CalSAWS

California Statewide Automated Welfare System

Design Document

CA-217804 | CIV-107563

Implement Correspondence changes in Errata 19-76E II

CalSAWS	DOCUMENT APPROVAL HISTORY	
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/01/2020	1.0	Initial Design	Nithya Chereddy
10/19/2020	1.1	Revisions based on BAs and Build review	Nithya Chereddy
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11/23/2020	1.4	Revisions based on comments form LA County	Nithya Chereddy

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1 OVERVIEW

This document details the changes necessary in CalSAWS and C-IV to implement the updated/added NOAs as part of the 19-76 Errata II.

1.1 Current Design

1. Currently CalSAWS has the following NOAs/forms
   - NOA - M44-207K (Discontinuance due to Over Income)
   - Form - NA 274G Overpayment Computations
2. Batch job PB19F107 and PB19F108 generates NA 274G form along with M44-350I and M44-352A forms respectively.
3. CalSAWS – NA 274G incorrectly populates the Disability Based Income (DBI) Disregard value when generated from the Recovery Account Detail Page and Template Repository.
4. Currently C-IV has the following NOAs/forms
   - NOA - M44-315A ($10 Minimum Payment, Change NOA)
5. C-IV - NA 301 and NA 303 incorrectly populates the Disability Based Income (DBI) Disregard value when generated from the Recovery Account Detail Page and Template Repository.

1.2 Requests

1. CalSAWS – Update the M44-207K NOA(Discontinuance due to Over Income - taken from Errata 19-76 E II)
2. CalSAWS - Add Form NA 274H, this form should be used for overpayments occurring on or after 6/1/2020
3. CalSAWS – Add the CalWORKs Overpayment Packet with M44-350I and NA 274H.
4. CalSAWS – Add the Demand NOA Packet with M44-352A and NA 274G /NA 274H.
5. CalSAWS – Update NA 274G form population for Section A, line items 5, 7 and 10.
6. CalSAWS - Update the Recovery Account Activation batch job to generate CalWORKs Overpayment Packet based on the oldest EDBC associated to the Recovery Account.
7. CalSAWS - Update the Demand NOA batch job to generate Demand NOA Packet based on the oldest EDBC associated to the Recovery Account.
8. CalSAWS – Update the 'Generate Form' button logic on Recovery Account Detail page to generate the CalWORKs overpayment packet with either NA 274G or NA 274H depending on the overpayment months.
9. CalSAWS - Update the existing Income increase NOA to account for the $10 minimum payment verbiage.
10. C-IV - Update the M44-315A ($10 Minimum Payment, Change NOA)
11. C-IV - Update the NA 301 and NA 303 Form to populate the correct DBI Disregard value.

1.3   Overview of Recommendations

1. CalSAWS - Update the M44-207K NOA
2. CalSAWS - Add the NA 274H form
3. CalSAWS – Add the CalWORKs Overpayment Packet with M44-350I and NA 274H.
4. CalSAWS – Add the Demand NOA Packet with M44-352A and NA 274G /NA 274H.
5. CalSAWS – Update NA 274G form population for Section A, line items 5, 7 and 10.
6. CalSAWS - Update the Recovery Account Activation batch job to generate CalWORKs Overpayment Packet based on the oldest EDBC associated to the Recovery Account.
7. CalSAWS - Update the Demand NOA batch job to generate Demand NOA Packet based on the oldest EDBC associated to the Recovery Account.
8. CalSAWS – Update the 'Generate Form' button logic on Recovery Account Detail page to generate the CalWORKs overpayment packet with either NA 274G or NA 274H depending on the overpayment months.
9. CalSAWS - Update the existing Income increase NOA to account for the $10 minimum payment verbiage.
10. C-IV – Update the M44-315A ($10 Minimum Payment, Change NOA).
11. C-IV - Update the NA 301 and NA 303 Form to populate the correct DBI Disregard value.

1.4   Assumptions

1. Over income reason in C-IV has different verbiage compared to M44-207K. Over income reason verbiage will not be updated in C-IV as part of this SCR. C-IV will inherit the updated verbiage at migration.
2. NA 274G is currently not available in C-IV.
3. NA 274H form's variable population will be the same as NA 274G form.
4. While generating the Continuation Page - Overpayment Computations NOA from template repository, worker should determine whether to generate NA 274G or NA 274H based on the benefits months the over payment occurred for.
   a. Example: If the overpayment is for benefit months March through July, worker should generate NA 274G, as there exists a benefit month before June 2020.
   b. If the overpayment is for benefit months June through July, worker should generate NA 274H, as overpayment is for benefit months on or after June 2020.
5. Current trigger conditions and variable value calculations will not be updated for NA 301 and NA 303 forms. Only the DBI value look up will be updated.
6. All the variable fields in the NA 274G and NA 274H form body will be editable. Form header and Form Footer variable fields will not be editable. The fields will be editable when the fields are blank or pre-populated.
7. SCR CA-214198 will update the name of the PB19F108 batch job to PB00F108.
8. Demand NOA Packet will be available in Template Repository and cannot be generated using the 'Generate Form' button on the 'Recovery Account Detail

page'. Worker can generate the M44-352A and NA 274G/ NA 274H forms separately from Template Repository.

9. For External Recovery accounts the forms will be generated manually by the user from the Recovery Account Detail page.
10. SCR CA-221914 will add threshold translations for the NOAs/Forms updated/added as part of this SCR.
11. CalSAWS – A GEN 1365 will be added to every outbound envelope at Central print.

2 RECOMMENDATIONS

The following NOAs/Forms will be updated/added to implement the changes from 19-76 Errata II.

2.1 CalSAWS - Update the Over Income Discontinuance NOA

2.1.1 Overview

This effort is to update the M44-207K NOA. M44-207K is the CalWORKs discontinuance NOA for Over Income reason. 19-76 Errata II made verbiage updates to this reason.

Reason Fragment Name and ID: CW_TN_INC_GRT_MAX_AID_A233, 6212

State Form/NOA: M44-207K

Current NOA Template: CW_NOA_TEMPLATE

Current NOA Template Name: NA 290

Current Program(s): CW

Current Action Type: Discontinuance

Current Fragment Level: Programs

Currently Repeatable: No

Include NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: NA 1239 SAR

Existing Languages: English and Spanish

2.1.2 Update Fragment XDP

Update the Over Income discontinuance fragment verbiage as listed below (CW_TN_INC_GRT_MAX_AID_A233)

Updated Languages: English and Spanish

Updated NOA Template Name: M44-207K (5/20)

NOA Mockups: See Supporting Document #1

Description	Existing Text	Updated Text	Formatting
Static Section - English	You can not get cash aid if your family's net countable income is more than the Maximum Aid Payment set by the State. Your family's needs and income are figured on this notice.	You cannot get cash aid if your family's gross income is more than the CalWORKs Tier 2 Income Reporting Threshold and is expected to continue at this level. Your family size is <AU_Size> The Tier 2 Income Reporting Threshold for your family size is <Tier2_IRT>. Your family's needs and income are figured on this page.	Arial Font 10

Note: Spanish translation for the updated verbiage is attached in Supporting Document #5.

