanislaus~~	~~(209) 558-2020~~
~~51~~	~~Sutter~~	~~(877) 652-0735~~
~~52~~	~~Tehama~~	~~(530) 527-1911~~
~~53~~	~~Trinity~~	~~(530) 623-1265~~
~~54~~	~~Tulare~~	~~(559) 636-5230~~
~~55~~	~~Tuolumne~~	~~(209) 533-5711~~
~~56~~	~~Ventura~~	~~(805) 477-1605~~
~~57~~	~~Yolo~~	~~(800) 344-8477~~
~~58~~	~~Yuba~~	~~(530) 749-6400~~

~~2.1.4 Turn off threshold languages for SAR 7~~

1. ~~Turn off all threshold languages apart from English and Spanish of SAR 7 in CalSAWS. CA-208670 has been created to add the threshold language versions of SAR 7 with the required updates.~~

2.1.5 Form Mockup

~~Below is the mockup of C-IV SAR 7/SAR 2 for demonstration purposes. CalSAWS SAR 7/SAR 2 will be different based on the current CalSAWS standards.~~

COUNTY OF <CountyName>

Date:
Case Name:
Case Number:
Worker Name:
Worker ID:
Worker Phone Number:
Customer ID:

SAR 7 ELIGIBILITY STATUS REPORT
For Cash Aid and CalFresh

Need Help? Call the County.

- If you do not send in a complete report including, but not limited to, answering all questions on the SAR 7 and attaching proof when we ask for it, your benefits may be delayed, changed, or stopped. **Attach a separate sheet of paper if needed.**
- Facts you report may result in your benefits going up, down, or being stopped.
- Send in your completed report by the 5th of the month after the report month. It is late after the 11th.

Examples

Income
- Wages
- Vacation pay
- In-Home Supportive Services (IHSS)
- Child/spousal support
- Insurance or legal settlements
- Rental income and rental assistance
- Any government benefits
- State Disability Indemnity
- Self-Employment
- Tips
- Interest or dividends
- Strike benefits
- Tax refunds
- Unemployment
- Social Security
- Supplemental Security Income/State Supplementary Payment (SSI/SSP)
- Salary
- Income In-kind, such as earned housing, free housing/utilities/clothing/food
- Gambling/Lottery winnings
- Cash, gifts, loans, scholarships
- Other private or government disability or retirement
- Workers Compensation
- Veterans or Railroad retirement

Property
- Motor vehicles
- EBT cash aid balance
- Home
- Checking
- Saving Bonds
- Land
- Savings
- Life Insurance policies
- Trusts

Housing Costs
- Rent
- Utilities
- Mortgage
- Homeowners insurance
- Property taxes
- Garbage/trash collection fees

Expenses
- Medical expenses
- Health insurance premiums
- Child/dependent Care
- College tuition & supplies
- Mandatory school fees
- Child/spousal support
- Transportation
- Room & Board
- Housing costs

Gross income means the amount you get before deductions are taken out (Examples of deductions are: Taxes, Social Security or other retirement contributions, health care plan premiums, garnishments, etc.).

Penalties

PENALTIES FOR CASH AID FRAUD: If on purpose you do not follow Cash Aid rules, your Cash Aid can be lowered for a period of time and you may be fined up to $10,000 and/or sent to jail or prison for up to 3 years.

Your Cash Aid can be stopped:
- For not reporting all facts or for giving wrong facts: 6 months for the first offense, 12 months for the second offense, or forever for the third.
- For submitting one or more application to get aid in more than one case for the same time period: 2 years for the first conviction, 4 years for the second, and forever for the third.
- For conviction of felony fraud to get aid: 2 years for theft of amounts under $2,000; 5 years for amounts of $2,000 through $4,999.99; and forever for amounts of $5,000 or more.
- Forever: for giving the county false proof of residency in order to get aid in two or more counties or states at the same time; giving the county wrong facts for an ineligible child or a child that does not exist; getting more than $10,000 in cash benefits through fraud; getting a third conviction for fraud in a court of law or an administrative hearing.

PENALTIES FOR CALFRESH FRAUD: If on purpose you do not follow CalFresh rules, your CalFresh benefits can be stopped for 12 months for the first violation, 24 months for the second, and forever for the third. You may be fined up to $250,000 and/or sent to jail/prison for 20 years.

If you are found guilty in any court of law or administrative hearing because:
- You traded or sold CalFresh benefits for firearms, ammunition, or explosives, your CalFresh benefits can be stopped forever for the first violation.
- You traded or sold CalFresh benefits for controlled substances, your CalFresh benefits can be stopped for 24 months for the first violation and forever for the second.
- You traded or sold CalFresh benefits that were worth $500 or more, your CalFresh benefits can be stopped forever.
- You gave the county false identify or residence information, so you can get CalFresh benefits in more than one case at the same time, your CalFresh benefits can be stopped for 10 years.

SAR 7 ADDENDUM (4/13) ELIGIBILITY STATUS REPORT - SEMI-ANNUAL FOR CASH AID AND CALFRESH - REQUIRED FORM - SUBSTITUTES PERMITTED Page 1 of 6

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

REPORTING CHANGES FOR CASH AID AND CALFRESH

CASE NAME:	
CASE NUMBER:	
WORKER NUMBER:	

Because you get ☐ Cash Aid ☐ CalFresh, you must report within 10 days when your TOTAL income reaches a certain level. You must report anytime your household's total monthly income is more than your current Income Reporting Threshold (IRT).

Benefit Month:

Benefit Type	CalWORKs	CalFresh
Family Size		
Your Current Income		
Your IRT is		

Note: If your IRT for CalFresh is listed as "N/A", you are not required to report income changes for CalFresh until your next SAR 7 or recertification, whichever comes first. However, if you have an IRT amount listed for CalWORKs, you must report when your gross income goes over that amount.

<u>How to report?</u>

If your total income is over the IRT amount listed above, you must report this to the County **within 10 days**. You can report this information to the County by calling the county or reporting it in writing.

<u>By "total monthly income" we mean:</u>

- ▶ Any money you get (both earned **and unearned**).
- ▶ The amount *before* any deductions are taken out. (Examples of deductions are: taxes, Social Security or other retirement contributions, garnishments, etc.)

<u>What will happen?</u>

- ▶ Your benefits may be lowered or stopped based on income over your IRT.
- ▶ Your IRT may change when your income changes or when someone moves in or out of your home.
- ▶ The County will let you know in writing each time your IRT changes.
- ▶ You also need to report on your SAR 7 all income you get during the Report Month, even if you already reported that money.

<u>Penalty for not reporting</u>

If you do not report when your income is more than your household's IRT limit you might get more benefits than you should. You **must** repay any extra benefits you get. If you do not report on purpose to try to get more benefits, this is fraud, and you may be charged with a crime and/or may no longer get CalFresh for a period of time or life.

If you get Cash Aid, you <u>MUST ALSO</u> report the things below <u>within 10 days</u> of when they happen:

1. Anytime someone joins, or is in your household, who has been found by a court of law to be in violation of a condition of probation or parole.
2. Anytime someone joins, or is in your household, who is running from the law (has a warrant out for their arrest).
3. Anytime you have an address change.

If you get CalFresh, you <u>MUST ALSO</u> report the following:

- If you are an Able Bodied Adult Without Dependents (ABAWD), you must report anytime your work or training hours drop to *less* than 20 hours a week or 80 hours a month.

<u>Voluntarily reporting information</u>

You may also voluntarily report changes to the County anytime. *Reporting some changes may get you more benefits.* For example:

- Your income stops or goes down.
- Someone with income moves out of your home.
- Someone without income moves into your home.
- Someone in the house becomes pregnant.
- Someone on cash aid has a special need, such as: a pregnancy, a special diet prescribed by a doctor, household emergency, etc.
- The birth of a child.
- For CalFresh, if someone disabled or age 60 or older has new or higher out of pocket medical costs.

Note: Some changes you report voluntarily may result in a decrease in your CalFresh benefits.

SAR 2 (3/15) REQUIRED FORM - SUBSTITUTES PERMITTED

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STATE OF CALIFORNIA – HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES

SAR 7 ELIGIBILITY STATUS REPORT

REPORT MONTH ________

TO KEEP YOUR BENEFITS COMING ON TIME, PLEASE SIGN THE FORM AFTER ________ 1ST AND RETURN IT BY ________ 5TH
SUBMIT MONTH SUBMIT MONTH

COUNTY OF

Date:
Case Name:
Case Number:
Worker Name:
Worker ID:
Worker Phone Number:
Customer ID:

FIRST-CLASS MAIL PERMIT NO.
POSTAGE WILL BE PAID BY ADDRESSEE

Check the box if you would like to STOP getting any of the following: ☐ **STOP my CalWORKs** ☐ **STOP my CalFresh** ☐ **STOP my Medi-Cal**

1. Has anyone moved into or out of your home (including newborns) or did you move in with someone else since you last reported? ☐ **Yes** ☐ **No** (If yes, complete the section below.)

Date of Move (mm/dd/yy)	Name (First, Middle, Last)	Date Of Birth	Relationship To You	Regularly Purchase And Prepare Food Together?
☐ In ☐ Out / /		/ /		☐ YES ☐ NO
☐ In ☐ Out / /		/ /		☐ YES ☐ NO
☐ In ☐ Out / /		/ /		☐ YES ☐ NO

2. Have there been any changes to your address since you last reported? ☐ **Yes** ☐ **No** (If yes, complete the section below.)

New Address: ________ Date Moved: ________

Mailing Address (if different than above) ________

3. If you have moved since you last reported please fill out the section below:

Your rent or mortgage per month now?	If paid separately, your property taxes and home insurance per month now?
$	$

Do you have utility costs that are not included in your rent or mortgage payment? If so, check which ones:
☐ Phone ☐ Trash ☐ Water ☐ Electric/Gas ☐ Other heating or cooling costs

4. CalWORKs only: Is anyone in your home:
A. Running from an outstanding warrant?
B. Found by a court to be in violation of probation or parole?
☐ Yes ☐ **No** (If yes, complete the section below.)

Name of person	A or B from above	In what state was the warrant issued, or did violation happen?	Date of warrant or violation

5. Medical Costs: If anyone who gets CalFresh and is 60 years old or older, or disabled, had an increase in medical costs please complete the section below and attach proof:

Who had the change?	Amount of Increase:
	$

6. Child Support: Did anyone who gets CalFresh have a change in the amount of child support they have to pay since they last reported? ☐ **Yes** ☐ **No** If yes, complete the section below and attach proof.

What was the amount paid in the Report Month? **$** ________.

Who paid support? ________

7. Dependent Care: If anyone who gets CalFresh and either works, is looking for work, or is going to school, had an increase in out-of-pocket dependent care costs since they last reported, please complete the section below and attach proof:

What was the amount paid out-of-pocket in the Report Month? **$** ________

Who paid: ________ List dependent(s): ________

8. Did anyone: Get, buy, sell, trade or give away any property, land, homes, cars, bank accounts, money, payments (such as lottery/casino winnings, back benefits from social security), or other property items since last reported?

☐ **Yes** ☐ **No** (If yes, complete the section below and attach proof. If you need more space, attach a separate piece of paper.)

Who?	Type of Property?	When?	Amount/Value?	
				☐ Bought ☐ Sold ☐ Gave Away ☐ Spent ☐ Got as a gift ☐ Traded ☐ Won ☐ Other

SAR 7 (12/14) ELIGIBILITY STATUS REPORT - FOR CASH AID AND CALFRESH - REQUIRED FORM - SUBSTITUTES PERMITTED

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9. **Did anyone get income from employment in the Report Month?** ☐ **Yes** ☐ **No** (If yes, complete the section below and **attach proof.**) The **Report Month** is listed at the top of the first page. List each job for each person who works. If you need more space attach a separate piece of paper. Examples include babysitting, salary, self-employment, sick pay, tips, etc. **If you lost your job, attach proof.**

	Job #1	Job #2	Job #3
Name of person who got income:			
Source of income/Employer name:	Self-employed, check here ☐	Self-employed, check here ☐	Self-employed, check here ☐
How often paid:	☐ Weekly ☐ Biweekly ☐ Other ☐ Monthly ☐ Twice monthly	☐ Weekly ☐ Biweekly ☐ Other ☐ Monthly ☐ Twice monthly	☐ Weekly ☐ Biweekly ☐ Other ☐ Monthly ☐ Twice monthly
Gross amount of income they got in the report month:	$ DATE(S) RECEIVED:	$ DATE(S) RECEIVED:	$ DATE(S) RECEIVED:
Hours worked per month:			

10. **Will there be any changes to your income from employment in the next six months (including income listed in #9)?** ☐ **Yes** ☐ **No** (If yes, explain here and **attach proof**). Examples: Stopping or starting a job; increase or decrease of income; changes in hours; quitting a job or going on strike; change in how often you are paid.

11. **Did anyone get money from any other source in the Report Month:** ☐ **Yes** ☐ **No** (If yes, complete the section below and **attach proof.**) The **Report Month** is listed at the top of the first page. Examples include: Social Security, Unemployment Compensation, Veterans Benefits, State Disability Insurance (SDI), Child/Spousal Support, Worker's Compensation, Loans/Gifts, Earned/Unearned Housing, Utilities, Food, etc. If you no longer get money from a source you previously reported, **attach proof.**

Name	Source of income	One time payment or monthly	How much
			$
			$
			$

12. **Will there be any changes to money received from any other source in the next six months (including income listed in #11)?** ☐ **Yes** ☐ **No** (If yes, explain here and **attach proof.**) Examples of changes: An increase or decrease in income or benefits, or if you will start or stop getting income or benefits.

13. **CalWORKs only: Have any of the following happened to anyone in your home since you last reported?** ☐ Yes ☐ No (If yes, check below and attach proof):
- ☐ Family Change (Married, divorced, separated, entered into a California Registered Domestic Partnership (RDP), have a non-California Domestic Partnership (DP), ended a DP or RDP, became pregnant, or is no longer pregnant?)
- ☐ Job/Employment (Start, stop, quit a job, started a business or went on strike?)
- ☐ Disability (Became disabled or recovered from a disability or major illness?)
- ☐ Immigration (Citizenship or immigration status change, or got a new card, form, or letter from USCIS (INS)?)
- ☐ Insurance (Started, stopped, or changed health, dental, or life insurance benefits, including MEDICARE?)
- ☐ Custody (Any change in the amount of time you care for/have custody of your children?)
- ☐ In-Home Support Services (Started or stopped getting services?)
- ☐ School Attendance
  For Age 18 or older student - started or stopped school/college? (You may be able to claim costs for books, school transportation, etc.)
- ☐ Someone paid for all of my housing, food, clothing or utility costs (please explain).
- ☐ Other

Please read carefully, sign, and date.

By signing this form:
- I understand and certify, under penalty of perjury, that all my answers on this report are correct and complete to the best of my knowledge.
- I understand the penalties for fraud are as follows: I may be sent to prison for up to 20 years and fined up to $250,000. I may have to pay back benefits if I was not eligible to them. The first time I break the rules on purpose I will not be able to get CalFresh for one year; the second time two years; and after the third time I will not be able to get CalFresh again.
- I understand and agree to give copies of all documents needed to complete my semi-annual report.
- I understand that in some instances, I may be asked to give consent to the County to make whatever contacts are necessary to determine eligibility.

CERTIFICATION - FRAUD WARNING

I UNDERSTAND THAT: If on purpose I do not report all facts or give wrong facts about my income, property, or family status to get or keep getting aid or benefits, I can be legally prosecuted. I may also be charged with committing a felony if more than $950 in Cash Aid, and/or CalFresh is wrongly paid out as a result of such an action. I have received a copy of the Instructions and Penalties for the SAR 7 Eligibility Status Report for Cash Aid and CalFresh.

YOU MUST SIGN AND DATE THIS REPORT AFTER THE LAST DAY OF THE REPORT MONTH OR IT WILL BE CONSIDERED INCOMPLETE.
I declare under penalty of perjury under the laws of the United States and the State of California that the facts contained in this report are true and correct and complete.

WHO MUST SIGN BELOW:	**For Cash Aid:** You and your aided spouse, registered domestic partner, or the other parent (of cash-aided children) if living in the home. **For CalFresh:** The head of household, a responsible household member, or the household's authorized representative.

SIGNATURE OR MARK	DATE SIGNED	HOME PHONE	CONTACT/CELL PHONE
		( )	( )
SIGNATURE OF SPOUSE, REGISTERED DOMESTIC PARTNER, OR OTHER PARENT OF CASH AIDED CHILD(REN)	DATE SIGNED	SIGNATURE OF WITNESS TO MARK, INTERPRETER, OR OTHER PERSON COMPLETING FORM	DATE SIGNED

SAR 7 (12/14) ELIGIBILITY STATUS REPORT - FOR CASH AID AND CALFRESH - REQUIRED FORM - SUBSTITUTES PERMITTED

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Populate the following element on the SAR 7/SAR 2 when the form is generated via Batch or Template Repository for the applicable month.

Section	Field	Description
Addendum	Standard Header	Standard Header elements
SAR 2	Program Checkboxes	Cash Aid will be checked if active program exists
SAR 2	Program Checkboxes	CalFresh will be checked if active program exists
SAR 2	Benefit Month	SAR Submit Month
SAR 2	Family Size	Current CalWORKs Assistance Unit Size
SAR 2	Your Current Income	Current Income for CalWORKs recipient
SAR 2	Your IRT is	Current CalWORKs IRT Amount
SAR 2	Family Size	Current CalFresh Household Size
SAR 2	Your Current Income	Current Income for CalFresh recipient
SAR 2	Your IRT is	Current CalFresh IRT Amount
SAR 7	Report Month	SAR Data Month
SAR 7	Sign Month	Submit Month
SAR 7	Return Month	Submit Month

2.2 Update the SAR 7 Batch Job

2.2.1 Overview

The SAR 7 batch job (PB00R412) will find cases that need a SAR 7 to be send out. The batch job will be updated to send out the existing SAR 7 in CalSAWS for LA County and to send out the migrated SAR 7 Addendum/SAR 2/SAR 7 for the 57 Migration Counties.

2.2.2 Description of Change

1. Update the logic to:
    a. Send out the existing SAR 7 in CalSAWS for LA County.
    b. Send out the migrated SAR 7 Addendum/SAR 2/SAR 7 for the 57 Migration Counties.

2.2.3 Execution Frequency

N/A

2.2.4 Key Scheduling Dependencies

N/A

2.2.5 Counties Impacted

All counties.

2.2.6 Data Volume/Performance

N/A

2.2.7 Failure Procedure/Operational Instructions

N/A

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
429	The Contractor shall migrate the SAR 7/SAR 2 (4/13) form from C-IV to CalSAWS for the 57 Migration Counties.	**Original:** N/A **Revised:** Los Angeles County will retain their existing SAR 7. There are no changes to the editable SAR 7 on YBN.	The C-IV SAR7/SAR 2 is migrated over to CalSAWS.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-208889 | CIV-104321

eICT III Updates

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Steve Hancock, Connor O'Donnell, Gerald Limbrick
	Reviewed By	Howard Suksanti, Carlos Zepeda, Dana Petersen

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
	1.0	Initial Design for Approval	Steve Hancock, Connor O'Donnell, Gerald Limbrick
9/8/2020	1.2	Design clarification: Added notes and made cosmetic updates.	Jennifer Muna, Connor O'Donnell, Gerald Limbrick
9/8/2020	1.3	1. Added new batch requirement to include 2 new data elements for CitizenshipNumberTypes. 2. Added Deduction block page description.	Jennifer Muna, Connor O'Donnell, Gerald Limbrick
9/16/2020	1.4	1. Add ICT ABAWD Time Limit Month List Page 2. Changed ABAWD Effective Clock Date field to a link 3. Adjusted location of Foster Care State field and Was in Foster Care field 4. Adjusted logic for Spouse or Parent Served in the American Military field	Jennifer Muna, Connor O'Donnell, Gerald Limbrick
10/13/2020	1.5	Design clarification to modify the code descriptions for the following 'Immigration Status' codes: 'AE', 'CI', 'CQ', 'DA', 'DS', 'GS', 'GT', 'GV', 'IC', 'LA', 'LT', 'PD', 'PP', 'PQ', 'PR', 'RP', 'RR', VT'	Jennifer Muna
10/15/2020	1.6	Design clarification to: 1. Modify description of change (2.1.3 #2) for 'Immigration Status' and 'Additional Information' fields to display in both Systems.	Jennifer Muna

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
		2. Update Systems code description for 'RR' – Additional Immigration Status code	
10/22/2020	1.7	Content Revision 2: 1. Added mock up and description to display Certificate of Citizenship and Naturalization Certificate number when transferring ICT. 2. Added description of change and mock up for 'DOB' column in sub-table in Citizenship Documents block. 3. Added condition when transferring 'DocumentDOB' in ICT. 4. Added note for Systems to map Former Foster Youth Location eict code to CT241. Design Clarification: 1. Updated tag name for 'GenderIdentificationCode' 2. Updated PAI Calendar Year (#150.1) length to 4. 3. Updated length to 8 and format to 'YYYYMMDD' for ABAWD Clock Effective Date (#194.1) 4. Removed #3 requirement in Section 2.3.2 and added into data elements table. (See element #52.1 and #52.2) 5. Added '(PRUCOL – INS Ack)' to PRUCOL Verification (PCL) description (#149.15) Removed ' : ' in Figure 2.1.1 – CalSAWS Individual Demographics block	Jennifer Muna, Connor O'Donnell, Gerald Limbrick

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1 OVERVIEW

The Electronic Inter County Transfer interface (E-ICT) allows county workers to electronically perform an Inter County Transfer (ICT) of a case and its clients from one county to another regardless of which consortium the participant resides.

The scope of this SCR is to modify the existing E-ICT Interface to include the information necessary for ongoing determination of programs.

1.1 Current Design

The eICT Interface transmits case, program, and person data to facilitate Inter County Transfers.

1.2 Requests

Update the eICT interface to incorporate data elements affected by ABAWD policy changes and EHIT Schema changes.

1.3 Overview of Recommendations

1. Update the EICT file to support new data elements in both the Outbound and Inbound file layouts for ABAWD policy changes and EHIT schema changes.
2. Update the ICT Detail page to display the new data elements being sent.

1.4 Assumptions

1. There will be no impact or changes required to the E-ICT image writer and reader.
2. Fields not mentioned to be modified within the description of changes will retain their current functionality.
3. Various code values from the eICT and from The Systems will not have a matching code to map with. This is currently the case with prior codes implemented. Workers will continue to review the data and make updates to non-mapped codes to valid codes in The Systems when the eICT is received.

2 RECOMMENDATIONS

2.1 ICT External Person Detail (ICT Person Detail in C-IV)

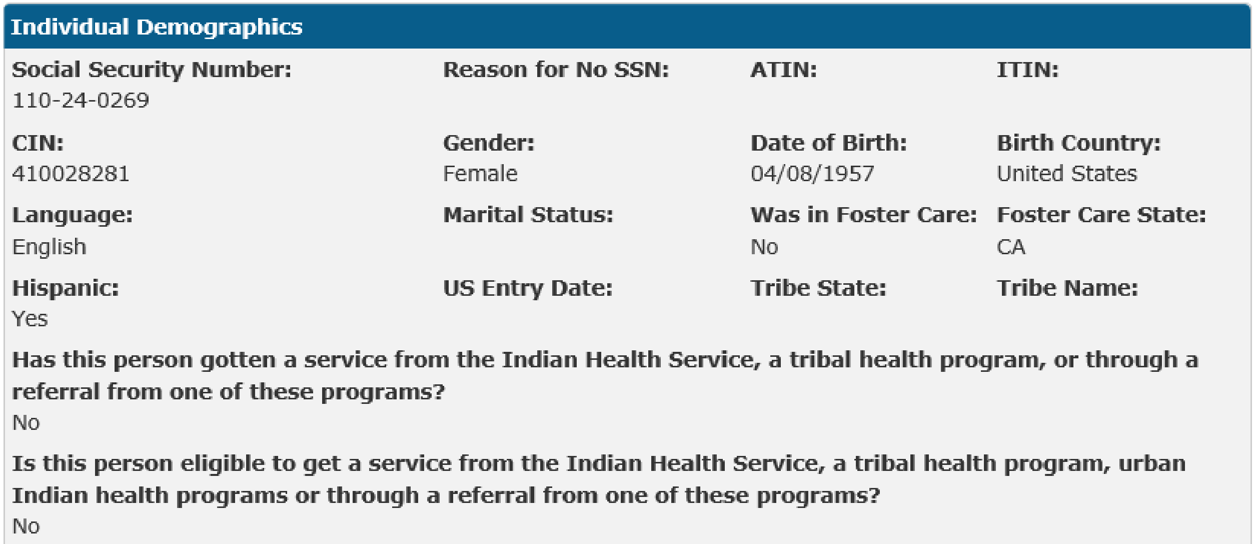
2.1.1 Overview

Display the following fields that will be transferred with an ICT.

- Individual Demographics block
  - **Is this person eligible to get a service from the Indian Health Service, a tribal health program, urban Indian health programs or through a referral from one of these programs?**
  - **Has this person gotten a service from the Indian Health Service, a tribal health program, or through a referral from one of these programs?**
  - **Was in Foster Care**
  - **Foster Care State**
  - Optional Sexual Orientation and Gender Identity (SOGI) Information block
    - **Gender Identification**
    - **Birth Certificate Gender**
    - **Sexual Orientation**
- Citizenship Documents block
  - **Immigration Status**
  - **Additional Information**
  - **PRUCOL**
  - **PRUCOL -INS Acknowledgement**
  - **Has this person lived in the U.S. continuously since 1996?**
  - Sub-table
    - **DOB**
- Additional Information block
  - **Served in the American Military**
  - **Spouse or Parent Served in the American Military**
- Income block
  - Projected Annual Income block
    - **Projected Annual Amount** (Moved from the Income block into the Projected Annual Income block)
    - **Calendar Year**
    - **Begin Date**
    - **End Date**
  - **RDP Shared Column Header**
- Deduction block
  - **RDP Shared Column Header**
- Time Limits block
  - **ABAWD Clock Effective Date**
- Other Health Care block
  - **Offered ESI**

- **Affordability Standards**

2.1.2 ICT External Person Detail Mockup



Individual Demographics

Social Security Number: 110-24-0269	**Reason for No SSN:**	**ATIN:**	**ITIN:**
CIN: 410028281	**Gender:** Female	**Date of Birth:** 04/08/1957	**Birth Country:** United States
Language: English	**Marital Status:**	**Was in Foster Care:** No	**Foster Care State:** CA
Hispanic: Yes	**US Entry Date:**	**Tribe State:**	**Tribe Name:**

Has this person gotten a service from the Indian Health Service, a tribal health program, or through a referral from one of these programs?
No

Is this person eligible to get a service from the Indian Health Service, a tribal health program, urban Indian health programs or through a referral from one of these programs?
No

Figure 2.1.1- CalSAWS: Individual Demographics Block

Is this person eligible to get a service from the Indian Health Service, a tribal health program, urban Indian health programs or through a referral from one of these programs?:
No

Race/Ethnic Origin:

American Indian or Alaskan Native

Black or African American

Asian

Filipino	Chinese	Japanese
Cambodian	Korean	Vietnamese
Asian Indian	Laotian	Hmong

Hispanic (Latino or Spanish origin)

Cuban	Mexican	Puerto Rican
Salvadoran	Guatemalan	Other Hispanic

Native Hawaiian or Other Pacific Islander

Native Hawaiian	Guamanian	Samoan

Other

White

Unknown

▾ Optional Sexual Orientation and Gender Identity (SOGI) Information

Gender Identity:	Birth Certificate Gender:	Sexual Orientation:
Female	Female	Straight or Heterosexual

Figure 2.1.2- CalSAWS: Optional Sexual Orientation and Gender Identity (SOGI) Information Block

Citizenship Documents

US Citizen: No

Immigration Status:

Additional Information:

PRUCOL: No

PRUCOL - INS Acknowledgement: No

Has this person lived in the U.S. continuously since 1996?: No

Name	DOB	Type	Number	Country of Passport Issuance	Expiration Date
John Smith	05/05/1980	Certificate of Citizenship (N-560, N-561)			

Figure 2.1.3- CalSAWS: Citizenship Documents Block

Citizenship Documents

US Citizen: Yes

Eligible Immigrant: No

Qualified Non-Citizen Attestation:

Immigration Status: Resident since before 01/01/1972, eligible for status adjustment to LPR

Additional Information: Filed for a U visa

PRUCOL: No

PRUCOL - INS Acknowledgement: No

Has this person lived in the U.S. continuously since 1996?: No

Name	DOB	Type	Number	Entry Date	Expiration Date
John Smith	05/05/1980	Certificate of Citizenship (N-560, N-561)			

Figure 2.1.4- C-IV: Citizenship Documents Block

▾ Additional Information

Household Status: In the Home

Full Time Student:

Deprivation:

MFG:

CalLearn:

Primary Earner:

Requesting Aid: Yes

Other Health Care:

WTW: No

WTW Status Date:

WTW Registration Status:

WINS WEI:

WINS Hours:

Served in the American Military: No

Spouse/Parent Served in the American Military: No

Figure 2.1.5- CalSAWS: Additional Information Block

Income

Projected Annual Income

Projected Annual Amount: $0.00

Calendar Year:	Begin Date:	End Date:
2020	01/01/2020	02/01/2020

Source	Employer	Amount	Hire Date	Frequency	Begin Date - End Date	RDP Shared
Social Security Retirement		$1,014.00		Monthly	01/01/2020	

Figure 2.1.6- CalSAWS: Income Block

Deductions

Type	Amount	Frequency	Begin Date - End Date	RDP Shared
Other	$1,200.00	Annually	01/01/2018-01/01/2020	No

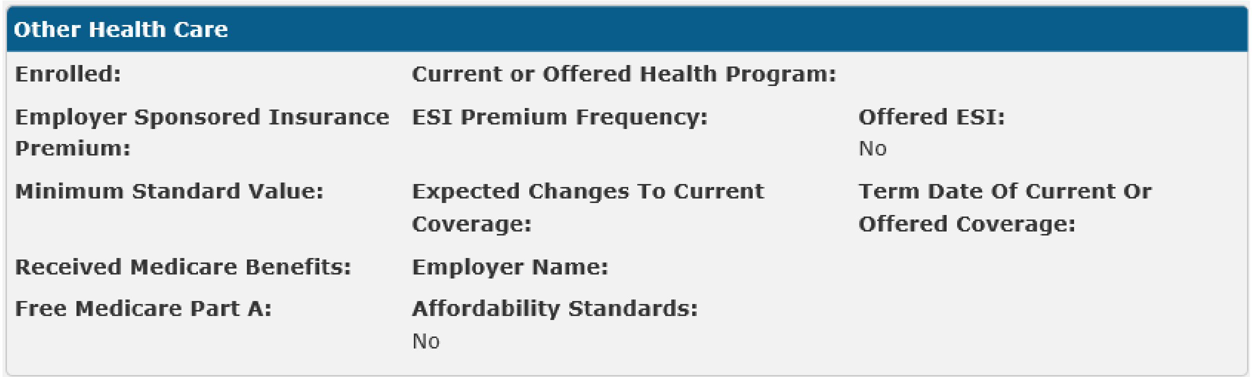
Figure 2.1.7- C-IV: Deduction Block

Time Limits

ABAWD Clock Effective Date:
01/01/2020

Clocks	Months Used	Months Remaining	Exemptions Count	Extenders Count	Exceptions Count	Current Status	End Date
TANF	0	60	0	0	0	Not Ticking	
CalWORKs	0	48	0	0	0	Not Ticking	
WTW	0	24	0	0	0		

Figure 2.1.8- CalSAWS: Time Limits Block



Other Health Care

Enrolled:	**Current or Offered Health Program:**	
Employer Sponsored Insurance Premium:	**ESI Premium Frequency:**	**Offered ESI:** No
Minimum Standard Value:	**Expected Changes To Current Coverage:**	**Term Date Of Current Or Offered Coverage:**
Received Medicare Benefits:	**Employer Name:**	
Free Medicare Part A:	**Affordability Standards:** No	

Figure 2.1.9- CalSAWS: Other Health Care Block

2.1.3 Description of Changes

1. Add new fields to the Individual Demographics block:
    a. **Is this person eligible to get a service from the Indian Health Service, a tribal health program, urban Indian health programs or through a referral from one of these programs?** - Display as shown on the Individual Demographics Detail page.
    b. **Has this person gotten a service from the Indian Health Service, a tribal health program, or through a referral from one of these programs?** - Display as shown on the Individual Demographics Detail page.
    c. **C-IV Only: Was in Foster Care –** Display as shown in the MAGI Person Detail page.
    d. **C-IV Only: Foster Care State** - Display the two character state abbreviation.
    e. Add a new sub-block titled **Optional Sexual Orientation and Gender Identity (SOGI) Information** to the bottom of the Individual Demographics block. Display the following fields as shown in the Individual Demographics Detail page:
        i. **Gender Identification**
        ii. **Birth Certificate Gender**
        iii. **Sexual Orientation**
2. Add new fields to the Citizenship Documents block:
    a. **C-IV Only**: Add the following new fields:
        i. **Immigration Status**
        ii. **Additional Information**

        Note: Both Systems will display the fields as shown on the MAGI Person Detail page.
    b. Display the following fields as shown in the MAGI Determination Detail page**:**
        i. **PRUCOL**
        ii. **PRUCOL- INS Acknowledgement**
    c. Display the following field as shown on the Citizenship Status Detail page:
        i. **Has this person lived in the U.S. continuously since 1996?**
    d. Save the **Certificate of Citizenship Number** and **Naturalization Certificate Number** in order to transfer them with the ICT.
    e. Add the following column header to the table contained in the Citizenship Documents field:
        i. **DOB –** Display the date of birth associated with the document, if no date of birth is associated with the document then display the DOB as shown in the Individual Demographics Detail page.
3. Add new fields to the Additional Information block:
    a. **Served in the American Military**
        i. **C-IV Only:** Display as "Yes" if Relationship to Military Veteran = "Self" and blank otherwise.

        ii. **LRS/CalSAWS Only:** Display as "Yes" if relationship to Military Veteran = "Military/Veteran" and blank otherwise.
    b. **Spouse or Parent Served in the American Military –**
        i. **C-IV Only:** Display as "Yes" if Relationship to Military Veteran = "Child" or "Spouse" and blank otherwise.
        ii. **LRS/CalSAWS Only:** Display as "Yes" if Relationship to Person = "Spouse", "Common Law", "Registered Domestic Partner", "Child", or "Step Child" and blank otherwise.
4. Add a sub-block titled **Projected Annual Income** to the Income block containing the following fields:
    a. Move the **Projected Annual Amount** field from the Income block to the Projected Annual Income block
    b. Add the following fields:
        i. **Calendar Year** – Display the year to which the Projected annual income is applicable, as a four-digit year
        ii. **Begin Date** – Display the begin date of the projected annual income formatted as 'MM/DD/YYYY'
        iii. **End Date** – Display the end date of the projected annual income formatted as 'MM/DD/YYYY'
5. **C-IV Only:** Add a new **RDP Shared** column header to the table in the Income Block
    a. The field under this header will be populated as either 'Y' or 'N' based on the inbound file.
6. **C-IV Only:** Add a new **RDP Shared** column header to the table in the Deduction block
    a. The field under this header will be populated as either 'Y' or 'N' based on the inbound file.
7. Add a new **ABAWD Effective Clock Date** field to the Time Limits block. Display the ABAWD Effective Clock Date Formatted as 'MM/DD/YYYY'. This field is a link leading to the new ICT ABAWD Time Limit Month List (described below).
   Note: This field will be displayed when the ICT Date is between the Start Date and End Date of the ABAWD Time Limit.

   Note: For LRS/CalSAWS only, these dates all begin on the 1st of the month. For C-IV, the dates may start at any time.
8. Add new fields to the Other Health Care block:
    a. **Offered ESI** – Display as shown on the MAGI Person Detail page
        i. **For LRS/CalSAWS:** Display as shown on the field **Offered ESI**
        ii. **For C-IV:** Display as shown on the field **Offered Employee Sponsored Insurance**

       Note: For both systems the new field will be labelled **Offered ESI**
    b. **Affordability Standards** – Display as shown on the MAGI Person Detail page

Note: SCR CA-213468/CIV-106351 added new rows to the table in the Verification block: Medicare, MAGI Current Monthly income, MAGI Projected Annual income. These rows will be added to the eICT Interface.

2.1.4 Page Location

- **Global**: Case Info
- **Local**: e-Tools
- **Task**: Incoming ICT/Outgoing ICT

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
N/A		

2. Security Groups

Security Group	Group Description	Group to Role Mapping
N/A		

2.1.6 Page Mapping

Update the page mapping to include the new fields.

2.1.7 Page Usage/Data Volume Impacts

No impact to this section.

2.2 ICT ABAWD Time Limit Month List

2.2.1 Overview

This new page will display a table in order to show the status and status reason of the ABAWD Time Limit Month List that will be transferred with an ICT.

2.2.2 ICT ABAWD Time Limit Month List Mockup

ICT ABAWD Time Limit Month List

Close

Month/Year	Status	Status Reason
01/2020	Geographically Waived	
02/2020	Geographically Waived	
03/2020	Geographically Waived	
04/2020	Geographically Waived	
05/2020	Exempted	Disability
06/2020	Exempted	Disability
07/2020	Geographically Waived	
08/2020	Geographically Waived	

Close

Figure 2.2.1- CalSAWS: ICT ABAWD Time Limit Month List

2.2.3 Description of Changes

1. Create the new 'ICT ABAWD Time Limit Month List' page available via the ABAWB Effective Clock Date link on the ICT External Person Detail page (ICT Person Detail page in C-IV).
2. Add a new table with the following column headers. This table should display as shown on the ABAWD Time Limit Month List page.
    a. Month/Year
    b. Status
    c. Status Reason
    d. Empty/Blank header; this column is added for visual consistency with the previously existing ABAWD Time Limit Month List page
3. Add a 'Close' button (top and bottom of the table); this button will return the user to the ICT External Person Detail page (ICT Person Detail page in C-IV).

2.2.4 Page Location

- **Global**: Case Info
- **Local**: e-Tools
- **Task**: Incoming ICT/Outgoing ICT

2.2.5 Security Updates

3. Security Rights

Security Right	Right Description	Right to Group Mapping
N/A		

4. Security Groups

Security Group	Group Description	Group to Role Mapping
N/A		

2.2.6 Page Mapping

Update the page mapping to include the new fields.

2.2.7 Page Usage/Data Volume Impacts

2.3 Add New Data Elements to be Processed by The Systems (Inbound and Outbound)

2.3.1 Overview

Update the EICT file to support the new data elements detailed in the following sections. The current XSD file has already been modified to include the updates. These new elements need to be added into the Systems processing of the inbound and outbound data.

2.3.2 Outbound - Description of Change

1. Add the following data elements to the EICT file processing:

Note: The Systems are currently not configured to send any 'Deductions' information in the interface. The Systems will not send the 'RDPDeductionInd' through eICT. The 'RDPDeductionInd' will be received by The Systems but will not be able to be transferred from the eICT table to the actual tables.

#	R	XSD Node	Online ICT Detail Page Program Block\Field	Data Item Name	Tag Name	Format	Length	Description
11.1		ACA Application		CalHEERS Application Id	CalHEERSApplicationID	String	30	CalHEERS Application Identifier corresponding to the application date.
29.1		Persons > Person Occurs		Individual – Gender Identification	GenderIdentificationCode	String	1	Gender Identification of the person. See GENDER IDENTIFICATION table
29.2		Persons > Person Occurs		Individual – Birth Certificate Gender	BirthCertificateGenderCode	String	1	Gender of the person on their birth certificate. See BIRTH CERTIFICATE GENDER table.
29.3		Persons > Person Occurs		Individual – Sexual Orientation	SexualOrientationCode	String	1	Sexual Orientation of the person if reported. See Sexual Orientation table.

37.1		Persons > Person Occurs		Immigration Status	ImmigrationStatus	String	2	Field represents a consumer attested or County Eligibility Worker SAVE/USCIS Interface verified immigration status of the person. See IMMIGRATION STATUS table.
37.2		Persons > Person Occurs		Additional Immigration Status	AdditionalImmigrationStatusCode	String	2	Field represents a consumer attested or County Eligibility Worker SAVE/USCIS Interface verified immigration status of the person. See ADDITIONAL IMMIGRATION STATUS table.
37.3		Persons > Person Occurs		PRUCOL Ind	PRUCOLInd	String	1	The value corresponding to the individuals PRUCOL status based on the individuals attestation of immigration status.

37.4		Persons > Person Occurs		PRUCOL Last Category Ind	PRUCOLLastCategoryInd	String	1	The value corresponding to PRUCOL Last Category based SAWS Admin Verification.
40.1		Persons > Person Occurs		BeforeAug1996Ind	BeforeAug1996Ind	String	1	Indicates whether or not EDR states that consumer has lived in the United States since August 1996.
40.2		Persons > Person Occurs		Have Served in the American Military Indicator	HaveServedAmericanMilitaryInd	String	1	Indicates if the person has served in the US Military.
40.3		Persons > Person Occurs		Spouse or Parent has Served in the American Military	SpouseorParentServedAmericanMilitaryInd	String	1	Indicates if the person's spouse of parents served in the US Military.
52.1		Persons > Person Occurs > Documents > ACA Document Occurs		Certificate of Citizenship Number	CertificateofCitizenshipNumber	String	12	Certificate of Citizenship Number. Minimum length of 6. Numeric only.

52.2		Persons > Person Occurs > Documents > ACA Document Occurs		Naturalization Certificate Number	NaturalizationCertificateNumber	String	12	Naturalization Certificate Number. Minimum length of 6. Numeric only. VLP Step 1 has a maximum length of 12.
53.3		Persons > Person Occurs > Documents > ACA Document Occurs		Document Date of Birth	DocumentDOB	Date	8	Date of Birth of Individual as shown on the Document (YYYYMMDD). Use Individual Demographics DOB if Document DOB is not populated.
66.1		Persons > Person Occurs		Received Indian Health Service	ReceivedIndianHealthServiceInd	String	1	Indicates if the person has received Indian Health Services
66.2		Persons > Person Occurs		Eligible For Indian Health Service	EligibleForIndianHealthServiceInd	String	1	Indicates if the person is eligible for Indian Health Services.
127.1		Persons > Person Occurs > ACA Person > Non-MAGI Referrals		Former Foster Person Location Code	FormerFosterPersonLocationCode	String	2	Indicates person's location code when in Foster care. See FORMER FOSTER PERSON LOCATION table.

130.1		Persons > Person Occurs > ACA Person > Other Health Care		FreeMedicarePartAInd	FreeMedicarePartAInd	String	1	Indicates if this person is eligible for free Medicare Part A (Y/N). Will be either Entitled or Enrolled for Medicare Part A.
130.2		Persons > Person Occurs > ACA Person > Other Health Care		OfferedESIInd	OfferedESIInd	String	1	Indicates if this person has been offered insurance through any employer including an employer of spouse or parent, excluding COBRA and retiree
130.3		Persons > Person Occurs > ACA Person > Other Health Care		AffordabilityStandardsInd	AffordabilityStandardsInd	String	1	Indicates the plan meets the affordability standards (Y/N)
149.6		Persons > Person Occurs > ACA Person > ACA Verification		Was In Foster Care Admin Verification (WFC)	WasInFosterCareAdminVerifiedInd	String	1	Individual's Former Foster Youth status has been verified.

149.7		Persons > Person Occurs > ACA Person > ACA Verification		Projected Annual Income Electronic Verification (PAI)	ProjectedAnnualIncomeEVerifiedInd	String	1	Projected Annual Income has been electronically verified for reasonable compatibility.
149.8		Persons > Person Occurs > ACA Person > ACA Verification		Projected Annual Income Admin Verification (PAI)	ProjectedAnnualIncomeAdminVerifiedInd	String	1	Projected Annual Income has been verified for reasonable compatibility.
149.9		Persons > Person Occurs > ACA Person > ACA Verification		Current Monthly Income Electronic Verification (INC)	CurrentMonthlyIncomeEVerifiedInd	String	1	Current Monthly Income has been e-verified.
149.10		Persons > Person Occurs > ACA Person > ACA Verification		Current Monthly Income Admin Verification (INC)	CurrentMonthlyIncomeAdminVerifiedInd	String	1	Income has been verified.
149.11		Persons > Person Occurs > ACA Person > ACA Verification		Entitled to Medicare Electronic Verification (MED)	EntitledtoMedicareEVerifiedInd	String	1	Individual has been electronically verified as entitled to Medicare benefits.

149. 12		Persons > Person Occurs > ACA Person > ACA Verification		Entitled to Medicare Admin Verification (MED)	EntitledtoMedicareAdminVerifiedInd	String	1	Individual has been verified as entitled to Medicare benefits.
149. 13		Persons > Person Occurs > ACA Person > ACA Verification		Immigration Status Electronic Verification (IMM)	ImmigrationStatusAdminVerifiedInd	String	1	The corresponding value of Immigration Status and/or proxy Immigration Status derived from Document Type as verified by the County Eligibility Worker.
149. 14		Persons > Person Occurs > ACA Person > ACA Verification		PRUCOL Verification (PRU)	PRUCOLEVerified	String	1	The individuals Immigration Status is Electronically verified as PRUCOL.
149. 15		Persons > Person Occurs > ACA Person > ACA Verification		PRUCOL Verification (PCL)) – (PRUCOL – INS Ack)	PRUCOLAdminVerified	String	1	The individuals Immigration Status is Admin verified as PRUCOL.

150. 1		Persons > Person Occurs > Incomes > PAI Info ('PAI Info' is a new node to be added into the processing of the inbound and outbound data.)		PAI Calendar Year	PAICalendarYear	String	4	(YYYY), The year to which a PAI value is being applied.
150. 2		Persons > Person Occurs > Incomes > PAI Info > PAI Date Range ('PAI Date Range' is a new node to be added into the processing of the inbound and		Begin Date	BeginDate	Date	8	(YYYYMMDD), Beginning Date of the Projected Annual Income

		outbound data.)						
150. 3		Persons > Person Occurs > Incomes > PAI Info > PAI Date Range (‘PAI Date Range’ is a new node to be added into the processing of the inbound and outbound data.)		End Date	EndDate	Date	8	(YYYYMMDD), Ending Date of the Projected Annual Income

152.1		Persons > Person Occurs > Incomes > Income Occurs		Registered Domestic Partner Income Indicator	RDPIncomeInd	String	1	Indicates that income is for a Registered Domestic Partner. Y= The income is shared income between the RDPs. N = The income is not shared income between the RDPs.
160.1		Persons > Person Occurs > Deductions > Deduction Occurs		Registered Domestic Partner Deduction Indicator	RDPDeductionInd	String	1	Indicates that deduction is for a Registered Domestic Partner and will be treated as such for Eligibility Determinations. Y= The deduction is a shared deduction between the RDPs. N = The deduction is not a shared deduction between the RDPs.

194.1		Person > Person Occurs > TimeLimits > ABAWD		Individual - ABAWD Clock Effective Date (attribute)	EffectiveDate	String	8	This data element is used on MEDS to identify the beginning month and year a recipient became eligible for the ABAWD program (YYYYMMDD).
		Person > Person Occurs > TimeLimits > ABAWD > ABAWD Exemptions (‘ABAWD Exemptions’ is a new node to be added into the processing of the inbound and outbound data.)		NODE START				<ABAWDExemptions>, </ABAWDExemptions>

196		Person > Person Occurs > TimeLimits > ABAWD > ABAWD Exemptions		Year Occurs (attribute): jan="27" feb="27" mar="27" apr="27" may="37" jun="37" jul="27" aug="37" sep="86" oct="86" nov="86" dec="86")	Year	Integer	4	Months in the year that have an ABAWD exemption. Only include months that have an ABAWD exemption. The exemption reason for the specific month is used in the month attribute (i.e. jan="27"). See ABAWD EXEMPTION REASON for the exemption reason for each month. Years should be in occurs.
		Person > Person Occurs > TimeLimits > ABAWD > ABAWD Exemptions ('ABAWD Exemptions' is a new node to be		NODE END				

		added into the processing of the inbound and outbound data.)						

2. Update the following data elements to the EICT file processing:
   a. Before Update:

#	R	XSD Node	Online ICT Detail Page Program Block\Field	Data Item Name	Tag Name	Format	Length	Description
195		Person > Person Occurs > TimeLimits > ABAWD		Year **Occurs** (attribute): jan="X" feb="X" mar="X" apr="X" may="X" jun="X" jul="X" aug="X" sep="X" oct="X" nov="X" dec="X")	Year	Integer	4	Months in the year that has counts. Only include months that have counts. 'X' is used in the month attribute (i.e. jan="X"). Years should be in occurs.

b. After Update:

#	R	XSD Node	Online ICT Detail Page Program Block\Field	Data Item Name	Tag Name	Format	Length	Description
195		Person > Person Occurs > TimeLimits > ABAWD		Year **Occurs** (attribute): jan="P" feb="E" mar="E" apr="Z" may="W" jun="W" jul="W" aug="9" sep="9" oct="9" nov="9" dec="9")	Year	Integer	4	Months in the year that have an ABAWD clock status. Only include months that have a clock status. The status of the clock for the specific month is used in the month attribute (i.e. jan="P"). See ABAWD CLOCK STATUS for the status of the clock for each month. Years should be in occurs.

2.3.3 Inbound - Description of Change

1. Update the EICT Inbound Reader to read the new elements outlined in the 'Outbound – Description of Change' section of this document to populate the ICT data tables with the new data elements.

2.3.4 File Transaction Table Values

The following table values will be sent and received through the EICT file. These tables correspond with EICT data elements.

1. ABAWD Clock Status

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 195
- Data Item Name = Year
- The Systems Code = 842 (Time Limit Status Code
  - Reference Table = 5 (MEDS ABAWD Code)
- Mapping Note:
  - The Systems currently has the 'M' code expired. The Systems will not send this code through eICT. The code will be received by The Systems but will not be able to be transferred from the eICT table to the actual tables. The worker will need to resolve this code before accepting the eICT data.

EICT Code	EICT Code Description	Mapping Direction	The Systems Code	The Systems Code Description
F	15% ABAWD Exemption	←→	F	15% ABAWD Exemption
Z	ABAWD County Waiver	←→	Z	ABAWD County Waiver
M	ABAWD Moved from Non-Exempt County	→	{n/a}	{n/a}
A	Beneficiary has Appealed	←→	A	Beneficiary has Appealed
N	Did not Meet the Work Requirement	←→	N	Did not Meet the Work Requirement
E	Exempt from Work Requirement	←→	E	Exempt from Work Requirement
G	Good Cause	←→	G	Good Cause

9	Inactive or Ineligible	←→	9	Inactive or Ineligible
W	Met the Work Requirement	←→	W	Met the Work Requirement
P	Partial Month Clock	←→	P	Partial Month Clock
C	Wk Rq 2ndConsSetMosNotMet	←→	C	Wk Rq 2ndConsSetMosNotMet

2. ABAWD Exemption Reason

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 196
- Data Item Name = Year
- The System Code = 863
- Mapping Note:
    - The Systems currently has codes that do not map to eICT codes. The Systems will send these codes through eICT. The code will be received by CalWIN where workers will resolve the codes before accepting the eICT data.
    - The eICT will be sending codes to The Systems that do not map to codes in The Systems. The codes will be received by The Systems but will not be able to be transferred from the eICT table to the actual tables. The worker will need to resolve this code before accepting the eICT data.

EICT Code	EICT Code Description	Mapping Direction	The Systems Code	The Systems Code Description
27	Disabled	←→	DB	Disability
31	Pregnant and Cannot Work	←→	PG	Pregnant
37	Incapable of Working	→	{n/a}	{n/a}
41	Domestic Violence	→	{n/a}	{n/a}
42	Dependent Child Under 18 in FS Household	←→	CD	Child in the Home
43	Individual Living in an Area with	→	{n/a}	{n/a}

	an ABAWD Waiver			
65	County Wide ABAWD Waiver	→	{n/a}	{n/a}
66	Individual is Exempt from Work Registration	↔	WE	Work Registration Exempted
86	Chronically Homeless	→	{n/a}	{n/a}
87	15% ABAWD Exemption	→	{n/a}	{n/a}
88	Unfit for Work	↔	UF	Unfit for Employment
{n/a}	{n/a}	←	BM	Backfill Month
{n/a}	{n/a}	←	NA	Not Aided
{n/a}	{n/a}	←	PR	Prorated Month
{n/a}	{n/a}	←	AE	Age

3. Birth Certificate Gender

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 29.2
- Data Item Name = Individual – Birth Certificate Gender
- The Systems Code Table = 230 (Gender Code)
  - Reference Table = 1 (MEDS Gender Code)
- Mapping Note: There are no differences between the eICT codes and The Systems codes so codes will import and export as-is.

EICT Code	EICT Code Description	Mapping Direction	The Systems Code	The Systems Code Description
F	Female	↔	F	Female
M	Male	↔	M	Male

4. Additional Immigration Status

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 37.2
- Data Item Name = Additional Immigration Status
- The Systems Code Table = 596 (CalHEERS Additional Immigration Status List Codes)
- Mapping Note: There are no differences between the eICT codes and The Systems codes so codes will import and export as-is.

EICT Code	EICT Code Description	Mapping Direction	The Systems Code	The Systems Code Description
FU	Filed for a U Visa	↔	FU	Filed for a U Visa
RR	Taking steps to apply for a T visa or for certification by the Office of Refugee Resettlement	↔	RR	Taking steps to apply for a T visa or for certification by the ORR
BS	Battered non-citizen, or parent or child of battered non-citizen	↔	BS	Battered non-citizen, or parent or child of battered non-citizen

5. Former Foster Youth Location

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 127.1
- Data Item Name = Former Foster Person Location Code
- The Systems Code Table = 241 (State Code)
    - Reference Table = 5 (Former Foster Youth Location Code)
- Mapping Note:
    - The eICT will be sending codes to The Systems that do not map to codes in The Systems. The codes will be received by The Systems but will not be able to be transferred from the eICT table to the actual tables. The worker will need to resolve this code before accepting the eICT data.
- Technical Note:
    - In C-IV, the CH_NON_MAGI.FFY_LOC_CODE is mapped to CT241 and CT485 (*CT485 does not exist in LRS/CalSAWS*). Both Systems will only process the eICT data mapping for CT241.

EICT Code	EICT Code Description	Mapping Direction	The System Code	The Systems Code Description
AL	Alabama	←→	AL	Alabama
AK	Alaska	←→	AK	Alaska
AZ	Arizona	←→	AZ	Arizona
AR	Arkansas	←→	AR	Arkansas
CA	California	←→	CA	California
CO	Colorado	←→	CO	Colorado
CT	Connecticut	←→	CT	Connecticut
DE	Delaware	←→	DE	Delaware
DC	District of Columbia	←→	DC	District of Columbia
FL	Florida	←→	FL	Florida
GA	Georgia	←→	GA	Georgia
HI	Hawaii	←→	HI	Hawaii
ID	Idaho	←→	ID	Idaho
IL	Illinois	←→	IL	Illinois
IN	Indiana	←→	IN	Indiana
IA	Iowa	←→	IA	Iowa
KS	Kansas	←→	KS	Kansas
KY	Kentucky	←→	KY	Kentucky
LA	Louisiana	←→	LA	Louisiana
ME	Maine	←→	ME	Maine

MD	Maryland	←——→	MD	Maryland
MA	Massachusetts	←——→	MA	Massachusetts
MI	Michigan	←——→	MI	Michigan
MN	Minnesota	←——→	MN	Minnesota
MS	Mississippi	←——→	MS	Mississippi
MO	Missouri	←——→	MO	Missouri
MT	Montana	←——→	MT	Montana
NE	Nebraska	←——→	NE	Nebraska
NV	Nevada	←——→	NV	Nevada
NH	New Hampshire	←——→	NH	New Hampshire
NJ	New Jersey	←——→	NJ	New Jersey
NM	New Mexico	←——→	NM	New Mexico
NY	New York	←——→	NY	New York
NC	North Carolina	←——→	NC	North Carolina
ND	North Dakota	←——→	ND	North Dakota
OH	Ohio	←——→	OH	Ohio
OK	Oklahoma	←——→	OK	Oklahoma
OR	Oregon	←——→	OR	Oregon
PA	Pennsylvania	←——→	PA	Pennsylvania
RI	Rhode Island	←——→	RI	Rhode Island
SC	South Carolina	←——→	SC	South Carolina

SD	South Dakota	↔	SD	South Dakota
TN	Tennessee	↔	TN	Tennessee
TX	Texas	↔	TX	Texas
UT	Utah	↔	UT	Utah
VT	Vermont	↔	VT	Vermont
VA	Virginia	↔	VA	Virginia
WA	Washington	↔	WA	Washington
WV	West Virginia	↔	WV	West Virginia
WI	Wisconsin	↔	WI	Wisconsin
WY	Wyoming	↔	WY	Wyoming
AT	An American Indian or Alaska Native Tribe	→	{n/a}	{n/a}
US	US Territories	←	US	Armed Forces (Americas)
US	US Territories	←	US	Armed Forces (Africa, Canada, Europe, Middle East)
US	US Territories	←	US	Armed Forces (Pacific)
US	US Territories	←	US	American Samoa
US	US Territories	←	US	Federated States of Micronesia
US	US Territories	←	US	Guam
US	US Territories	←	US	Marshall Islands
US	US Territories	←	US	Northern Mariana Islands
US	US Territories	←	US	Puerto Rico

US	US Territories	←	US	Virgin Islands
US	US Territories	→	{n/a}	{n/a}
DK	I Don't Know	→	{n/a}	{n/a}

6. Immigration Status

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 37.1
- Data Item Name = Immigration Status
- The Systems Code Table = 10519 (CalHEERS Immigration Status Codes)
- Mapping Note: There are no differences between the eICT codes and The Systems codes so codes will import and export as-is.

EICT Code	EICT Code Description	Mapping Direction	The System Code	The Systems Code Description
AB	Paroled into the United States for less than one year	↔	AB	Paroled into the United States for less than one year
AC	Paroled into the United States for one year or more	↔	AC	Paroled into the United States for one year or more
AD	Granted Deferred Action (but not under Deferred Action for Childhood Arrivals - DACA)	↔	AD	Granted Deferred Action (but not under Deferred Action for Childhood Arrivals - DACA)
AE	Pending application for asylum with Employment Authorization or is under the age of 14 and has had a pending application for asylum for at least 180 days	↔	AE	Pending asylum with Empl. Auth., or under 14yo and pending for 180 days
AI	Amerasian Immigrant	↔	AI	Amerasian Immigrant
AP	Cuban/Haitian Entrant	↔	AP	Cuban/Haitian Entrant
AS	Resident of American Samoa	↔	AS	Resident of American Samoa

BS	Battered non-citizen, or parent or child of battered non-citizen	↔	BS	Battered non-citizen, or parent or child of battered non-citizen
CE	Conditional Entrant granted before 1980	↔	CE	Conditional Entrant granted before 1980
CI	An immigrant who entered and has continuously resided in the United States since before January 1, 1972, who would be eligible for an adjustment of status to lawful permanent resident (eligible as a Registry immigrant)	↔	CI	Resident since before 01/01/1972, eligible for status adjustment to LPR
CM	Citizens of Micronesia, the Marshall Islands, and Palau	↔	CM	Citizens of Micronesia, the Marshall Islands, and Palau
CQ	Pending application for Creation of Record of Lawful Admission for Permanent Residence, with Employment Authorization	↔	CQ	Pending application for Creation of Record of LPR, Employment Authorized
CR	Registry applicant, with Employment Authorization	↔	CR	Registry applicant, with Employment Authorization
DA	Pending application for suspension of deportation, or cancellation of removal or special rule cancellation of removal, with Employment Authorization	↔	DA	Pending application for suspension of deportation, Employment Authorized
DC	Granted Deferred Action for Childhood Arrivals – (DACA)	↔	DC	Granted Deferred Action for Childhood Arrivals – (DACA)
DE	Granted Deferred Enforced Departure	↔	DE	Granted Deferred Enforced Departure

DS	Administrative order staying removal issued by the Department of Homeland Security	←→	DS	Administrative order staying removal issued by the DHS
FB	Family Unity Beneficiary	←→	FB	Family Unity Beneficiary
FU	Filed for a U visa	←→	FU	Filed for a U visa
GA	Asylee	←→	GA	Asylee
GD	Granted withholding of deportation or removal	←→	GD	Granted withholding of deportation or removal
GS	Granted suspension of deportation whose departure USCIS does not contemplate enforcing	←→	GS	Granted suspension of deportation, USCIS does not plan enforcing departure
GT	Granted Temporary Protected Status (TPS), or pending applicants for TPS (pending applicants must have Employment Authorization)	←→	GT	Granted Temporary Protected Status (TPS), or pending applicants for TPS
GU	Granted U non-immigrant visa	←→	GU	Granted U non-immigrant visa
GV	Granted a Victim of Trafficking visa (T visa), or spouse, child, sibling, or parent	←→	GV	Granted a Victim of Trafficking visa (T visa), or immediate relative
GW	Granted withholding of removal under the Convention against Torture – CAT	←→	GW	Granted withholding of removal under the Convention against Torture – CAT
IC	Pending application for legalization under Immigration	←→	IC	Pending application for legalization under IRCA,

	Reform and Control Act - IRCA, with Employment Authorization			Employment Authorized
IS	Granted a stay of deportation	⟷	IS	Granted a stay of deportation
JS	Pending application for Special Immigrant Juvenile Status	⟷	JS	Pending application for Special Immigrant Juvenile Status
LA	Pending application for legalization under the LIFE Act, with Employment Authorization	⟷	LA	Pending application for legalization under the LIFE Act, Empl. Authorized
LP	Lawful Permanent Resident (LPR/Green Card holder)	⟷	LP	Lawful Permanent Resident (LPR/Green Card holder)
LT	Lawful Temporary Resident (special agricultural workers, or certain immigrants admitted into the U.S. before 1982)	⟷	LT	Lawful Temporary Resident (agricultural workers, or admitted before 1982)
NS	Document or Status Not Listed	⟷	NS	Document or Status Not Listed
OA	Granted Order of Supervision, without Employment Authorization	⟷	OA	Granted Order of Supervision, without Employment Authorization
OS	Granted Order of Supervision, with Employment Authorization	⟷	OS	Granted Order of Supervision, with Employment Authorization
PD	Pending application for withholding of removal with Employment Authorization, or is under the age of 14 and has had a pending application for withholding of removal for at least 180 days	⟷	PD	Pending withholding with Empl.Auth., or under 14yo and pending for 180 days

PP	A non-citizen, without a visa petition, who has a pending application for adjustment to LPR Status, with Employment Authorization	←→	PP	Pending application for adjustment to LPR Status, Employment Authorize
PQ	A non-citizen who has a pending application for adjustment to LPR status, without Employment Authorization	←→	PQ	Pending application for adjustment to LPR status, Employment not Authorized
PR	A non-citizen with an approved visa petition, who has a pending application for adjustment to LPR status	←→	PR	Approved visa petition, pending application for adjustment to LPR status
RA	Refugee	←→	RA	Refugee
RP	A non-citizen on whose behalf an immediate relative petition (I-130) has been approved and who is entitled to voluntary departure	←→	RP	Immediate relative petition (I-130) has been approved, voluntary departure
RR	Taking steps to apply for a T visa or for certification by the Office of Refugee Resettlement	←→	RR	Taking steps to apply for a T visa or for certification by the ORR
SV	Student Visa – Granted a student visa (e.g. F or M visa)	←→	SV	Student Visa – Granted a student visa (e.g. F or M visa)
VD	Granted voluntary departure and awaiting issuance of a visa	←→	VD	Granted voluntary departure and awaiting issuance of a visa
VT	Pending application for a Victim of Trafficking visa (T visa), or spouse, child, sibling, or parent	←→	VT	Pending application for a Victim of

				Trafficking visa (T visa), or relative
VV	Visitor Visa – Granted a visitor visa (e.g. B visa)	←→	VV	Visitor Visa – Granted a visitor visa (e.g. B visa)
WV	Work Visa – Granted a work visa (e.g. H-1, J-1, O, R, P visa)	←→	WV	Work Visa – Granted a work visa (e.g. H-1, J-1, O, R, P visa)

7. Sexual Orientation

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 29.3
- Data Item Name = Individual – Sexual Orientation
- The Systems Code Table = 524 (Sexual Orientation Code)
    - Reference Table = 1 (CalHEERS)
- Mapping Note: There are no differences between the eICT codes and The Systems codes so codes will import and export as-is.

EICT Code	EICT Code Description	Mapping Direction	The Systems Code	The Systems Code Description
S	Straight or Heterosexual	←→	S	Straight or Heterosexual
G	Gay or Lesbian	←→	G	Gay or Lesbian
B	Bisexual	←→	B	Bisexual
A	Another Sexual Orientation	←→	A	Another Sexual Orientation
U	Unknown	←→	U	Unknown
Q	Queer	←→	Q	Queer

8. Gender Identification

This Data Mapping is used for the following Data Item listed in this design:

- Data Item # = 29.1
- Data Item Name = Individual – Gender Identification
- The Systems Code Table = 523 (Gender Identity Code)

- Reference Table = 4 (CalHEERS)

- Mapping Note: There are no differences between the eICT codes and The Systems codes so codes will import and export as-is.

EICT Code	EICT Code Description	Mapping Direction	The Systems Code	The Systems Code Description
F	Female	⟷	F	Female
M	Male	⟷	M	Male
A	Another Gender Identity	⟷	A	Another Gender Identity
T	Transgender: Male to Female	⟷	T	Transgender: Male to Female
G	Transgender: Female to Male	⟷	G	Transgender: Female to Male
B	Non Binary (neither male nor female)	⟷	B	Non Binary (neither male nor female)

2.3.5 Execution Frequency

No changes to the current frequency.

2.3.6 Key Scheduling Dependencies

No changes to the current dependencies.

2.3.7 Counties Impacted

All Counties.

2.3.8 Data Volume/Performance

No change in the data volume and performance.

2.3.9 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…)

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.20.1.18	The LRS shall include in the design methods where interfaces to the LRS are simple to make additions, deletions and modifications for the import and export of data.	Add the new fields to the ICT online pages and new elements to the EICT Interface file.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-211746 | DDID 11

Update LRS TEMP NA 1232 Form

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Pramukh Karla
	Reviewed By	Harish Katragadda

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/17/2020	1.0	Original	Pramukh Karla
09/24/2020	2.0	Adding content revision to remove incorrect assumption and adding batch job for all CalWIN counties.	Pramukh Karla

Table of Contents

1 OVERVIEW

The purpose of this change is to update the TEMP NA 1232-1 and TEMP NA 1232-2 forms in LRS/CalSAWS System.

1.1 Current Design

Multiple versions of TEMP NA 1232 (TEMP NA 1232-1 and TEMP NA 1232-2) exist in LRS/CalSAWS System.

1.2 Requests

Update LRS TEMP NA 1232 form to 06/11 version.

1.3 Overview of Recommendations

1. Add TEMP NA 1232 (06/11) form to Template Repository in LRS/CalSAWS System.
2. Remove TEMP NA 1232-1 and TEMP NA 1232-2 from Template Repository.
3. Update PIXXF400 job to generate TEMP NA 1232 instead of TEMP NA 1232-1 and TEMP NA 1232-2 forms.

1.4 Assumptions

1. TEMP NA 1232 will have the LRS/CalSAWS Standard Header.
2. TEMP NA 1232 will be added to LRS/CalSAWS for all 58 counties.
3. PIXXF400 will be added for all CalWIN counties with SCR CA-207145, but only PI19F400 job will be actively running in LRS/CalSAWS System.
4. PIXXF400 batch trigger conditions will not be updated.
5. Imaging Barcode on TEMP NA 1232 will be added with CA-207108 (DDID 2302 – Updates to Standardized Bar Codes)

2 RECOMMENDATIONS

2.1 Add TEMP NA 1232 (06/11) - CalFresh Notice of Action EBT Account form to Template Repository

2.1.1 Overview

This section will cover the updates needed to add TEMP NA 1232 form to the LRS/CalSAWS.

State Form: TEMP NA 1232

Programs: CalFresh

Attached Forms: N/A

Forms Category: NOA

Languages: English and Spanish

2.1.2 Description of Change

Create TEMP NA 1232 – CalFresh Notice of Action EBT Account that can be generated from Template Repository.

1. Create TEMP NA 1232 Form XDP with 2 impressions. First impression will have TEMP NA 1232 and Second impression will have NA Back 9

   Form Header: LRS/CalSAWS Standard Header

   Form Title: CalFresh Notice of Action EBT Account

   Form Number: TEMP NA 1232

   Include NA Back 9: Yes

   Form Mockup/Example: See Supporting Document #1

2. Add the TEMP NA 1232 - CalFresh Notice of Action EBT Account form to Template Repository. The following parameters will be required:

   Required Form Input: Case Number, Customer Name, Program, and Language.

3. TEMP NA 1232 form will be blank when generated from the template repository. LRS/CalSAWS Standard Header will be populated with worker and case information.

4. Populate the following fields on TEMP NA 1232 when triggered from Batch.

Section	Field	Description
<1>	Checkbox	Will be checked if the program is CalFresh and Account Type is Inactive
<2>	Date Text Field	Will be populated with EBT Status Date if the program is CalFresh and Account Type is Inactive. Date Format: MM/DD/YYYY
<3>	Checkbox	Will be checked if the program is CalFresh and Account Type is Dormant.

<4>	Date Text Field	Will be populated with EBT Status Date if the program is CalFresh and Account Type is Dormant. Date Format: MM/DD/YYYY

5. Add the following barcode options for the TEMP NA 1232 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

6. Add the following print options for the TEMP NA 1232 Form:

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

Mailing Requirements:

Mail-To (Recipient): Applicant selected on the Document Parameters page

Mailed From (Return): Worker's Office Address

Mail-back-to Address: Worker's Office Mailing Address

Outgoing Envelope Type: Standard

Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A

Enclosures: N/A

Electronic Signature: N/A

Post to YBN/C4Y: Yes

2.2 Remove TEMP NA 1232-1 and TEMP NA 1232-2 forms from Template Repository

2.2.1 Overview

Since TEMP NA 1232 replaces TEMP NA 1232-1 and TEMP NA 1232-2 forms in LRS/CalSAWS, these forms will be removed from Template Repository.

2.2.2 Description of Change

1. Remove TEMP NA 1232-1 and TEMP NA 1232-2 forms from Template Repository.

2.3 Update PIXXF400 Account Aging Reader batch job to generate new TEMP NA 1232 form

2.3.1 Overview

Currently PIXXF400 batch job generates TEMP NA 1232-1 and TEMP NA 1232-2 if the aging account status is Inactive/Dormant. Since TEMP NA 1232 will replace TEMP NA 1232-1 and TEMP NA 1232-2, update PIXXF400 batch job to generate TEMP NA 1232 going forward.

2.3.2 Description of Change

1. Update PIXXF400 batch job to generate TEMP NA 1232 instead of TEMP NA 1232-1 and TEMP NA 1232-2.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	TEMP NA 1232	TEMP_NA1232_EN.pdf TEMP_NA1232_SP.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
11	The contractor shall update the LRS TEMP NA 1232 CalFresh Notice of Action EBT Account form to the (06/11) version. NOTE: Batch jobs will need to be evaluated to determine County options	1. Estimate is for updating the form in English and Spanish. 2. Estimations including batch configuration changes for county opt in/opt out feature. 2. Spanish translations will be provided by the Consortium. 3. Other threshold languages are NOT included in this estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	With SCR CA-211746 we are adding TEMP NA 1232 form to Template Repository which will replace TEMP NA 1232-1 and TEMP NA 1232-2. Also, updating PIXXF400 job to generate TEMP NA 1232 going forward instead of TEMP NA 1232-1 and TEMP NA 1232-2 forms.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-212943

Update Issuance Threshold Functionality To Be County Configurable

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Eric Wu
	Reviewed By	Sidhant Garg, Jyothirmayi Chavata, Kapil Santosh, John Besa

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
6/14/2020	1.0	Initial Draft	Eric Wu
8/27/2020	1.1	Content Revision1 to include changes on County Benefit Issuance Threshold List page and EDBC summary page	Eric Wu
9/21/2020	1.2	Design Clarification - Remove Assumption about Threshold validation on EDBCs will not be changed. Add Page Mapping 2.2.6, 2.3.6, 2.4.6, and 2.5.6. Update Mockup in 2.3, 2.4, and 2.5 to remove $ of the Amount field in view mode, and fix page title. 2.4.2 Remove 10 for duplicate validation on the amount. 2.5.3 Fix security right spelling error 2.5.3 3. Correct Category field to be Homeless Assistance for the SHA Threshold Detail page. 2.12.2 iii. Include new category id in the comment.	Eric Wu
10/7/2020	1.3	Content Revision 2 – Set max length of the Amount field on EDBC Threshold Detail, Supportive Service Threshold Detail, and SHA Threshold Detail page.	Eric Wu

Table of Contents

1 OVERVIEW

1.1 Current Design

Issuance Thresholds are established to determine the amount of benefits or services payments for each Program that can be approved by an Eligibility Worker without requiring a supervisor override. When an EW tries to generate an EDBC or a Service arrangement with benefit amount over the threshold limit, the system will fail the EDBC or prevent Service Arrangement from being saved.

In LRS/CalSAWS, additional thresholds can be set per customer need type to validate the amount of benefits of Payment Requests. Each request can go through the following validations which cannot be overrode by a supervisor:

1. Check the benefit amount of a Payment Request against the threshold amount. If the requested amount exceeds the threshold, the system displays a warning message **'Warning: Requested Amount exceeds issuance threshold'** after the request is saved.
2. Accumulate the benefit amount of non-disapproved Payment Requests over a period and check it against the threshold amount. If the total amount exceeds the threshold, the system will display an error message '**Maximum period amount has been reached**' and prevent the payment request from being saved.
3. Accumulate the quantity of new, approved, and pending-approval Valuable Requests over a period and check it against the threshold. If the total quantity exceeds the threshold, the system will display an error message '**Maximum period quantity has been reached**' and prevent the valuable request from being saved.

In both CIV and LRS/CalSAWS systems, all benefit issuance thresholds are managed in database only, and any update will require a SCR.

1.2 Requests

1. Allow counties to manage established Issuance Thresholds by programs for benefits or service payments.
2. Allow counties to limit the number of Valuables to be authorized per worker.
3. Allow counties to configure Fiscal authorization process and to require only one level of approval when deemed necessary.

1.3 Overview of Recommendations

1. Add new functionalities to allow the counties to configure and manage issuance threshold to limit the amount of benefit or service payments in LRS/CalSAWS system.
2. Default the values to maintain current benefit thresholds for Los Angeles and CIV counties. CalWIN counties will have default values based on San Bernardino county thresholds and can be modified later by the county admin user as deemed appropriate.

3. Remove the Issuance Threshold validation on Service Arrangement Detail page.
4. Update Payment Request Detail page to perform Issuance Threshold validation when users click 'Save' button. Only users with 'ApproveServiceArrangementOverThreshold' security right can save an over-threshold Payment Request.
5. Update Valuable Request Detail page to Validate the total dollar amount of Valuables instead of the quantity. Validation will be performed when users click 'Save' button. Only users with 'ApproveServiceArrangementOverThreshold' security right can save an over-threshold Valuable Request.
6. Update EDBC Summary page to use new County Benefits Issuance Threshold to validate the benefit amount.
7. Create new Job Aid for the county-configurable issuance thresholds (SCR 218070).

1.4 Assumptions

1. SCR CA-212943 Update to Fiscal Authorization in 20.11 release and CA-207102 Updates to Authorization in 20.07 release will address the Request 3 - Allow counties to configure Fiscal authorization process and to require only one level of approval when deemed necessary.
2. Audit Trail for County Benefit Issuance Threshold will be implemented with SCR CA-217634.
3. General Assistance (Managed) will not be available when this SCR is implemented for 20.11. A DCR will be included to set benefit issuance threshold in SCR 'CA-201377 DDCR 10002: GA/GR Solution for C-IV Counties' for 21.01'.
4. CalWIN's General Assistance/ General Relief will be excluded from this SCR as it is not currently in the LRS/CalSAWS. A DCR will be included to set benefit issuance thresholds in SCR CA-215914 DDID 2313 FDS: GA GR Employment Services Phase 2.
5. Bus Token and Bus Pass No Valid Month for the GROW program current is validated by the quantity only. This function will continue to be maintained as hardcoded logic in the system for L.A county and does not impact other counties. Any changes of quantity threshold in future will require a CER.

2 RECOMMENDATIONS

2.1 County Benefit Issuance Thresholds

2.1.1 Overview

This new page will allow users to access all benefit issuance threshold settings for each program.

2.1.2 County Benefit Issuance Thresholds Mockup

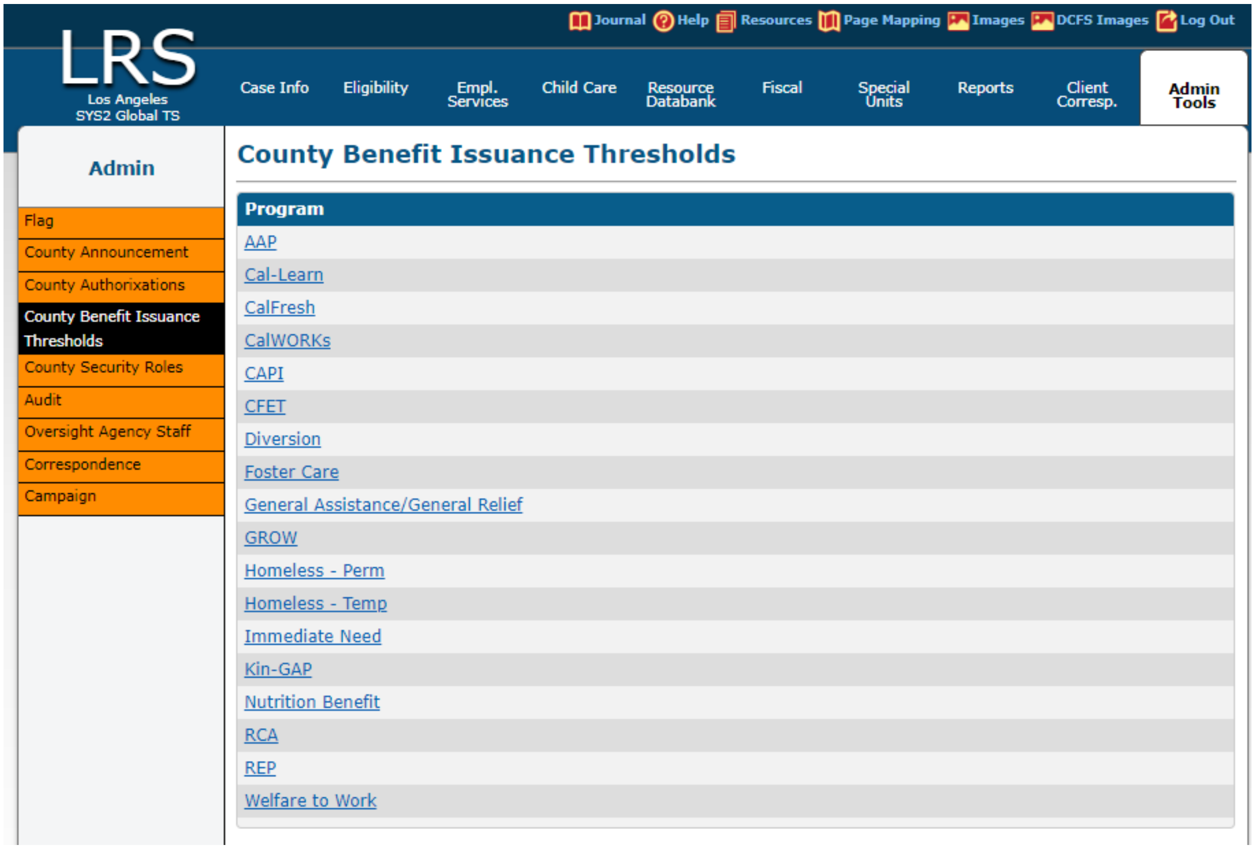


Figure 2.1.1 – County Benefit Issuance Thresholds for Los Angeles County

2.1.3 Description of Changes

1. Add a new County Benefit Issuance Thresholds page to display all programs available for EDBC and Service Arrangements for each county in alphabetical order. Each program will be a hyperlink which navigates users to the County Benefit Issuance Threshold List page (section 2.2).

2.1.4 Page Location

- **Global:Admin Tools**
- **Local:Admin**
- **Task:County Benefit Issuance Thresholds**

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
CountyBenefitIssuanceThresholdsView	View County Benefit Issuance Thresholds, Benefit Issuance Threshold List, and EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	County Benefit Issuance Thresholds View

2. Security Groups

Security Group	Group Description	Group to Role Mapping
County Benefit Issuance Thresholds View	Give Users the ability to view County Benefit Issuance Thresholds, County Benefit Issuance Threshold List, EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	County Discretion

2.1.6 Page Mapping

Program: 18 – Programs for counties to configure benefit issuance thresholds.

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 County Benefit Issuance Threshold List

2.2.1 Overview

This new page will allow users to manage thresholds for EDBC, Payment Requests, and Valuable Requests for one program.