2.1.3 Variable population

Following is the variable population for the updated over income discontinuance NOA.

Variable Name	Population	Formatting
<AU_Size>	Size of the Assistance Unit Note: AU size could sometimes be 0	Arial Font 10
<Tier2_IRT>	Tier 2 IRT for AU Size Note: If the AU size 0, the Tier 2 IRT for AU size 1 should be populated i.e. $1,354.	Arial Font 10

2.2 CalSAWS - Add NA 274H form

2.2.1 Overview

This effort is to add NA 274H form to CalSAWS system. NA 274H form is used to calculate the overpayment amount for an AU after all applicable income disregards, sanctions, and penalties have been applied. NA 274H should be used for overpayments occurring on or after 6/1/2020. This was provided with 19-76 Errata II.

State Form: NA 274H

Current Programs: CalWORKs

Current Attached Forms: NA Back 9

Current Forms Category: NOA

Existing Languages: English and Spanish

2.2.2 Add NA 274H form XDP

This form has minor text updates when compared to NA 274G. Following are the updates.

Location	Previous Text	Current Text
Upper left corner	For Overpayments Occurring on or after 10-1-2013 to 5-31-2020	For Overpayments Occurring on or after 6-1-2020
Section B, Line 3	Net Countable Income from Section A (above)	Net Countable Income from Section A
Section B, line 4	Subtotal	Subtotal (Enter $0 if negative)
Bottom Left Corner	NA 274G (7/19) CONTINUATION PAGE - OVERPAYMENT COMPUTATIONS (For 10-1-2013 To 5-31-2020)	NA 274H (5/20) Continuation Page - Overpayment Computations (For 6-1-2020)

Form Title (Document List Page Displayed Name): Continuation Page - Overpayment Computations

Form Number: NA 274H

Include NA Back 9: Yes

Template Repository Visibility: All counties

Post to SSP (Self Service Portal): Yes

Form Mockups/Examples: See Supporting Documents #2 for English and #6 for Spanish forms.

Note: Form population remains the same as NA 274G form

Cosmetic Update: Increase the spacing between Rules and State Hearing for NA 274H form.

2.2.3 Add Form Control

The following barcodes will be used for NA 274H form.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

2.2.4 Add form to Template Repository

NA 274H form will be added to Template Repository. The form will have pre-population same as NA 274G.

Required Document Parameters: Case Number, Customer Name, Recovery Account Number, Language and Program

2.2.5 Add Form Print Options and Mailing Requirements

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

2.3 CalSAWS – CalWORKs Overpayment Packet

2.3.1 Overview

As part of the SCR CA-207159 CalWORKs Overpayment Packet was added to CalSAWS which contains M44-350I and NA 274G forms.

This effort is to add a new CalWORKs Overpayment Packet which will have M44-350I and NA 274H forms.

Form Name: CalWORKs Overpayment Packet (M44-350I and NA 274H)

Form Number: CalWORKs Overpayment Packet

Language: English, Spanish

Template Repository Visibility: Not visible

2.3.2 Description of Change

1. Create the CalWORKs Overpayment Packet. The packet will contain the M44-350I and NA 274H forms for all counties (Los Angeles and the 57 Migration Counties).

2. The existing population logic for the M44-350I and NA 274G will be used to populate the forms (M44-350I and NA 274H) within this packet as NA 274G and NA 274H has the same population.

3. The packet will have the following print options:

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
N/A	N/A	N/A	N/A	N/A	N/A

4. The packet will have the following mailing options:

Mailing Requirements:
Mail-To (Recipient): When generated through the batch process, the CalWORKs Primary Applicant. When generated through the Recovery Account Detail page, the individual selected on the 'Customer Name' dropdown on the Document Parameters page.
Mailed From (Return): CalWORKs Worker's Office/District Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard Mail
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 Self Service Portal: Yes
Image Title Name: N/A

5. The packet will have the following barcodes options:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

2.4 CalSAWS – Demand NOA Packet (M44-352A and NA 274G)

2.4.1 Overview

This effort is to add Demand NOA Packet which will have the M44-352A and NA 274G forms.

Form Name: Demand NOA Packet (M44-352A and NA 274G)

Form Number: Demand NOA Packet

Language: English, Spanish

Template Repository Visibility: Not visible

2.4.2 Description of Change

1. Create the Demand NOA Packet (M44-352A and NA 274G) to be used if the oldest overpayment month associated to the recovery account is before 06/2020. This packet will contain the M44-352A and NA 274G forms for all counties (Los Angeles and the 57 Migration Counties).

2. The existing population logic for the M44-352A and NA 274G will be used to populate the Demand NOA Packet (M44-352A and NA 274G).

3. The packet will have the following print options:

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
N/A	N/A	N/A	N/A	N/A	N/A

4. The packet will have the following mailing options:

   Mailing Requirements:
   Mail-To (Recipient): When generated through the batch process, the CalWORKs Primary Applicant.
   Mailed From (Return): CalWORKs Worker's Office/District Office Address
   Mail-back-to Address: N/A
   Outgoing Envelope Type: Standard Mail
   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 Self Service Portal: Yes

Image Title Name: N/A

5. The packet will have the following barcodes options:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

2.5 CalSAWS – Demand NOA Packet (M44-352A and NA 274H)

2.5.1 Overview

This effort is to add Demand NOA Packet which will have the M44-352A and NA 274H forms.

Form Name: Demand NOA Packet (M44-352A and NA 274H)

Form Number: Demand NOA Packet

Language: English, Spanish

Template Repository Visibility: Not visible

2.5.2 Description of Change

1. Create the Demand NOA Packet (M44-352A and NA 274H) to be used if the oldest overpayment month associated to the recovery account is on or after 06/2020. This packet will contain the M44-352A and NA 274H forms for all counties (Los Angeles and the 57 Migration Counties).

2. The existing population logic for the M44-352A and NA 274G will be used to populate the forms within the Demand NOA Packet (M44-352A and NA 274H). This is because NA 274G and NA 274H has the same variable population logic.

3. The packet will have the following mailing options:

Mailing Requirements:
Mail-To (Recipient): When generated through the batch process, the CalWORKs Primary Applicant.
Mailed From (Return): CalWORKs Worker's Office/District Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard Mail
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 Self Service Portal: Yes
Image Title Name: N/A

4. The packet will have the following barcodes options:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

2.6 CalSAWS - Update NA 274G form population

2.6.1 Overview

NA 274G currently populates the DBI value for highlighted sections below (Section A, line items 5, 7 and 10) based on the oldest EDBC associated to the recovery account.