2.2.2 County Benefit Issuance Threshold List Mockup

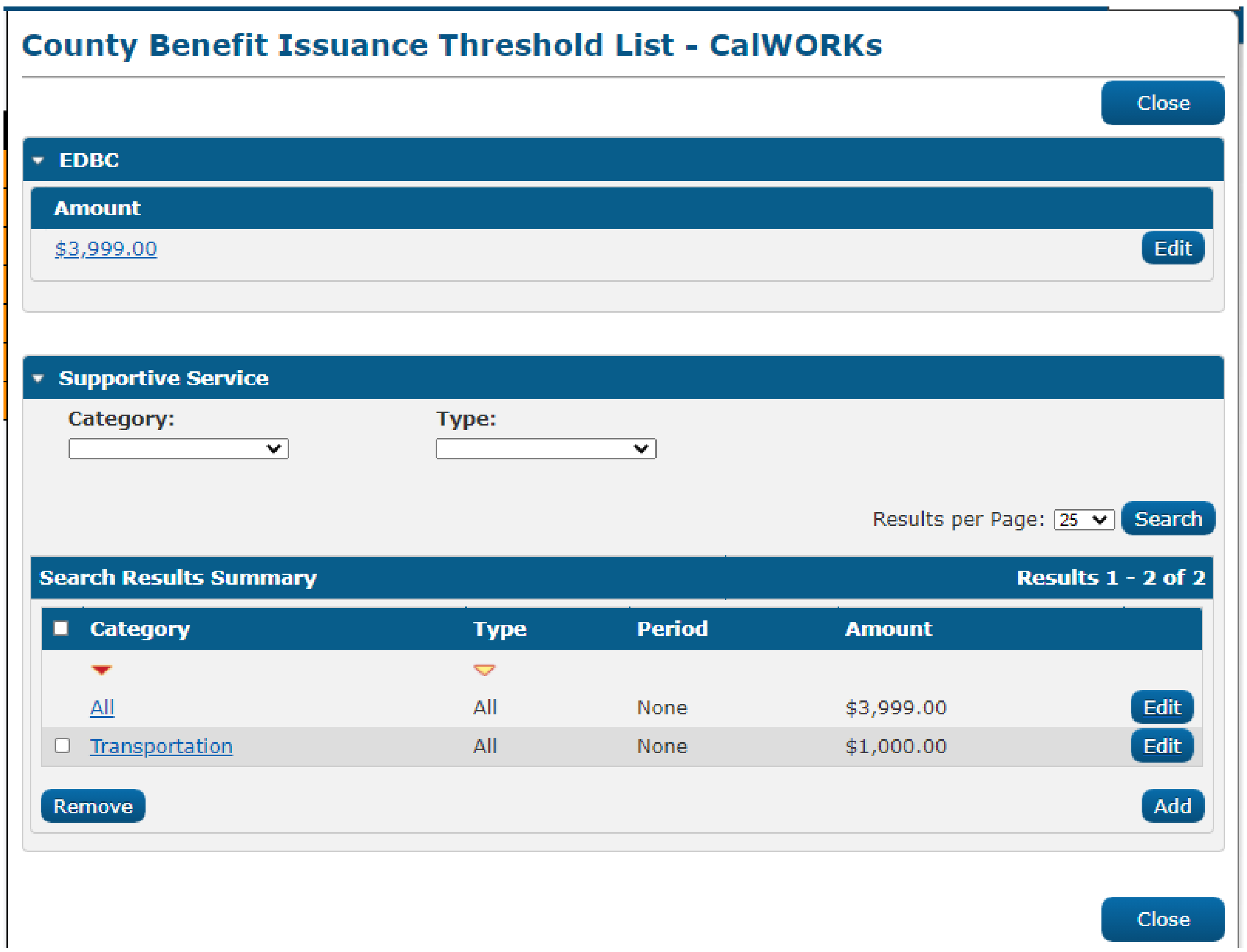
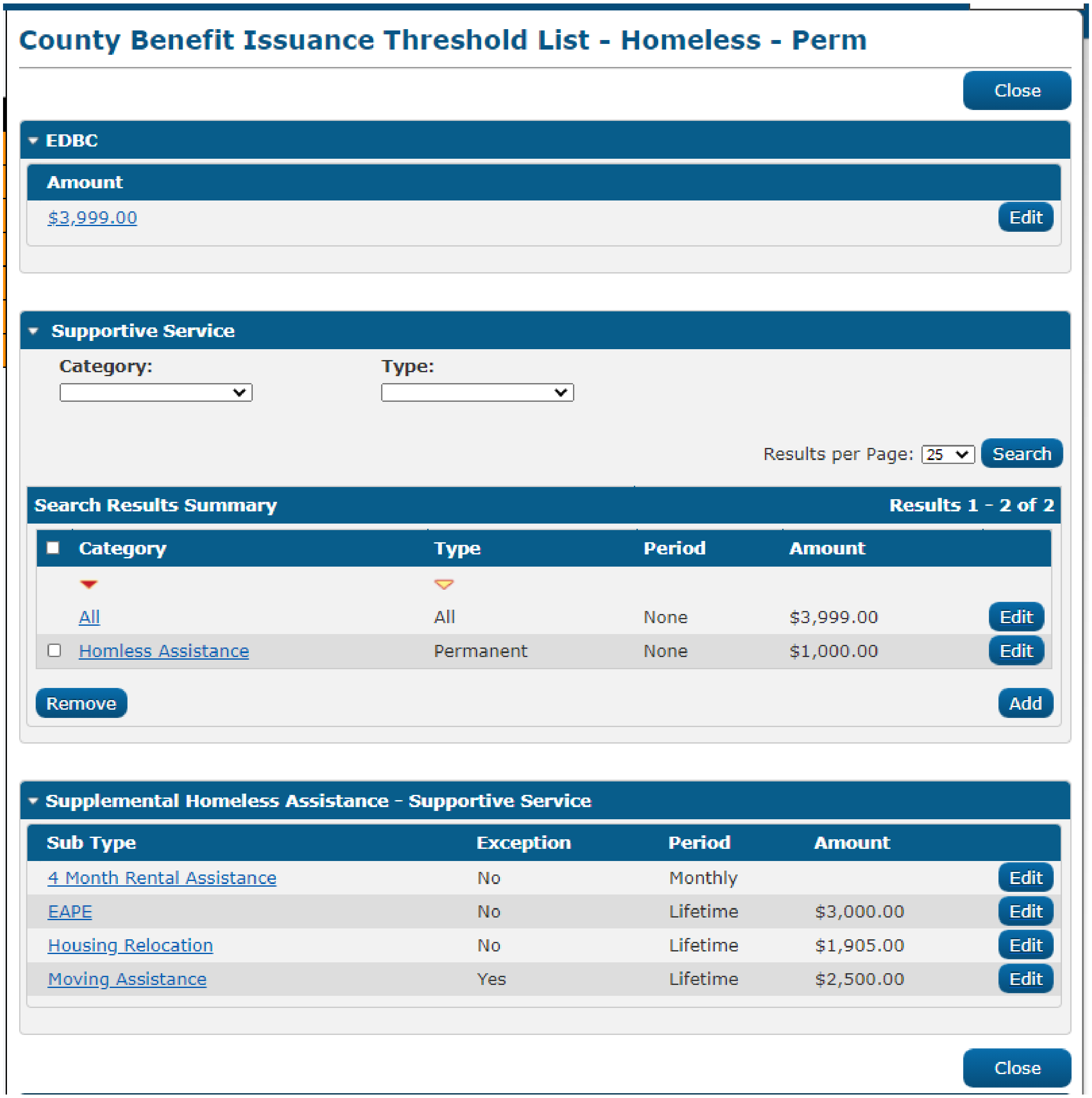


Figure 2.2.1 – County Benefit Issuance Threshold List for Cal-WORKs



County Benefit Issuance Threshold List - Homeless - Perm

Close

EDBC

Amount	
$3,999.00	Edit

Supportive Service

Category:

Type:

Results per Page: 25 Search

Search Results Summary — Results 1 - 2 of 2

	Category	Type	Period	Amount	
	All	All	None	$3,999.00	Edit
	Homless Assistance	Permanent	None	$1,000.00	Edit

Remove Add

Supplemental Homeless Assistance - Supportive Service

Sub Type	Exception	Period	Amount	
4 Month Rental Assistance	No	Monthly		Edit
EAPE	No	Lifetime	$3,000.00	Edit
Housing Relocation	No	Lifetime	$1,905.00	Edit
Moving Assistance	Yes	Lifetime	$2,500.00	Edit

Close

Figure 2.2.2 – County Benefit Issuance Threshold List for HP (Los Angeles County)

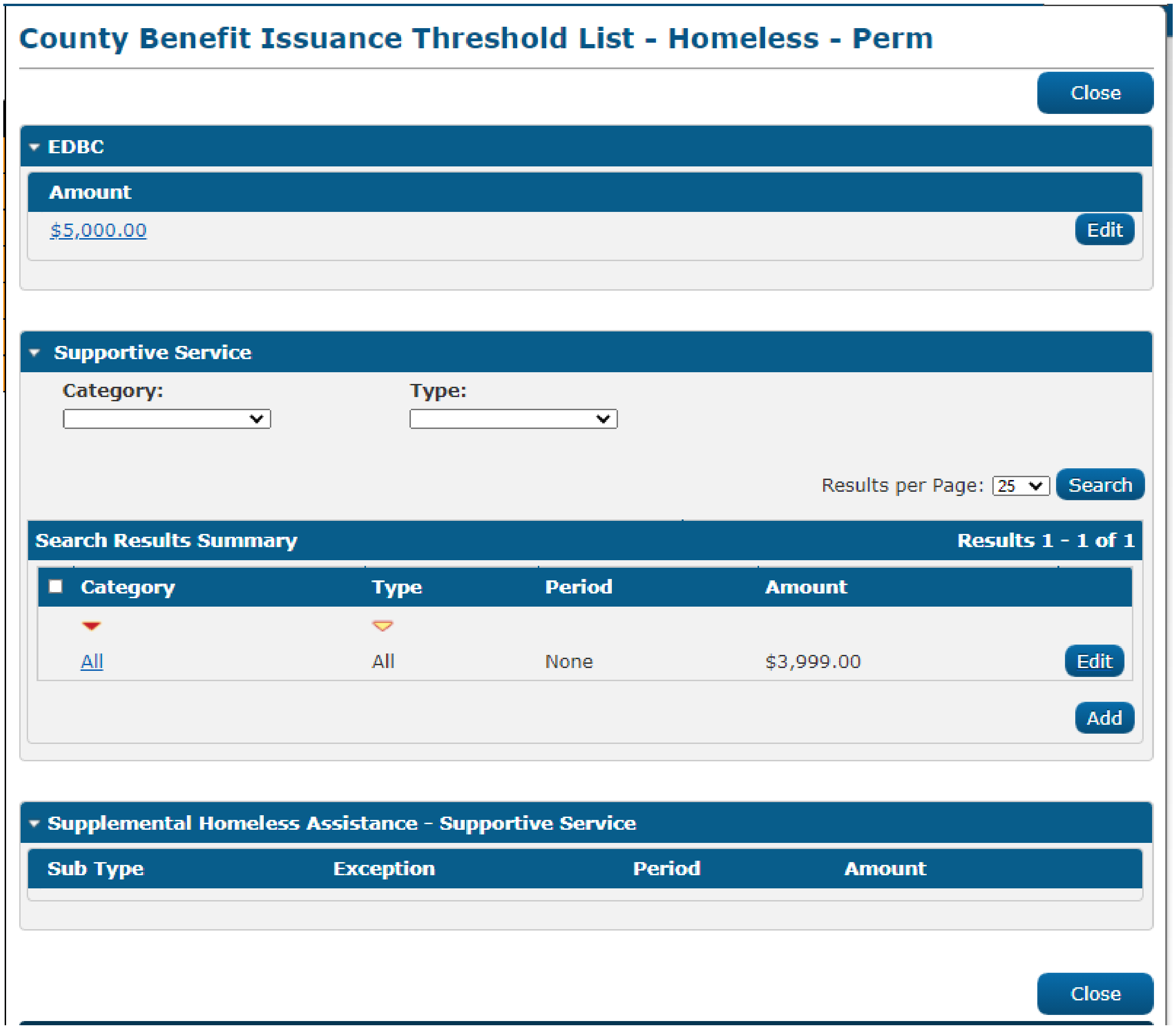


Figure 2.2.3 – County Benefit Issuance Threshold List for HP with All Sections Expand (Other Counties – San Bernardino)

2.2.3 Description of Changes

1. Add a new County Benefit Issuance Threshold List page. Users with ‘CountyBenefitIssuaneThresholdsView’ security right can navigate to this page from County Benefit Issuance Thresholds.
    a. The header format will be ‘County Benefit Issuance Threshold List – [program]’.
2. A collapsible ‘EDBC’ section will have the following field:
    a. Amount – This field indicate the maximum EDBC benefit amount that can be authorized by an EW without requiring a supervisor override and will be a hyperlink that can navigate users to EDBC Threshold Detail page in view mode (section 2.3).
    b. Edit – This button will be visible for users with ‘CountyBenefitIssuaneThresholdsEdit’ security right and

navigate users to EDBC Threshold Detail page (section 2.3) in Edit mode.

Only programs that issue benefits through EDBC will have a threshold amount in this section. For non-EDBC program, this section will have threshold amount blank and will be collapsed when the page loads.

3. A collapsible 'Supportive Service' section with paginations will have the following filters:
    a. Category – A drop-down field will contain an 'All' option and Need Categories available for the program. The default value is blank.
    b. Type – A drop-downfield will contain an 'All' option and Need Types available for the program. The default value is blank.
    c. Result per Page – A drop down field to set how many records to be display per page after clicking 'Search' button. Options are 25, 50, 75, and 100. The default value is 25.

    This section will have following fields:
    a. Check Box – This field will allow users to remove a Supportive Service Threshold Detail record. It will be visible for users with 'CountyBenefitIssuaneThresholdsEdit' security right. This check box will not be visible for the threshold set up on the program level, which has Category 'All' and Type 'All'.
    b. Category – The field will indicate the need category of the Supportive Service Threshold Detail. It will be a hyperlink and navigate users to Supportive Service Threshold Detail in View Mode (section 2.4).
    c. Type – The field will indicate the need type of Supportive Service Threshold Detail.
    d. Period – This field will indicate the time frame of the threshold amount. Possible values are below:
        - None
        - Monthly
        - Quarterly
        - Yearly
        - Biennial (Every Two years)
        - Lifetime

        For period 'None', the value of the Amount field will be the threshold to validate each Payment or Valuable request.

        Other Periods indicate that the value of the Amount field should be applied over the specified time frame. For example, A combination of Period 'Yearly' and Amount $100.00 means that $100.00 should be the threshold for the specified Need Type that a customer can receive under the same program within a year.
    e. Amount – This field will indicate the threshold amount for the specified category and type.
    f. Edit - This button will be visible for users with 'CountyBenefitIssuanceThresholdsEdit' security right and

navigate users to Supportive Service Detail in Edit Mode (section 2.4).

g. Search results will be paginated.
h. Sortable columns will be Category and Type.
i. The default sort will be Category, and the order will begin with Category 'All' and is followed by the rest in alphabetical order. Within the same categories, the order will begin with Type 'All' and is followed by the rest types in alphabetical order.
j. Remove - This button will allow users to delete a Supportive Service threshold. This button will be visible when following conditions are met:
    i. There are any Supportive Service thresholds with checkboxes available.
    ii. Users have 'CountyBenefitIssuanceThresholdsEdit' security right.
k. Add - This button navigates users to Supportive Service Threshold Detail page in Create Mode (section 2.4), and will be visible when the following conditions are met:
    i. There are Customer Need Categories and Types set up for the program.
    ii. The program allows benefits being issued through service arrangements.
    iii. Users have 'CountyBenefitIssuanceThresholdsEdit' security right.

If the program does not issue benefits by service arrangements, this section will not have any thresholds and be collapsed.
Note:

EDBC Thresholds and program level Supportive Service Thresholds, which has Category 'All' and Type 'All', will be created for each county by the DCR in section 2.10. When implementing a new program in the future, it is recommended to set both thresholds with a DCR.

4. A collapsible 'Supplemental Homeless Assistance – Supportive Service' section will be only visible for HP and HT program. This section will allow L.A. county to set threshold amount for the following HA sub program types.
   Homeless Perm (see figure 2.2.2) -
    i. 4 Month Rental Assistance
    ii. EAPE
    iii. Housing Relocation
    iv. Moving Assistance

   Homeless Temp -
    i. THAP+ 14

   Other counties will not have any HA sub program types available (figure 2.2.5), and this section will be collapsed when page loads.
   a. Sub Type – This field will indicate the HA program sub type of Supplemental Homeless assistance benefits and will be a

hyperlink that navigates users to Supplemental Homeless Assistance Threshold Detail page in view mode (section 2.5).

b. Exceptions – This field will indicate whether the over-threshold benefits amount is allowed when a payment request has one of the following Pay Codes:
    i. MA – Exception Other
    ii. MA – Exception DV
    iii. THAP+14 – Exception Other
    iv. THAP+14 – Exception DV

   'Yes' will allow requested amount to exceed the threshold.
c. Period – This field will indicate the time frame for the threshold amount. (same as 2.2.3 d)
d. Amount – This field will indicate the threshold amount for the specified Supplemental Homeless Assistance Service Type. This field is empty when threshold amount is based on the AU size.
e. Edit - This button will be visible for users with 'CountyBenefitIssuanceThresholdsEdit' security right and navigate users to Supplemental Homeless Assistance Threshold Detail in Edit Mode (section 2.5).
f. Close – This button will be only available in View mode and navigate users to County Benefit Issuance Thresholds page.

2.2.4 Page Location

- **Global:Admin Tools**
- **Local:Admin**
- **Task:County Benefit Issuance Thresholds**

2.2.5 Security Updates

3. Security Rights

Security Right	Right Description	Right to Group Mapping
CountyBenefitIssuanceThresholdsView	View County Benefit Issuance Thresholds, Benefit Issuance Threshold List, and EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass	County Benefit Issuance Thresholds View, County Benefit Issuance Threshold Edit

Security Right	Right Description	Right to Group Mapping
	No Valid Month Threshold Detail page	
CountyBenefitIssuanceThresholdsEdit	Add, create, edit, and remove Supportive County Benefit Issuance Threshold Detail, and edit EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	County Benefit Issuance Threshold Edit

4. Security Groups

Security Group	Group Description	Group to Role Mapping
County Benefit Issuance Thresholds View	Give Users the ability to view County Benefit Issuance Thresholds, County Benefit Issuance Threshold List, EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	County Discretion
County Benefit Issuance	Giver Users the ability to add, create, edit, and remove Supportive County Benefit Issuance	County Discretion

Security Group	Group Description	Group to Role Mapping
Thresholds Edit	Threshold Detail, and edit EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	

2.2.6 Page Mapping

Amount (section: EDBC) – This field will store the dollar amount of issuance threshold or minimum amount of authorization.

Amount (section: supplemental Homeless Assistance – Supportive Service)– This field will store the dollar amount of issuance threshold or minimum amount of authorization.

Amount (section: Supportive Service)– This field will store the dollar amount of issuance threshold or minimum amount of authorization.

Category – 163 - The Customer Need Category code.

Type – 164 - The Customer Need Type code.

Period (section: Supplemental Homeless Assistance – Supportive Service) – [New Category ID] - This field will store the period to which the amount is applied.

Period (section: Supportive Service) – [New Category ID] - This field will store the period to which the amount is applied

Sub Type – 708 – The Homeless Assistance sub program code associated with a threshold record.

Exception – This field will be used to determine if over-threshold benefit amount is allowed for Supplemental Homeless Assistance services.

Period (Supplemental Homeless Assistance) – [New Category ID] - This field will store the period to which the amount is applied.

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 EDBC Threshold Detail

2.3.1 Overview

This new page will allow users to manage EDBC threshold amount for a program.

2.3.2 EDBC Threshold Detail Mockup

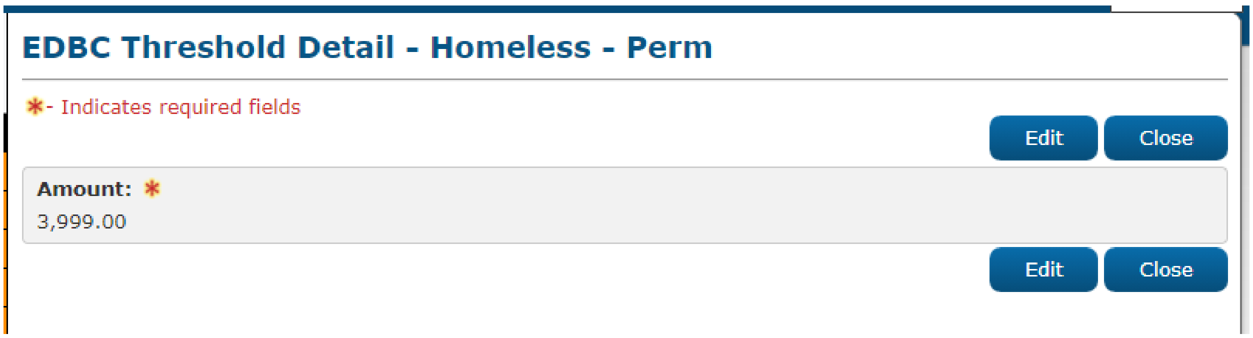


Figure 2.3.1 – EDBC Threshold Detail in View Mode

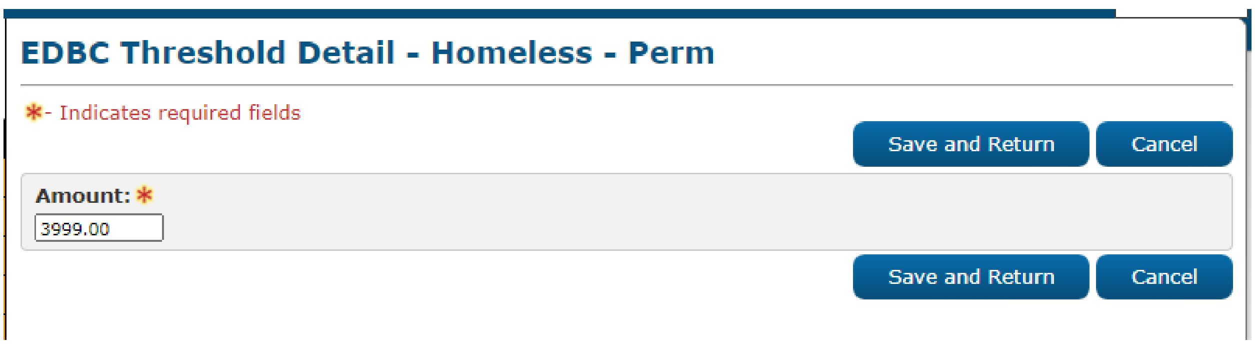


Figure 2.3.2 – EDBC Threshold Detail in Edit Mode

2.3.3 Description of Changes

1. Add a new EDBC Threshold Detail page (figure 2.3.1) Users with 'CountyBenefitIssuanceThresholdView' or 'CountyBenefitIssuanceThresholdEdit' security right can navigate to this page from County Benefit Issuance Threshold List page.
2. This page will have view and edit modes only.
3. Amount – This field will indicate the maximum EDBC benefit amount that can be authorized by an EW without requiring a supervisor override and will be editable in edit mode. The field will have the maximum length of 10 characters.
4. Edit – This button will change the page to the edit mode and will only be available in view mode. The security right of

'CountyBenefitIssuanceThresholdEdit' will be required to view this button.

5. Close – This button will be only available in View mode and navigate users to County Benefit Issuance Threshold List page.
6. Cancel – This button will only be available in edit mode. It will not save any changes made by users and navigate them to the page from where edit mode is accessed.
7. Save and Return – This button will only be available in edit mode. It will be used to save the changes made by users and navigate them back to the County Benefit Issuance Threshold List page.
8. Add validation 'Please enter a positive amount in xx,xxx,xxx.xx format.' and prevent data from being saved.

2.3.4 Page Location

- **Global:Admin Tools**
- **Local:Admin**
- **Task:County Authorizations**

2.3.5 Security Updates

5. Security Rights

Security Right	Right Description	Right to Group Mapping
CountyBenefitIssuanceThresholdsView	View County Benefit Issuance Thresholds, Benefit Issuance Threshold List, and EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	County Benefit Issuance Thresholds View, County Benefit Issuance Threshold Edit
CountyBenefitIssuanceThresholdsEdit	Add, create, edit, and remove Supportive	County Benefit Issuance

Security Right	Right Description	Right to Group Mapping
	County Benefit Issuance Threshold Detail, and edit EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	Threshold Edit

6. Security Groups

Security Group	Group Description	Group to Role Mapping
County Benefit Issuance Thresholds View	Give Users the ability to view County Benefit Issuance Thresholds, County Benefit Issuance Threshold List, EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	County Discretion
County Benefit Issuance Thresholds Edit	Giver Users the ability to add, create, edit, and remove Supportive County Benefit Issuance Threshold Detail, and edit EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	County Discretion

2.3.6 Page Mapping

Amount - This field will store the dollar amount of issuance threshold or minimum amount of authorization.

2.3.7 Page Usage/Data Volume Impacts

N/A

2.4 Supportive Service Threshold Detail

2.4.1 Overview

This new page will allow users to manage benefit thresholds of Supportive Service.

2.4.2 Supportive Service Threshold Detail Mockup

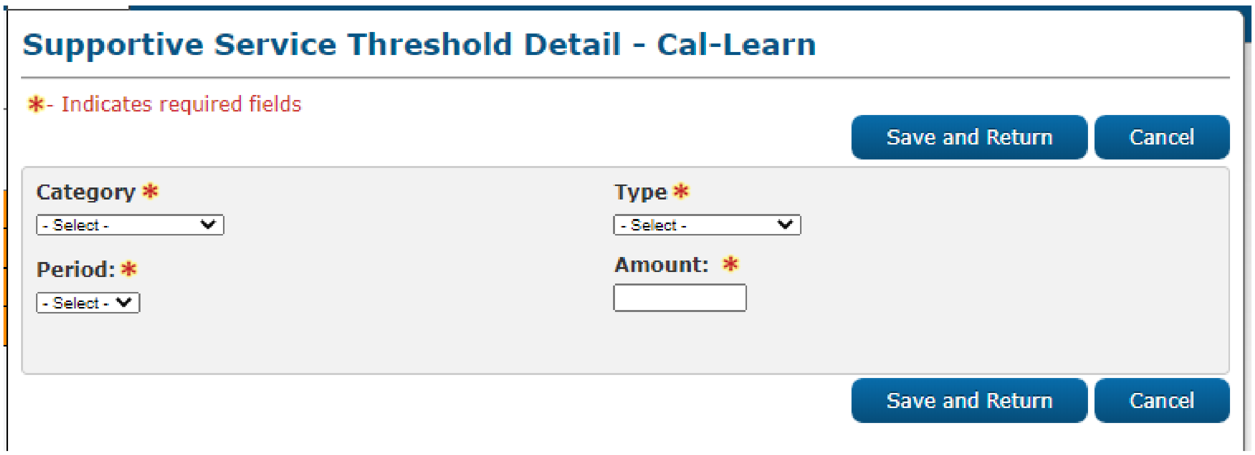


Figure 2.4.1 – Supportive Service Threshold Detail in Create Mode

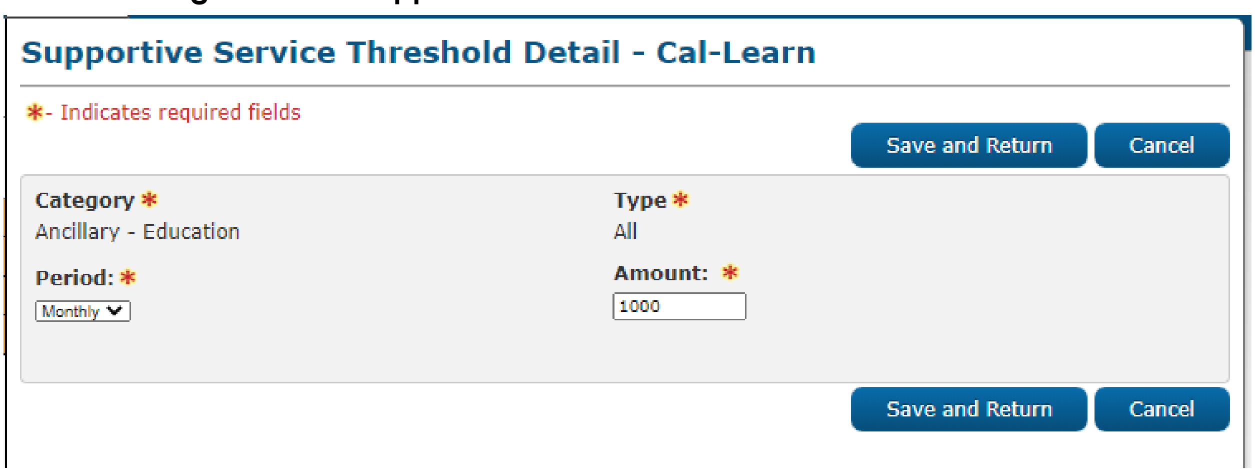


Figure 2.4.2 – Supportive Service Threshold Detail in Edit Mode (non-Program Level Threshold)

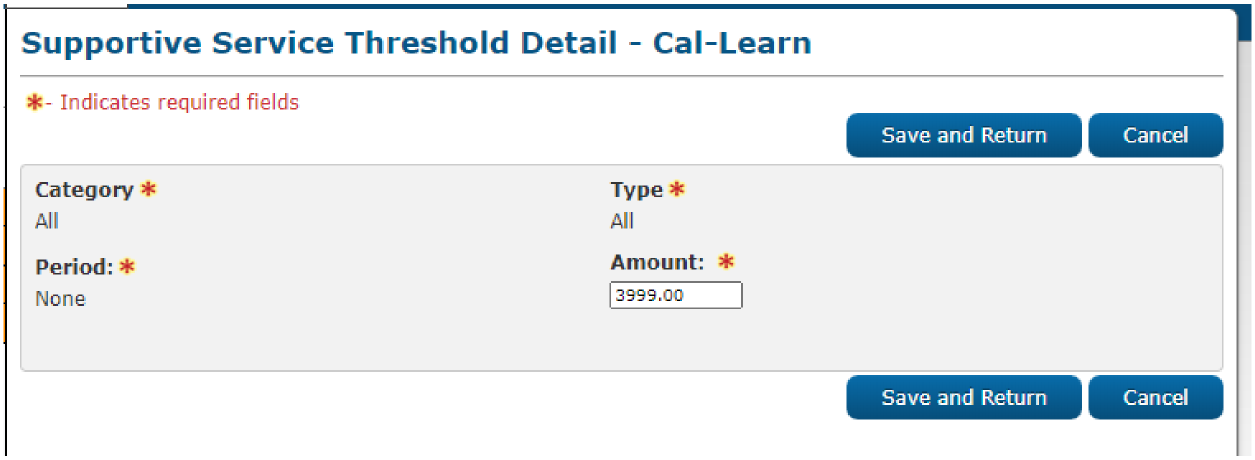


Figure 2.4.3 – Supportive Service Threshold Detail in Edit Mode (Program Level Threshold)

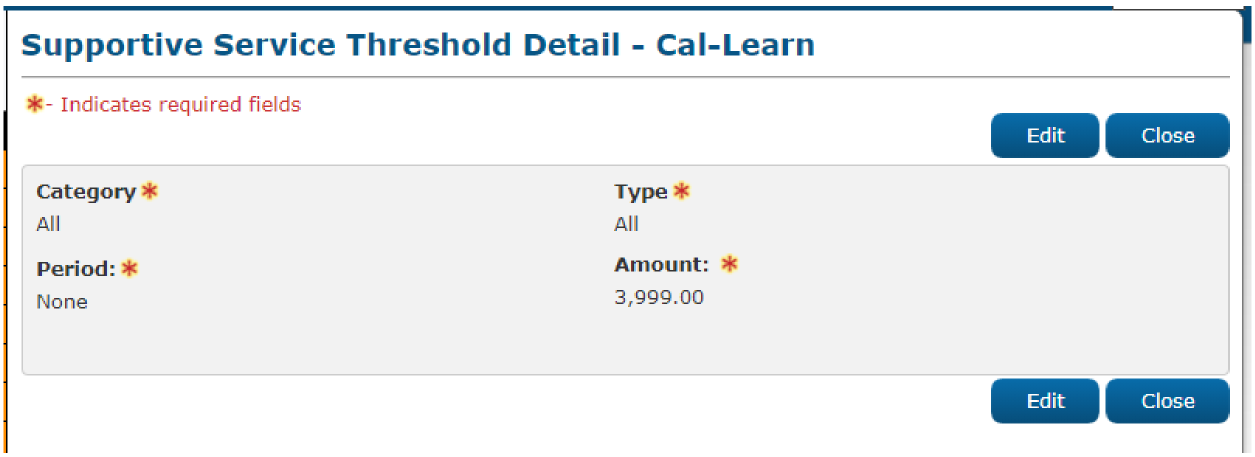


Figure 2.4.4 – Supportive Service Threshold Detail in View Mode

2.4.3 Description of Changes

1. Add a new Supportive Service Threshold Detail page (figure 2.4.1). Users with 'CountyBenefitIssuanceThresholdView' or 'CountyBenefitIssuanceThresholdEdit' security right can navigate to this page from County Benefit Issuance Threshold List page.
2. Category – This field will only be editable and mandatory in Create Mode. The dropdown will contain an 'All' option and need categories available for a program. The default value is '– Select –'.
3. Type – This field will only be editable and mandatory in Create Mode. The dropdown will contain an 'All' option and need types available for the selected need category. If no Category is selected, the dropdown will have no options. If Category is 'All', then 'All' is the only selectable option and the default value. Otherwise the default value is '– Select –'. Please see 'ProgramCategoryTypeMapping.xlsx' for options mapping.

When this field is set to 'All', the threshold will be applied to all types of the specified Category unless the type has its own threshold amount defined.
For example, Supportive Service Threshold List for Welfare to Work below:

Category	Type	Amount
Transportation	All	$100
Transportation	Taxi Fare	$20

A Payment Request with 'Transportation' Category and 'Vehicle Repair' Type will have threshold limit of $100. However, a Payment Request with 'Transportation' Category and 'Taxi Fare' will be limited at $20.

4. Period - The system will accumulate non-disapproved requested benefits over the specified period and check it against the threshold amount. For period 'None', the value of the Amount field will be the threshold to validate each Payment or Valuable request. This field will be mandatory and editable in create mode but only in edit mode for non-program-level thresholds, which does not have Category 'All' and Type 'All'. (see figure 2.4.2).

   Possible options are below:

   - – Select –
   - None
   - Monthly
   - Quarterly
   - Yearly
   - Biennial (Every Two years)
   - Lifetime

   The default value will be '– Select – 'in Create Mode and last saved data in edit mode.

5. Amount – This field will indicate the threshold amount that will be used to validate Payment or Valuable Requests for the specified Customer Need Category and Type. It will be editable in both create and edit mode. The default value is blank in create mode and last saved data in edit mode. The field will have the maximum length of 10 characters. For a Valuable Request, system will calculate the benefits amount by multiplying the dollar value of the Valuables by requested quantity. For example, if a User try to authorize two Bus Tokens, each worth $7.00, in a Valuable Request, the system will use $7.00 x 2 = $14.00 and check it against the threshold.
6. Edit – This button will change the page to Edit mode and will only be available in View mode. The security right of 'CountyBenefitIssuanceThresholdEdit' is required to view this button.
7. Close – This button will be only available in View mode and navigate users to County Benefit Issuance Threshold List page.

8. Cancel – This button is only available in Edit mode. This button will not save any changes made by users and navigate them to the page from where Edit Mode is accessed.
9. Save and Return – This button is only available in Edit mode. It will be used to save the changes made by users and navigate them back to the County Benefit Issuance Threshold List page.
10. Add a validation ‘Combination of Category and Type already exists.’ and stop data from being saved.
11. Add validation ‘Please enter a positive amount in xx,xxx,xxx.xx format.’ and prevent data from being saved.

Note:
For GROW program, the system does not prevent L.A. county from setting dollar-amount thresholds for Bus Token and Bus Pass No Valid Month on this page. However, Valuable Requests with these two types will only have quantity validation which are hardcoded in backend.
For both Homeless – Temp and Homeless Permanent program, the system does not prevent counties from setting the threshold for Supplemental Homeless Assistance (SHA) type. However, Payment Requests with the SHA type will be validated with the threshold of the Supplemental Homeless Assistance Threshold Detail page (section 2.5). Supplemental Homeless Assistance Threshold Detail pages will be available for L.A county only, and an CER will be required when other counties want to implement the threshold for SHA in future.

2.4.4 Page Location

- **Global:Admin Tools**
- **Local:Admin**
- **Task:County Authorizations**

2.4.5 Security Updates

7. Security Rights

Security Right	Right Description	Right to Group Mapping
CountyBenefitIssuanceThresholdsView	View County Benefit Issuance Thresholds, Benefit Issuance Threshold List, and EDBC, Supplemental Homeless	County Benefit Issuance Thresholds View, County Benefit Issuance Threshold Edit

Security Right	Right Description	Right to Group Mapping
	Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	
CountyBenefitIssuanceThresholdsEdit	Add, create, edit, and remove Supportive County Benefit Issuance Threshold Detail, and edit EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	County Benefit Issuance Threshold Edit

8. Security Groups

Security Group	Group Description	Group to Role Mapping
County Benefit Issuance Thresholds View	Give Users the ability to view County Benefit Issuance Thresholds, County Benefit Issuance Threshold List, EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	County Discretion
County Benefit Issuance	Giver Users the ability to add, create, edit, and remove Supportive County Benefit Issuance	County Discretion

Security Group	Group Description	Group to Role Mapping
Thresholds Edit	Threshold Detail, and edit EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	

2.4.6 Page Mapping

Category – 163 - The Customer Need Category code.

Type – 164 - The Customer Need Type code.

Period – [New Category ID] - This field will store the period to which the amount is applied

Amount - This field will store the dollar amount of issuance threshold or minimum amount of authorization.

2.4.7 Page Usage/Data Volume Impacts

N/A

2.5 Supplemental Homeless Assistance Threshold Detail

2.5.1 Overview

This new page will allow users to manage benefit thresholds for Supplemental Homeless Assistance. Only L.A county will have access this page.

2.5.2 Supplemental Homeless Assistance Threshold Detail Mockup

Figure 2.5.1 – Supplemental Homeless Assistance Threshold Detail in View Mode

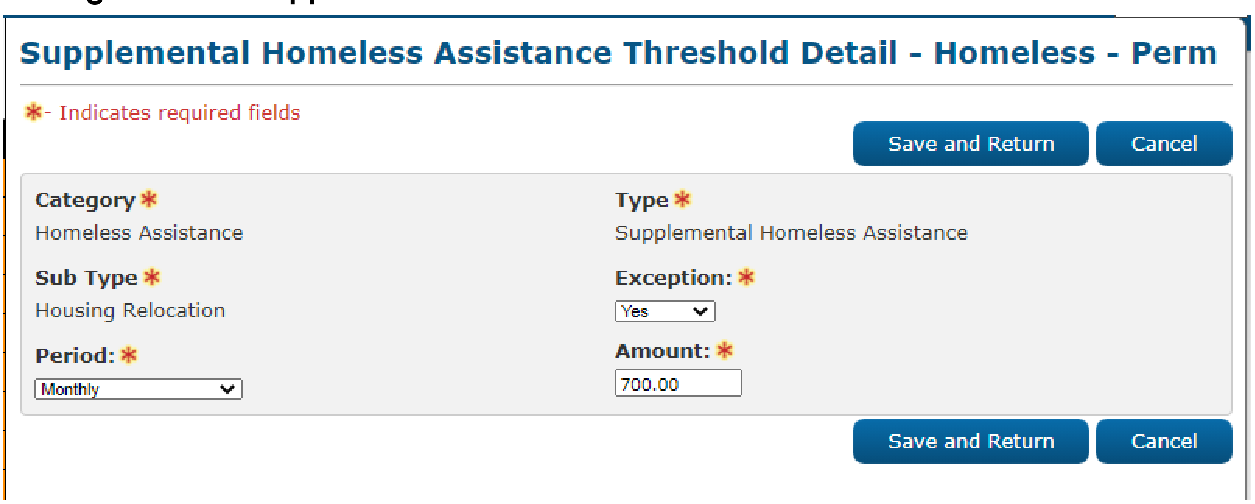


Figure 2.5.2 – Supplemental Homeless Assistance Threshold Detail in Edit Mode

Figure 2.5.3 – Supplemental Homeless Assistance Threshold Detail in View Mode (Amount by AU Size)

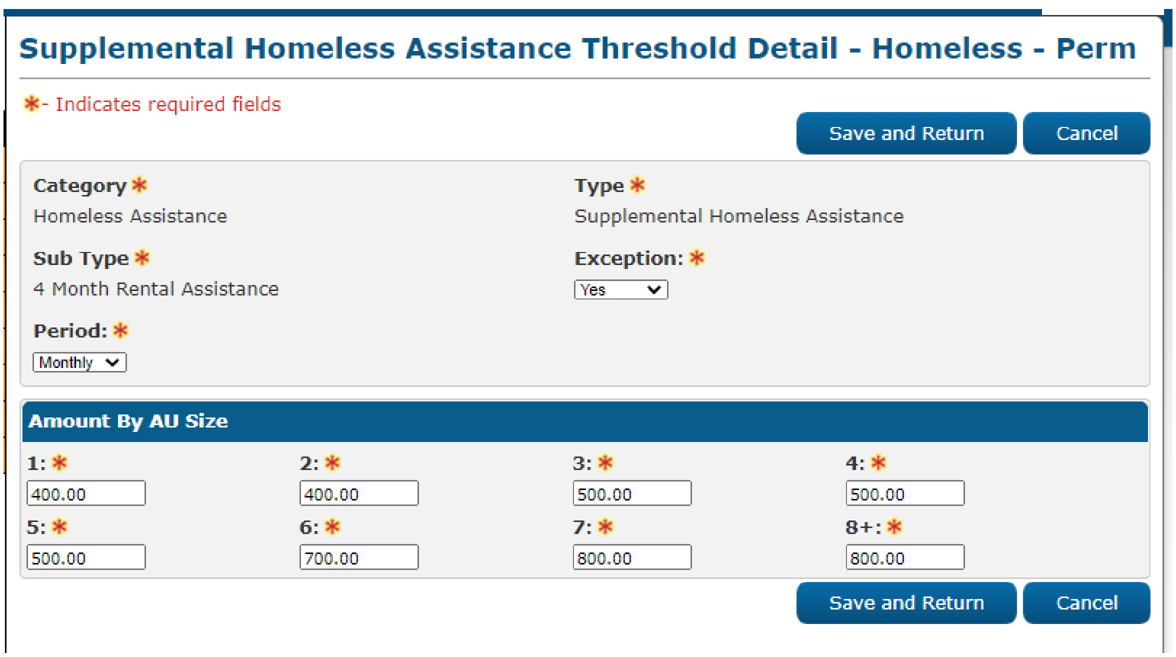


Figure 2.5.4 – Supplemental Homeless Assistance Threshold Detail in Edit Mode (Amount by AU Size)

2.5.3 Description of Changes

1. Add a new Supplemental Homeless Assistance Threshold Detail page (figure 2.5.1). L.A County users with 'CountyBenefitIssuanceThresholdsView' or 'CountyBenefitIssuanceThresholdsEdit' security right can navigate to

this page from County Benefit Issuance Threshold List page for HP and HT program.

2. This page will have Edit and View Modes only.
3. Category – This field will be 'Homeless Assistance' and will not be editable.
4. Type- This field will be ‘Supplemental Homeless Assistance’ and will not be editable.
5. Sub Type - This field will indicate the HA sub program type and will not be editable.
5. Exception - This field will indicate whether the threshold validation is required and will be editable. Value ‘Yes’ will allow requested amount to exceed the threshold when a payment request has one of the following Pay Codes:
    a. MA – Exception Other
    b. MA – Exception DV
    c. THAP+14 – Exception Other
    d. THAP+14 – Exception DV

    The possible options will be:

    a. – Select –
    b. Yes
    c. No

    This field is a mandatory field.

6. Period - The system will accumulate non-disapproved requested benefits over the specified period and check it against the threshold amount. For period ‘None’, the value of the Amount field will be the threshold to validate each Payment. This field will be mandatory and editable. Please see section 2.4.3.4 for possible options.
7. Amount – This field will indicate the threshold amount that will be used to validate Payment for the specified HA sub program type. It will only be visible and mandatory for the following sub program types (see figure 2.5.1 and 2.5.2):
    a. EAPE
    b. Housing Relocation
    c. Moving Assistance

    The field will have the maximum length of 10 characters. Add validation ‘Please enter a positive amount in xx,xxx,xxx.xx format.’ and prevent data from being saved.

8. A new section ‘Amount By AU Size’ will only be visible for the following HA sub program types (see figure 2.5.3 and 2.5.4):
    a. 4 Month Rental Assistance
    b. THAP+ 14

    This section will have following fields:

    1 to 8+ - Those fields will allow users to set threshold amount based on AU size and will be editable and mandatory. Value of ‘8+’ field will be

used for validation when AU size is eight or more. The field will have the maximum length of 10 characters.

Add validation 'Please enter a positive amount in xx,xxx,xxx.xx format.' and prevent data from being saved.

Note:

The current logic to calculate the threshold amount is multiplying the amount of AU Size by 14. For example, the value for AU size 4 is set to $400.00, then the threshold will be $400.00 X 14 = $5,600.00.

9. Edit – This button will change the page to Edit mode and will only be available in View mode. The security right of 'CountyBenefitIssuanceThresholdsEdit' is required to view this button.
10. Close – This button will be only available in View mode and navigate users to County Benefit Issuance Threshold List page.
11. Cancel – This button is only available in Edit mode. This button will not save any changes made by users and navigate them to the page from where Edit Mode is accessed.
12. Save and Return – This button is only available in Edit mode. It will be used to save the changes made by users and navigate them back to the County Benefit Issuance Threshold List page.

2.5.4 Page Location

- **Global:Admin Tools**
- **Local:Admin**
- **Task:County Authorizations**

2.5.5 Security Updates

9. Security Rights

Security Right	Right Description	Right to Group Mapping
CountyBenefitIssuanceThresholdsView	View County Benefit Issuance Thresholds, Benefit Issuance Threshold List, and EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid	County Benefit Issuance Thresholds View, County Benefit Issuance Threshold Edit

Security Right	Right Description	Right to Group Mapping
	Month Threshold Detail page	
CountyBenefitIssuanceThresholdsEdit	Add, create, edit, and remove Supportive County Benefit Issuance Threshold Detail, and edit EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	County Benefit Issuance Threshold Edit

10. Security Groups

Security Group	Group Description	Group to Role Mapping
County Benefit Issuance Thresholds View	Give Users the ability to view County Benefit Issuance Thresholds, County Benefit Issuance Threshold List, EDBC, Supplemental Homeless Assist, and Bus Token/ Bus Pass No Valid Month Threshold Detail page	County Discretion
County Benefit Issuance Thresholds Edit	Giver Users the ability to add, create, edit, and remove Supportive County Benefit Issuance Threshold Detail, and edit EDBC, Supplemental Homeless Assist, and Bus	County Discretion

Security Group	Group Description	Group to Role Mapping
	Token/ Bus Pass No Valid Month Threshold Detail page	

2.5.6 Page Mapping

Category – 163 - The Customer Need Category code.

Type – 164 - The Customer Need Type code.

Sub Type – 708 – The Homeless Assistance sub program code associated with a threshold record.

Exception – This field will be used to determine if over-threshold benefit amount is allowed for Supplemental Homeless Assistance services.

Period – [New Category ID] - This field will store the period to which the amount is applied.

Amount - This field will store the dollar amount of issuance threshold or minimum amount of authorization.

1 - This field will store the dollar amount of issuance threshold for AU size of one.

2 - This field will store the dollar amount of issuance threshold for AU size of two.

3 - This field will store the dollar amount of issuance threshold for AU size of three.

4 - This field will store the dollar amount of issuance threshold for AU size of four.

5 - This field will store the dollar amount of issuance threshold for AU size of five.

6 - This field will store the dollar amount of issuance threshold for AU size of six.

7 - This field will store the dollar amount of issuance threshold for AU size of seven.

8+ - This field will store the dollar amount of issuance threshold for AU size of eight.

2.5.7 Page Usage/Data Volume Impacts

N/A

2.6 Service Arrangement Detail

2.6.1 Overview

The Service Arrangement Detail page allows Workers to arrange supportive services to Customers with a Need. There is the threshold validation to prevent users without 'ApproveServiceArrangementOverThreshold' security right from authorizing the benefit amount that exceeds Issuance Threshold. For example, the Issuance Threshold for CalWORKS is $3,999.00. When an EW, who does not have the override-threshold security right, tries to create a Service Arrangement with $4,000.00 CalWORKS benefits, the system will display an error message '**Requested Amount exceeds issuance threshold.**' and prevent users from saving the Service Arrangement. Only users with 'ApproveServiceArrangementOverThreshold' security right can create or update a Service Arrangement with over-threshold benefit amounts.

2.6.2 Description of Changes

1. Remove the threshold validation with error message '**Requested Amount exceeds issuance threshold.**' on the Service Arrangement Detail page. The validation will be performed on Payment Request Detail and Valuable Request Detail page.

2.6.3 Page Location

- **Global: Empl. Services**
- **Local: Supportive Service**
- **Task: Service Arrangements**

2.7 Payment Request Detail

2.7.1 Overview

The Payment Request Detail page allows the user to create or approve a recipient's request for a supportive service. When creating/approving a payment request, users specify the Service Month for the request. This section will describe the changes to use new configurable County Benefit Issuance Thresholds to validate requested amount of benefits on the page.

2.7.2 Description of Changes

1. Remove soft validation **'Warning: Requested Amount exceeds issuance threshold'** on the page.
2. Update page to use the thresholds defined in 'Supportive Service' section of County Benefit Issuance Threshold List page when validating the amount of requested benefits.
   For the threshold with Period 'None', display error message '**Requested Amount exceeds issuance threshold.**' and prevent users from saving data when all the following conditions are met:
   a. Users does not have 'ApproveServiceArrangementOverThreshold' security right.
   b. The requested amount on the page exceeds the threshold.

   For the threshold with other Periods, display error massage '**Maximum period amount has been reached.**' and prevent users from saving data when all the following condition are met:

   a. Users does not have 'ApproveServiceArrangementOverThreshold' security right.
   b. The total amount of non-disapproved benefits that a customer requests for the specific need within the Period exceeds the threshold.

   This validation will be triggered by clicking the 'Save' button.
   Note: Only users with 'ApproveServiceArrangementOverThreshold' can create a Payment Request record with over-threshold amount, and the request will require a different user for approval In L.A. county,

2.7.3 Page Location

- **Global: Empl. Services**
- **Local: Supportive Service**
- **Task: Service Arrangements**

2.8 Valuable Request Detail

2.8.1 Overview

The Payment Request Detail page allows the user to create or approve a request for valuables. This section will describe the changes to use new configurable County Benefit Issuance Threshold for validations on the page.

2.8.2 Description of Changes

1. Remove soft validation '**Maximum period quantity has been reached'** on the page.

2. Update page to use the thresholds defined in 'Supportive Service' section of County Benefit Issuance Threshold List page when validating the amount of benefits. The amount of benefits is multiplying the dollar value of the Valuables by requested quantity. System will not validate the Valuable Request if the Valuable Type is worth $0.00. E.g. EBT Card. For the threshold with Period 'None', display error message '**The value of requested quantity exceeds issuance threshold.**' and prevent users from saving data when all the following conditions are met:
    a. Users does not have 'ApproveServiceArrangementOverThreshold' security right.
    b. The amount of benefits exceeds the threshold.

    For the threshold with other Periods, display error massage '**Maximum period amount has been reached.**' and prevent users from saving data when all the following condition are met:

    c. Users does not have 'ApproveServiceArrangementOverThreshold' security right.
    d. The total amount of non-disapproved benefits that a customer requests for the specific need within the Period exceeds the threshold.

    This validation will be triggered by clicking the 'Save' button.
    Note:
    Only users with 'ApproveServiceArrangementOverThreshold' can create a Valuable Request record with over-threshold benefits, and the request will require a different user for approval In L.A. county.
    For Bus Token and Bus Pass No Valid Month, system will continue to use error message '**Maximum period quantity has been reached**' since these types are validated on the requested quantity.

2.8.3 Page Location

- **Global: Empl. Services**
- **Local: Supportive Service**
- **Task: Service Arrangements**

2.9 EDBC Summary

2.9.1 Overview

Below describe required changes on EDBC Summary for this SCR.

2.9.2 Description of Changes

3. Update page to use benefits thresholds defined in 'EDBC' section of County Benefits Issuance Threshold List page when validating the benefit amount.

2.9.3 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Run EDBC**

2.10 Data Change Request

2.10.1 Overview

Default the values to maintain current benefit thresholds for Los Angeles and CIV counties. CalWIN counties will have default values based on San Bernardino county thresholds and can be modified later by the county admin user as deem appropriate.

2.10.2 Description of Change

1. Perform data change to the file 'All Counties Issuance Threshold.xlsx' for Los Angeles and CIV counties.

2.10.3 Estimated Number of Records Impacted/Performance

Around 1000 records.

2.11 CTCRs

1. Add new references 'Available for EDBC Threshold' in CODE_DETL for Category 18 with values in sheet 'EDBC' of CA-212943 Updates to Fiscal Authorizations CTCR.xlsx
2. Add new references 'Available for Supportive Service Threshold' in CODE_DETL for Category 18 with values in sheet 'Supportive Service' of CA-212943 Updates to Fiscal Authorizations CTCR.xlsx

2.12 Database Change

3. Create a new table 'COUNTY_FISCAL_AUTH_DETL' with following columns:
    a. ID – This column will store system-generated unique identifier for each instance of this table.
        i. This column will not allow null value.
        ii. Data type will be number.

iii. Comment will be 'This is a System-generated unique identifier for an instance of this table to be used as the primary key'.

a. COUNTY_FISCAL_AUTH_ID – This column will store the primary key of COUNTY_FISCAL_AUTH table.
    i. This column will not allow null value.
    ii. Data type will be number.
    iii. Comment will be 'This column is a foreign key to the COUNTY_FISCAL_AUTH table.'
b. SUB_PMG_TYPE_CODE – This column will store the HA sub program code for Supplemental Homeless Assistance.
    i. This column will allow null value.
    ii. Data type will be VARCHAR2(3 Byte).
    iii. Comment will be '708 – The Homeless Assistance sub program code associated with a threshold record'.
c. EXCEPT_IND – This column will indicate over-threshold benefit amount is allowed.
    i. This column will allow null value.
    ii. Data type will be VARCHAR2 (1 Byte).
    iii. Comment will be 'This field will be used to determine if over-threshold benefit amount is allowed for Supplemental Homeless Assistance services.'
d. AMT – This field will store the dollar amount of issuance threshold.
    i. This column will allow null value.
    ii. Data type will be Number (10,2).
    iii. Comment will be 'This field will store the dollar amount of issuance threshold or minimum amount of authorization'.
e. PERIOD – This field will store the period to which the amount is applied.
    i. This column will allow null value.
    ii. Data type will be VARCHAR2 (3 Byte).
    iii. Comment will be '[new category id] This field will store the period to which the amount is applied'.
f. AU_1_AMT – This field will determine the threshold amount for AU size of one.
    i. This column will allow null value.
    ii. Data type will be Number (10,2).
    iii. Comment will be 'This field will store the dollar amount of issuance threshold for AU size of one.
g. AU_2_AMT – This field will determine the threshold amount for AU size of two.
    i. This column will allow null value.
    ii. Data type will be Number (10,2).
    iii. Comment will be 'This field will store the dollar amount of issuance threshold for AU size of two.
h. AU_3_AMT – This field will determine the threshold amount for AU size of three.

i. This column will allow null value.
ii. Data type will be Number (10,2).
iii. Comment will be 'This field will store the dollar amount of issuance threshold for AU size of three.

i. AU_4_AMT – This field will determine the threshold amount for AU size of four.
    i. This column will allow null value.
    ii. Data type will be Number (10,2).
    iii. Comment will be 'This field will store the dollar amount of issuance threshold for AU size of four.
j. AU_5_AMT – This field will determine the threshold amount for AU size of five.
    i. This column will allow null value.
    ii. Data type will be Number (10,2).
    iii. Comment will be 'This field will store the dollar amount of issuance threshold for AU size of five.
k. AU_6_AMT – This field will determine the threshold amount for AU size of six.
    i. This column will allow null value.
    ii. Data type will be Number (10,2).
    iii. Comment will be 'This field will store the dollar amount of issuance threshold for AU size of six.
l. AU_7_AMT – This field will determine the threshold amount for AU size of seven.
    i. This column will allow null value.
    ii. Data type will be Number (10,2).
    iii. Comment will be 'This field will store the dollar amount of issuance threshold for AU size of seven.
m. AU_8_AMT – This field will determine the threshold amount for AU size of eight or more.
    i. This column will allow null value.
    ii. Data type will be Number (10,2).
    iii. Comment will be 'This field will store the dollar amount of issuance threshold for AU size of eight.
n. CREATED_BY – This column will identify the person who creates an instance on this table.
    i. This column will not allow null value.
    ii. Data type will be VARCHAR2(30 Byte).
    iii. Comment will be ''This column captures the name of the person who created a specific instance on this table.'
o. UPDATED_BY – This column will identify the last person who updates an instance on this table.
    i. This column will not allow null value.
    ii. Data type will be VARCHAR2(30 Byte).

iii. Comment will be 'This column captures the name of the person who last updated a specific instance on this table'

p. CREATED_ON – This column will store the date/time when an instance of this table is created.
   i. This column will not allow null value.
   ii. Data type will be TIMESTAMP (6).
   iii. Comment will be 'this column captures the date/time when a specific instance of this table was created.'

q. UPDATED_ON – This column will store the date/time when an instance of this table is last updated.
   i. This column will not allow null value.
   ii. Data type will be TIMESTAMP (6).
   iii. Comment will be 'This column captures the date/time when a specific instance of this table was last updated'.

Table comment will be 'This Table stores the issuance threshold information for Supplemental Homeless Assistance services and GROW transportation services.'

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Testing	Mapping of Programs, Customer Need Categories and Types	ProgramCategoryTypeMapping.xlsx
2	Security	Security Updates	CA-212943 Issuance Threshold County Configurable - Security Matrix.xlsx
3	DCR	Default EDBC and Supportive Service Threshold for all counties	All Counties Issuance Threshold.xlsx
4	CTCR	Add references for Category ID 18	CA-212943 Issuance Threshold County Configurable CTCR.xlsx

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.10.1.6	The LRS shall set issuance amount limits by program and issuance method, as specified by COUNTY.	System will be updated with new functionalities for each county to manage its own issuance amount limits.

5 TRAINING RECOMMENDATION

Create new Job Aids for County Benefit Issuance Thresholds. (SCR 218070 Create Job Aid for SCR # CA-212943 Update Issuance Threshold functionality to be County configurable)

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-213876

DDCR 5055, 5028, 5011, 4095, 5092, 3177, 3179

Call Log Enhancements

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Erika Kusnadi-Cerezo
	Reviewed By	Long Nguyen, Srividhya Sivakumar, Michael Wu, Christine Altavilla, William Baretsky.

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03.20.2020	1.0	Initial	Erika Kusnadi-Cerezo
10.13.2020	2.0	Added to section 2.1.3 Description of changes on how the County field and Edit button should behave on the Call Log List. Add to section 2.2.3 how the Caller's County of Residence field should be behave and updated 'customer' to 'custom' on 1.g.iv. Added to section 2.3.3 the option of 'Pending MAGI Determination to section 1c	Erika Kusnadi-Cerezo
10/23/2020	3.0	Updated/Added to Section 2.1.2 and 2.2.2 mockups Updated Section 2.2.31.iv for the Message Worker ID field.	Erika Kusnadi-Cerezo
10/29/2020	4.0	Added Gender to be displayed as part of the 'Person' name format. Multiple mockups were updated to match this change as well. On the Program block on the Call Log Detail page IHSS will be updated to IHSS/CMIPS II	Erika Kusnadi-Cerezo.
10/30/2020	5.0	Updated description of changes to match the changes for the format for the 'Person' field and also the 'Message Worker ID' field. Lastly, Email was updated to E-mail.	Erika Kusnadi-Cerezo
11/3/2020	6.0	Added to Section 2.2.3.1J that the Long Description	Erika Kusnadi-Cerezo

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
		will be a text box and will have a maximum count of 8000. Added to the list of program block on Section 2.2.3 descpription of changes the following programs: GROW, Disaster CalFresh and Refugee Employment Program. All mockups are updated to reflect the change as well	

Table of Contents

1 OVERVIEW

The Call Log List and Call Log Detail page are currently used by county workers that are working from a Call Center or County office(s) to log calls and also to keep track and monitor those calls that are being logged.

1.1 Current Design

Currently in the LRS/CalSAWS system the Call Log List and Call Log Detail page are not used by the county workers. This is different than the C-IV system in that the Call Log List and the Call Log Detail page are being used on a regular basis. Because of this, the Call Log List and Call Log Detail page in the C-IV system have more information compared to the ones in the LRS/CalSAWS system.

The C-IV system also has the Subscriber County Review List enabled and Message Center was enhanced with the ability to display the Call Log. These specific functionalities currently do not exist in the LRS/CalSAWS system.

1.2 Requests

Override the LRS/CalSAWS Call Log List and Call Log Detail page code with the C-IV Call Log List and Call Log Detail page. Enable the Subscriber County Review List in LRS and add Message Center capabilities to Call Log Detail page.

1.3 Overview of Recommendations

1. Override the LRS/CalSAWS Call Log List code with the C-IV Call Log List code base.
2. Override the LRS/CalSAWS Call Log Detail code with the C-IV Call Log Detail code base.
3. Enable the Subscriber County Review List in LRS/CalSAWS system so that it's no longer hidden.
4. Add Message Center capabilities to the Call Log Detail page, include updating the Message Center to display Call Log notifications.
5. Enable automated journal for Call Log, so that users can open the Journal Window from the Call Log Detail page (View or Edit mode).

1.4 Assumptions

1. Task for Call Log will be addressed in a future SCR (CA-215944).
2. IVR related functionality will be addressed in a future SCR (CA-215560).
3. Updates to the Call Log Report/Dashboard will be addressed in a future SCR
4. Conversion team will map over the existing CIV data for Non-C-IV County value for Call Type/Call Action type to Non-CalSAWS County during migration.

2 RECOMMENDATIONS

Override the LRS/CalSAWS code for the Call Log List and the Call Log Detail with the C-IV Call Log List and Call Log Detail code base. Enable the Subscriber County Review List in the LRS/CalSAWS system so it's no longer hidden, add message center capabilities to Call Log Detail page.

2.1 Call Log List

2.1.1 Overview

Override the existing LRS/CalSAWS Call Log List code with the C-IV system Call Log List code base. With this change, the Call Log List page in LRS/CalSAWS system will now look and function the same way as the Call Log List page in the C-IV system.

2.1.2 Call Log List page Mockup

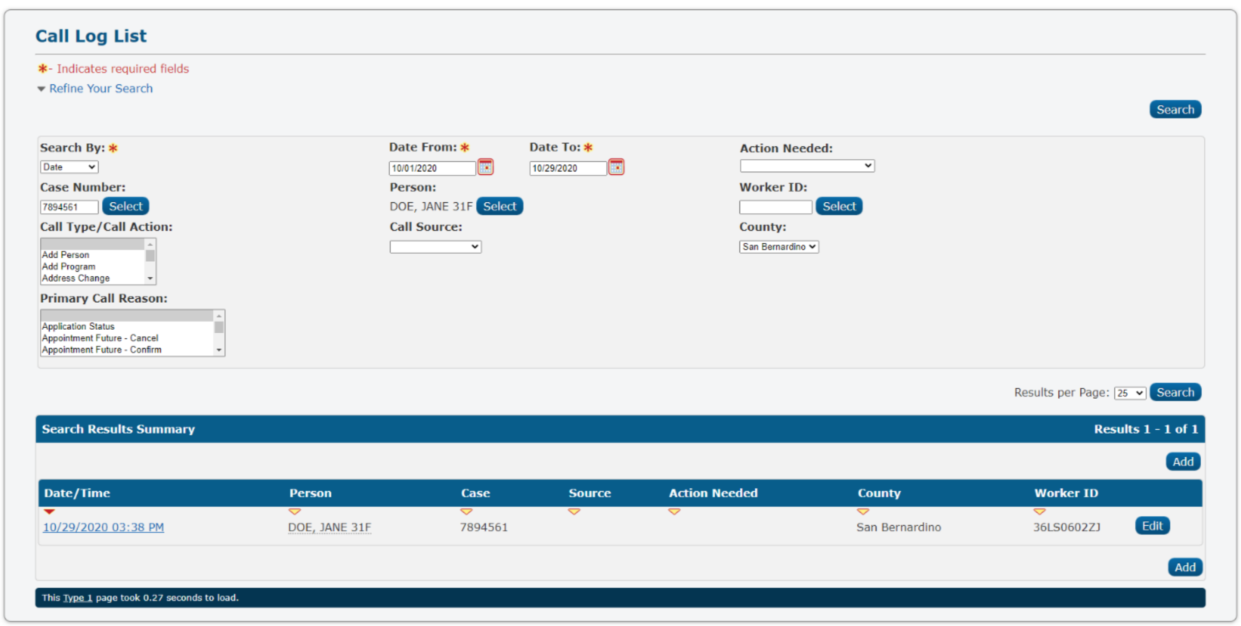


Figure 2.1.1a – Call Log List

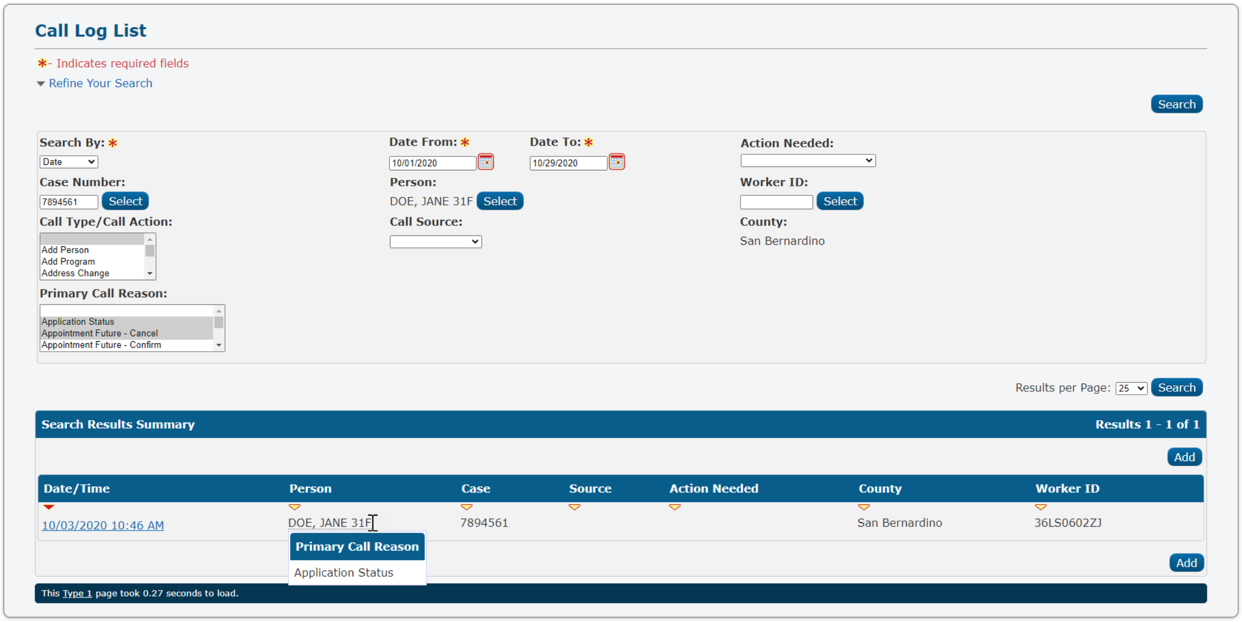


Figure 2.1.1b – Call Log List

2.1.3 Description of Changes

1. The Call Log List page will look (Figure 2.1.1a, b) and function the same way as the current C-IV system Call Log List page.
    a. The "Search By" field will have the following value:
        i. Date
            1. The previous value of "View Date" that was in the LRS/CalSAWS will be updated to "Date" as part of this change.
        ii. Tracker ID

        Note: Searching by Tracker ID will not provide any data until after migration.
    b. The "View Date:" field will no longer exist in the LRS/CalSAWS Call Log List page and will be replaced by "Date From:" and "Date To:" field.
        i. The "View Date" and the corresponding "Date" value that was entered (which was part of the LRS/CalSAWS code) will no longer display under the "Search Results Summary" section.
        ii. The New field "Date From:" and "Date To:" field will be a requirement.
            1. Default the date range to be the current system date and allow a date range of up to 31 days.
            2. Create a validation: "The selected Date range must be 31 days or less" if someone attempts to search for longer than 31 days.

3. These fields will be used as the date range criteria when users are searching for Calls that were logged.

c. Case Number will automatically prepopulate in the "Case Number" field when the workers are in a case context or viewing a case as soon as the Call Log List page opens.
    i. Case Number field will remain empty if the worker is not in the context or viewing a case.
    ii. Case Number field will not be required.

d. 'Person' field will display the value selected in the following format:
    i. Last Name, First Name Age Gender, (example: DOE, JOHN 34M)

    Note: Last Name and First can be all capitalized, all lower case or a combination of both capitalize and lower case letters. This is dependent on how the Person's name was originally inputted into the system.

e. The "Call Type:" drop down field that was originally in the LRS/CalSAWS system will now display as "Call Type/Call Action:"
    i. Workers can continue to make multiple selections from the "Call Type/Call Action" field.
    ii. "Call Type/Call Action" field will not be required
    iii. The following values will be displayed under the "Call Type/Call Action" field and in the following order:
        1. "Blank" value
        2. Add Person
        3. Add Program
        4. Address Change
        5. Appointment/Activity
            a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
        6. BIC/EBT
            a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
        7. Benefits Question
        8. Discontinuance
            a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
        9. Dropped Call/Disconnect
        10. Escalation
            a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
        11. General Question

12. Household Status
13. ICT/Other County
    a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
    b. "Other County" value that was part of the LRS/CalSAWS code will now be displayed as "ICT/Other County".
14. Income
15. Missing Document
    a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
16. New Application
17. Non-CalSAWS County
    a. Update the value 'Non-C-IV county' to 'Non-CalSAWS County'.
18. Notice of Action
    a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
19. Other Agency/Resources
    a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
20. Phone Number Update
    a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
21. Property
22. RE
    a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
23. Report
    a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
24. Restoration
    a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
25. Verifications

f. The Call Source field will be non-mandatory and will have the following drop down fields and will default to blank:
    i. Call Center
    ii. Covered California
    iii. Office

        iv. Outbound IVR
            1. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code

g. A new field titled "Primary Call Reason:" will now display as part of the Call Log List page.
    i. The "Primary Call Reason" field will not be required, and the worker can choose multiple selections.
    ii. The "Primary Call Reason" will have the following options:
        1. "Blank" value
        2. Application Status
        3. Appointment Future – Cancel
        4. Appointment Future – Confirm
        5. Appointment Future – New
        6. Appointment Future – Question
        7. Appointment Future – Reschedule
        8. Appointment Past – Question
        9. Appointment Past – Reschedule
        10. BIC Replacement
        11. Benefits (NOA) – Denial or Discontinuance
        12. Benefits (NOA) – Other
        13. Benefits (NOA) – Reduction
        14. Change of Address
        15. Change of Employment
        16. Change of Household
        17. Change of Income
        18. Document – Request or Question
        19. Document Status
        20. EBT Card Replacement
        21. New Application
        22. None of the Above

h. The "Search Results Summary" section of the Call Log List page will be updated to the following:
    i. It will no longer display the "View Date: MM/DD/YYYY" as noted above in point b.i. (This is to align with the change of the Search Criteria to have a Date Range)
    ii. The Column titled "Time" will be replaced to "Date/Time".
        1. Value will be displayed in the following format: MM/DD/YYYY MM:SS AM/PM (ex: 04/04/2020 04:15 PM)
        2. This will be a hyperlink and clicking the hyperlink will take the worker to the Call Log Detail page in "View" mode.
    iii. The Column titled 'Person' will display the Person information when the Call Log record was created.
        1. For Call Log Records that was associated to a valid Case, the 'Person' field will display the value

in the following format: Last Name, First Name Age Gender (ex: Doe, Jane 31F).

Note: Last Name and First can be all capitalized, all lower case or a combination of both capitalize and lower case letters. This is dependent on how the Person's name was originally inputted into the system.

2. For Call Log Record that is not associated to a valid Case, the 'Person' field will display the value as what was entered when the Call Log record was created.

i. Update Tool Tip to display when hovering over the following fields
    i. When hovering over the "Primary Call Reason" field, it will display the following "Primary Call Reason"
    ii. When hovering over the "Person" column in the Search Summary Result, it will display the "Primary Call Reason" as shown on Figure 2.1.1
j. 'County' field will be an editable field for RCC (Regional Call Center) users only.
    i. For RCC users, the 'County' field will be a drop down field and will list all 58 counties.
    ii. For non-RCC users, this field will not be editable and it will default to the county that the user is residing in.
k. 'Edit' button will be hidden for Call Log records that are created in the past.
    i. 'Edit' button will display for Call Log Records that are created on the same day.
    ii. 'Edit' button will display for Call Log Records that are created in the past and was not associated to a Case Number.

2.1.4 Page Location

- **Global: Admin Tools**
- **Local: Office Admin**
- **Task: Call Log**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

Page Mapping will be updated to accommodate the changes to the Call Log List page.

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Call Log Detail Page

2.2.1 Overview

Override the existing LRS/CalSAWS Call Log List code with the C-IV system Call Log Detail code base. With this change, the Call Log Detail page in LRS/CalSAWS system will now look and function the same way as the Call Log Detail page in the C-IV system.

2.2.2 Call Log Detail Page Mockup

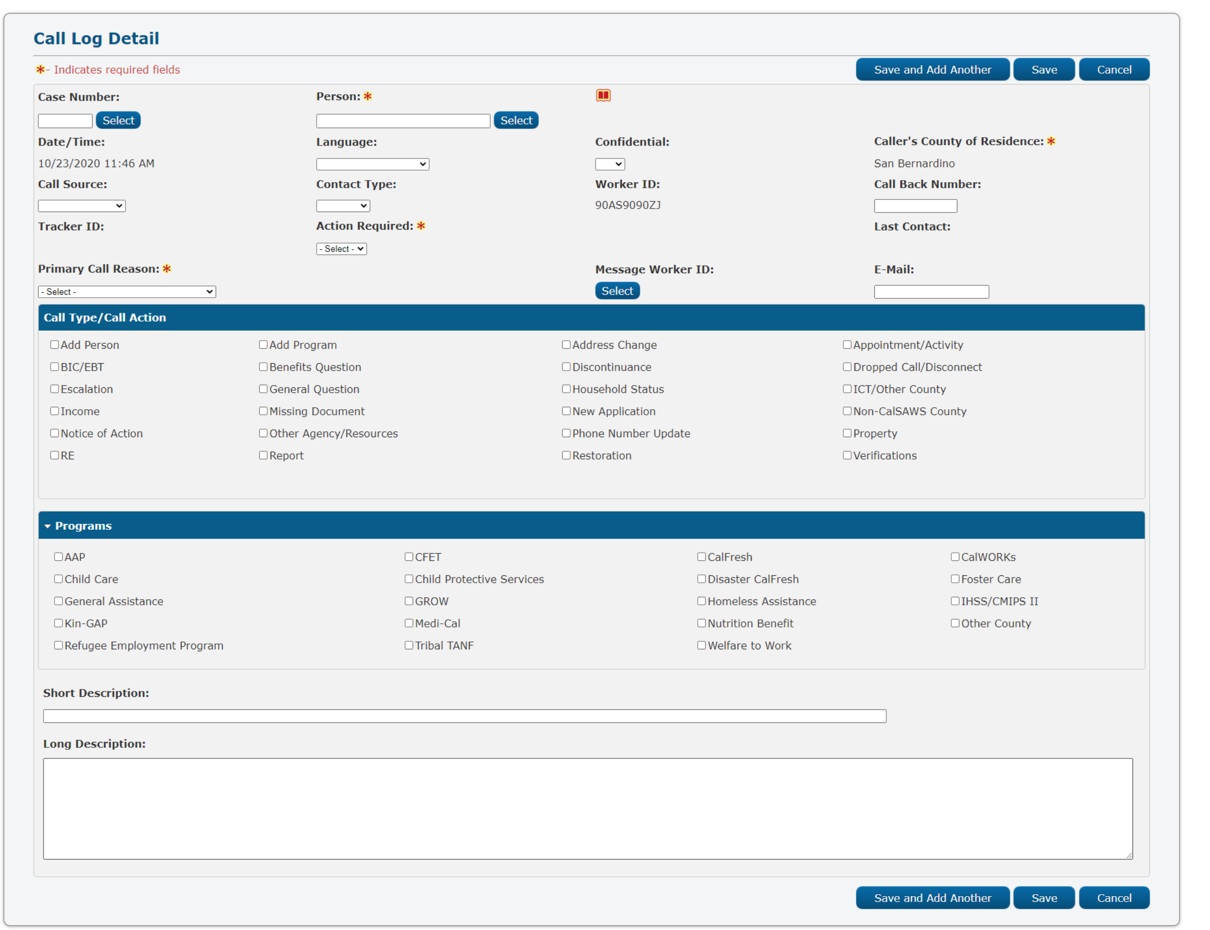
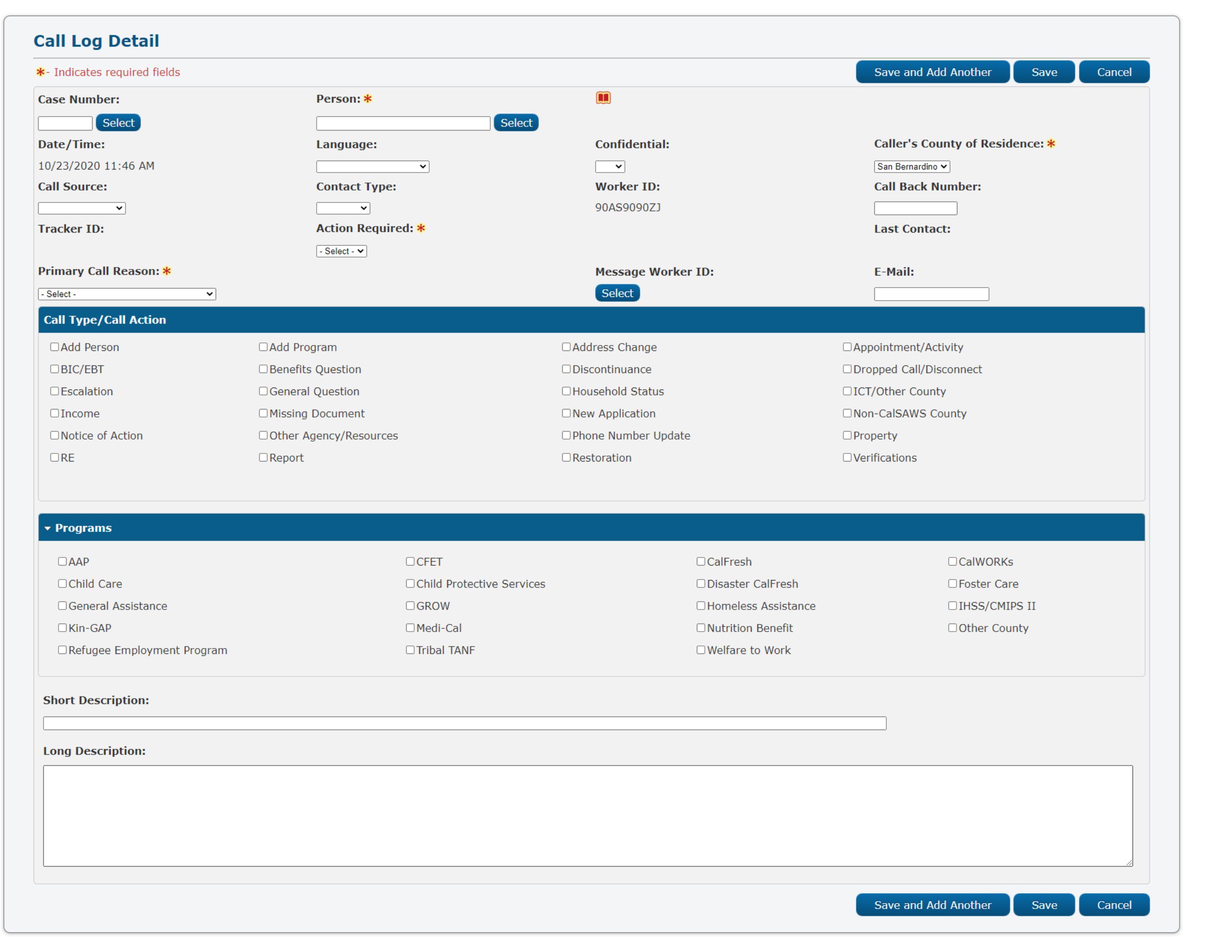


Figure 2.2.1a – Call Log Detail



Call Log Detail

*- Indicates required fields

Save and Add Another | Save | Cancel

Case Number: Select

Person: * Select

Date/Time: 10/23/2020 11:46 AM

Language:

Confidential:

Caller's County of Residence: * San Bernardino

Call Source:

Contact Type:

Worker ID: 90AS9090ZJ

Call Back Number:

Tracker ID:

Action Required: * - Select -

Last Contact:

Primary Call Reason: * - Select -

Message Worker ID: Select

E-Mail:

Call Type/Call Action

Add Person	Add Program	Address Change	Appointment/Activity
BIC/EBT	Benefits Question	Discontinuance	Dropped Call/Disconnect
Escalation	General Question	Household Status	ICT/Other County
Income	Missing Document	New Application	Non-CalSAWS County
Notice of Action	Other Agency/Resources	Phone Number Update	Property
RE	Report	Restoration	Verifications

Programs

AAP	CFET	CalFresh	CalWORKs
Child Care	Child Protective Services	Disaster CalFresh	Foster Care
General Assistance	GROW	Homeless Assistance	IHSS/CMIPS II
Kin-GAP	Medi-Cal	Nutrition Benefit	Other County
Refugee Employment Program	Tribal TANF	Welfare to Work	

Short Description:

Long Description:

Save and Add Another | Save | Cancel

Figure 2.2.1b – Call Log Detail

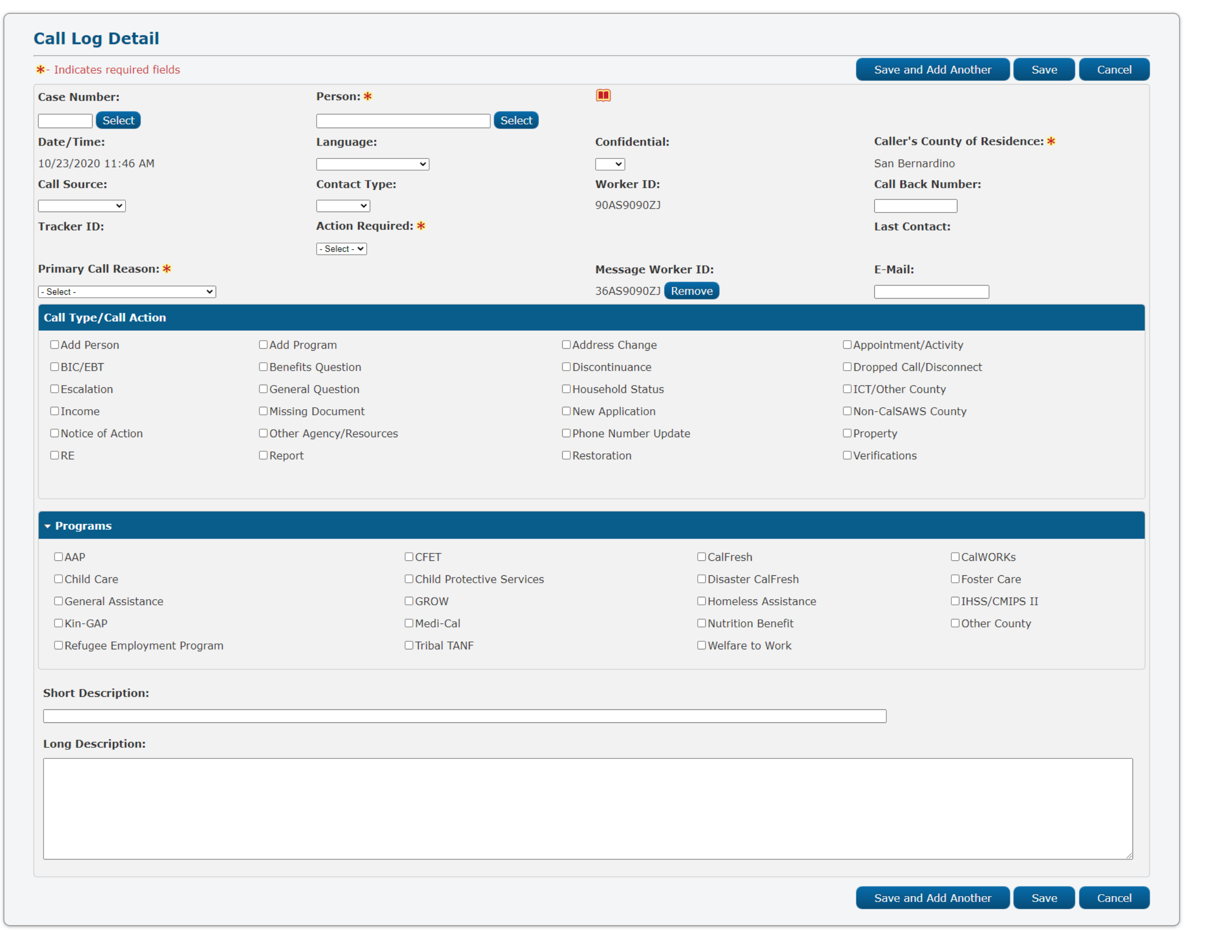


Figure 2.2.1c – Call Log Detail

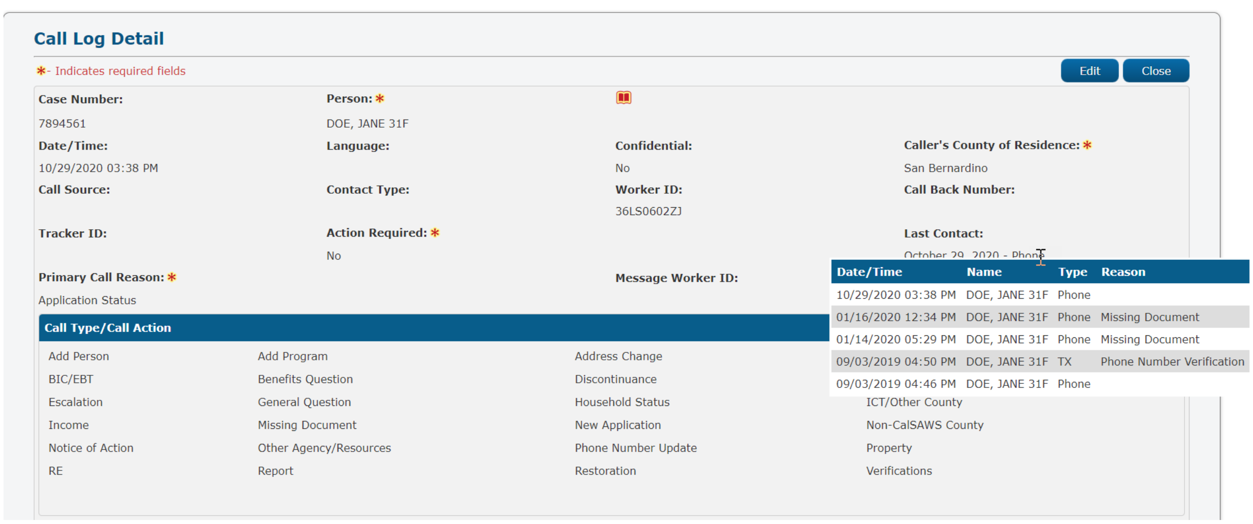


Figure 2.2.2 – Last 5 contact information for hovering over the Last Contact field

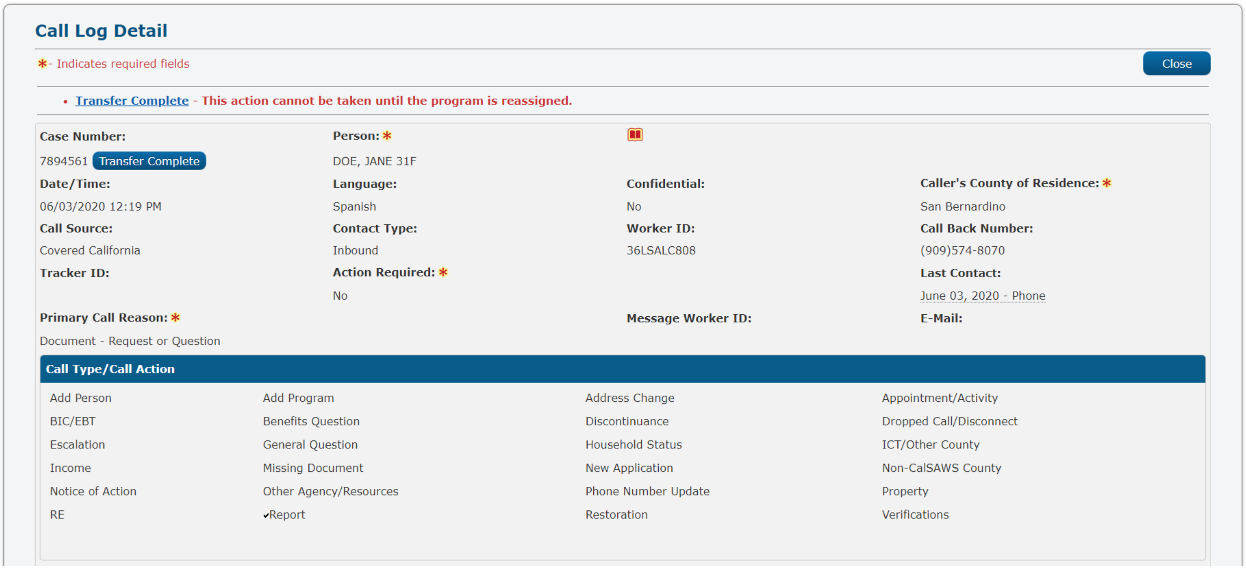


Figure 2.2.3 – Transfer Complete option for Call Log Detail "View" mode.

2.2.3 Description of Changes

1. The Call Log Detail page will look (Figure 2.2.1) and function the same way as the current C-IV system Call Log Detail page.
    a. Case Number should be auto populating in the Case Number field as it will carry over from the Call Log List page when the worker clicks on the "Add" button.
        1. If there is no Case Number that is inputted in the Case Number field from the Call Log List page, the Case Number field in the Call Log Detail page will remain empty.
    b. 'Person' field will be required, and the value selected will be display in the following format:
        i. If no case number is inputted, the 'Person' field will be an editable text field with a select button next to the editable text field.
            1. Clicking on the 'Select' button will take the user to the 'Select Person' page.

        Note: If a worker enter a value manually, the 'Person' field will display the value as what was entered when the Call Log record is saved.

        ii. If a valid case number is inputted on the 'Case Number' field, the 'Person' field will display with a list of names associated to the case in a drop down format.
            1. 'Person' field will display the person name in the following format: LAST NAME, FIRST NAME AGE Gender (example: DOE, JOHN 34M)

Note: Last Name and First can be all capitalized, all lower case or a combination of both capitalize and lower case letters. This is dependent on how the Person's name was originally inputted into the system.

c. Caller's County of Residence field will now be a required field.
   i. For RCC users this field will be an editable drop down field.
      1. Drop Down field will display the list of all 58 counties.
   ii. For non RCC users this field will not be an editable field and it will default to the county that the user is residing in.
d. A new field titled "Contact Type:" will be added to the Call Log Detail page.
   i. This will be located between the "Call Source" field and the "Worker ID" field.
   ii. The "Contact Type" field will have the following drop down values and will default to blank:
      1. Inbound
      2. Outbound
      3. Webchat
   iii. A new "Last Contact:" field will be added to the Call Log Detail page. This will display the Last Contact information for the Case (this will be based on the information that is inputted on the "Case" field).
      1. This field will display the last contact information in the following format: Month Name, Date, YYYY – Type (Example: July 10, 2019 – Phone)
         a. Type will be based on the Type of Call or Visit (Reception Log) that was received.
      2. Hovering over the "Last Contact" field will display the last 5 contacts information for the case as shown on figure 2.2.2
         a. The most recent contact history will be listed at the top of the page.
   iv. A required "Primary Call Reason:" will be added to the Call Log Detail Page
      1. The "Primary Call Reason:" field will have the following drop down values and will default to "-Select-":
         a. Application Status
         b. Appointment Future – Cancel
         c. Appointment Future – Confirm
         d. Appointment Future – New
         e. Appointment Future – Question
         f. Appointment Future – Reschedule
         g. Appointment Past – Question
         h. Appointment Past – Reschedule

i. BIC Replacement
j. Benefits (NOA) – Denial or Discontinuance
k. Benefits (NOA) – Other
l. Benefits (NOA) – Reduction
m. Change of Address
n. Change of Employment
o. Change of Household
p. Change of Income
q. Document – Request or Question
r. Document Status
s. EBT Card Replacement
t. New Card Replacement
u. New Application
v. None of the Above

2. Only 1 value can be selected

v. Add a new editable field titled "Other Reason"
   1. This will be a required field
   2. This field will be dynamic and only display if the value chosen in the "Primary Call Reason" field is "None of the Above" or "Benefits (NOA) – Other"
   3. This field will have a maximum amount of 150 characters

vi. A new ~~editable~~ field titled "Message Worker ID:" will be added to the Call Log Detail page.
   1. This field will have a "Select" button. ~~next to the editable field~~
      a. Clicking on the "Select" button will take the worker to the Select Worker page.
      b. Once a Worker ID is selected, the 'Remove' button will replace the 'Select' button.
         i. Clicking the 'Remove' button will remove the Worker ID value on the Message Worker ID field.
         ii. The 'Select' button will display again after the Worker ID value is removed.
   2. This field will trigger a notification to display in the message center. Worker information that is inputted in this field will be receiving a message.
   3. If this field is left blank, a Message Center notification will only be sent to the Worker assigned to the case (this apply if the Call Log record is associated to a valid case).~~the Call Log will not display in Message Center.~~

vii. A new editable field titled "E-mail" will be added to the Call Log Detail page
   1. Worker will need to enter the E-mail address using the traditional format of a period or @. If the incorrect format was used, a validation message

   will display stating the E-mail (E-mail address) is not valid for this field.
2. The E-mail information that is inputted into this field will receive the e-mail notification.

Note: In order for the send a Message Center notification to a worker that is not assigned to the case, the worker's information needs to be selected ~~inputted~~ into the "Message Worker ID" field as this will be the field that will trigger the notification to display in Message Center.

e. The "Call Type" block will be updated to be non-mandatory and it will be renamed from "Call Type" to "Call Type/Call Action"
   i. The following values will display on the "Call Type/Call Action" block:
      1. Add Person
      2. Add Program
      3. Address Change
      4. Appointment/Activity
         a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
      5. BIC/EBT
         a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
      6. Benefits Question
      7. Discontinuance
         a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
      8. Dropped Call/Disconnect
      9. Escalation
         a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
      10. General Question
      11. Household Status
      12. ICT/Other County
          a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
          b. "Other County" value that was part of the LRS/CalSAWS code will now be displayed as "ICT/Other County".
      13. Income
      14. Missing Document

a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code

15. New Application
16. Non-CalSAWS County
    a. Update the value 'Non-C-IV county' to 'Non-CalSAWS County'.
17. Notice of Action
    a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
18. Other Agency/Resources
    a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
19. Phone Number Update
    a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
20. Property
21. RE
    a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
22. Report
    a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
23. Restoration
    a. This is a new value that did not exist previously under the LRS/CalSAWS Call Log List code
24. Verifications

f. The following values will display on the "Program" block:
   i. AAP
      1. This is a new value that did not exist previously under the LRS/CalSAWS Call Log Detail page
   ii. CFET
      1. This is a new value that did not exist previously under the LRS/CalSAWS Call Log Detail page
   iii. CalFresh
   iv. CalWORKs
   v. Child Care
   vi. Child Protective Services
   vii. Disaster CalFresh
   viii. Foster Care
   ix. General Assistance
   x. GROW

xi. Homeless Assistance
xii. IHSS/CMIPS II
1. This a originally IHSS and will be relabel to IHSS/CMIPS II
xiii. Kin-GAP
1. This is a new value that did not exist previously under the LRS/CalSAWS Call Log Detail page
xiv. Medi-Cal
xv. Nutrition Benefit
xvi. Other County
1. This is a new value that did not exist previously under the LRS/CalSAWS Call Log Detail page
xvii. Refugee Employment Program
xviii. Tribal TANF
xix. Welfare to Work

g. Add a "Transfer Complete" button to the Call Log Detail page in view mode only as shown on Figure 2.2.3.
   i. The "Transfer Complete" button will appear the day after the record is created and if the "Action Required" field is set to "yes".
   ii. Clicking "Transfer Complete" button will clear the call log record from the Subscriber County Review List page.
   iii. The "Transfer Complete" button will not display after the worker clicks the button or reassigns the programs from the Subscriber County Review List page.
   iv. Add a custom validation that will display if the worker clicks the "Transfer Complete" button before reassigning the program from the Generic Worker (reassignment will need to be done from the Subscriber County Review List page).
      1. Validation message should be: "Transfer Complete – This action cannot be taken until the program is reassigned.

h. Hide the "Add Task" icon from the Call Log Detail page.
   i. Note: The "Add Task" icon will be enabled under a future SCR when "Task functionality is addressed overall for the LRS/CalSAWS system.

i. Enable the "Journal" icon so that the Journal window will open when the user clicks the "Journal" icon from the Call Log Detail page.
   i. Journal Window will only open from the Call Log Detail page when it's in 'View' or 'Edit' mode. (Journal window will not open when it's in 'Create' mode since a journal entry will be created upon saving the Call Log entry). Please see Section 2.5 for Automated Journal functionality for Call Log.

j. The Long Description field will be a text box and have a maximum character limit of 8000 characters.

2.2.4 Page Location

- **Global: Admin Tools**
- **Local: Office Admin**
- **Task: Call Log**

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

Page Mapping will be updated to accommodate the changes to the Call Log Detail page.

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 Subscriber County Review List page

2.3.1 Overview

The Subscriber County Review List allows workers to view a list of call log records. Workers will also be able to reassign a program to a worker from this page as well. The Subscriber County Review List will be enabled in the LRS/CalSAWS system so that workers are able to use this page accordingly.

2.3.2 Subscriber County Review List Mockup

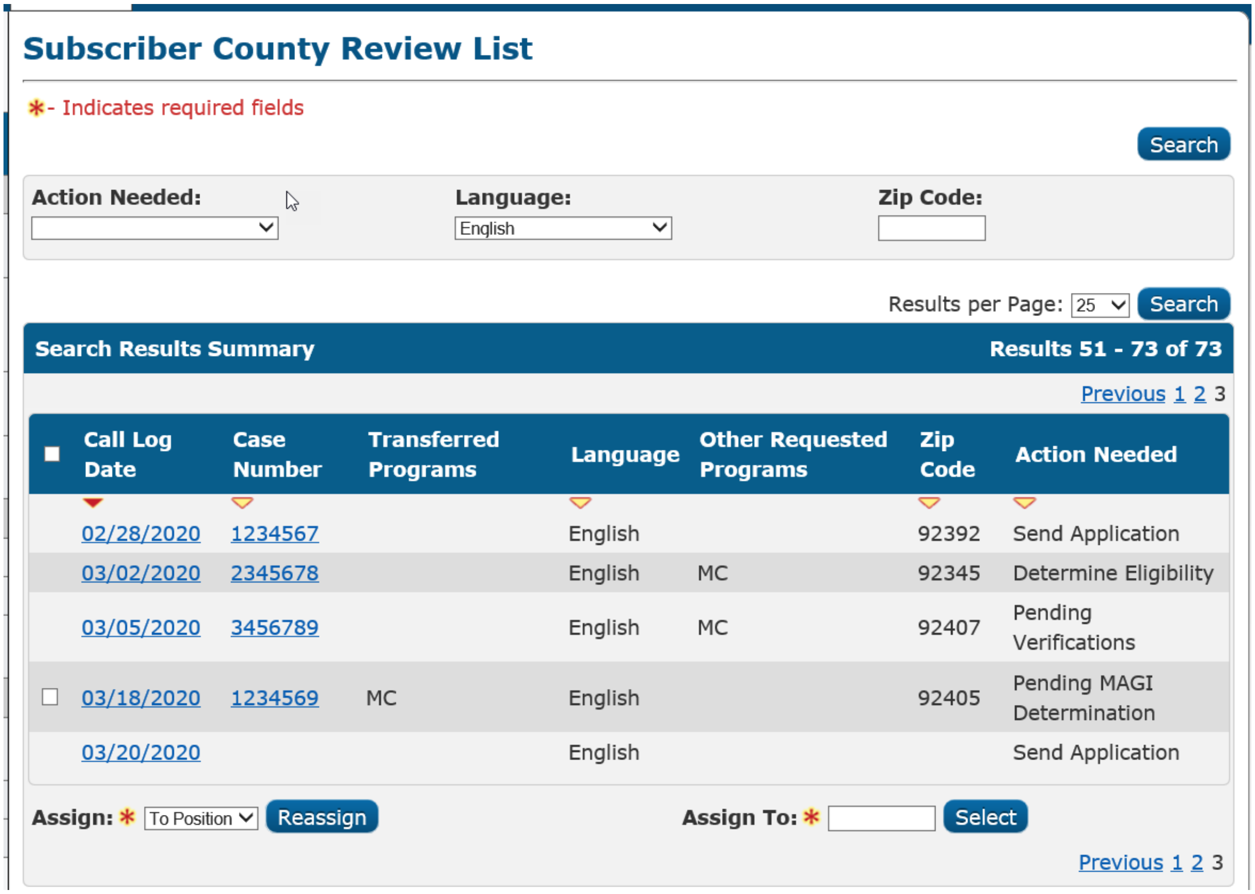


Figure 2.3.1 – Subscriber County Review List Mockup

2.3.3 Description of Change

1. The Subscriber County Review List page will be enabled in the LRS/CalSAWS system as show on Figure 2.3.1
   a. The Subscriber County Review List page will be available under the e-tools local navigation and will be listed under the" External Agencies" task navigation.
   b. The Subscriber County Review List page will not load the search results by default. Workers will need to click the Search button in order to view the call log records.
      i. The Subscriber County Review List will provide a list of call log entries created by the Regional Call Center Agents in Host Counties. These call log records that are listed require additional processing by the Subscriber County.
         1. Information will be displayed the day after the call log entries were created.

2. These will display for call log records with a Call Source of Covered California and one of the following:
    a. The Call Log Record included a Tracker ID and the "Action Needed" field is set to "Yes"
    b. The "Program" field is set to "Medi-Cal" and it's been assigned to a Generic Worker

Note: To search for call log records associated to a case with a program assigned to the Generic worker that did not have an "Action Needed", select "Not Required" from the "Action Needed" drop-down box; this will display with call log records not associated with a case and an Action Required of No.

c. The Subscriber County Review List page will have 3 different fields that the worker can use to filter their search by. These field will be titled as below:
    i. Action Needed
        1. This will be a field that will have the following drop down values and it will default to blank.
            a. Appointment
            b. Determine Eligibility
            c. Incomplete Data Collection
            d. Pending MAGI Determination
            e. MEDS Discrepancy
            f. Pending Verifications
            g. Reported Changes
            h. Send Application
            i. Not Required
    ii. Language
        1. This will be a drop down field that will have the same drop down values as the Language field in the Call Log Detail page. This field will default to blank.
    iii. Zip Code
d. The Search Result field will have the following columns:
    i. Check box
        1. This Check box will display if the case number is associated to the call log record. This check box will be used to reassign program(s) from the Generic Worker. This check box will allow the worker to assign it from the Generic Worker to a different worker. (Please see section 'e' on reassignment process).
    ii. Call Log Date (The date the RCC Agent received the initial call)
        1. This will display in the following format: MM/DD/YYYY

2. This will be a hyperlink and clicking the hyperlink will take the worker to the Call Log Detail page in View mode.

iii. Case Number (The Case number associated to the call log record)

1. This will display the Case Number that was associated to the Call Log
    a. If no Case Number is associated to the Call Log, this column will be blank
2. This will be a hyperlink and clicking the hyperlink will take the worker to the Case Summary page.

iv. Transferred Programs (The Program code if the RCC Agent created/pended the program and assigned it to the Generic Worker)

1. This field will display the programs that are currently assigned to a generic Worker

v. Language (The Customer's language)

1. This field will display the language that is associated to the call log record.

vi. Other Requested Programs (Other programs the Customer requested).

1. This field will display the additional programs that may be associated to a call log record.

vii. Zip Code (The zip code of the case associated to the call log record)

1. This field will display the Zip Code of the person that is associated to a Call Log record.

viii. Action Needed (The Action Needed Selected on the call log record)

1. This field will display the action that is needed to be taken.

e. At the bottom of the page there will be two required fields that will allow the worker to reassign the program(s) from the Generic Worker for the call log record that is associated to a case (please reference section d.1 for explanation on the check box that will allow you to choose the call log record). These two fields will be titled:

i. Assign:

1. This field will have the following values:
    a. To Position
        i. It will default to this value
        ii. Workers will need to determine the position by entering the "Assign To" field with a Worker ID.
    b. To Me
2. There will be a button next to the drop down field labeled "Reassign".

a. Clicking the "Reassign" button will reassign the Program (currently assign to a generic worker) to the worker that's been set in the "Assign" field.
    i. Choosing "To Position" will reassign the program to the Worker ID in the "Assign To" field.
    ii. Choosing "To Me" will reassign the program to the worker that is currently logged in to the system.

ii. Assign To:
    1. This will be an editable field that will allow the worker to input a "Worker ID" directly.
    2. There will be a button next to the editable field labeled "Select".
        a. Clicking the "Select" button will take the worker to the "Select Worker" page that will allow the worker to search for the worker they would like to reassign the Program that is currently assign to a generic worker to.

Note: This field will only display if there is a Call Log record that is eligible to be reassigned.

f. The Call Log record can be cleared out from the Subscriber County Review List by the following options:
    i. Clicking the "Call Log Date" hyperlink which will take the user to the Call Log Detail page. There, the worker will need to click on the "Transfer Complete" button. Clicking on the button will then clear the call log record from the Subscriber County Review List. (Please see section 2.2 section
    ii. The worker reassigns the program from the Generic Worker position to another Generic Worker by clicking the Reassignment button (see Section 'e' for more information on how to reassign the call log entry).

2.3.4 Page Location

- **Global: Case Info**
- **Local: e-tools**
- **Task: Subscriber County Review List**

2.3.5 Security Updates

N/A

2.3.6 Page Mapping

Page Mapping will be updated to accommodate for the newly enabled page.

2.3.7 Page Usage/Data Volume Impacts

N/A

2.4 Message Center

2.4.1 Overview

Message Center will be updated to allow the worker to receive notifications from the Call Log.

2.4.2 Message Center Mockup

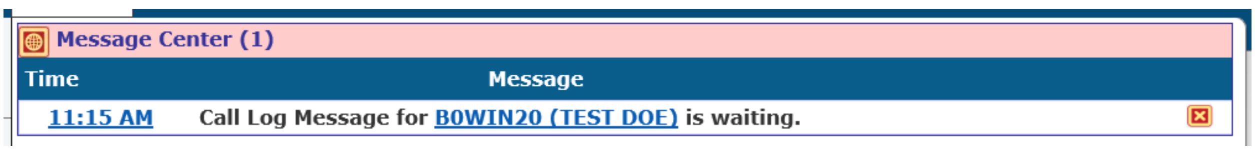


Figure 2.4.1 – Message Center Mockup

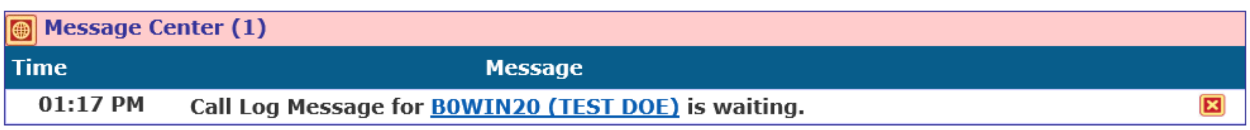


Figure 2.4.2 – Message Center Mockup

2.4.3 Description of Change

1. Update Message Center so the worker can receive notifications from the Call Log as shown on Figure 2.4.1 and Figure 2.4.2.
    a. Message Center will display the information for Call Log notification:
        i. Time
            1. This will be the time associated on the Call Log
            2. For users that have security rights to the Call Log, the "Time" will be a hyperlink
                a. Clicking on the hyperlink will take the worker to the Call Log Detail page in "View" mode.
            3. For users that do not have the security rights to access the Call Log, the "Time" will still be displayed but it will not be a hyperlink (this is to ensure that users without security rights to the Call

Log will not be able to access the Call Log Detail page from message center) as shown on Figure 2.4.2.

ii. Primary Call Reason
    1. Primary Call Reason that is associated to the Call Log entry.
    2. This will be followed by "for".

iii. Case Number with the associated Case Name
    1. This will be followed by "is waiting."
    2. Case Number (Case Name) will be a hyperlink.
        a. Case Number will be for the Case Number information that's associated to the Call Log entry.
        b. Case Name will be for the Case Name that's based on the Case Number that's associated to the Call Log entry
        c. Clicking on the Case Number (Case Name) hyperlink will take the worker to the Case Summary page.

iv. "X" icon will be displayed on the right hand side.
    1. This will be a no response icon. Clicking on this icon will clear the Call Log notification from Message Center.
    2. Display a Tool tip when hovering over the "X" icon that will display the following "No Response button".

2.4.4 Page Location

- **Global: Case Info**
- **Local: Case Summary**
- **Task: N/A**

2.4.5 Security Updates

N/A

2.4.6 Page Mapping

N/A

2.4.7 Page Usage/Data Volume Impacts

N/A

2.5 Call Log - Journal

2.5.1 Overview

Update Automatic Journal, so that a journal entry will automatically be created when a user saves a Call Log Detail page that is associated to a case.

2.5.2 Call Log Automated Journal Mockup

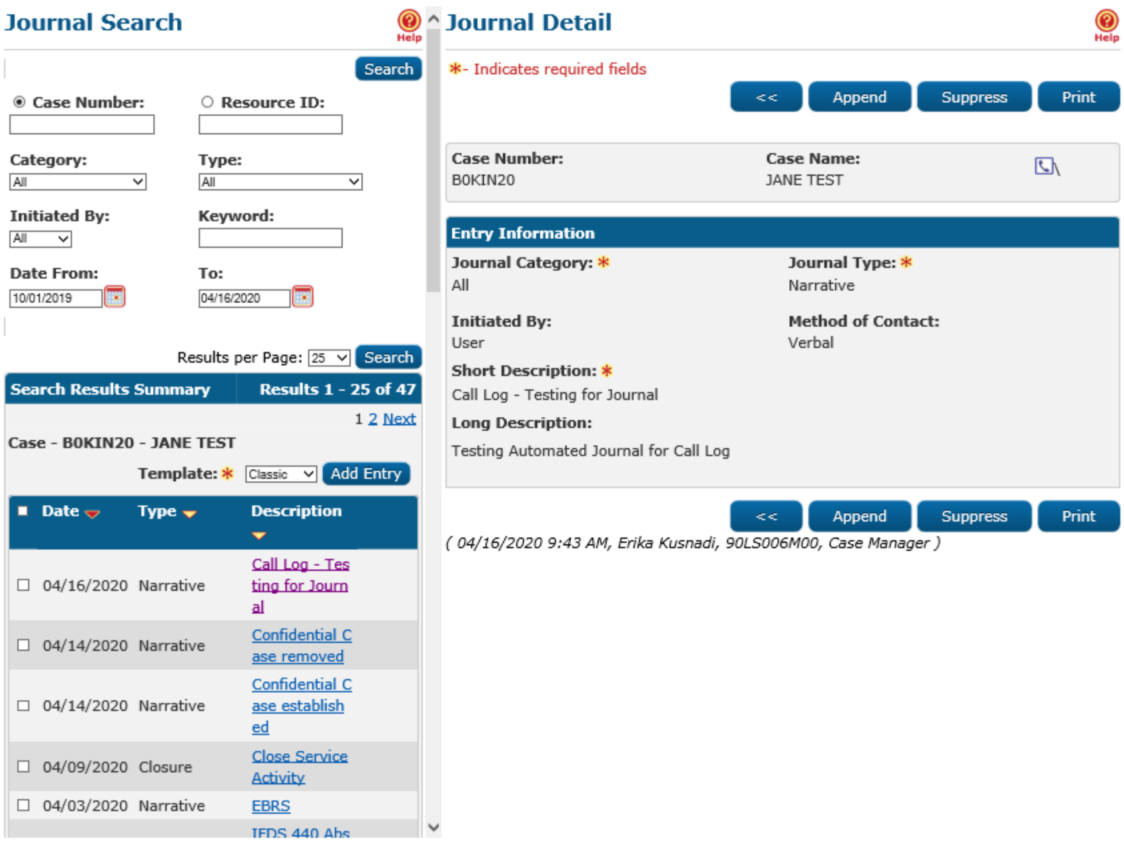


Figure 2.5.1 – Journal

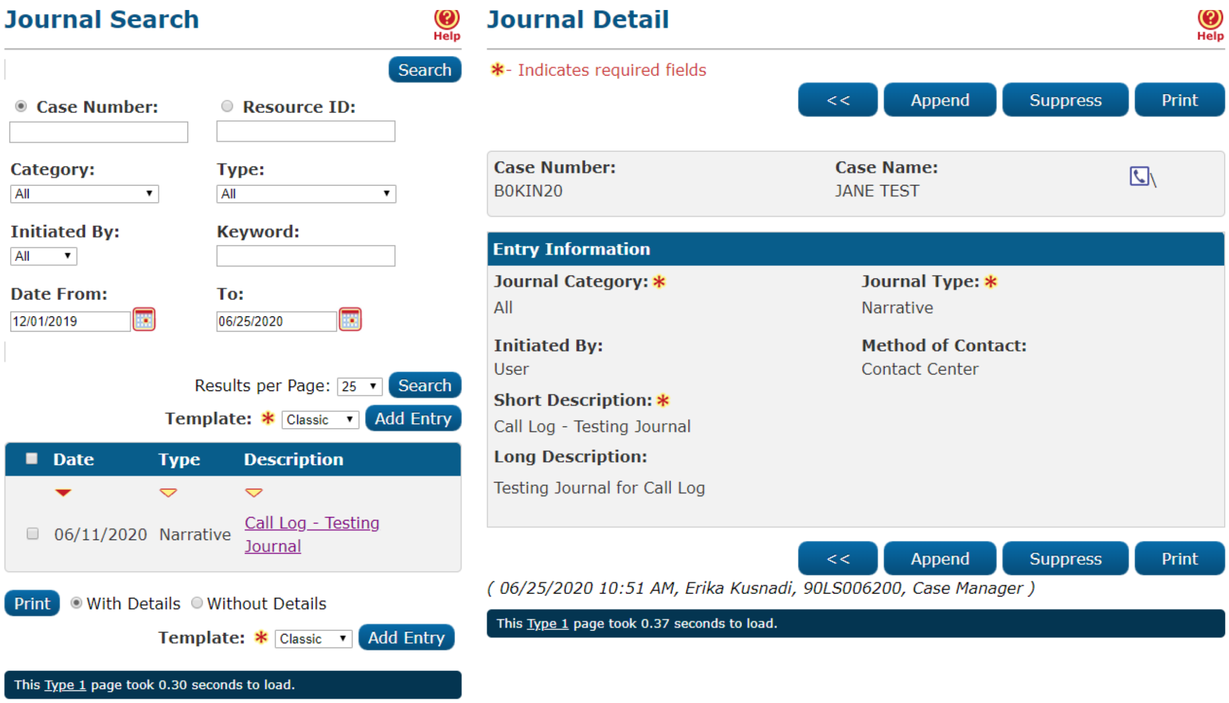


Figure 2.5.2 – Journal opened via Call Log Detail page

2.5.3 Description of Change

1. Update Journal so that Call Log entry is being captured when a user saves a Call Log Detail page that is associated to a case (if no case is associated, it will not create a journal entry).
   a. If the Journal window was opened via the Toolbar, the Call Log entry will display as shown on Figure 2.5.1

      Note: It will display like any other journal entries.
   b. If the Journal window was opened via the "Journal" icon from the Call Log Detail page (Edit or View mode) it will display as shown on Figure 2.5.2
      i. Journal will open and automatically will display only the journal entry for the associated Call Log record associated to the Call Log Detail page from which the "Journal" icon was clicked from.
   c. The journal entry for Call Log uses the Classic template and the information populates from the Call Log Detail page. The following information displays on the auto-created journal entry:
      i. Case Number – This will be the Case number that is associated to the Call Log entry
      ii. Case Name – This will be the Case Name that is associated to the Call Log entry
      iii. Journal Category – All
      iv. Journal Type – Narrative

v. Initiated By – User

vi. Method of Contact – This will be based on the Call Source drop-down selection associated to the Call Log entry.

1. If 'Covered California' is the Call Source, it will display as 'Contact Center' in the Method of Contact field in the Journal.
2. If 'Call Center' is the Call Source, it will display as 'Contact Center' in the Method of Contact field in the Journal.
3. If 'Office' is the Call Source, it will display as 'Verbal' in the Method of Contact field in the Journal.

vii. Short Description – It will display as such:

1. Call Log – (text that was inputted on the Short Description text box on the associated Call Log entry from the Call Log Detail page.)

Note: If there's no text that was entered on the Short Description text box when the Call Log entry was originally created, the Short Description field in Journal will display 'Call Log'

viii. Long Description – It will display the text that was inputted on the Long Description text box on the associated Call Log entry from the Call Log Detail page.

Note: If there's no text that was entered on the Long Description text box when the Call Log entry was originally created, the Long Description field in the Journal will not display anything (this will be blank).

d. The 'Phone' icon will display on the Journal Detail page only for the journal entry that was created from the Call Log Detail Page.

i. Clicking on the 'Phone' icon will open the associated Call Log Detail page for that Call Log entry (in view mode) in a separate window.

e. For automated journal entries for Call Log (journal entries that were created from the Call Log Detail page and it's associated to a case) will only be created upon creation of the Call Log record. Any changes that were made to the Call Log record will not create a new journal entry or modify the original journal entry.

2.5.4 Page Location

- **Toolbar: Journal**

2.5.5 Security Updates

N/A

2.5.6 Page Mapping

N/A

2.5.7 Page Usage/Data Volume Impacts

N/A

2.6 Automated Regression Testing

2.6.1 Overview

Update or duplicate the existing Call Log script(s) [ex. "CF - Customer Contact"] to be executable against the CalSAWS application. Expand the scope of the existing or new script to verify the details of the Journal Entry that is automatically created when saving a new Call Log record.

2.6.2 Description of Changes

Either update the existing automated script(s) associated to the Call Log functionality, or create a new automated script, to verify the following:

1. That a new Call Log record can be created from the Call Log List page for the primary applicant of an existing program, associated by Case Number and Person.
2. That a newly saved Call Log record displays on the Customer Contact History page, and that the Call Log Detail page for the record can be opened from this page.
3. That a Call Log record can be created from the Customer Contact History page.
4. That a Journal Entry is automatically created when a new Call Log record is saved, with the appropriate details.

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.2.1.3	LRS shall provide a method for capturing the purpose of the contact.	Call Log pages, Subscriber County Review List page and Journal were updated in order to provide the counties the ability to log and capture the purpose of the contact made by the participants to the county workers.
2.2.1.4	LRS shall provide a method to log and record individual contact and inquiries.	Call Log pages, Subscriber County Review List page and Journal were updated in order to provide the counties ability to log and capture the purpose of the contact made by the participants to the county workers.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-214031

Case Coversheet Generation

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Sarah Steimle
	Reviewed By	Michael Wu, Gabriel Trejo, Dana Petersen, Priya Sridharan, Sreekanth Kalvoju, Long Nguyen, Sumeet Patil, Jonathan Goldsmith, Lawrence Samy, Matthew Lower, Jennifer Kim, Cory Wozniak, Christopher Vasquez, Rhiannon Chin, Erick Arreola

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
4/22/2020	1	New design document	Sarah Steimle
6/1/2020	2	Updated online approach	Sarah Steimle
10/12/2020	3	Content Revision: Sections 2.4 and 2.5 Print Local without Save to No	Gillian Noelle Bendicio
10/23/2020	3.5	Design Clarification: Updated mockup section numbering in Section 2.1 Updated Figures 2.1.2 and 2.1.4 to match the verbiage found on Description of Changes Updated Security of Updates of 2.1 and 2.2 to remove the Supervisor role to match the Security Matrix	Gillian Noelle Bendicio

Table of Contents

1 OVERVIEW

This SCR will be implementing the capability to generate coversheets for multi-case scan mode and implement the capability to create a coversheet from the Case Summary Page. This SCR will also be adding a Generic Separator Sheet and No Case Identified Separator Sheet to the template repository.

1.1 Current Design

Currently there is no functionality in the system to generate multiple barcoded coversheets at a time that are associated to a case in LRS. Currently, there is no centralized access point to the Generic Separator Sheet and there is no No Case Identified Separator Sheet.

1.2 Requests

The request is to add functionality in the system to generate barcoded coversheets to the LRS system and add the Generic Separator Sheet and No Case Identified Separator Sheet to the Template Repository.

1.3 Overview of Recommendations

1. Create a Generate Coversheet page in CalSAWs that will validate and create barcoded coversheets for each case that is validated.
2. Add a Generate Coversheet button to the Case Summary page to create a barcoded coversheet for the case the worker is on.
3. Add the Generic Separator Sheet and the No Case Identified Coversheet to the Template Repository.