As part of the SCR CA-209033 the DBI value has been updated to $500 for benefit months 06/2020 or later.

Example: If the recovery account is for benefit months March through July 2020, the DBI value (highlighted below) used in the NA 274 G from is 225 currently.

If the recovery account is for benefit months starting after June 2020, the DBI value (highlighted below) used in the NA 274 G from is 500 currently.

Overpayment Month and Year

Section A. Countable Income, Month of 03/2020 - 07/2020

1. Total Self-Employment Income	$ 0	0	0	0
2. Self-Employment Expenses:				
a. 40% Standard	- 0	0	0	0
OR				
b. Actual	- 0	0	0	0
3. Net Earnings from Self-Employment	= 0	0	0	0
4. Total Disability-Based Unearned Income (DBI) (Assistance Unit + Non-Assistance Unit Members)	$ 0	0	0	0
5. $225 DBI Disregard (if #4 is greater than $225)	- 0	0	0	0
6. Nonexempt Unearned Disability-Based Income	= 0.00	0.00	0.00	0.00
OR				
7. Unused DBI Disregard	= 225	225	225	225
8. Net Earnings from Self-Employment (from above)	+ 0	0	0	0
9. Total Other Earned Income	+ 1560.24	1560.24	1560.24	1560.24
10. Unused Amount of $225 (from #7)	- 225	225	225	225
11. Subtotal	= 1335.24	1335.24	1335.24	1335.24
12. Earned Income Disregard 50%	- 667.62	667.62	667.62	667.62
13. Subtotal	= 667.62	667.62	667.62	667.62
14. Nonexempt Unearned Disability-Based Income (from #6)	+ 0.00	0.00	0.00	0.00
15. Subtotal	= 667.62	667.62	667.62	667.62
16. Other Nonexempt Income (Assistance Unit + Non-Assistance Unit Members)	+ 0	0	0	0
Net Countable Income	= 667.00	667.00	667.00	667.00

2.6.2 Description of Change

Modify the NA 274G population module for Section A, line items 5, 7 and 10 to use the DBI value based on the EDBC month for that column.

Example: If the recovery account is for benefit months March through June 2020, columns 1 through 3 should have the DBI value as 225 as the first 3 columns correspond to benefit months March, April and May. 4th column should have the DBI value 500 as it for the benefit month June.

Note: NA 274H will have the same population logic as NA 274G form.

2.7 CalSAWS – Recovery Account Activation Batch Job

2.7.1 Overview

The Recovery Account Activation batch job will activate recovery accounts and send out correspondence to the responsible party regarding their recovery account.

This effort will update the Recovery Account Activation batch job to send out the new OP/OI packets, i.e. either M44-350I and NA 274G or M44-350I and NA 274H.

2.7.2 Description of Change

Update the logic to send out the new CalWORKs Overpayment packet when the program is CalWORKs, Diversion, Child Support, Immediate Need, or Refugee Cash Assistance.

Trigger the CalWORKs Overpayment packet (M44-350I and NA 274G) if the oldest overpayment month associated to the recovery account is before 6/2020.

Trigger the CalWORKs Overpayment packet (M44-350I and NA 274H) if the oldest overpayment month associated to the recovery account is on or after 6/2020.

Note: Exiting batch transaction values will not be updated with this effort.

2.7.3 Execution Frequency

No Change.

2.7.4 Key Scheduling Dependencies

No Change.

2.7.5 Counties Impacted

All Counties.

2.7.6 Data Volume/Performance

N/A.

2.7.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc....)

2.8 CalSAWS – Demand NOA Batch Job

2.8.1 Overview

Currently Demand NOA batch job triggers the M44-352A and NA 274G forms. M44-352A states that although the cash aid for the participant has stopped, the participant still owes the county for the overpayment.

This effort will update the Demand NOA batch job to send out the new Demand NOA Packets, i.e. either M44-352A and NA 274G or M44-352A and NA 274H depending on the oldest overpayment month.

2.8.2 Description of Change

Update the logic to send out the new Demand NOA packet when the program is CalWORKs.

Trigger the Demand NOA packet (M44-352A and NA 274G) if the oldest overpayment month associated to the recovery account is before 6/2020.

Trigger the Demand NOA packet (M44-352A and NA 274H) if the oldest overpayment month associated to the recovery account is on or after 6/2020.

Note: Exiting batch transaction values will not be updated with this effort.

2.8.3 Execution Frequency

No Change.

2.8.4 Key Scheduling Dependencies

No Change.

2.8.5 Counties Impacted

All Counties.

2.8.6 Data Volume/Performance

N/A.

2.8.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc....)

2.8.8 Execution Frequency

No Change.

2.8.9 Key Scheduling Dependencies

No Change.

2.8.10 Counties Impacted

All Counties opted into the Batch jobs. Currently Los Angeles County only.

2.8.11 Data Volume/Performance

N/A.

2.8.12 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc....)

2.9 CalSAWS – Recovery Account Detail Page

2.9.1 Overview

As part of SCR CA-207159, the logic of the 'Generate Form' button has been updated to generate the CalWORKs Overpayment packet when the program is CalWORKs, Diversion, Child Support, Immediate Need, or Refugee Cash Assistance.

2.9.2 Description of Change

Update the logic for 'Generate Form' button to generate the CalWORKs Overpayment packet containing either NA 274G or NA 274H depending on the oldest overpayment month associated to the Recovery Account.

If the oldest Overpayment month is before 6/2020, the CalWORKs Overpayment packet with NA 274G form should generate when the 'Generate Form' button is clicked.

If the oldest Overpayment month is on or after 6/2020, the CalWORKs Overpayment packet with NA 274H form should generate when the 'Generate Form' button is clicked.

Note: This logic mimics the batch job functionality.

2.9.3 Page Location

- **Global: Fiscal**
- **Local: Collections**
- **Task: Recovery Account Search**

2.9.4 Security Updates

N/A

2.9.5 Page Mapping

N/A

2.9.6 Page Usage/Data Volume Impacts

N/A

2.10 CalSAWS - Add $10 Minimum Payment Change reason fragment

2.10.1 Overview

This effort is to add the M44-315A NOA to CalSAWS system. M44-315A is to notify recipients that they will not receive cash aid because their monthly cash aid is less than $10.

Known County NOA: Derived from M44-315A

NOA Template: CW_NOA_TEMPLATE (Fragment ID: 3026)

Program(s): CalWORKs

Action Type: Change and Supplement

Fragment Level: Program

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: NA 1239 SAR

Languages: English and Spanish

2.10.2 Update the Countable Income Increased NOA

1. Update the Countable Income Increased NOA
   (CW_CH_CNTBL_INCOME_INC_A752) to populate the dynamic added
   text (mentioned below) when the benefit amount is less than $10.