1.4 Assumptions

1. Fields not mentioned in the Description of Changes sections, will not be updated.
2. Multi-case scan mode will be functionality in the Imaging System.
3. The Imaging solution will be able to read and direct documents to the correct case based on the information provided in the barcoded coversheets.
4. Only counties that have this functionality turned on will be able to utilize this functionality.
5. The Generic Separator Sheet is provided by the imaging software.
6. The Generic Separator Sheet is the same for all counties.
7. The No Case Identified Separator Sheet is created by the Imaging Team.
8. The No Case Identified Separator Sheet is the same for all counties.
9. Users are responsible for printing PDF coversheets single side only.

2 RECOMMENDATIONS

2.1 Coversheet Generation

2.1.1 Overview

Add the Coversheet Generation page to the LRS System. The Coversheet Generation page provides the client functionality to generate barcoded coversheets in order to scan multiple cases into the system at a time. This feature will only be available when the county is set to use this solution.

2.1.2 Coversheet Generation Mockup

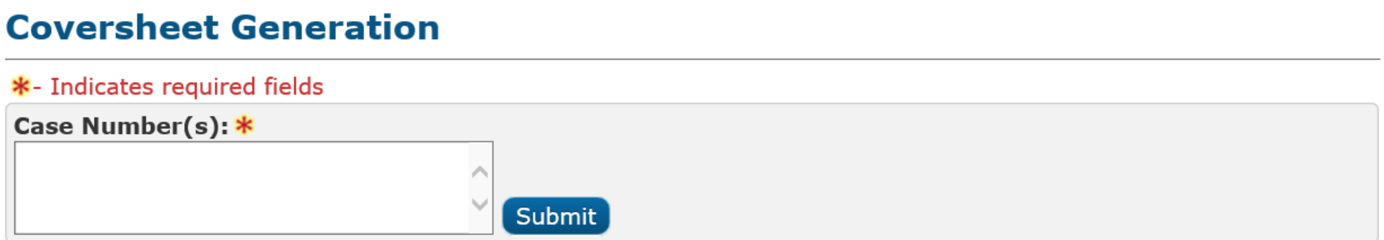


Figure 2.1.1 – Coversheet Generation

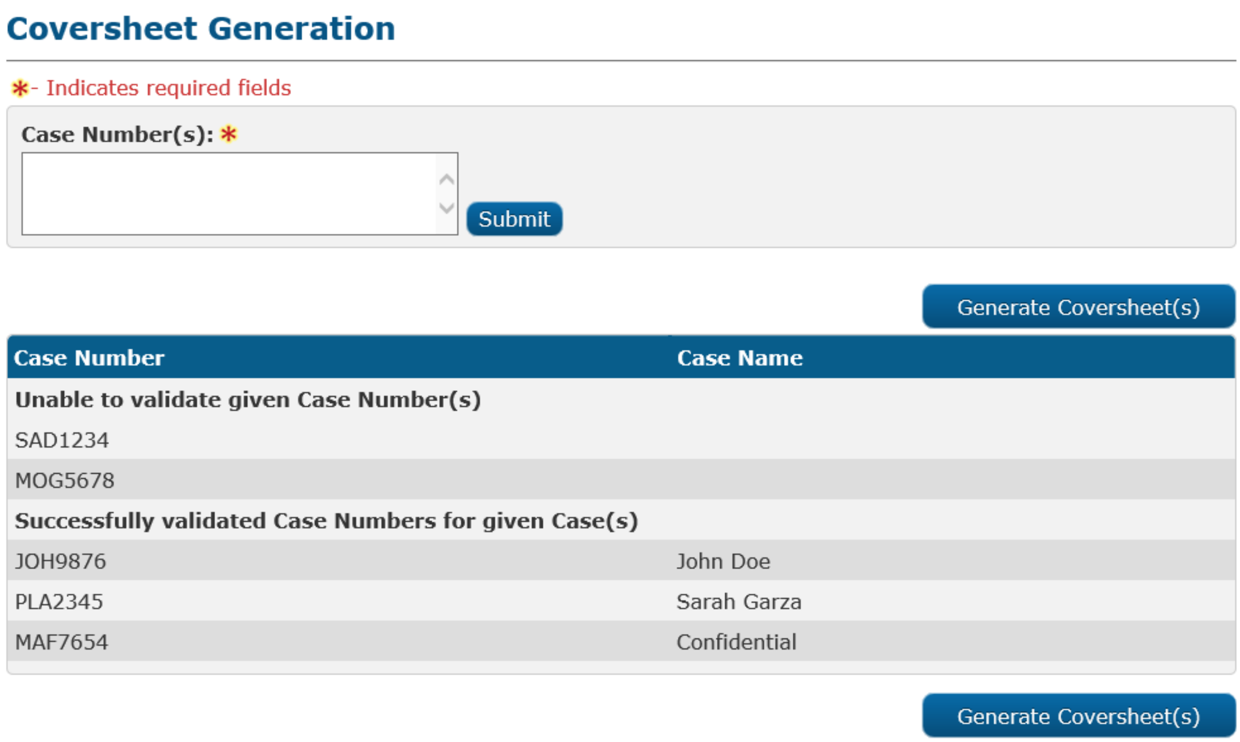


Figure 2.1.2 – Coversheet Generation (Searched Cases with no matching cases)

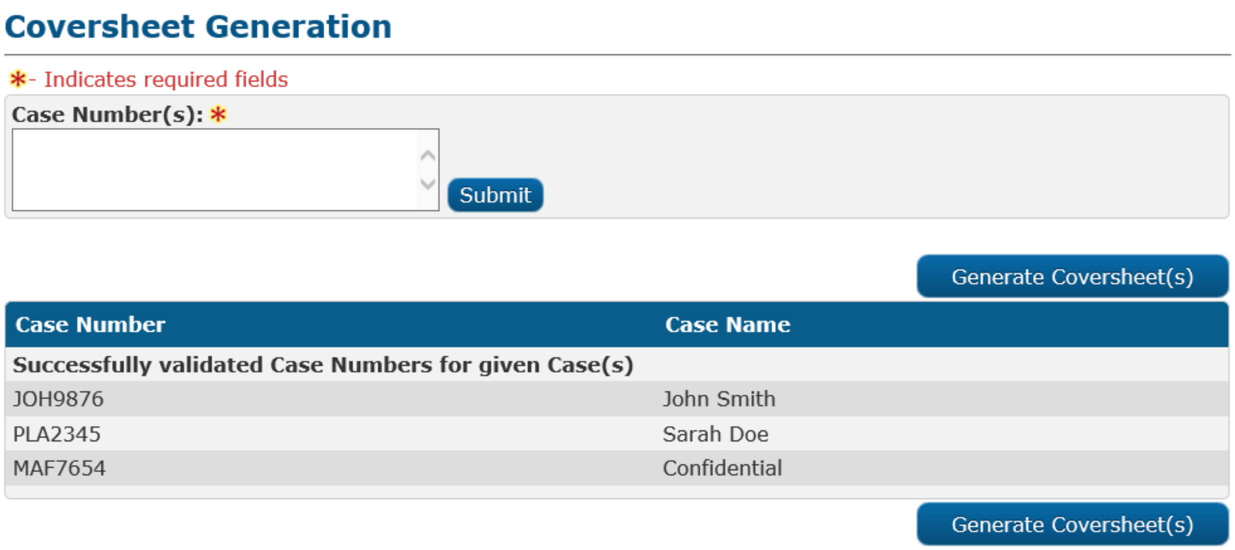


Figure 2.1.3 – Coversheet Generation (Searched Cases without Error)

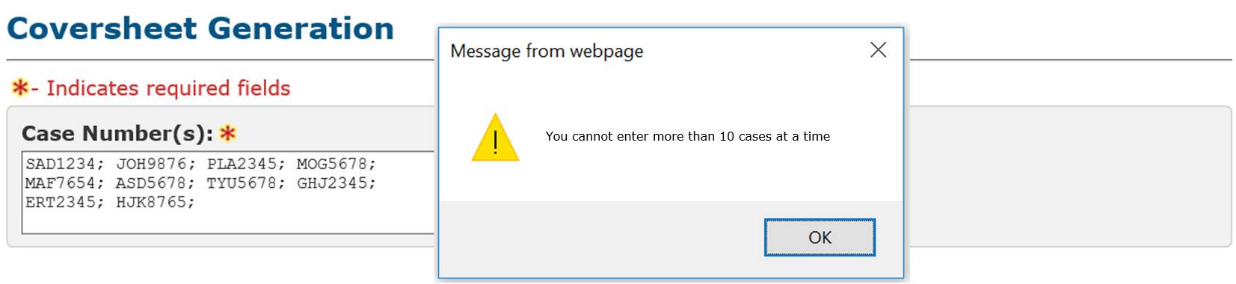


Figure 2.1.4 – Coversheet Generation (More than 10 Case Numbers Entered)

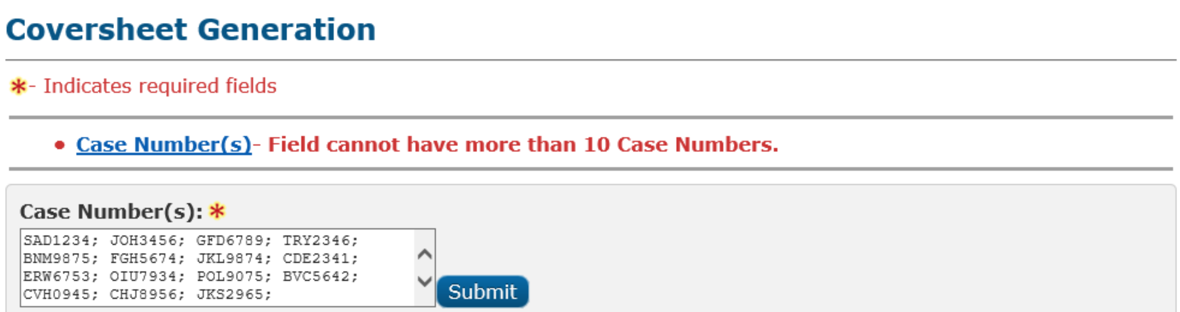


Figure 2.1.5 Coversheet Generation Validation (More than 10 Case Numbers)

2.1.3 Description of Changes

1. Case Number(s) – The Case Number(s) that the worker is creating barcoded coversheets for. Each case number must be separated by a semi colon. If the worker inputs more than 10 cases, then a pop up will appear with an error message stating: "You cannot enter more than

10 cases at a time". The elements behind the pop up will be disabled until the worker clicks "Ok".

2. Submit – Clicking the Submit button validates that the case(s) typed in by the worker are valid and in the county the worker is in. The results are displayed in the Case table. All white space between the semi-colon and the characters will be trimmed prior to searching for cases. The trimmed value(s) will be used to search for cases in the worker's county. These trimmed value(s) will display in the Case Number field aligned with the other resulting information. After the results are displayed the values in the Case Number(s) field will no longer be present.
3. If a user types in more than 10 Case Numbers in the Case Number(s) text box and clicks the Submit button, then create the following custom validation for the Coversheet Generation page:
    a. "Case Number(s) - Field cannot have more than 10 Case Numbers."
4. Case(s) table – This section displays when one or more case(s) were submitted by the worker. If the worker submits a case that is unable to be validated, then the Case Number(s) will be listed under the following in line statement:
    a. "Unable to validate given Case Number(s)"

    If the worker submits Case Number(s) that are valid, then the case information will be listed under the following in line statement:
    b. "Successfully validated Case Numbers for given Case(s)"

    The variables displayed under this in line statement are <Case Number> and <Case Name>. The user will not be able to see confidential case names unless the user has the security rights to view the case. If the case is confidential and the user does not the security rights to see the case then the Case Name will be displayed as "Confidential". If the user has the security rights to view the confidential case then the user will be able to see the Case Name in the Case(s) Table.

    The cases will be ordered the way the client entered them into the Case Number(s) text box in each respective section.

5. Generate Coversheet(s) Button – Clicking the Generate Coversheet(s) button will only generate barcoded pdf pages for the valid cases. The barcoded PDF pages will be stitched together into one adobe pop up window for the worker to print from (See supporting document #4, Imaging Multi Case Coversheet Mockup). Each page has a unique case. These barcodes will have the case's identification placed into the barcode. This button is dynamic to the completed submission of one or more cases that returned valid. This feature will only be available when the county is set to use this solution.

2.1.4 Page Location

- **Global: Client Corresp.**
- **Local: Barcodes**
- **Task: Coversheets** (This task nav item will display directly below the Barcodes task nav item. Only workers with the "ImagingCapture" security right will be able to see this task nav item.)

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
ImagingCapture	Allows the worker to scan in documents to the imaging system.	Imaging Capture

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Imaging Capture	Allows the worker to scan documents into the imaging system.	Child Care Staff Child Care Supervisor Clerical Staff Clerical Supervisor Collections Staff Eligibility Staff Eligibility Supervisor Employment Services Contracted Staff Employment Services Contracted Supervisor Employment Services Staff Employment Services Supervisor Executive Fiscal Staff Fiscal Supervisor

Security Group	Group Description	Group to Role Mapping
		Hearings Staff Hearings Supervisor Help Desk Staff Marketing Staff Marketing Supervisor Quality Assurance Staff Quality Assurance Supervisor Quality Control Staff Quality Control Supervisor RDB Staff RDB Supervisor Special Investigations Staff Special Investigations Supervisor System Administrator

2.1.6 Page Mapping

Add page mapping for the Coversheet Generation page.

2.1.7 Page Usage/Data Volume Impacts

Expected volume usage is 450,000 clicks per month.

2.2 Case Summary

2.2.1 Overview

Update the Case Summary page in the LRS System. Add a Generate Coversheet button to the Case Summary page in order to create a coversheet for the case that the worker is on.

2.2.2 Case Summary Mockup

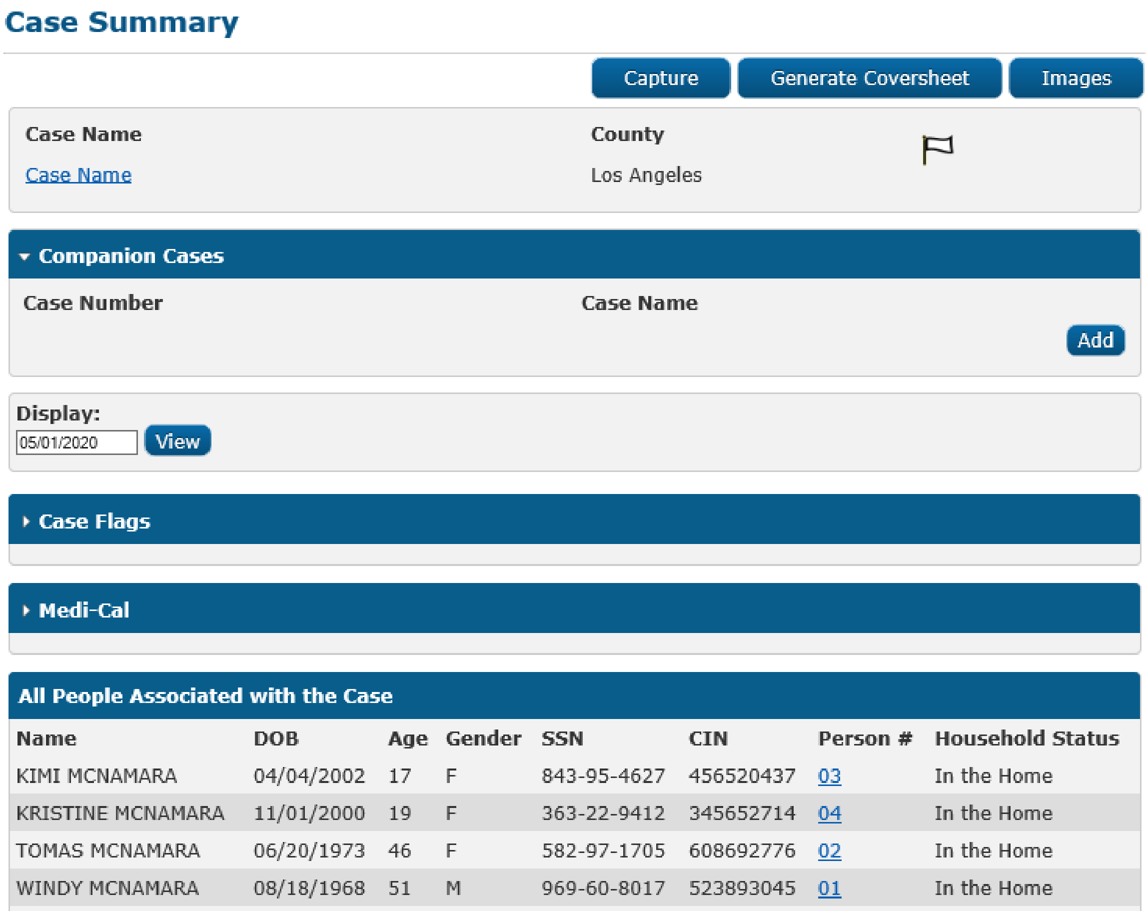


Figure 2.1.1 – Case Summary

2.2.3 Description of Changes

1. Generate Coversheet Button – Clicking the Generate Coversheet button will generate a barcoded pdf page for the case that the worker is on. The barcoded PDF page will be shown in one adobe pop up window for the worker to print from. This barcode will have the case number's associated sequence placed into the barcode. This feature will only be available when the county is set to use this solution. This functionality is only available when the worker has the security right of "ImagingCapture".

Note: "Capture" and "Images" buttons will be added into the LRS/CalSAWS system through separate SCRs.

2.2.4 Page Location

- **Global: Case Info**
- **Local: Case Summary**
- **Task: Case Summary**

2.2.5 Security Updates

3. Security Rights

Security Right	Right Description	Right to Group Mapping
ImagingCapture	Imaging Scan	Imaging Capture

4. Security Groups

Security Group	Group Description	Group to Role Mapping
Imaging Capture	Scan documents for a case using the imaging application.	Child Care Staff Child Care Supervisor Clerical Staff Clerical Supervisor Collections Staff Eligibility Staff Eligibility Supervisor Employment Services Contracted Staff Employment Services Contracted Supervisor Employment Services Staff Employment Services Supervisor Executive Fiscal Staff

Security Group	Group Description	Group to Role Mapping
		Fiscal Supervisor Hearings Staff Hearings Supervisor Help Desk Staff Marketing Staff Marketing Supervisor Quality Assurance Staff Quality Assurance Supervisor Quality Control Staff Quality Control Supervisor RDB Staff RDB Supervisor Special Investigations Staff Special Investigations Supervisor System Administrator

2.2.6 Page Mapping

Add page mapping for the Case Summary page.

2.2.7 Page Usage/Data Volume Impacts

The estimated projected clicks per month is 45,000.

2.3 Add Separator and Coversheets

2.3.1 Overview

There is currently no barcoded coversheet for a case and No Case Identified Coversheet available in the system. There is also no centralized access point to access the Generic Separator Sheet. To meet the requirements, a barcoded coversheet must be created. Additionally, a No Case Identified Coversheet and a Generic Separator Sheet must be added to the template repository.

2.3.2 Create Barcoded Coversheet Separator Form XDP

Form Header: NA
Form Title: Imaging Case Coversheet
Imaging Form Name: Imaging Case Coversheet
Form Number: IMG 100
Include NA Back 9: NA
Form Mockups/Examples: See Supporting Documents

Languages:
English

2.3.3 Description of Change

1. Add barcoded coversheet that is generated from the case numbers submitted by the worker.

   Note: This document will not be viewable in the template repository.

2.3.4 Add Form Variable Population

Case Number and Case Name will be generated onto each coversheet that is generated.

Form Body Variables:

Variable Name	Population	Formatting	Template Repository Population	Populates with Form Generation
<Barcode>	Generate 2D barcode with the value of: AAAAAAA<County Code><Case Serial Number> EX: AAAAAAA02LOD1318	Barcode	No	Yes
<Case Number>	The Case Number	Arial, size 20, bold	No	Yes
<Case Name>	The Case Name associated to the case. If the Case is confidential then the Case Name will be displayed as "Confidential".	Arial, size 20, bold	No	Yes

2.4 Add Generic Separator Sheet to Template Repository

2.4.1 Overview

This recommendation will add the Generic Separator Sheet to the Template Repository.

State Form: N/A, this is an Imaging specific document
Programs: N/A
Attached Forms: N/A
Forms Category: Form

Languages:
English

2.4.2 Description of Change

2.4.2.1 Document Parameters Page Mockup

Figure 2.4 – Document Parameter

1. Language – The Language drop down will only have English as an available option.

2.4.2.2 Create XDP Generic Separator Sheet

A new XDP will be created for the Separator Sheet. There will be no variable population.

Form Header: N/A
Form Title: Imaging Separator Coversheet
Imaging Form Name: Imaging Separator Coversheet
Form Number: IMG 101
Include NA Back 9: No
Form Mockups/Examples: See Supporting Documents #1

2.4.2.3 Add Form Control for Generic Separator Sheet

No Imaging barcode needs to be added for the Separator sheet.

Tracking Barcode	BRM Barcode	Imaging Barcode
No	No	No

2.4.2.4 Add Generic Separator Sheet to Template Repository

Add the Generic Separator Sheet to the Template Repository.

Required Document Parameters: Language

The following are the print requirements for the Generic Separator Sheet.

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
No	No	No	No	No	No

Mailing Requirements:
Mail-To (Recipient): N/A
Mailed From (Return): N/A
Mail-back-to Address: N/A
Outgoing Envelope Type: N/A
Return Envelope Type: None

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: No
Post to YBN/C4Y: No

2.5 Add Imaging No Case Coversheet to Template Repository

2.5.1 Overview

This recommendation will add the Imaging No Case Coversheet to the Template Repository.

State Form: N/A, this is an Imaging specific document
Programs: N/A
Attached Forms: N/A
Forms Category: Form

Languages:
English

2.5.2 Description of Change

2.5.2.1 Document Parameters Page Mockup

Figure 2.5 – Document Parameter

1. Language – The Language drop down will only have English as an available option.

2.5.2.2 Create XDP Imaging No Case Coversheet

A new XDP will be created for the Imaging No Case Coversheet.

Form Header: N/A
Form Title: Imaging No Case Coversheet
Imaging Form Name; Imaging No Case Coversheet
Form Number: IMG 102
Include NA Back 9: No
Form Mockups/Examples: See Supporting Documents #1

2.5.2.3 Add Form Control for Imaging No Case Coversheet

Do not add an Imaging barcode for the Imaging No Case Coversheet.

Tracking Barcode	BRM Barcode	Imaging Barcode
No	No	No

2.5.1.4 Add Imaging No Case Identified to Template Repository

Add the Imaging No Case Identified Separator Sheet to the Template Repository.

Required Document Parameters: Language

The following are the print requirements for the Imaging No Case Identified Separator Sheet.

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
No	No	No	No	No	No

Mailing Requirements:
Mail-To (Recipient): N/A
Mailed From (Return): N/A
Mail-back-to Address: N/A
Outgoing Envelope Type: N/A
Return Envelope Type: None

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: No
Post to YBN/C4Y: No

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	Mockup of a barcoded coversheet	Imaging Case Coversheet Mockup
2	Correspondence	Generic Separator Sheet	Imaging Separator Coversheet Mockup
3	Correspondence	No Case Coversheet Mockup	Imaging No Case Coversheet Mockup
4	Correspondence	Mockup of multiple barcoded coversheets.	Imaging Multi Case Coversheet Mockup
5	Security	Security Matrix.	Security Matrix

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
DDID 2503	The CONTRACTOR shall configure the imaging solution to allow the following documents to act as separators for the capture and indexing multi-case scan mode and returned mail multi-case scan mode: 1) Cover Sheets - Will contain a barcode with a case number or a no case identifier 2) System Generated Barcoded Documents The CONTRACTOR shall configure the imaging solution to allow the optional use of generic separator sheets for all scan modes to assist in separating documents. The CONTRACTOR shall configure the imaging solution to allow the optional use of envelopes as separator sheets for the returned mail multi-case scan mode.	None	This page creates the coversheets needed to separate during multi-case scan mode.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-214892

DDID 1439

Task Mgt – Error Prone and High Risk Administration Page

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Mayuri Srinivas
	Reviewed By	Justin Dobbs

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
8/31/2020	1.0	Initial Revision	Mayuri Srinivas
10/08/2020	1.1	Content Revision #1 • Updated incorrect Batch Number for “High Risk - Correspondence Mismatch” Case Flag	Mayuri Srinivas

Table of Contents

1 OVERVIEW

This design outlines modifications to the Error Prone and High Risk administrative function in the LRS/CalSAWS System to be 58 county friendly and allow counties to configure automated Tasks.

1.1 Current Design

The LRS/CalSAWS System contains an Error Prone and High Risk Administration page that allows county users to activate or deactivate batch processing that identifies specific Error Prone and High Risk case scenarios and associates appropriate Case Flags to the impacted cases. This administrative page is not currently programmed to support configuration by more than one county. County users may also associate Error Prone and High Risk Case Flags to Cases manually.

This administration page is simply labeled "Administration". This design document will refer to this page as the "Error Prone and High Risk Administration page".

1.2 Requests

Update the Error Prone and High Risk Administration page to be configurable by each individual LRS/CalSAWS county. Also modify the LRS/CalSAWS System to offer a county configurable Automated Action that can create a Task when an Error Prone or High Risk Case Flag is associated to a Case manually or through batch processing.

1.3 Overview of Recommendations

1. Update the Error Prone and High Risk Administration page to be configurable for each LRS/CalSAWS county.
2. Add a configurable Automated Action that will create a Task when an Error Prone or High Risk Case Flag is associated to a Case manually or through batch processing.

1.4 Assumptions

1. The second question "(Out-of-County/State and Grandfather (GF) rates over $0.00 (FC, KinGAP, AAP)" on the Error Prone and High Risk Administration page does not have any associated automation.
2. Information currently available on the Error Prone and High Risk Administration page will not be impacted for Los Angeles county with this enhancement.

2 RECOMMENDATIONS

This section will outline recommendations needed to update the Error Prone and High Risk Administration page to be configurable by 58 counties and introduce an Automated Action to create a related Task.

2.1 Error Prone and High Risk Case Flag Administration page

2.1.1 Overview

The Error Prone and High Risk Administration page layout and functionality is not being modified. This page is being configured to be customizable for each individual LRS/CalSAWS county.

2.1.2 Error Prone and High Risk Administration page – Reference Example

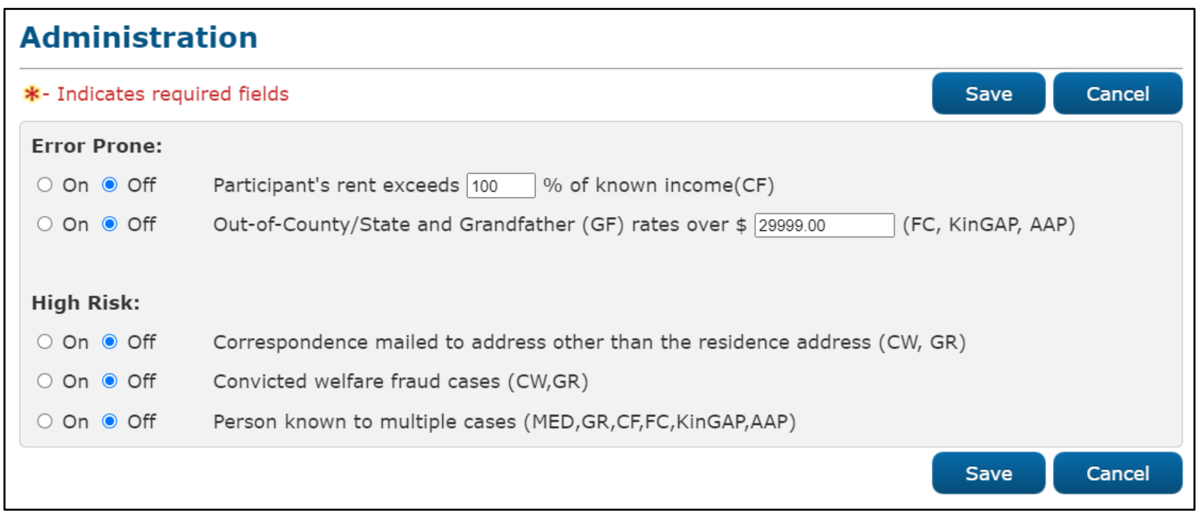


Figure 2.1.2.1 – Error Prone and High Risk Administration page Reference Example

2.1.3 Description of Changes

1. Configure the Error Prone and High Risk Administration page to be configurable for each individual LRS/CalSAWS County. All five fields on the page will initially be set to "Off" for the 57 migration counties. Current selections for Los Angeles county will not be affected. This recommendation does not modify the cosmetics of the page, it is strictly a configuration behind the scenes.

2.1.4 Page Location

- **Global:** Special Units
- **Local:** Error Prone

- **Task:** Administration

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Automated Action Detail Page

2.2.1 Overview

The Automated Action Detail page is accessible from the Automated Action List page. This section will outline the specifics of the Automated Action that will allow counties to enable and configure attributes for a task that will be logged when an Error Prone or High Risk Case Flag is added to a Case.

2.2.2 Automated Action Detail Page Mockup

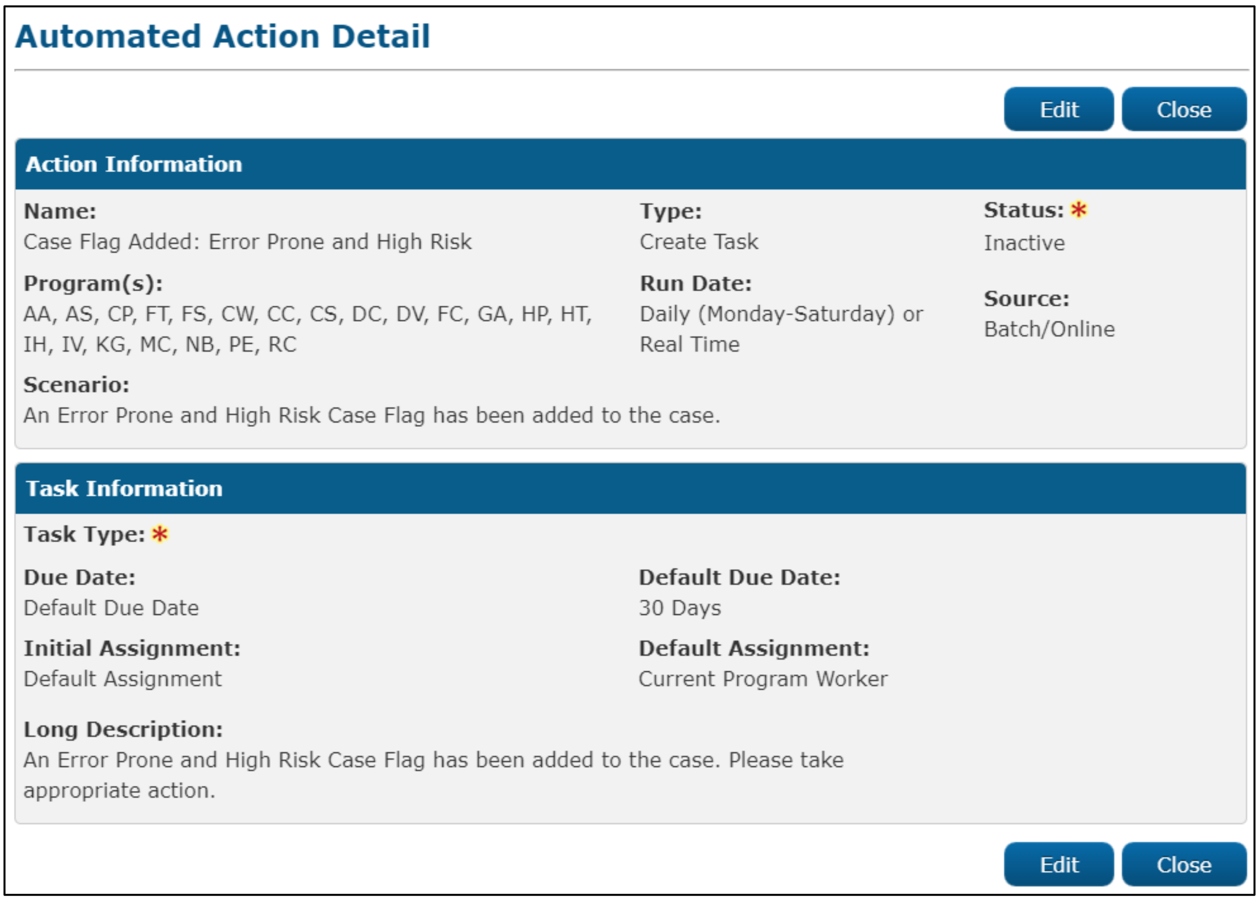


Figure 2.2.2.1 – Automated Action Detail Page Mockup

2.2.3 Description of Changes

1. Introduce the following Automated Action that will be triggered when an Error Prone or High Risk Case Flag is associated to a Case manually or through batch processing. This Automated Action will be configured for each of the 58 counties with an initial status of 'Inactive'.

The Automated Action Status will initially be Inactive with a blank Task Type and Task Sub-Type. This is because each county can set a custom Task Type for each Automated Action. If a county decides to Activate the Automated Action, the page validation will require that the county also select a Task Type to be used. Reference DDID 34 (CA-214928) for specifics of the Task Type pages.

a. Action Information
    i. Name: Case Flag Added: Error Prone and High Risk
    ii. Type: Create Task
    iii. Status: Inactive
    iv. Program(s): AA, AS, CP, FT, FS, CW, CC, CS, DC, DV, FC, GA, HP, HT, IH, IV, KG, MC, NB, PE, RC
    v. Run Date: Daily (Monday-Saturday) or Real Time
    vi. Source: Batch/Online
    vii. Scenario: An Error Prone and High Risk Case Flag has been added to the case.
b. Task Information
    i. Task Type: BLANK
    ii. Task Sub-Type: BLANK
    iii. Due Date: Default Due Date
    iv. Default Due Date: 30 Days
    v. Initial Assignment: Default Assignment
    vi. Default Assignment: Current Program Worker
    vii. Long Description: An Error Prone and High Risk Case Flag has been added to the case. Please take appropriate action.

Note: The Automated Action will only create a Task if the county has updated the Automated Action to be Active.

2. Update the LRS/CalSAWS System to trigger the Automated Action in Recommendation 2.2.3.1 any time an Error Prone or High Risk Case Flag is added to a case manually through the Case Flag Detail page.

2.2.4 Page Location

- **Global:** Tools
- **Local:** Admin
- **Task:** Automated Actions > Task Admin

  Click on a hyperlink of the desired result displayed in the Automated Actions Search to navigate to the Automated Action Detail page.

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

N/A

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 Error Prone and High Risk Case Flag Batch Processes

2.3.1 Overview

The following batch processes evaluate information on the Error Prone and High Risk Administration page to determine Cases that an Error Prone or High Risk Case flag will be associated to:

a. PB19S932: Associates the "Error Prone - Rent Over TMHI" Case Flag.
b. PB19S933: Associates the "High Risk - Convicted Fraud" Case Flag.
c. PB19S931: Associates the "High Risk - Multiple Cases" Case Flag.
d. PB19S930: Associates the "High Risk - Correspondence Mismatch" Case Flag.

2.3.2 Description of Change

1. Update the following batch processes to evaluate information for all LRS/CalSAWS counties. This modification will also include an adjustment to evaluate for the county specific configuration information on the Error Prone and High Risk Administration page.
    a. PB19S932: Associates the "Error Prone - Rent Over TMHI" Case Flag.
    b. PB19S933: Associates the "High Risk - Convicted Fraud" Case Flag.
    c. PB19S931: Associates the "High Risk - Multiple Cases" Case Flag.
    d. PB19S930: Associates the "High Risk - Correspondence Mismatch" Case Flag.

    Technical: The "19" referenced in the batch process names above can be replaced by "00" to signify that the batch process applies to all counties.
2. Update the batch processes in Recommendation 2.3.2.1 to also trigger the Automated Action described in Recommendation 2.2.3.1 when an Error Prone and High Risk Case Flag is associated to a Case.

2.3.3 Execution Frequency

The batch processes mention above all run daily. The batch frequency will not be modified.

2.3.4 Key Scheduling Dependencies

N/A

2.3.5 Counties Impacted

All LRS/CalSAWS System counties are impacted.

2.3.6 Data Volume/Performance

N/A

2.3.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate failures and determine the appropriate resolution.

3 SUPPORTING DOCUMENTS

N/A

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1439	The CONTRACTOR shall update the Error Prone and High Risk Case Flag Administration page, and supporting batch processing, to be configurable by each CONSORTIUM County. The CONTRACTOR shall add a new configurable automated task to generate when an Error Prone or High Risk flag is added to a case.	None	This design will update the Error Prone and High Risk Case Flag Administration page and batch processing to function for all LRS/CalSAWS counties. The design will also include a configurable Automated action to create a Task when an Error Prone or High Risk case flag is added to a case.

5 MIGRATION IMPACTS

N/A

6 OUTREACH

N/A

7 APPENDIX

N/A

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-214893

DDID 1628

Task Management

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Justin Dobbs
	Reviewed By	Sarah Cox, Araceli Gallardo, Pandu Gupta, Carlos Albances

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
7/16/2020	1.0	Initial Revision	Justin Dobbs
9/21/2020	1.1	Content Revision 1 • Clarified the run date for some Automated Actions. • Clarified that there may be adjustments required to LRS/CalSAWS logic if a batch process exists in LRS/CalSAWS from C-IV baseline and change have since been made.	Justin Dobbs
10/22/2020	1.2	Content Revision 2 • Updated Automated Action #4 to have a Status of Unavailable.	Mayuri Srinivas

Table of Contents

1 OVERVIEW

This design outlines modifications to migrate a population of existing C-IV System Automated Tasks into the LRS/CalSAWS System. The attributes defined for each Automated Action within this design document will be initially set up as default values based on the current logic available in the source C-IV System. The Automated Actions defined in this document will be configured to support all 58 counties.

1.1 Current Design

CA-214928 for DDID 34 introduces the Automated Action framework to the LRS/CalSAWS System. This framework allows a level of configurability of automated tasks by the counties. The C-IV System includes a set of automated tasks through the Automated Action framework that do not exist in the LRS/CalSAWS System.

1.2 Requests

Migrate a population of C-IV System automated tasks into the LRS/CalSAWS System. This population is limited to automated tasks that do not currently exist in the LRS/CalSAWS System. Common automated tasks will be addressed with DDID 1629, which converts LRS/CalSAWS automated tasks into the Automated Action framework.

1.3 Overview of Recommendations

1. Migrate a population of the C-IV System Automated Action settings for automated tasks into the LRS/CalSAWS System.

1.4 Assumptions

1. SCRs CA-214927 and CA-214928 related to DDID 34 have set up the underlying data model and front-end Automated Action pages to support Automated Action processing.
2. Not all batch processes require modifications to be configured to run for 58 counties. The Automated Actions defined in this document that do not have a recommendation to modify the batch process to be 58 county friendly will function for 58 counties natively or DDID 1787 has already accounted for the migration of C-IV System specific batch processes into the LRS/CalSAWS System.

2 RECOMMENDATIONS

This section will outline recommendations to migrate a population of C-IV System Automated Action tasks into the LRS/CalSAWS System.

2.1 Migrate a set of C-IV System Automated Tasks into the LRS/CalSAWS System

2.1.1 Overview

The Automated Action framework allows county users a level of configurability for automated task generation. For example, the county can choose to deactivate a specific automated task within their county outside of the project enhancement process. They also can define attributes such as Task Type, Task Sub-Type, the due dates and initial assignment information for the resulting tasks through the Automated Action Detail page. (Reference CA-214928 – DDID 34 for the specifics of the Automated Action pages).

This section outlines the modifications required to support a population of migrated C-IV System automated tasks in the Automated Action framework in the LRS/CalSAWS System.

2.1.2 Automated Action Detail – Reference Example

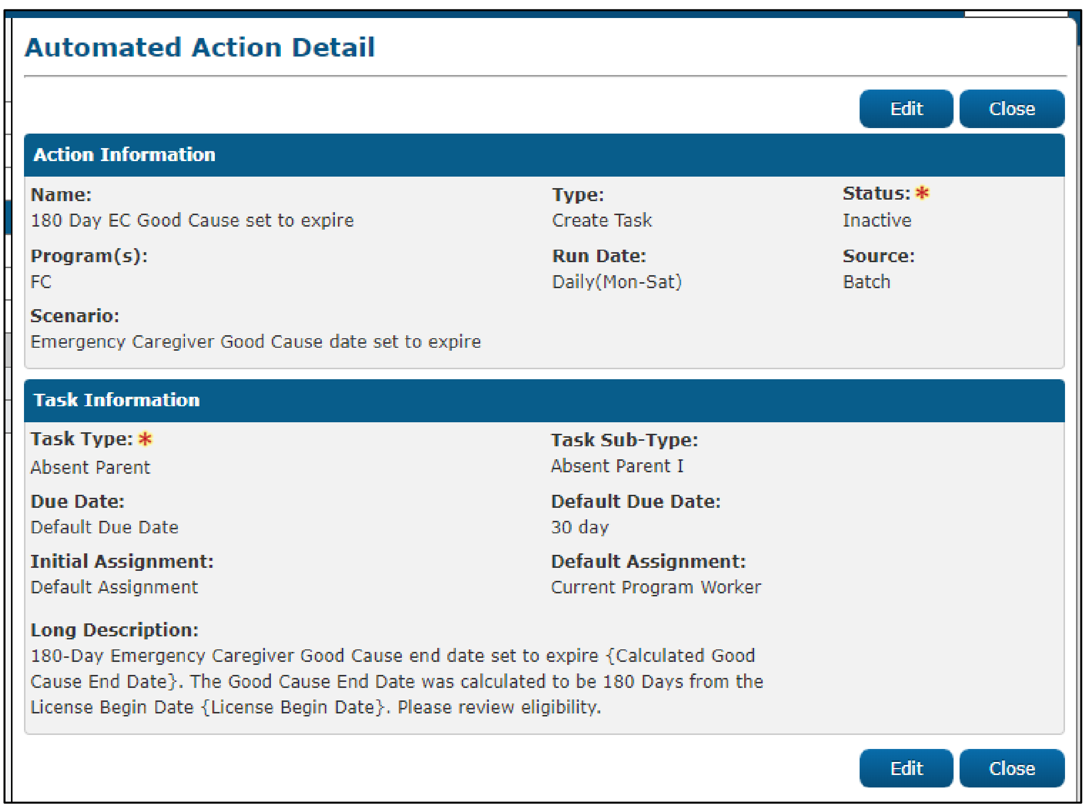


Figure 2.1.1 – Automated Action Detail

2.1.3 Description of Changes

Migrate the following C-IV System automated tasks into the LRS/CalSAWS System. (Please reference the Automated Action Detail page in Figure 2.1.1 for display of the Action Information and Task Information attributes.)

Technical: For LA and the CalWIN counties, the Status will initially be Inactive with a blank Task Type and Task Sub-Type. This is because each county can set a custom Task Type for each Automated Action. If Los Angeles or a CalWIN county decides to Activate one of these Automated Actions, the page validation will require that the county also select a Task Type to be used. As for the C-IV county entries, the Automated Action information will become available through the Automated Action pages with conversion as each county will have the ability to change configurations up until cutover into LRS/CalSAWS.

Attribute values such as “Program(s)” and “Run Date” are based on the attribute values available in the existing C-IV System Automated Action configurations.

1. WTW Recipient: Reached 23rd Month
    a. Action Information
        i. Name: WTW Recipient: Reached 23rd Month
        ii. Type: Create Task
        iii. Status: Inactive
        iv. Program(s): WT
        v. Run Date: 1st day of each month(Mon-Sat)
        vi. Source: Batch
        vii. Scenario: An active WTW recipient has reached their 23 month mark. The WTW recipient is approaching the 24 month WTW time limit. Review for appropriate action.
    b. Task Information
        i. Task Type: BLANK
        ii. Task Sub-Type: BLANK
        iii. Due Date: Default Due Date
        iv. Default Due Date: 10 days
        v. Initial Assignment: Default Assignment
        vi. Default Assignment: Current Program Worker
        vii. Long Description: Person with CIN {CIN Number} is in WTW month 23. This person did not receive a WTW 46/WTW 44 due to not having a scheduled WTW 24-Month Interview between the 10th and last day of {MM/YYYY}. Please schedule a WTW 24-Month Interview and send a WTW 46 and WTW 44.

c. Update LRS/CalSAWS to run a batch process on the 1st day of each month to trigger the Automated Action for WTW recipients who have reached the 23rd Time Limit Month and a WTW 46 form has not been sent out signifying the WTW 24-Month appointment has been scheduled. Reference Section 2.1.2.

2. WTW Recipient: Reached 22nd Month
   a. Action Information
      i. Name: WTW Recipient: Reached 22nd Month
      ii. Type: Create Task
      iii. Status: Inactive
      iv. Program(s): WT
      v. Run Date: 1st day of each month(Mon-Sat)
      vi. Source: Batch
      vii. Scenario: An active WTW recipient has reached their 22 month mark. The WTW recipient is approaching the 24 month WTW time limit. Review for appropriate action.

   b. Task Information
      i. Task Type: BLANK
      ii. Task Sub-Type: BLANK
      iii. Due Date: Default Due Date
      iv. Default Due Date: 25 days
      v. Initial Assignment: Default Assignment
      vi. Default Assignment: Current Program Worker
      vii. Long Description: Person with CIN {CIN Number} is in WTW month 22. Please schedule a WTW 24-Month Interview between the 10th day and last day of {MM/YYYY}.

   c. Update LRS/CalSAWS to run a batch process on the 1st day of each month to trigger the Automated Action for WTW recipients who have reached the 22nd Time Limit Month. Reference Section 2.1.2.

3. WTW Recipient: Reached 21st Month
   a. Action Information
      i. Name: WTW Recipient: Reached 21st Month
      ii. Type: Create Task
      iii. Status: Inactive
      iv. Program(s): WT
      v. Run Date: 1st day of each month(Mon-Sat)
      vi. Source: Batch
      vii. Scenario: An active WTW recipient has reached their 21 month mark. The WTW recipient is approaching the 24 month WTW time limit.

   b. Task Information

i. Task Type: BLANK
ii. Task Sub-Type: BLANK
iii. Due Date: Default Due Date
iv. Default Due Date: 10 days
v. Initial Assignment: Default Assignment
vi. Default Assignment: Current Program Worker
vii. Long Description: Person with CIN {CIN Number} is in WTW month 21. Please take the appropriate action.

c. Update LRS/CalSAWS to trigger the Automated Action for Los Angeles county when a WTW recipient reaches the 21-month mark. DDID 571 will trigger the Automated Action for the additional 57 counties by migrating the PIXXE811 batch job from the C-IV System.

4. CalFresh Documents: Translation

The underlying conditions that trigger this Automated Action are obsolete and no longer occur. This Automated Action will be viewable in the CalSAWS System with a Status of "Unavailable". This status indicates that the Automated Action cannot be activated but it remains for historical reference. The entry is required to support conversion of C-IV county historical Tasks which resulted from this Automated Action so that the Task Detail page renders the "Automated Action" attribute properly.

a. Action Information
   i. Name: CalFresh Documents: Translation
   ii. Type: Create Task
   iii. Status: Unavailable
   iv. Program(s): CF
   v. Run Date: Daily(Mon-Sat)
   vi. Source: Batch
   vii. Scenario: New documents have been created for the CalFresh program and have not been sent. Review documents for translation.

b. Task Information
   i. Task Type: BLANK
   ii. Task Sub-Type: BLANK
   iii. Due Date: Default Due Date
   iv. Default Due Date: 10 days
   v. Initial Assignment: Default Assignment
   vi. Default Assignment: Current Program Worker
   vii. Long Description: {document_count} documents have been created since {created_on_date} for {program_type} on case

number {case_number} which require further translation in order to be sent. Please review Distributed Documents to finalize translation.

5. CalWORKs Child: Age 18 Verify Graduation
    a. Action Information
        i. Name: CalWORKs Child: Age 18 Verify Graduation
        ii. Type: Create Task
        iii. Status: Inactive
        iv. Program(s): CW
        v. Run Date: 1st day of each month(Mon-Sat)
        vi. Source: Batch
        vii. Scenario: An active CalWORKs child is turning 18. Verify the graduation date for the member.

    b. Task Information
        i. Task Type: BLANK
        ii. Task Sub-Type: BLANK
        iii. Due Date: Default Due Date
        iv. Default Due Date: 10 days
        v. Initial Assignment: Default Assignment
        vi. Default Assignment: Current Program Worker
        vii. Long Description: Verify HS graduation date for {person name}

    c. Update LRS/CalSAWS to trigger the Automated Action by scheduling batch job PB00A107 to run on a monthly basis on the 1st day of each month and evaluate information for all 58 counties. Batch job PB00A107 is currently available in the LRS/System but it is not currently scheduled to run. Note: Logic modifications to the batch process may be required to support the Automated Action attributes if there have been changes on the C-IV side since baseline.

6. CalWORKs Discontinued: Review WTW
    a. Action Information
        i. Name: CalWORKs Discontinued: Review WTW
        ii. Type: Create Task
        iii. Status: Inactive
        iv. Program(s): CW, WT
        v. Run Date: 4th day of each month(Mon-Fri)
        vi. Source: Batch
        vii. Scenario: The CalWORKs program has been discontinued for an active person. Further review of Welfare to Work programs is required.

    b. Task Information

i. Task Type: BLANK
ii. Task Sub-Type: BLANK
iii. Due Date: Default Due Date
iv. Default Due Date: Next business day
v. Initial Assignment: Default Assignment
vi. Default Assignment: Current Program Worker
vii. Long Description: CalWORKs program discontinued as of {Date}. Review Welfare to Work.

c. Update LRS/CalSAWS to trigger the Automated Action by scheduling batch job PB00A103 to run on the 4th day of each month and evaluate information for all 58 counties. Batch job PB00A103 is currently available in the LRS/System but it is not currently scheduled to run. Note: Logic modifications to the batch process may be required to support the Automated Action attributes if there have been changes on the C-IV side since baseline.

7. CalWORKs Member: Age 60 Timed Out
   a. Action Information
      i. Name: CalWORKs Member: Age 60 Timed Out
      ii. Type: Create Task
      iii. Status: Inactive
      iv. Program(s): CW
      v. Run Date: 2nd day of each month(Mon-Fri)
      vi. Source: Batch
      vii. Scenario: The CalWORKs program has been discontinued for an active person. Further review of Welfare to Work programs is required.

   b. Task Information
      i. Task Type: BLANK
      ii. Task Sub-Type: BLANK
      iii. Due Date: Default Due Date
      iv. Default Due Date: Last day of next month after batch date
      v. Initial Assignment: Default Assignment
      vi. Default Assignment: Current Program Worker
      vii. Long Description: Review case for possible Extender for {person_name}, who is Timed Out and will turn 60.

   c. Update LRS/CalSAWS to trigger the Automated Action by scheduling batch job PB00A129 to run on the 2nd day of each month and evaluate information for all 58 counties. Batch job PB00A129 is currently available in the LRS/System but it is not currently scheduled to run. Note: Logic modifications to the batch process may be required to support the Automated Action attributes if there have been changes on the C-IV side since baseline.

8. CalWORKs Recipient Approaching TANF Time Limit: 54 Months
    a. Action Information
        i. Name: CalWORKs Recipient Approaching TANF Time Limit: 54 Months
        ii. Type: Create Task
        iii. Status: Inactive
        iv. Program(s): CW
        v. Run Date: 2nd day of each month(Mon-Fri)
        vi. Source: Batch
        vii. Scenario: An active CalWORKs recipient has reached their 54 month mark. The CalWORKs recipient is approaching the 60 month TANF time limit.

    b. Task Information
        i. Task Type: BLANK
        ii. Task Sub-Type: BLANK
        iii. Due Date: Default Due Date
        iv. Default Due Date: 10 days
        v. Initial Assignment: Default Assignment
        vi. Default Assignment: Current Program Worker
        vii. Long Description: Person with CIN {CIN Number} is in TANF month 54. Please take the appropriate action.

    c. Update LRS/CalSAWS to trigger the Automated Action for Los Angeles county when a CalWORKs recipient reaches the 54 month mark. DDID 571 will trigger the Automated Action for the additional 57 counties by migrating the PIXXE811 batch job from the C-IV System.

9. CalWORKs Recipient Approaching TANF Time Limit: 58 Months
    a. Action Information
        i. Name: CalWORKs Recipient Approaching TANF Time Limit: 58 Months
        ii. Type: Create Task
        iii. Status: Inactive
        iv. Program(s): CW
        v. Run Date: 2nd day of each month(Mon-Fri)
        vi. Source: Batch
        vii. Scenario: An active CalWORKs recipient has reached their 58 month mark. The CalWORKs recipient is approaching the 60 month TANF time limit.

    b. Task Information

i. Task Type: BLANK
ii. Task Sub-Type: BLANK
iii. Due Date: Default Due Date
iv. Default Due Date: 10 days
v. Initial Assignment: Default Assignment
vi. Default Assignment: Current Program Worker
vii. Long Description: Person with CIN {CIN Number} is in TANF month 58. Please take the appropriate action.

c. Update LRS/CalSAWS to trigger the Automated Action for Los Angeles county when a CalWORKs recipient reaches the 58 month mark. DDID 571 will trigger the Automated Action for the additional 57 counties by migrating the PIXXE811 batch job from the C-IV System.

10. Medi-Cal Deemed Eligible: Age 1 Review Eligibility
    a. Action Information
        i. Name: Medi-Cal Deemed Eligible: Age 1 Review Eligibility
        ii. Type: Create Task
        iii. Status: Inactive
        iv. Program(s): MC
        v. Run Date: 1st day of each month(Mon-Sat)
        vi. Source: Batch
        vii. Scenario: An active Medi-Cal child that has been Deemed Eligible is turning 1. Review the child's eligibility for Medi-Cal.

    b. Task Information
        i. Task Type: BLANK
        ii. Task Sub-Type: BLANK
        iii. Due Date: Default Due Date
        iv. Default Due Date: 10 day cutoff for program
        v. Initial Assignment: Default Assignment
        vi. Default Assignment: Current Program Worker
        vii. Long Description: DE Child Turns 1 - Check Eligibility

    c. Update LRS/CalSAWS to trigger the Automated Action by scheduling batch job PB00A111 to run on the 1st day of each month and evaluate information for all 58 counties. Batch job PB00A111 is currently available in the LRS/System but it is not currently scheduled to run. Note: Logic modifications to the batch process may be required to support the Automated Action attributes if there have been changes on the C-IV side since baseline.

2.2 WTW 22nd/23rd Time Limit Month Task Batch Job

2.2.1 Overview

The WTW 22nd/23rd Time Limit Month Task Batch Job will evaluate for WTW recipients on a monthly basis who have reached the 22nd or 23rd WTW Time Limit month. The batch process will trigger the appropriate Automated Action as defined in Sections 2.1.3.1 and 2.1.3.2.

2.2.2 Description of Change

1. Trigger the WTW Recipient: Reached 23rd Month Automated Action defined in Section 2.1.3.1 for WTW recipients meeting the following criteria:
   a. The WTW recipient has reached 23 months on the WTW 24 Month Time Clock.
   b. A WTW 46 form has not been sent to signify that a WTW 24-Month appointment has been scheduled
2. Trigger the WTW Recipient: Reached 22nd Month Automated Action defined in Section 2.1.3.2 for WTW recipients meeting the following criteria:
   a. The WTW recipient has reached 22 months on the WTW 24 Month Time Clock.

2.2.3 Execution Frequency

This batch job will run on the first day (Monday through Saturday) of every month.

2.2.4 Key Scheduling Dependencies

None

2.2.5 Counties Impacted

All LRS/CalSAWS Counties are impacted.

2.2.6 Data Volume/Performance

Approximately 4 to 6,000 records will be processed per month across all counties.

2.2.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate failures and determine the appropriate resolution.

3 SUPPORTING DOCUMENTS

N/A – No Supporting Documents

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1628	The CONTRACTOR shall migrate the existing C-IV automated tasks, as specified in the "Task Management C-IV Automated Task Inventory" appendix, into the CalSAWS Software for all 58 Counties; as well as migrate current task configurations for 39 C-IV Migration Counties into the CalSAWS Software as default settings for the 39 C-IV Migration Counties.	- Approximately 22 C-IV automated actions directly overlap with LRS automated tasks. - Support for mapping CalWIN automated tasks to C-IV automated tasks is not included. - Automated tasks included in this DDID would be set to "Inactive" at cutover for CalWIN counties. - Please refer to CalSAWS Agreement Exhibit U Schedule 1 - Attachment 1 Contractor Assumptions Inventory List, worksheet 'C-IV Automated Tasks'	This design will migrate a population of C-IV System automated tasks into the LRS/CalSAWS System as an initial phase of DDID 1628.

5 MIGRATION IMPACTS

N/A

6 OUTREACH

N/A

7 APPENDIX

N/A

California Statewide Automated Welfare System

Design Document

CA-214929

DDID 655

Task Management

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Mayuri Srinivas, Justin Dobbs
	Reviewed By	Araceli Gallardo, Dymas Pena, Sarah Cox, Pandu Gupta, Carlos Albances, Aman Mishra

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
7/7/2020	1.0	Initial Revision	Mayuri Srinivas
9/21/2020	1.1	Content Revision 1 • Updated the size of the Task Pop up window. • Clarified that Get Next functionality will confirm that the requesting worker can receive the category of the Task. • Corrected alignment of the navigation arrows on the Task Detail page mockups. • Added verbiage describing the footer information to be displayed on the Task Detail page.	Justin Dobbs
9/30/2020	1.2	Content Revision 2 • Corrected the security sections so that edit capabilities are not included in view only security groups. • Removed references to display a comma delimited list of programs for Tasks that apply to more than one program. This function is deprecated.	Justin Dobbs
10/28/2020	1.3	Content Revision 3 • Added recommendation to remove Task edit capabilities from the View Only Security Role. • Clarified that Tasks that are not associated to a Case/Program may display on the Task pages and the resulting behavior. • Documented 2 missing validation messages.	Justin Dobbs

Table of Contents

1 OVERVIEW

This design outlines modifications to Task Management functionality within the LRS/CalSAWS System to include a set of Task pages within a separate pop up window accessible with a new navigation link within the Utilities Navigation Bar.

1.1 Current Design

The LRS/CalSAWS System contains a series of Worklist pages allowing county staff to view, manage and work tasks. The LRS/CalSAWS System cannot be navigated while simultaneously viewing/modifying the Task pages.

The C-IV System includes a set of Task pages that function within a dedicated pop up window that can be navigated independently of the main C-IV window. Workers can navigate throughout the C-IV System while working Tasks within the pop-up Task pages.

1.2 Requests

Introduce new dedicated Task pages that can be used to search and work Tasks in an independent pop-up window accessible via a link in the Utilities Navigation Bar.

1.3 Overview of Recommendations

1. Introduce a new Utilities Navigation Bar option titled "Tasks" that will pop-up a new window that includes a group of pages that allow workers to manage Tasks within a dedicated window that can be navigated independent of the LRS/CalSAWS window. Pages included within the pop-up window are:
    a. My Tasks
    b. Task Search
    c. My Banks

    Within the pages above is functionality allowing users to navigate to additional sub-pages such as:
    a. Bank Detail
    b. Task Detail
    c. Select Bank
2. Add functionality that will allow a user to click on a Case Number hyperlink within the Tasks pop-up window and navigate the LRS/CalSAWS main window to the Case Summary page for a Case.

1.4 Assumptions

1. CA-214928 for DDID 34 (Unified Task Management) will be implemented concurrently with this design. This SCR introduces the Bank Detail page which is a necessary component for the My Banks page within this enhancement.

2. All Security Groups and Security Rights used by the pages described in this design are already available in LRS/CalSAWS.

2 RECOMMENDATIONS

This section will outline recommendations to introduce Pop-Up Task Management components to the LRS/CalSAWS System.

2.1 Utility Bar

2.1.1 Overview

This addition to the Utilities section will allow the Users to access the Tasks Pop-Up window and the included pages within LRS/CalSAWS. The Tasks link will display if the User profile contains the Task View or Task Edit security group. Pages included within the Task Pop-Up window are:

- My Tasks Page (Section 2.2)
- My Banks Page (Section 2.3)
- Bank Detail Page (Section 2.4)
- Task Search Page (Section 2.5)
- Task Detail Page (Section 2.6)

2.1.2 Home Page – Utility Bar Mockup

Figure 2.1.2.1 – Utility Bar Mockup

2.1.3 Description of Changes

1. Add a "Tasks" link to the Utilities bar of LRS/CalSAWS System between "Journal" and "Help". See Figure 2.1.2.1 for an example of the placement and the icon that displays.
2. The "Tasks" link will display if the user's security profile contains the "TaskSearchView" security right.
3. When the "Tasks" link is clicked, a 1480 x 1024 pop-up window will open to display one of two pages:
    a. If LRS/CalSAWS is in the context of a case, the window will pop-up to display the "Task Search" page with the Case Number pre-loaded into the search criteria.
    b. If LRS/CalSAWS is not in the context of a case, the window will pop-up to display the "My Tasks" page.

    There can only be one instance of the Task pop-up window open. If the "Tasks" link is clicked multiple times, the single window will refresh as appropriate. For example, if a worker logs into LRS/CalSAWS and immediately clicks the "Tasks" link, the Task pop-up will open to display the "My Tasks" page per bullet "b" above. If the worker then enters a case into LRS/CalSAWS to view the Case Summary page and clicks the "Tasks" link again, the Task pop-up window will refresh to display the "Task Search" page per bullet "a" above.

2.1.4 Page Location

N/A.

2.1.5 Security Updates

N/A – The "TaskSearchView" security right is contained within the "Task View" and "Task Edit" security groups, which already exist in the LRS/CalSAWS System.

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 My Tasks Page

2.2.1 Overview

This section will define the specifics of the "My Tasks" page that displays by default in the Task Pop-Up that opens on click of "Tasks" in the Utilities Navigation bar. This page displays Task information for the logged in worker.

2.2.2 My Tasks Page Mockup

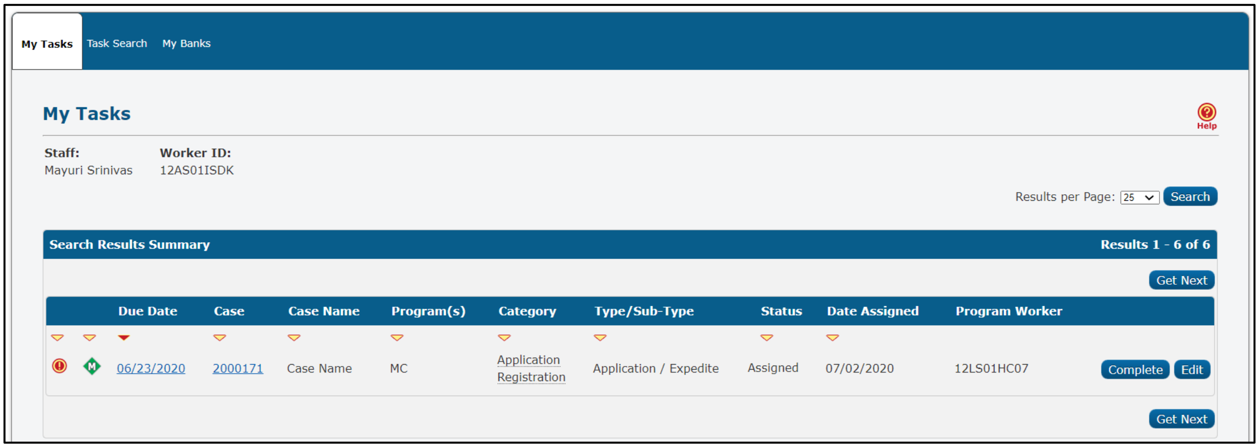


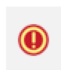
Figure 2.2.2.1 – My Tasks Page Mockup

2.2.3 Description of Changes

Add a My Tasks page to the LRS/CalSAWS System. On initial load of the page, Tasks with a status of "Assigned" or "In Process" that are assigned to the logged in worker will display. This page may include Tasks that are not associated to a Case/Program such as Clearance Tasks. The My Tasks tab will be accessible if the user's security profile contains the "MyTasksView" security right.

1. **ICON:** HELP – Clicking this button will open the My Tasks Online Help page.
2. Staff – This field will display the staff name of the logged in worker.
3. Worker ID – This field will display the Worker ID being used by the logged in worker. If the logged in worker is associated to multiple Worker IDs, this field will display as a dropdown menu with each associated Worker ID while defaulting to the current Worker ID being used. Selecting a Worker ID from this dropdown followed by the Search button will refresh the results to display Tasks that are "Assigned" or "In Process" for the selected Worker ID.
4. **BUTTON:** Search – When clicked, Tasks displayed in the search results are refreshed to display tasks that match the search criteria.
5. **BUTTON:** Get Next – When clicked, the LRS/CalSAWS System searches each of the Banks the User is associated with to identify the highest priority Task. The Task is then assigned to the User and the Status is updated to "In Process."

   Priority is determined by evaluating the Task's associated Task Type/Sub-Type priority, Due Date, and Creation Date. Tasks with an existing Position assignment will not be reassigned by Get Next. The worker's position information will be evaluated to confirm that the position has been configured to receive the category of the Task being served up. This button will display when the security profile of the logged in user contains the "GetNextTask" security right.

6. <u>Search Results Summary</u>
    a. New Assignment Indicator – this column does not have a column header shown on the page. The column will display the New Assignment icon to indicate if the Task is newly assigned to the logged in staff. The user may acknowledge this task and click on the icon, which will remove the icon from display for the Task. If the worker does not click the icon, it will no longer display after the amount of time specified in the Newly Assigned Indicator attribute of the Task Type Detail page. The Indicator will be clickable if the security profile of the logged in user contains the "TaskDetailEdit" security right. The column will display the following indicator icon:
        i. 
    b. Priority Icon – this column does not have a column header shown on the page. The column will display the following graphical icons to indicate the priority based on the Task Type Priority for each row:
        i.  - Critical
        ii.  - High
        iii.  - Medium
        iv.  - Low
    c. Due Date – the Task Due Date. If the security profile of the logged in user contains the "MyTasksView" security right, the date will display as a hyperlink, otherwise the date will display as plain text. Clicking the hyperlink opens the Task Detail page in View mode.
    d. Case – the Case Number associated to the Task. If the Task is not associated to a Case, such as a Clearance Task, this column will be blank. If the security profile of the logged in worker contains the "CaseSummaryView" security right, this field will display as a hyperlink, otherwise it will display as plain text. Clicking the hyperlink will refresh the main LRS/CalSAWS System window to the Case Summary page for the Case.
    e. Case Name – The Case Name of the Case associated to the Task. If the Task is not associated to a Case, such as a Clearance Task, this column will be blank.

f. Program(s) – the Program associated with the Task. If the Task is not associated to a Case/Program, such as a Clearance Task, this column will be blank.
g. Category – the Category of the Task.
h. Type/Sub-Type – the Type and Sub-Type associated with the Task. If the Task Type has an associated Sub-Type, a "/" will display between the Task Type and Sub-Type.
i. Status – the current Status of the Task.
j. Date Assigned – the latest assigned date of the Task.
k. Program Worker – this field indicates the Worker ID of the worker assigned to the program associated to the Task. If the program does not have an assigned worker or if the Task is not associated to a program, the field will be blank.
l. **BUTTON:** Complete – this button removes the task from the My Tasks results and changes the status of the Task to "Completed". The button will display if the worker's security profile contains the "TaskDetailEdit" security right.
m. **BUTTON:** Edit – for the particular Task, this button will open the Task Detail page in Edit mode. The button will display if the worker's security profile contains the "TaskDetailEdit" security right.

2.2.4 Page Validation

1. "Get Next – No available Tasks for reassignment."
   a. Add a validation to display when the User clicks Get Next, but is either not associated to any Banks, or the User's associated Banks do not contain any Tasks eligible for reassignment by Get Next.

2.2.5 Page Location

N/A.

2.2.6 Security Updates

1. There is no need to create new security rights and/or security groups as the following security rights/groups already exist in the LRS/CalSAWS System:

Security Right	Security Group(s)
TaskDetailView	• Task View • Task Edit

TaskDetailEdit	• Task Edit
GetNextTask	• Get Next
MyTasksView	• Task View • Task Edit • Get Next

2. Remove the "Get Next" security group from the "View Only" security role. The "Get Next" security group is currently available within the LRS/CalSAWS System and the security rights within this group are not used for existing functionality. As a result, this change does not impact any security configurations for current LRS/CalSAWS users.

2.2.7 Page Mapping

Add page mapping for the My Tasks page.

2.2.8 Page Usage/Data Volume Impacts

N/A.

2.3 My Banks Page

2.3.1 Overview

This section will define the specifics of the "My Banks" page within the Task Pop-Up. This page will display information for Banks that the logged in worker is associated to.

2.3.2 My Banks Mockup

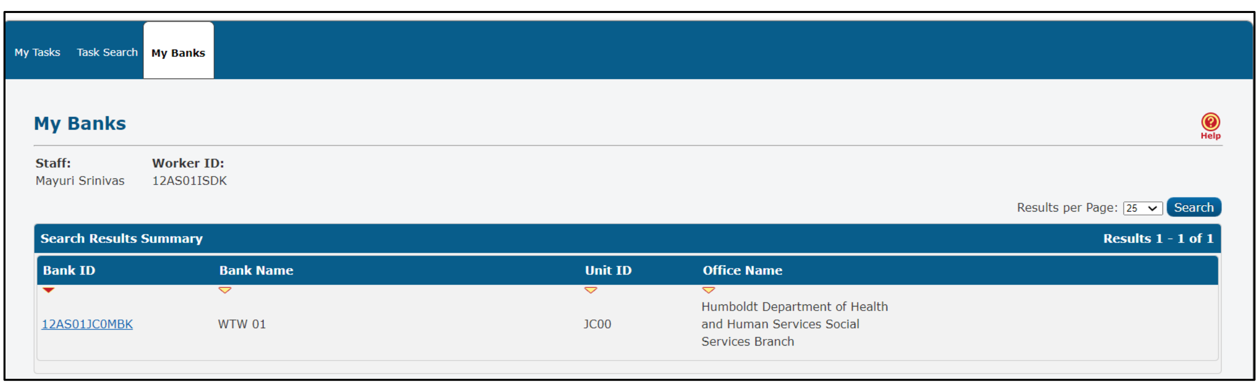


Figure 2.3.2.1 – My Banks Page Mockup

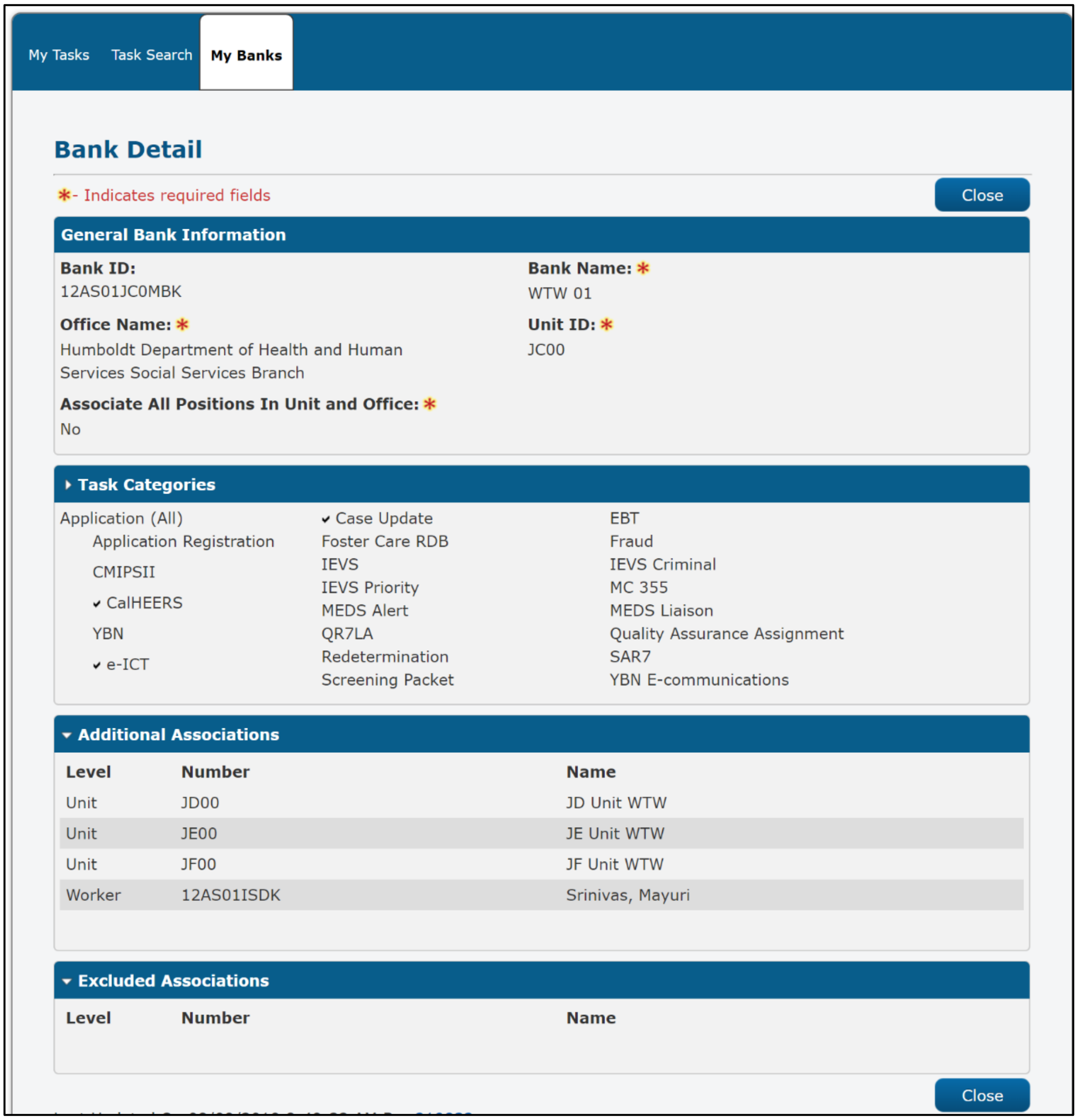


Figure 2.3.2.2 – Bank Detail Page Mockup

2.3.3 Description of Changes

Add a My Banks page to the LRS/CalSAWS System. The My Banks page will display information for Banks that the logged in worker is associated to as a paginated list. The My Banks tab will be accessible if the user's security profile contains the "TaskSearchView" security right.

1. Staff – This field indicates the name of the staff logged in.
2. Worker ID – This field will display the Worker ID being used by the logged in worker. If the logged in worker is associated to multiple Worker IDs, this field will display as a dropdown menu with each associated Worker ID while defaulting to the current Worker ID being used. Selecting a Worker ID from this dropdown followed by the

Search button will refresh the results to display Banks that the selected Worker ID is associated to.

3. Results per Page – A drop down menu with options allowing the user to select a value for the number of results to be displayed on the page. This field will default to 25.
4. **BUTTON:** Search – When clicked, the search results are refreshed to display Banks based on the search criteria.
5. **ICON:** HELP – Clicking this button will open a My Banks Online Help page.
6. Search Results Summary:

   The following columns are displayed in the search results for each Bank that the worker is associated to.

   a. Bank ID – the Bank ID of the Bank. If the worker's security profile contains the "BankDetailView" security right, this value will display as a hyperlink that leads to the Bank Detail page. If the security profile does not contain the "BankDetailView" security right, this value will display as plain text.

      Clicking the hyperlink will display the Bank Detail page within the same window (reference Figure 2.3.2.2). The Edit button will not display on the Bank Detail page if the page is accessed in this way. Clicking the Close button on the Bank Detail page will return to the My Banks search results. Specifics of the Bank Detail page are defined in CA-214928 per DDID 34.

   b. Bank Name – The name of the Bank.
   c. Unit ID – The Unit ID of the Bank.
   d. Office Name – The Office Name of the Bank.

2.3.4 Page Location

N/A.

2.3.5 Security Updates

1. N/A – There is no need to create new security rights and/or security groups as the following security rights/groups for the My Banks page already exist in the LRS/CalSAWS System:

Security Right	Security Group(s)
TaskSearchView	• Task View • Task Edit
TaskDetailView	• Task View • Task Edit

TaskDetailEdit	• Task Edit

2. The "BankDetailView" security right will be introduced with CA-214928 per DDID 34 in the same release.

2.3.6 Page Mapping

Add page mapping for the My Banks page.

2.3.7 Page Usage/Data Volume Impacts

N/A.

2.4 Task Search Page

2.4.1 Overview

The Task Search page allows the User to search and manage Tasks that have been created within the LRS/CalSAWS System.

2.4.2 Task Search Page Mockup

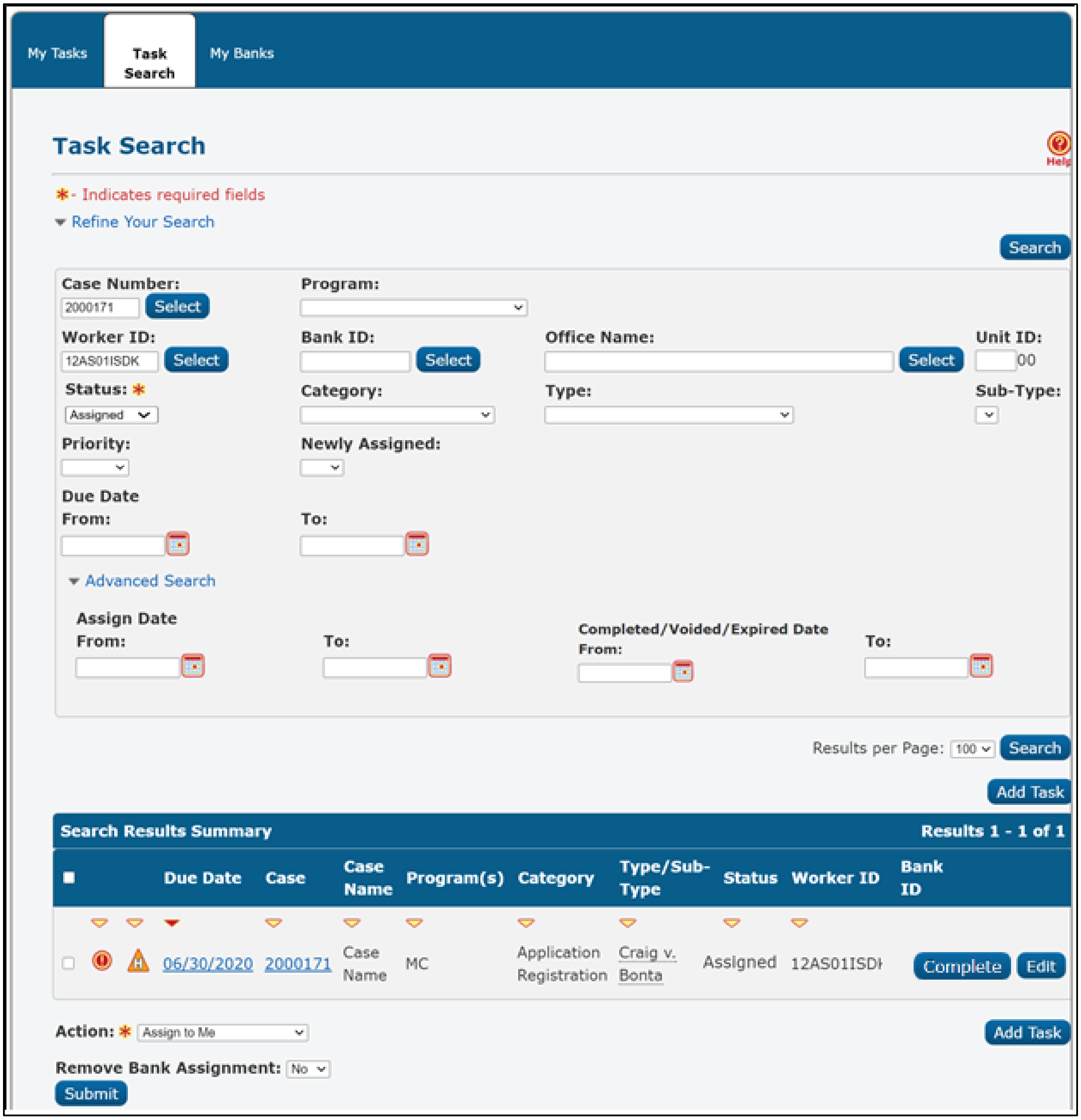


Figure 2.4.2.1 – Task Search Page Mockup

2.4.3 Description of Changes

Add a Task Search page to the LRS/CalSAWS System. The Task Search tab will be accessible if the user's security profile contains the "TaskSearchView" security right.

1. **ICON:** HELP – Clicking this button will open a Task Search Online Help page.