   NOA Mockup: See supporting Document #4

Description	Text	Formatting
Static and Existing Text	Your family income has changed. When your income changes, your cash aid amount also changes.	Arial Font Size 10
Dynamic added text	The monthly cash aid amount figured on this notice is less than $10.00. We can't pay aid for an amount less than $10.00. Months in which we do not pay aid do not count against your 48-month time limit, unless: • we are collecting an overpayment, or • you are eligible for less than $10 because of a penalty, or • you get a non-recurring special need payment. Contact the County if you would like more details about time on aid. You can still get other CalWORKs programs and services, if you are eligible, including: • Welfare to Work; • Child care; • Transportation supportive services to go to work, school, training or approved activities;	Arial Font Size 10

Description	Text	Formatting
	• Being paid back for work and school related expenses; and • Homeless assistance Contact the County for specific details about the above programs or services. Although you won't get a cash aid payment, you are still on the CalWORKs program and must continue to send in your reports by the dates the County tells you they are due and you must do this to keep your Medi-Cal and can always contact the County if things change to see if you can get a cash aid payment.	

Note: Spanish translation for the dynamic text is attached in Supporting Document #5.

Updated Languages: English and Spanish

Updated NOA Template Name: M44-315A (5/20)

2.11 C-IV - Update $10 Minimum Payment Change NOA

2.11.1 Overview

M44-315A is to notify recipients that they will not receive cash aid because their monthly cash aid is less than $10.

Currently MSG_ZERO_BENEFIT_AR populates on the NOA if the grant amount is less than $10 and the reporting type is 'Annual Reporting', Currently MSG_ZERO_BENEFIT_SAR populates on the NOA if the grant amount is less than $10 and reporting type is 'Semi Annual Reporting'.

Note: Verbiage for both MSG_ZERO_BENEFIT_AR and MSG_ZERO_BENEFIT_SAR fragments is listed in the section below.

Reason Fragment Name and ID: MSG_ZERO_BENEFIT_SAR (1297), MSG_ZERO_BENEFIT_AR (1298)

State Form/NOA: M44-315A

Current NOA Template: TEMPLATE_SINGLE_BUDGET

Current Program(s): CW or RCA

Current Action Type: Change

Current Fragment Level: Program

Currently Repeatable: No

Include NA Back 9: Yes

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

Existing Languages: English and Spanish

2.11.2 Update Fragment XDP

Add the following new verbiage in place of the current Zero benefit SAR or AR fragments (MSG_ZERO_BENEFIT_SAR and MSG_ZERO_BENEFIT_AR)

Updated Languages: English and Spanish

NOA Mockups: See Supporting Document #3

Description	Existing Text	Updated Text	Formatting
MSG_ZERO_ BENEFIT_SAR - Static Section	The monthly cash aid amount figured on this notice is less than $10. We can't pay aid for an amount less than $10. Although you won't get cash aid, you must continue to send your semi-annual report (SAR 7) by the 11th of the month. You must do this to keep getting cash based Medi-Cal and see if you can get a cash aid payment.	The monthly cash aid amount figured on this notice is less than $10.00. We can't pay aid for an amount less than $10.00. Months in which we do not pay aid do not count against your 48-month time limit, unless: • we are collecting an overpayment, or • you are eligible for less than $10 because of a penalty, or	Arial Font 10
MSG_ZERO_ BENEFIT_AR - Static Section	The monthly cash aid amount figured on this notice is less than $10. We can't pay aid for an amount less than $10. Although you won't get cash aid, you must continue to report changes verbally, electronically, or in writing to your Worker within 10 days of the change. You must do this to keep getting cash based Medi-Cal and see if you can get a cash aid payment.	• you get a non-recurring special need payment. Contact the County if you would like more details about time on aid. You can still get other CalWORKs programs and services, if you are eligible, including: • Welfare to Work; • Child care; • Transportation supportive services to go	Arial Font 10

Description	Existing Text	Updated Text	Formatting
		to work, school, training or approved activities; • Being paid back for work and school related expenses; and • Homeless assistance Contact the County for specific details about the above programs or services. Although you won't get a cash aid payment, you are still on the CalWORKs program and must continue to send in your reports by the dates the County tells you they are due and you must do this to keep your Medi-Cal and can always contact the County if things change to see if you can get a cash aid payment.	

*Formatting for threshold will generate based on project standards for that language
Note: Spanish translation for the dynamic text is attached in Supporting Document #5.

2.11.3 Updates to Fragment Generation

Populate the newly added message fragment when the following conditions are true.

- Program is CalWORKs or RCA
- Benefit Change NOA is generated (Change Action)
- Grant amount is less than $10
- Reporting type is 'Annual Reporting' or 'Semi Annual Reporting'

2.12 C-IV - Updates to NA 301 and NA 303 Forms

2.12.1 Overview

This effort is to update the NA 301 and NA 303 Forms. These forms are currently populating DBI Disregard value (highlighted below) with either 112 or 225 amount when generated from Recovery Account Detail Page and Template Repository.

Overpayment Month and Year:		04/20	05/20	06/20		
Ⓐ Net Countable Income						
Total Business Income	$	0.00	0.00	0.00		
Business Expenses						
A. 40% Standard OR	-	0.00	0.00	0.00		
B. Actual	-	0.00	0.00	0.00		
Net Earnings from Self Employment	=	0.00	0.00	0.00		
Total Disability-Based Unearned Income (DBI) (Assistance Unit (AU) + Non Assistance Unit (Non-AU) Members)	$	0.00	0.00	0.00		
$225 DBI Disregard (if DBI is greater than $225)	-	0.00	0.00	0.00		
Nonexempt Unearned Disability-Based Income OR	=	0.00	0.00	0.00		
Unused DBI Disregard	=	225.00	225.00	225.00		
Total Earned Income	$	3,693.60	3,714.03	3,345.27		
Net Earnings from Self-Employment (from above) **Subtotal**	+ =	0.00 3,693.60	0.00 3,714.03	0.00 3,345.27		
Unused Amount of $225 (from above) or	-	225.00	225.00	225.00		
Earned Income Disregard 50%	-	1,734.30	1,744.52	1,560.13		
Nonexempt Unearned Disability-Based Income (from above)	+	0.00	0.00	0.00		
Other Nonexempt Income (AU + Non-AU Members)	+	0.00	0.00	0.00		
Net Countable Income	=	1,734.00	1,744.00	1,560.00		

2.12.2 Updates to NA 301 and NA 303 Forms Variable Population

Update the NA 301 and NA 303 Form to populate the correct DBI Disregard value with EID Amount based on following conditions:

Form Body Variables:

Variable Name	Population	Formatting	Template Repository Population	Populates with Form Generation
Unused DBI Disregard	Look up the DBI value from CT335_AI based on the EDBC quarter begin date. Example: If quarter begin date is 01/01/2012, DBI value	Arial Font Size 10	Y	Y

Variable Name	Population	Formatting	Template Repository Population	Populates with Form Generation
	from CT335_AI will be 112. If quarter begin date is 11/01/2013, DBI value from CT335_AI will be 225. If quarter begin date is 07/01/2020, DBI value from CT335_AI will be 500.			
Unused Amount of $225 (from above) or	Look up the DBI value from CT335_AI based on the EDBC quarter begin date. Example: If quarter begin date is 01/01/2012, DBI value from CT335_AI will be 112. If quarter begin date is 11/01/2013, DBI value from CT335_AI will be 225. If quarter begin date is 07/01/2020, DBI value from CT335_AI will be 500.	Arial Font Size 10	Y	Y

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.	Client Correspondence	M44-207K NOA Mockup	CalSAWS Updated CW Over Income NOA.pdf
2.	Client Correspondence	NA 274H	NA 274H Mock up.pdf
3.	Client Correspondence	C-IV $10 Minimum Payment Change NOA	CIV $10 Min Payment NOA.pdf
4.	Client Correspondence	CalSAWS $10 Minimum Payment Change NOA	CalSAWS $10 Min Payment NOA.pdf

5.	Client Correspondence	Spanish Translations	Spanish Translations.pdf
6.	Client Correspondence	NA 274H Spanish Form	NA 274H Spanish.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.11	The LRS shall generate notices and NOAs in accordance with COUNTY-specified case and individual trigger conditions.	Notices has been updated and added as part of the Errata 19-76 E II.
2.18.3.7	The LRS shall identify case actions that require a notice, NOA, form, letter, stuffer, or flyer, and shall generate that appropriate notice, NOA, form, letter, stuffer, or flyer, using variable case-specific information.	Overpayment Notice (NA 274H) will be mailed to the customer in appropriate scenarios.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-221754 | CIV-108274

Adobe Flash EOL OBIEE Impacts/Migration Plan

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Esequiel Herrera-Ortiz
	Reviewed By	Ravneet Bhatia, Madhuri Salunkhe; Gokul Suresh

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/17/2020	1.0	Initial Version	Esequiel Herrera-Ortiz
12/08/2020	1.1	The default view for several C-IV OBIEE reports will be updated to Table view. Removed assumption that C-IV will not need to make any updates other than removing Adobe Flash.	Esequiel Herrera-Ortiz

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1   OVERVIEW

Adobe will stop distributing and updating Flash Player after December 31, 2020. The OBIEE Dashboard in the C-IV and CalSAWS system use Flash Player. This document will outline the updates that will be made to the dashboard to continue to function without Adobe Flash.

1.1   Current Design

The C-IV and CalSAWS system provide several OBIEE business intelligence reports. The reports vary in subject matter from Case Load Activity, Reception Log, Lobby Management, and others. The data can be presented as tables, stacked bar graphs, maps, case lists, etc. Currently the OBIEE reports are configured to use Adobe Flash.

Every OBIEE report provides action links such as Refresh, Export, Print and others. In CalSAWS the 'Copy' action link is also available to users. When selected, the 'Copy' action link copies the XML tags used to display the widget in OBIEE. The C-IV system does not currently provide the 'Copy' option.

In CalSAWS, the OBIEE reports are being converted to the new Qlik analytics reporting tool. The effort is expected to be complete toward the end of 2021. The removal of Adobe Flash from the OBIEE reports is needed for the reports to continue to function until the OBIEE reports are converted to Qlik.

The C-IV system only supports OBIEE through the Internet Explorer (IE) browser.

1.2   Requests

Implement a solution to allow OBIEE report to continue to function without Adobe Flash.

1.3   Overview of Recommendations

1. Update the OBIEE dashboards to no longer use Adobe Flash.
2. Make any necessary updates to the OBIEE reports to continue to function with minimal impact to the end user.
3. In CalSAWS, remove the 'Copy' option below ever widget. The function will no longer work after Adobe Flash is disabled.

1.4   Assumptions

1. In CalSAWS, the load time on a page will slightly increate due to refreshing the page twice but it will be a very minor increase.

2. Most users have read only access to OBIEE. The 'Copy' action is not useful for them as it copies OBIEE XML metadata used to copy widgets. Additionally, users who have write access can access the OBIEE XML through the catalog.

2   RECOMMENDATIONS

The OBIEE dashboard in C-IV and CalSAWS will be updated to no longer use Adobe Flash Player.

2.1   CalSAWS OBIEE Dashboards

2.1.1   Overview

This section will outline the changes being made to the CalSAWS' OBIEE reports to allow them to function without Adobe Flash.

2.1.2   CalSAWS OBIEE Reports Tool Screenshot
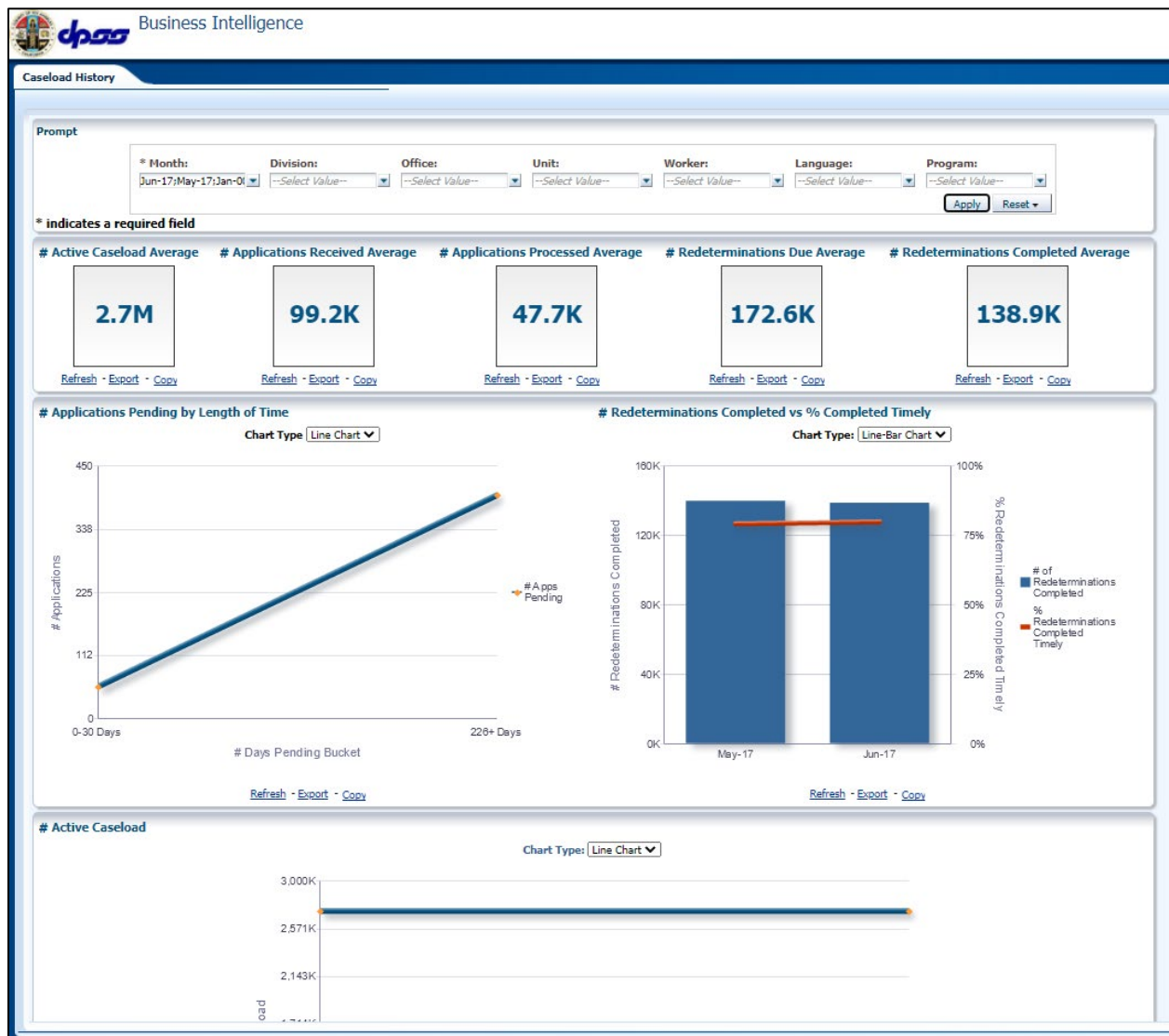
Figure 2.1.2 – CalSAWS OBIEE Reporting Tool Screenshot

2.1.3 Description of Change

1. Update the OBIEE reports to no longer use Adobe Flash. This will lead to small changes in animation. Each graph will now be presented as a PNG image.

2. Update the following OBIEE report to have a default chart type view of 'Table' rather than 'Stacked Bar Chart'. The 'Stacked Bar Chart View' will still be available as a secondary option.

   Global: Reports
   Local: Business Intelligence
   Task: Statistical Summary Analysis
   Title: Pending Applications
   Category: Pending Applications
   Widget: # Applications Pending

   *Note Almost all other reports are being made to load twice to function as expected. This report has a large data set, if made to load twice the load time would negatively affect the end user. The 'Table' view does not need to load twice to function as expected.

3. Create a 'Table' view and make it the default chart type view for the Program Assignment by Division widget. The case list information to the right of the widget will remain the same. The existing 'Bar Chart' view will be made available as a secondary option under the new 'Chart Type' drop down. Selecting the division number or division case number total within the table will drill down to the office level view for the selected division.

   Global: Reports
   Local: Business Intelligence
   Task: Statistical Summary Analysis
   Title: Active Program Assignment
   Category: Program Assignment
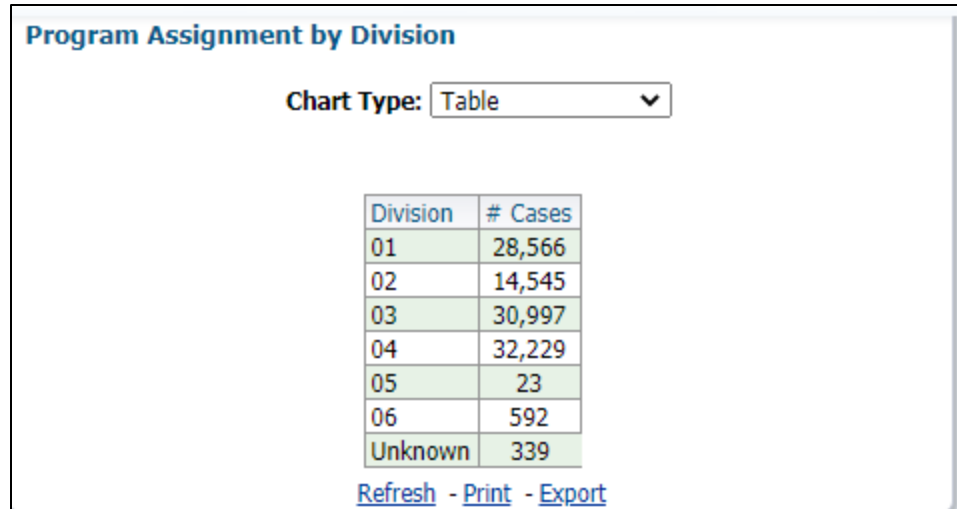   Widget: Program Assignment by Division

Figure 2.1.3.3 – New Table View in the Program Assignment by Division.
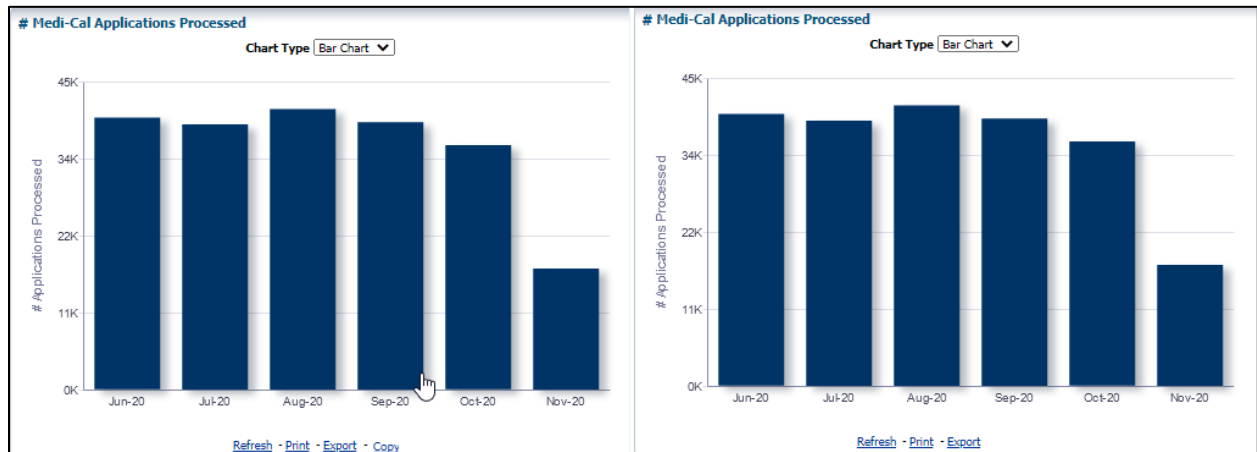
4. Remove the 'Copy' link below every widget.