2. Search Parameters
    a. Case Number – a text field to search for Tasks associated to a specific Case Number. A “Select” **BUTTON** displays to the right of this field that will navigate to the Select Person page allowing the user to search for a Case.
    b. Program – a dropdown field containing a list of programs that can be used to search for Tasks associated to a specific program. This field will display programs available within the LRS/CalSAWS System.
    c. Worker ID – A text field to search for Tasks associated to a specific Worker ID. A “Select” **BUTTON** displays to the right of this field that will navigate to the Select Worker page allowing the user to search for a specific Worker ID.
    d. Bank ID – a text field to search for Tasks associated to a specific Bank ID. A “Select” **BUTTON** displays to the right of this field that will navigate to the Select Bank page allowing the user to search for a specific Bank (Reference Section 2.6 for the Select Bank page).
    e. Office Name – a text field to search for Tasks associated to a specific Office. A “Select” **BUTTON** displays to the right of this field that will navigate to the Select Office page allowing the user to search for a specific Office.
    f. Unit ID – a text field to search for Tasks associated to a specific Unit ID.
    g. Status – a dropdown menu containing options to search for Tasks by specific statuses. The options for this dropdown include:
        i. All – This option will consider all Task statuses.
        ii. Assigned/In Process – This option will search for Tasks with a Status of Assigned or In Process.
        iii. Assigned
        iv. Completed
        v. Void
        vi. In Process
        vii. Expired
    h. Category – A dropdown menu containing a list of all available Task Categories. Options included in this dropdown will display in alphabetical order. Values include:
        i. Application Registration
        ii. Batch EDBC
        iii. CMIPSII
        iv. CSC
        v. CWS
        vi. CalHEERS

vii. Case Update
viii. Computation Request
ix. EBT
x. e-ICT
xi. EDBC
xii. External Recovery Account
xiii. Foster Care RDB
xiv. Fraud
xv. IEVS
xvi. IEVS Criminal
xvii. IEVS Priority
xviii. Interest Allocation
xix. Invoice
xx. Issuance Method
xxi. Issuance Replacement/Reissue
xxii. MC 355
xxiii. MEDS Alert
xxiv. MEDS Liaison
xxv. Manual
xxvi. Payment Request
xxvii. QR7LA
xxviii. Quality Assurance Assignment
xxix. Quality Review
xxx. Redetermination
xxxi. SAR7
xxxii. Screening Packet
xxxiii. Time Limits
xxxiv. Transaction Refund
xxxv. Valuable
xxxvi. YBN
xxxvii. YBN E-communications

i. Type – a dropdown menu containing a list of Task Types. This field populates with the Task Types that are available to the county.

j. Sub-Type – a dropdown menu containing a list of Task Sub-Types that are associated to the selected Task Type in the "Type" dropdown.

k. Priority – a dropdown menu containing the following Task Priority options:

i. Critical
ii. High
iii. Medium
iv. Low

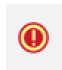
l. Newly Assigned – a dropdown allowing the worker to filter the Task results by those that have a Newly Assigned indicator (or not). The options to choose from are:
    i. Yes
    ii. No
m. Due Date – date fields allowing the user to filter Task due dates within a date range. The optional fields to fill out for this field are:
    i. From – a date field specifying the beginning of the Task due date filter.
    ii. To – a date field specifying the end of the Task due date filter.
n. Advanced Search:
    i. Assign Date – date fields allowing the user to filter Task assign dates within a date range.
        1. From – a date field specifying the beginning of the assign date filter.
        2. To – a date field specifying the end of the assign date filter.
    ii. Completed/Voided/Expired Date – date fields allowing the user to filter Tasks by the date they are completed, voided or expire within the date range.
        1. From – a date field specifying the beginning of the date range.
        2. To – a date field specifying the end of the date range.

3. **BUTTON:** Search – When clicked, the search results are refreshed to display tasks that match the search criteria in the search parameters section.
4. **BUTTON:** Add Task – When clicked, this button will navigate to the Task Detail page to add a task. The button will display if the worker's security profile contains the "TaskDetailEdit" security right.
5. Search Results Summary

   Note: Search results may include Tasks that are not associated to a Case/Program such as Clearance Tasks.

   a. Selectable checkbox – for each result displayed, a selectable checkbox will display at the beginning of the row. The checkbox will display if the worker's security profile contains the "TaskDetailEdit" security right. (See the "Action" button section below for how the checkbox can be used)
   b. New Assignment Indicator – this column does not have a column header shown on the page. The column will display the New Assignment icon to indicate if the Task is newly assigned to

the logged in staff. The user may acknowledge this task and click on the icon, which will remove the icon from display for the Task. If the worker does not click the icon, it will no longer display after the amount of time specified in the Newly Assigned Indicator attribute of the Task Type Detail page. The Indicator will be clickable if the security profile of the logged in user contains the "TaskDetailEdit" security right. The column will display the following indicator icon:

i. 

c. Priority Icon – This column does not have a column header shown on the page. The column will display the following graphical icons to indicate the Task Type Priority for each row:

   i.  - Critical
   ii.  - High
   iii.  - Medium
   iv.  - Low

d. Due Date – the Task Due Date. If the security profile of the logged in user contains the "TaskDetailView" security right, the date will display as a hyperlink, otherwise the date will display as plain text. Clicking the hyperlink will display the Task Detail page in View mode.

e. Case – the Case Number associated to the Task. If the Task is not associated to a Case, such as a Clearance Task, this column will be blank. If the security profile of the logged in worker contains the "CaseSummaryView" security right, this field will display as a hyperlink, otherwise it will display as plain text. Clicking the hyperlink will refresh the main LRS/CalSAWS System window to the Case Summary page for the Case.

f. Case Name – The Case Name of the Case associated to the Task. If the Task is not associated to a Case, such as a Clearance Task, this column will be blank.

g. Program(s) – the Program associated with the Task. If the Task is not associated to a Case/Program, such as a Clearance Task, this column will be blank.

h. Category – the Category of the Task.

i. Type/Sub-Type – the Type and Sub-Type associated with the Task. If the Task Type has an associated Sub-Type, a "/" will display between the Task Type and Sub-Type.

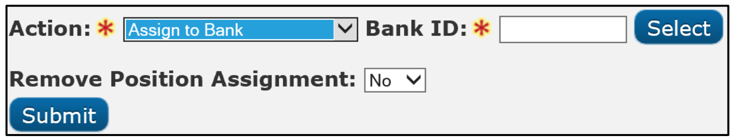
j. Status – the current Status of the Task.

    k. Worker ID – the Worker ID associated to the Task. If a Worker ID is not associated to the Task, this column will be blank.
    l. Bank ID – the Bank ID associated to the Task. If a Bank ID is not associated to the Task, this column will be blank.
    m. **BUTTON:** Complete – this button will update the status of the Task to "Completed". The button will display if the worker's security profile contains the "TaskDetailEdit" security right.
    n. **BUTTON:** Edit – this button allows the user to edit the selected Task by opening the Task Detail page in Edit mode. The button will display if the worker's security profile contains the "TaskDetailEdit" security right.

6. Action **(Required)**: this dropdown field allows the user to take an action on any Tasks in the results with a checkmark in the selectable checkbox at the beginning of the row. This field will display if the worker's security profile contains the "TaskDetailEdit" security right. Actions available in the dropdown are:
    a. Assign to Me - Assigns the selected Tasks to the logged in worker.
    b. Assign to Program Worker – Assigns the selected Tasks to the worker who is assigned to the Program that is associated to the Task.
    c. Assign to Position – Displays a **(Required)** "Worker ID" field allowing the User to specify a specific Worker ID to assign the selected Tasks to. A Select **BUTTON** displays to the right of the field that will navigate to the Select Worker page allowing the user to search for a specific Worker ID.
    d. Assign to Eligible Positions – An Eligible Position is an Active position with at least 1 or more Task Categories selected on the Position Detail page. This option will assign the selected Tasks to Eligible Positions based on the position's ability to accept the specific Task Category. The receiving worker cannot be the same worker currently assigned to the Task. Tasks are evenly distributed in a round-robin fashion. An optional Office and Unit field will display each with a Select **BUTTON** that will navigate the User to the Select Office and Select Unit page respectively allowing the user to limit Eligible Positions to a specific Office or Unit if they choose.
    e. Assign to Bank– Displays a (Required) "Bank ID" field allowing the user to specify a specific Bank ID to assign the selected Tasks to. A Select BUTTON displays to the right of the field that will navigate to the Select Bank page allowing the user to search for a specific Bank. (Reference Section 2.6)
    f. Unassign Position - Removes the Position assignment for the selected Tasks.

        g. Unassign Bank - Removes the Bank assignment for the selected Tasks.

7. Remove Assignment Field – this field allows the user to remove an assignment of the Task.
    a. Remove Position Assignment – This dropdown field displays when “Assign to Bank” is selected in the Action field.

       The values are:
        i. No (default) – does not impact any current Position assignments.
        ii. Yes – removes the current Position assignment of the selected Tasks.
    b. Remove Bank Assignment – This dropdown field displays when either “Assign to Me”, “Assign to Program Worker”, “Assign to Position” or “Assign to Eligible Positions” is selected in the Action field. The values are:
        i. No (default) – does not impact any current Bank assignments.
        ii. Yes – removes the current Bank assignment of the selected Tasks.
8. **BUTTON**: Submit – clicking this button submits the Action described by the Action and Remove Assignment fields.

2.4.4 Page Validation

1. “Status - A Case Number is required to search with a status of All or Completed.”
    a. Attempting to search for a status of All or Completed without specifying a Case Number will result in this validation message.
2. “Case Number - Please select a Case Number, Worker ID, Bank ID, Office, or Unit ID.”
    a. Attempting to search on the page without specifying either a Case Number, Worker ID, Bank ID, Office or Unit will result in this validation message.
3. “Reassign Task – There is no Worker currently assigned to the program(s). Please specify a Worker.”
    a. Attempting to reassign a Task, or group of Tasks, to the Program Worker when no Worker assignment exists will result in a validation message. This validation message will also display if the Task is not associated to a Program. Reassignment to

logged in Worker or a specified Worker does not trigger validation.

4. "Task Action – Please select a Task to action."
    a. If the User clicks the Submit button having populated all of the necessary Action, ID, and Remove Assignment field, but without checking any Tasks in Search Results Summary, a validation is triggered. This is an update to the existing Task Assign field validation.
5. "Task Action – All Tasks must be assigned to a Position or a Bank."
    a. If the User has selected the "Unassign Position" or "Unassign Bank" options in the Action field and clicks Submit, having checked at least one Task that is only assigned to the entity they are attempting to unassign, a validation is triggered.
6. "Reassign Task - There are no Eligible Positions available to assign the Tasks to."
    a. Attempting to reassign a Task, or a group of tasks, to any eligible Positions will result in a validation message if there are no Active Positions available to receive the selected Tasks.

2.4.5 Page Location

N/A.

2.4.6 Security Updates

1. N/A – There is no need to create new security rights and/or security groups as the following security rights/groups for the Task Search page already exist in the LRS/CalSAWS System:

Security Right	Security Group(s)
TaskSearchView	• Task View • Task Edit

2.4.7 Page Mapping

Add page mapping for the Task Search page.

2.4.8 Page Usage/Data Volume Impacts

The volume of Task data in the LRS/CalSAWS System is extremely large. Broad search criteria will result in longer search processing. It is highly recommended to be as restrictive as possible with the search criteria on this page to avoid lengthy search processing times.

2.5 Task Detail Page

2.5.1 Overview

The Task Detail page is accessible from the Task Search page. This page can be used to view, edit or create Tasks.

2.5.2 Task Detail Page Mockup

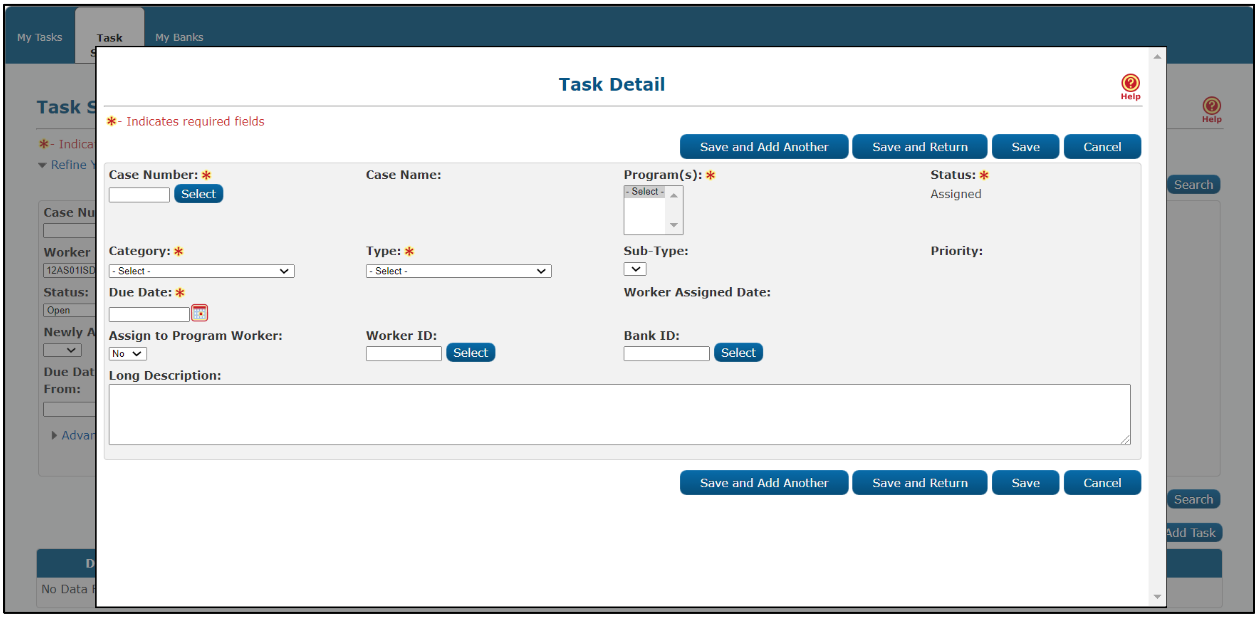


Figure 2.5.2.1 – Task Detail Page Create Mode Mockup

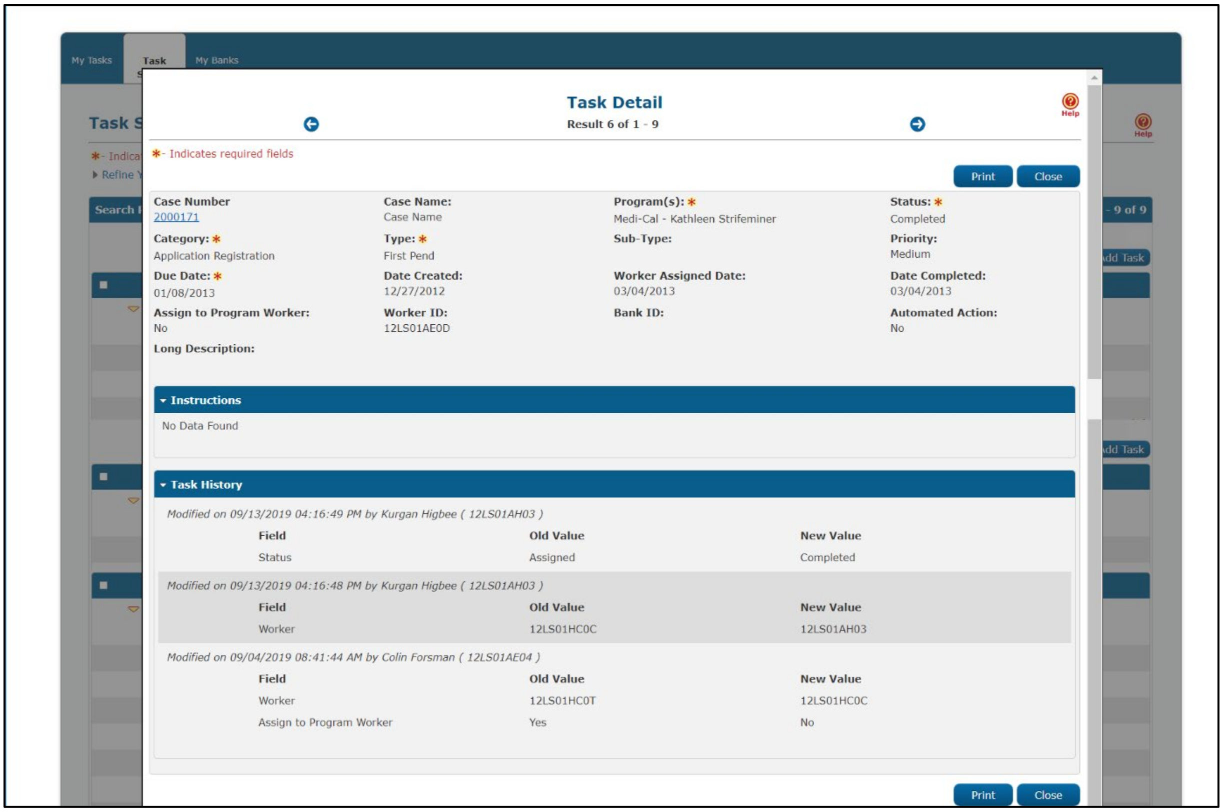


Figure 2.5.2.2 – Task Detail Page View Mode Mockup

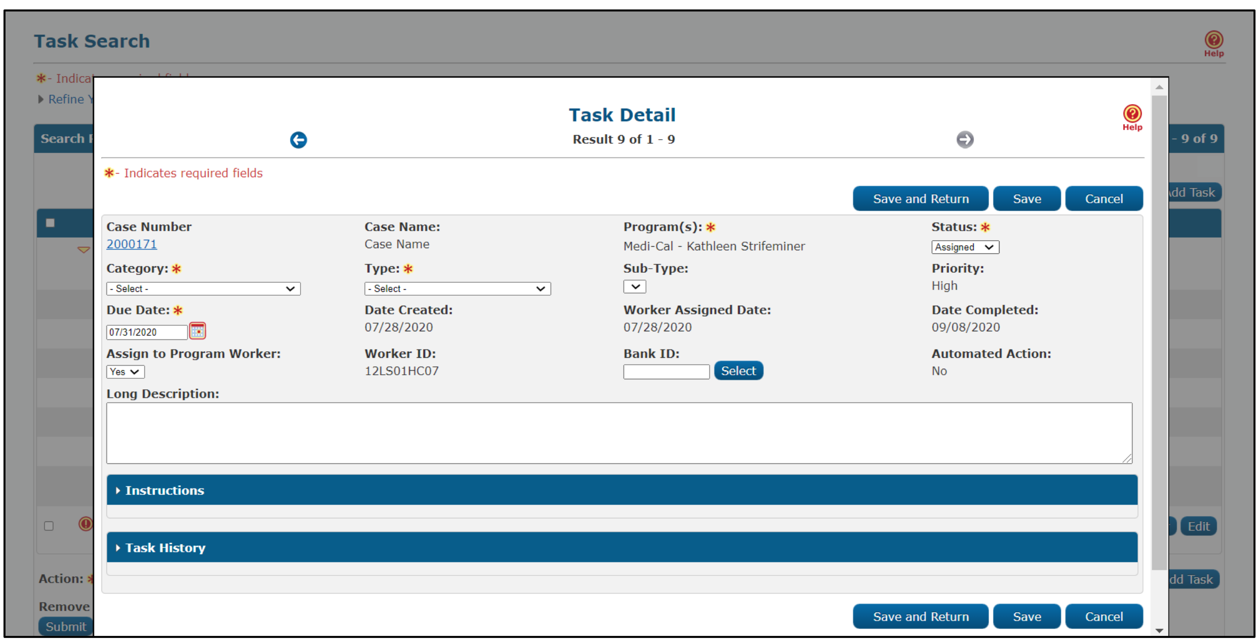


Figure 2.5.2.3 – Task Detail Page Edit Mode Mockup

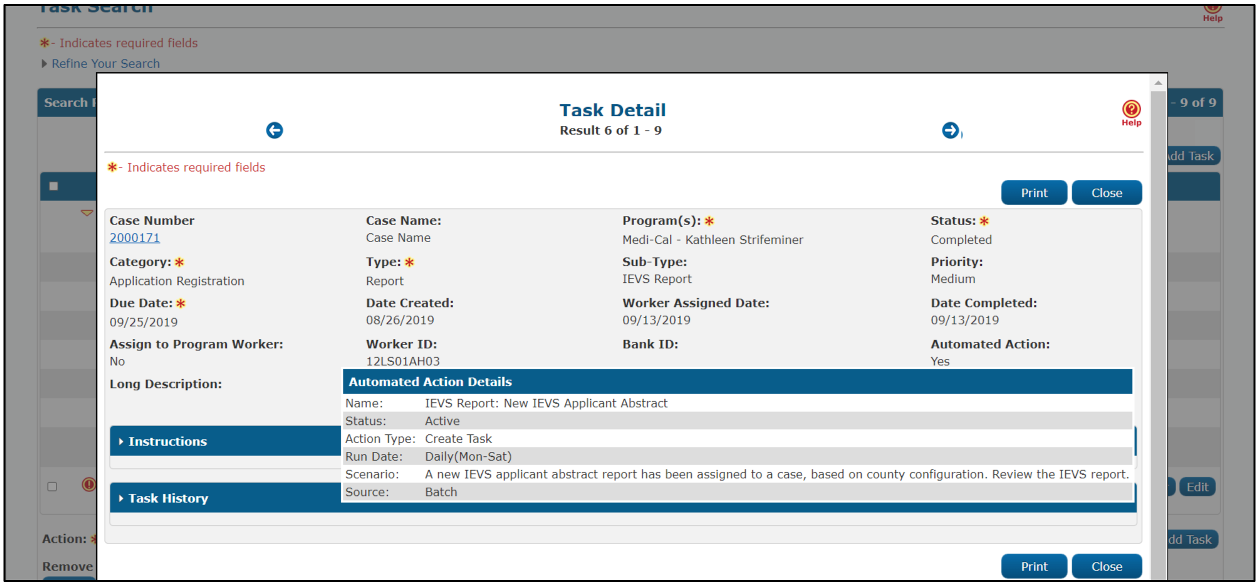


Figure 2.5.2.4 – Task Detail Page View Mode Automated Action Details Mockup

2.5.3 Description of Changes

Add a Task Detail page to the LRS/CalSAWS System as an overlay page within the Tasks Pop-Up window.

1. **ICON:** HELP – Clicking this button will open the Task Detail Online Help page.
2. **BUTTON:** Arrow Left/Right – Figure 2.5.2.2 displays the text "Result 6 of 1 - 12" between the left and right arrows. The result counts are based on the Task Search page results. The arrow buttons allow the user to quickly navigate to the previous or next Task within the Task Detail overlay instead of having to close the overlay and re-navigate to the Task Detail page for a new Task.
3. **BUTTON:** Save and Add another – this button will display when the page is in Create mode. When clicked, the Task will be saved, and the page will refresh as a blank Task Detail page in Create mode to create another Task.
4. **BUTTON:** Save and Return – this button will display when the page is in Create or Edit mode. When clicked, the Task will be saved, and the user will return to the Task Search page.
5. **BUTTON:** Save – this button will display when the page is in Create or Edit mode. When clicked, the Task Detail page will be saved and displayed in View mode.
6. **BUTTON:** Cancel – this button will display when the page is in Create or Edit mode. When clicked, modifications to the Task Detail page will be discarded and the page will return to the Task Search page.
7. **BUTTON:** Edit – this button will display when the page is in View mode. When clicked, the Task Detail page will display in Edit mode. The

button will display if the worker's security profile contains the "TaskDetailEdit" security right.

8. **BUTTON:** Print – this button opens the native print box allowing the user to print the Task Detail page.
9. **BUTTON:** Close – this button will display when the page is in View mode. When clicked, the Task Detail page will close and return to the Task Search page.
10. Case Number **(Required)** – the Case Number associated to the Task. When the page is in Create mode, a "Select" **BUTTON** will display to the right of this field that will open the Select Person page allowing users to search for a specific Case Number.

    When the page is in Edit or View mode, this field will display the Case Number associated to the Task as a hyperlink. When the hyperlink is clicked, the main LRS/CalSAWS window will navigate to the Case Summary page for the Case. If the Task does not have a Case/Program association such as a Clearance Task, this field will be blank.
11. Case Name – this field displays the Case Name of the Case based on the Case Number field. This field is not editable. If the Task does not have a Case/Program association such as a Clearance Task, this field will be blank.
12. Program(s) **(Required)** – a multi-select box allowing the user to select one or more of the Programs, based on the selected Case Number, to create the Task for. If multiple programs are selected, one Task per program will be created. When the page is in View mode, this field will display the program that is associated to the Task. When the page is in Edit mode, this field will not be editable. If the Task was initially created without a Case/Program association, such as a Clearance Task, page validation will not force this field as required in Edit mode as the field is not editable. This function is consistent with the processing of Clearance Tasks through the Worklist pages in the LRS/CalSAWS System.
13. Status **(Required)** – This field indicates the status of the Task. It is only editable when the page is in Edit mode. When the page is in Create mode, this field will default to "Assigned". The options for this field are:
    a. Expired: This value is not included in the dropdown list when the page is in Edit mode as the Expired status is set via the Task Expiration automated batch process.
    b. Void
    c. In Process
    d. Assigned
    e. Completed
14. Category **(Required)** –A dropdown box which will filter the Type dropdown to Task Types associated to the selected Category. If all

Task Types associated to a Category have the "Available Online" attribute set to "No", the Category value will not display in the dropdown list. Options included in this dropdown will display in alphabetical order. Values include:

a. Application Registration
b. Batch EDBC
c. CMIPSII
d. CSC
e. CWS
f. CalHEERS
g. Case Update
h. Computation Request
i. EBT
j. e-ICT
k. EDBC
l. External Recovery Account
m. Foster Care RDB
n. Fraud
o. IEVS
p. IEVS Criminal
q. IEVS Priority
r. Interest Allocation
s. Invoice
t. Issuance Method
u. Issuance Replacement/Reissue
v. MC 355
w. MEDS Alert
x. MEDS Liaison
y. Manual
z. Payment Request
aa. QR7LA
bb. Quality Assurance Assignment
cc. Quality Review
dd. Redetermination
ee. SAR7
ff. Screening Packet
gg. Time Limits

hh. Transaction Refund

ii. Valuable

jj. YBN

kk. YBN E-communications

15. Type **(Required)** – the Task Type of the Task. When the page is in Create or Edit mode, this field will display as a drop-down box that includes Task Types associated to the county with a "Yes" in the "Available Online" field of the Task Type Detail page. If a value is selected in the Category field, Task Type options will be filtered to only display the Task Types associated to the selected Category.
16. Sub-Type – the Task Sub-Type of the Task. When the page is in Create or Edit mode, this field will display as a drop-down box that includes Task Sub-Types associated to the Task Type with a "Yes" in the "Available Online" field of the Task Sub-Type Detail page. If a value is selected in the Type field, Sub-Type options will be filtered to only display the Sub-Types associated to the selected Task Type.
17. Priority – This field is not editable and automatically populates based on the priority of the Task Type.
18. Due Date **(Required)** – This field allows the User to indicate when the Task is due. This date must be a date that is on or after the current date.
19. Date Created – This field will display the date that the Task was created. This field will not display when the page is in Create mode as the Task has not yet been saved.
20. Worker Assigned Date – This field is not editable and will initially populate to be the date the Task is created. Ongoing, this date will display the latest assigned date for the Task.
21. Date Completed/Voided/Expired – Completed, Voided and Expired are all end states of a Task. If the Task has reached one of these end states, this field will display the date in which the end state (Completed, Voided or Expired) was reached. The field label will also display the appropriate value for the date. For example, if the Task was completed, the field label will display "Date Completed", if the Task was voided, the label will display "Date Voided".
22. Assign to Program Worker – indicates if the Task has been assigned to the worker of the Program associated to the Task. When the page is in Create or Edit mode, options include:
    a. Yes – will assign the Task to the worker who is currently assigned to the Program associated to the Task. The Worker ID field will pre-populate with the appropriate Worker ID in this instance. Selecting this option for Tasks that do not have a Case/Program association such as Clearance Tasks will result in a validation message as there is not a program worker to assign to.

   b. No (default) – allows the user to specify a Worker ID in the Worker ID field to assign the Task to. This allows the User to assign the Task to another Worker using the Select Button, which will open the Select Worker page.

23. Worker ID – This field will display the Worker ID the Task is assigned to. When the page is in Create or Edit mode and the value of the "Assign to Program Worker" field is "No", this field will be an editable text box allowing the user to enter a specific Worker ID. A "Select" **BUTTON** will display to the right of this field that will navigate to the Select Worker page allowing the user to search for a specific Worker ID.
24. Bank ID – if the Task is assigned to a Bank, this field will display the Bank ID of the Bank. When the page is in Create or Edit mode, this field will be an editable text box allowing the user to enter a specific Bank ID. A "Select" **BUTTON** will display to the right of this field that will navigate to the Select Bank page allowing the user to search for a specific Bank ID. (Reference Section 2.6)
25. Automated Action – This field will indicate whether the task was created by an Automated Action. If the task was created by an Automated Action, "Yes" will display as a tooltip that on mouse hover over will display the details of the Automated Action. (Reference Figure 2.5.2.4). This field does not display when the page is in Create mode. The following are the Automated Action attributes that display:
    a. Name
    b. Status
    c. Action Type
    d. Run Date
    e. Scenario
    f. Source
26. Long Description – A free text field allowing the user to add any additional details pertaining to the Task. This field will be limited to 2,000 characters.
27. Instructions – This field indicates the instructions that existed for the Task Type at the time the Task was created. Instructions are defined in the Instructions field of the Task Type Detail page.
28. Task History – This section will display the history of modifications made to the Task. For each modification entry in the Task History section, a header sentence will display formatted as "Modified on <Date Time> by <Staff Name> (<Worker ID>)". Reference Figure 2.5.2.2 for an example. Modification information will be described with the following 3 fields:
    a. Field – the name of the field that has been modified.
    b. Old Value – the original value of the field before the modification was made.

   c. New Value – the resulting value of the field after the modification.

29. Footer – The footer of the Task Detail page will display:

    Created On 11/12/2013 5:10:54 PM By: 240131
    Last Updated On 02/26/2014 11:58:36 AM By: 7964

    The Created On label will display the date and time the Task was created. The hyperlink value will display the Staff ID of the Staff who created the Task. The hyperlink will display the Worker Detail page for the appropriate Staff.

    The Last Updated On label will display the date and time that the Task was last updated. The hyperlink value will display the Staff ID of the Staff who last updated the Task. The hyperlink will display the Worker Detail page for the appropriate Staff.

    Note: If the Task was Created or Last Updated by a batch process, the Staff ID hyperlink will still display and the Worker Detail page will still display when the hyperlink is clicked, and the Worker Detail page will reflect the batch process number and "Batch" in the Name field.

2.5.4 Page Validation

1. "Program(s) – There is no Worker currently assigned to the program(s). Please specify a Worker."
   a. Attempting to create a Task for a program with no Worker assignment will result in a validation message when the "Assign to Program Worker" value is "Yes".
2. "Program(s) – There is no Worker currently assigned to the program(s). Please specify a Worker."
   a. Attempting to edit a Task for a program with no Worker assignment will result in a validation message when the "Assign to Program Worker" value is changed from "No" to "Yes". This scenario includes a Task without a Case/Program association such as a Clearance Task as there is not a Program Worker to assign.
3. "Task Assignment - Please select a Worker ID, Bank ID, or Assign to Program Worker."
   a. Add a validation to display when the User attempts to save a Task without having selected either a Worker ID, Bank ID, or the value "Yes" in the Assign to Program Worker field. At least one must be selected in order to save the Task. This is an update to the existing Worker ID custom validation.
4. "Bank ID – Bank ID does not exist."

a. Add a validation to display when the User attempts to save a Task with the Bank ID field either blank or populated with an ID that does not correspond to an existing Bank in the LRS/CalSAWS System.

2.5.5 Page Location

N/A.

2.5.6 Security Updates

1. N/A – There is no need to create new security rights and/or security groups as the following security rights/groups already exist in the LRS/CalSAWS System:

Security Right	Security Group(s)
TaskDetailView	• Task View • Task Edit
TaskDetailEdit	• Task Edit

2.5.7 Page Mapping

Add page mapping for the Task Detail page.

2.5.8 Page Usage/Data Volume Impacts

N/A.

2.6 Select Bank Page

2.6.1 Overview

This Select Bank Page allows the user to search for and select a specific Bank.

2.6.2 Select Bank Page Mockup

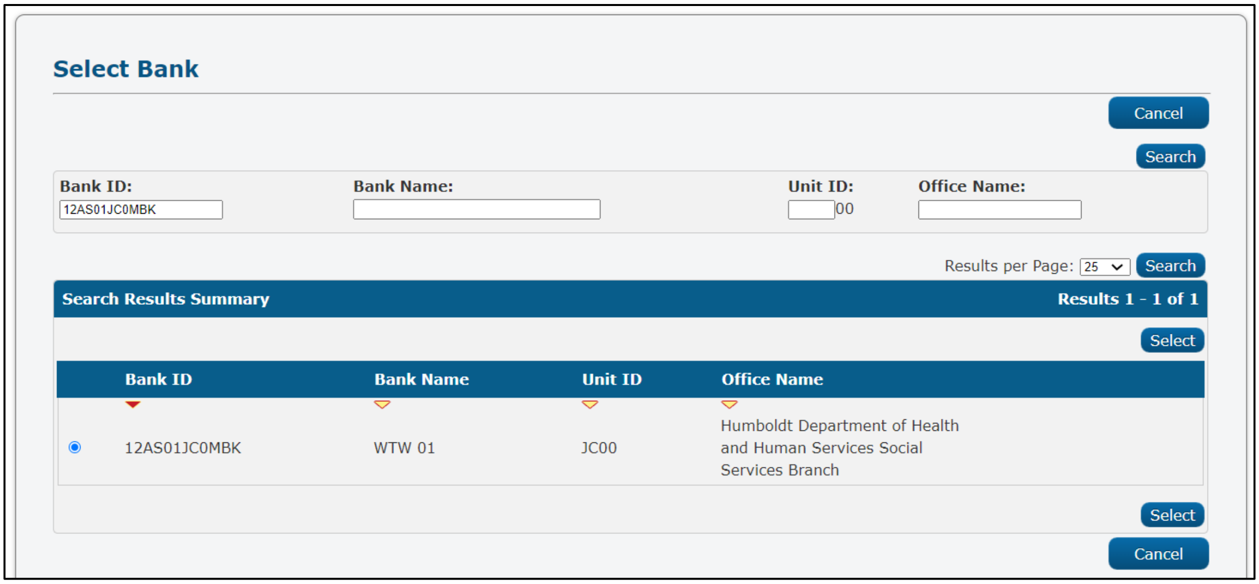


Figure 2.6.2.1 – Select Bank Page Mockup

2.6.3 Description of Changes

Add a Select Bank page to the LRS/CalSAWS System.

1. **BUTTON:** Cancel – this button will return the user to the previous page that the user had navigated from.
2. **BUTTON:** Search – this button refreshes the Search Results Summary to display Banks that match the search criteria in the Search Parameters section.
3. <u>Search Parameters</u>
    a. Bank ID – a text field allowing the user to search for a specific Bank ID.
    b. Bank Name – a text field allowing the user to search for a specific Bank Name.
    c. Unit ID – a text field allowing the user to search for Banks within a specific Unit.
    d. Office Name – a text field allowing the user to search for Banks within a specific Office.
4. <u>Search Results Summary</u>
    a. **BUTTON:** Select -- Clicking this button displays the previous page the User had navigated from and will load the Bank ID of the selected Bank into the appropriate field of the original page. If this button is clicked and no records satisfy the search criteria, a "No Data Found" message displays in the Search Results Summary Section.
    b. Selectable Radio Button – This field allows the user to select a single Bank from the Search Results Summary section.

c. Bank ID – the Bank ID of the Bank.
d. Bank Name – the name of the Bank.
e. Unit ID – the Unit ID associated to the Bank.
f. Office Name – the Office Name of the Office associated to the Bank.

2.6.4 Page Location

N/A.

2.6.5 Security Updates

1. N/A – No new security rights for this page as this is a page that is only accessible within parent pages that the user already has the security to access.

2.6.6 Page Mapping

Add page mapping for the Select Bank page.

2.6.7 Page Usage/Data Volume Impacts

N/A.

2.7 Automated Regression Test

2.7.1 Overview

Create new automated regression test scripts to verify a subset of the Task functionality outlined above.

2.7.2 Description of Change

1. Create new regression test scripts to verify the following Task functionality:
   a. Create and search:
      i. Create with and without sub-type
      ii. Search via:
         1. Task Search
         2. My Tasks
      iii. Search by:
         1. Case Number
         2. Worker ID

3. Bank ID
4. Worker ID and each of:
    a. Newly Assigned
    b. Category
    c. Type
    d. Sub-Type

b. New assignment indicator:
    i. Verify display
    ii. Clear indicator

c. Reassignment options:
    i. Assign to Bank (Select Bank by Bank ID), with each of:
        1. "Remove Position Assignment" not selected
        2. "Remove Position Assignment" selected
    ii. Assign to Me, with:
        1. "Remove Bank Assignment" not selected
    iii. Assign to Program Worker:
        1. "Remove Bank Assignment" not selected
    iv. Assign to Position (logged-in worker), with:
        1. "Remove Bank Assignment" selected
    v. Validations:
        1. "Task Action" on "Unassign Position" with no Bank assigned
        2. "Task Action" on "Unassign Bank" with no Position assigned

2. Create new regression test scripts to verify the following My Banks functionality:
    a. Automatic inclusion, with no "Additional" or "Excluded" association
    b. Specific inclusion through "Additional Associations"
    c. Specific exclusion through "Excluded Associations"

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
655	The CONTRACTOR shall migrate the Task icon link on the Utilities Navigation Bar to provide access to the My Task and Task Search pages.	None	This design incorporates the "Tasks" icon into the Utilities Navigation Bar which allows access to the My Task and Task Search pages.

5 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?

6 OUTREACH

N/A

7 APPENDIX

N/A

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-216469 | DDID 1967

Migrate CMSP 102 – CMSP Information Notice 2 (05/16)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Pramukh Karla
	Reviewed By	Harish Katragadda

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
07/15/2020	1.0	Original	Pramukh Karla
10/20/2020	2.0	Content Revision to update the form request input parameters and post to YBN indicators	Pramukh Karla

Table of Contents

1 OVERVIEW

The purpose of this change is to add the CMSP 102 (05/16) to the LRS/CalSAWS and make this form available for all 58 counties.

1.1 Current Design

CMSP 102 does not exist in LRS/CalSAWS.

1.2 Requests

Add the CMSP 102 (05/16) version of the form to the LRS/CalSAWS.

1.3 Overview of Recommendations

1. Add CMSP 102 form to LRS/CalSAWS Template Repository for all 58 counties

1.4 Assumptions

N/A

2 RECOMMENDATIONS

2.1 Add CMSP 102 (05/16) – CMSP Information Notice 2 Form to Template Repository

2.1.1 Overview

This section will cover the updates needed to add CMSP 102 Form to LRS/CalSAWS.

State Form: CMSP 102

Programs: Medi-Cal

Attached Forms: N/A

Forms Category: Form

Languages: English, Spanish

2.1.2 Description of Change

Create a new CMSP 102 – CMSP Information Notice 2 form that can be generated from the Template Repository.

1. Create CMSP 102 Form XDP.

Form Header: No Header

Form Title: CMSP Information Notice 2

Form Number: CMSP 102

Include NA Back 9: No

Form Mockup/Example: See Supporting Document #1

2. Add the CMSP 102 – CMSP Information Notice 2 Form to Template Repository. The following parameters will be required:

   Required Form Input: Case Number and Language.

   CMSP 102 form will be blank when generated from the Template Repository.

3. Add the following barcode options to the CMSP 102 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

4. Add the following print options to the CMSP 102 Form:

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

Mailing Requirements:
Mail-To (Recipient): N/A
Mailed From (Return): N/A
Mail-back-to Address: N/A
Outgoing Envelope Type: N/A
Return Envelope Type: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Clock Indicator: N/A
Post to YBN/C4Y: No

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CMSP 102	CMSP102_EN.pdf CMSP102_SP.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1967	As Side-by-Side sessions were focused on comparing the front end (online pages) functionality of the application, the CONTRACTOR shall budget an allowance of twenty-nine thousand, one hundred fifty-five hours (29,155) to accommodate for any Unforeseen differences in the code base that result in additional requirements. The requirements for the allowance of hours must be finalized and approved by the CONSORTIUM for the CONTRACTOR to meet design, build and System Test milestones, subject to the requirements meeting requirements in the LRS Agreement. As the requirements for the designated SCRs are identified, the SCRs will be calculated by the CONTRACTOR and reviewed and prioritized by the CONSORTIUM for approval through the County Change Control Board process.	- Estimates will include the necessary Tasks in the software development lifecycle required to implement the CalSAWS DD&I SCR including deployment and change management. - For the new requirements to be included with CalSAWS DD&I UAT preparation activities (targeted to begin April 2021 for C-IV), the requirements for the unforeseen Differences allowance hours must be	With CA-216469 CMSP 102 form will be added to LRS/CalSAWS system and will be available for all 58 counties.

		finalized, approved by the CONSORTIUM and added to the CalSAWS DD&I SOR by July 1, 2020 for the CONTRACTOR to meet design, build and System Test milestones.	