Figure 2.1.3.4 – Example of the Removal of the 'Copy' Option

2.1.4 Report Location
- **Global: Reports**
- **Local: Business Intelligence**
- **Task: All**

2.1.5 Counties Impacted
All CalSAWS counties will be impacted by changes outlined in this section.

2.1.6 Security Updates

No security updates will be made to the OBIEE dashboard.

2.1.7 Report Usage/Performance

No significant change to the report performance is expected.

2.2 C-IV OBIEE Dashboards

2.2.1 Overview

This section will outline the changes being made to the C-IV OBIEE reports to allow the reports to function without Adobe Flash.

2.2.2 C-IV OBIEE Reporting Tool Screenshot
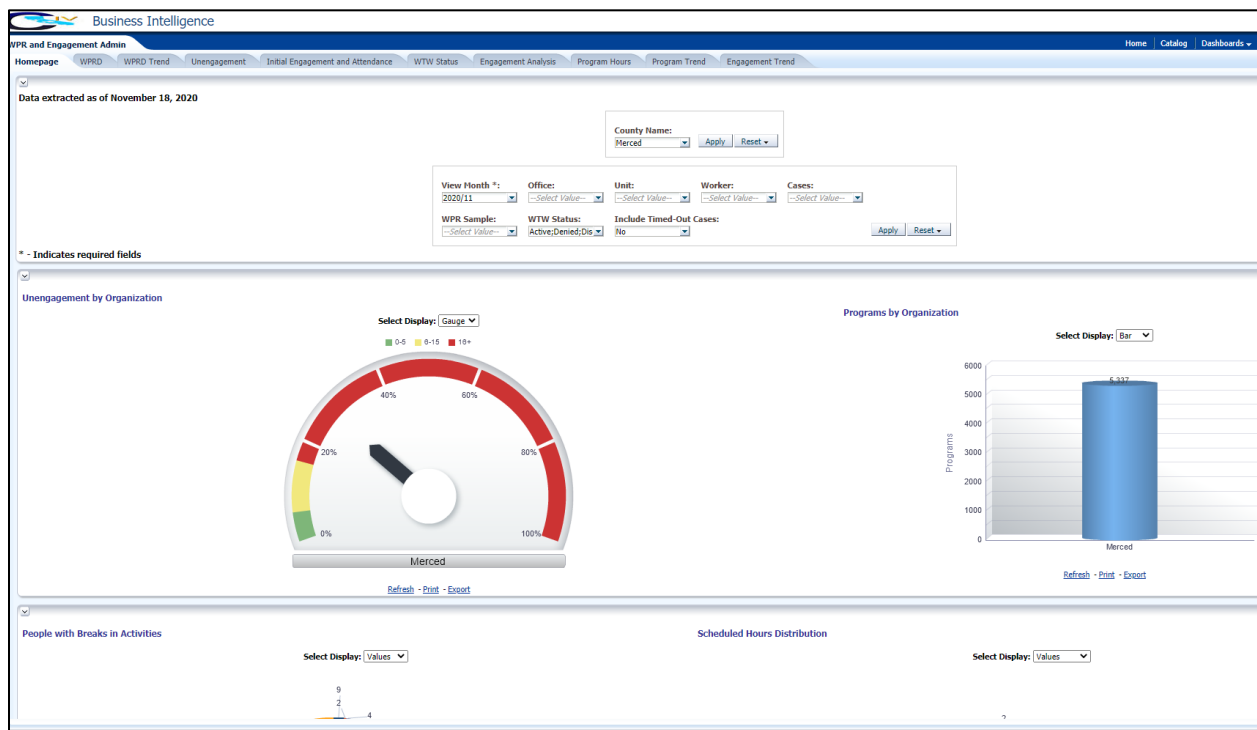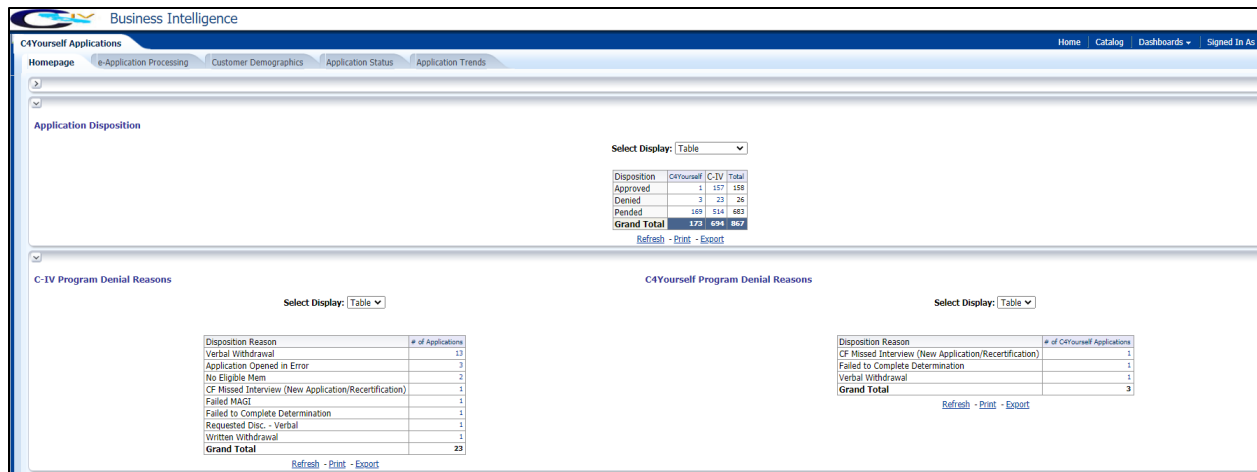

Figure 2.1.2-1 – The C-IV OBIEE Reporting Tool

Figure 2.1.2-2 – Table View of C4Yourself Applications - Homepage

2.2.3 Description of Change

1. Update the server settings for each report to no longer use Adobe Flash. This will lead to small changes in animation. Each graph will now be presented as a PNG image.
2. Update the following OBIEE reports to have a default chart type view of 'Table'. Their current default view will still be available as a secondary option.

Global: Reports
Local: Business Intelligence
Dashboard: WPR and Engagement

Tab: Homepage
Widget:
- Scheduled Hours Distribution

Tab: WPRD Trend
Widget:
- Overall and Two Parent Rates by Month

Tab: Unengagement
Widget:
- People with Breaks in Activities

Tab: WTW Status
Widgets:
- Programs by Organization
- WTW Status by Organization
- Status Reason by Status
- Programs by Zip Code

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Tab: Program Hours
Widgets:
- Scheduled Hours Distribution
- Scheduled Hours by Organization
- Attendance Hours Distribution
- Attendance Hours by Organization

Tab: Program Trends
Widget: Program Trends
- Programs By Organizational Trend
- WTW Status Trend

Tab: Engagement Trends
Widget:
- Individual Not Scheduled to Meet Core by Month

Global: Reports
Local: Business Intelligence
Dashboard: C4Yourself Applications
   Tab: Homepage
   Widgets:
- Application Disposition
- C-IV Program Denial Reasons
- C4Yourself Program Denial Reasons

   Tab: e-Application Processing
   Widgets:
- Time to Process Pending Clearance e-Applications
- e-Applications Days to Process
- CalFresh e-Applications Days to Process

   Tab: Customer Demographics
   Widgets:
- Primary Applicants Gender Distribution
- C4Yourself Language Selected
- Primary Applicant Preferred Language
- Primary Applicants Ethnicity
- Primary Applicants Age
- Household Employment
- E-Applications by Program Type
- Primary Applicants Citizenship

   Tab: Application Status
   Widgets:
- C4Y Application Status by Customer Zip Code
- C-IV Application Status by Customer Zip Code

- C4Y Application Status By Workers Office
- C-IV Application Status By Workers Office

Tab: Application Trends
Widgets:
- C4Yourself Application Disposition Trend
- C-IV Application Disposition Trend
- C4Y Applications by Year

2.2.4 Report Location
- **Global: Reports**
- **Local: Business Intelligence**
- **Task: All**

2.2.5 Counties Impacted
All C-IV counties will be impacted by changes outlined in this section.

2.2.6 Security Updates
No security updates will be made to the OBIEE dashboard.

2.2.7 Report Usage/Performance
No significant change to the report performance is expected.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
N/A			

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.24.2.3	The LRS shall maintain all report types and distribution lists which can easily be updated or modified by COUNTY-specified Users.	The OBIEE reports need to be updated to remove the use of Adobe Flash to be considered maintained.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

5   MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?

6   OUTREACH

N/A

7 APPENDIX

N/A

CalSAWS

Case Data Removal

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Case Data Removal Strikeforce
	Reviewed By	Deb Saha, Frederick Gains, Henry Arcangel, Kristin Pepper, Don Coffey

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
7/23/2020	1.0	Initial Revision using CA-208415 Draft document as a starting point	Chris Paige
7/29/2020	1.1	Modify for Epic 1	Inder Kainth
8/17/2020	1.2	Modify for Epic 1	Evan Orman
8/17/2020	1.3	Modify for Epic 1 Sprint 1 Batch Program Design	Inder Kainth
8/17/2020	1.4	Updated Section 2.0	Pradeep Goel
8/19/2020	1.5	Added rule IPV type and program codes to section 2.3.2	Michael Wright
8/19/2020	1.6	Modified document to just cover overview and the details of what is being implemented in Sprint 1	Chris Paige
8/21/2020	1.7	Modified document to contain the Overall SCR and Sprint SCR information in the last section	Michael Wright
8/28/2020	1.8	Added each Case Data Removal Status to section 2.1.1	Michael Wright
9/10/2020	1.9	Updated for Case Data Removal Report Layout and Run Information	Inder Kainth
9/10/20	1.10	Updated Upcoming Sprint features and removed all CR references from Supporting Documents section	Michael Wright
9/15/20	1.11	Replaced 'Purge' with 'Data Removal' where applicable	Michael Wright
9/17/2020	1.12	Updated document based on review with Deb and Don	Chris Paige
9/30/2020	1.13	Updated document to contain Sprint 3 features	Michael Wright
10/2/2020	1.14	Addressed feedback from Consortium/QA Reviews	Chris Paige
10/8/2020	1.15	Updated entire list of Time Limit forms to retain	Michael Wright
10/21/2020	1.16	Updated document to contain Sprint 4 features	Pradeep Goel
11/10/2020	1.17	Updated document to contain Sprint 5 features	Michael Wright
11/30/2020	1.18	Updated document to contain Sprint 6 features	Michael Wright

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR

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1 OVERVIEW

California county welfare departments are generally governed by the Code of Federal Regulations (CFR) and State of California Welfare and Institutions (W&I) Code. In addition, the Department of Health Care Services and California Department of Social Services publish All County Welfare Directors Letters (ACWDLs), All County Letters (ACLs), and the CDSS Manual of Policies and Procedures (MPP) to give counties added guidance to meet regulations. The CalSAWS Data Retention Policy pertains to the data related to the eligibility programs administered by the Counties and stored within the CalSAWS systems. This data retention policy was approved by Project Steering Committee members during the September 19, 2019 PSC meeting. This approval can be found in the following Approved Meeting Minutes.

The Case Data Removal feature for CalSAWS will first be implemented for the C-IV System. This will be done using the Agile methodology. This design document will be updated as features are deployed to Production at the conclusion of each of our planned three-week Sprints.

1.1 Current Design

- Case and Person level data is currently retained indefinitely within both the LRS/CalSAWS System and the C-IV System.

1.2 Requests

The following are the case record retention guidelines as approved by the Consortium:
- Identify and remove all Cases which have been closed for 6 years or more.
- There are multiple exceptions to the 6-year rule:
    o Retain cases that currently have open recovery accounts
    o Retain cases associated with a Special Investigation, Criminal, or Civil Litigation record for three years after the final claim is submitted for federal reimbursement.

- o Retain all cases that include one of the following programs, regardless of status:
  - Adoptions Assistance
  - Foster Care
  - Kin-GAP
- o Retain all cases currently under Federal, State, or County Audit until the audit(s) have been resolved.
- o Retain all cases that included an Intentional Program Violation
- Warrant Register data will be retained indefinitely (as will all Scheduled Reports).
- Each removed case will remain in the System as a Shell Case. See Section 2.1.1 for details on what data will be retained in Shell Cases.
- Shell Case details will be added to this document during a future Sprint. These will include:
  - o Lists of all database tables that will have records retained.
  - o Page mockups of what a Shell Case will look like in the front-end application
- Case removal is permanent. Once a case has been removed, there will be no mechanism for retrieval of data removed from the System. I.e., Case Data Removal is NOT an Archive capability.
- Migration DDID 2261 ("The CONTRACTOR shall configure the imaging solution to permanently delete documents based on the approved CalSAWS Software document retention policies for all 58 Counties.") is in scope for this effort.

1.3   Overview of Recommendations

The following is a high-level overview of the features that will be implemented as part of the Case Data Removal functionality:

- Create a new page in the system for users to view the current dispensation of a Case with regards to whether it is eligible for Removal. This determination would likely be implemented as a batch job (frequency TBD)
- Create a report to show summary and detail information regarding Cases identified for Removal.
- Create a capability for users to override the Removal decision made by the user. This would also require the user to document a Reason for their override.
- Create a report for supervisors to see lists of Cases that have had their Purge decision overridden.
- Develop a series of batch processes responsible for removing branches of the CASE and PERS tables. PERS records would only be removed when the PERS was only associated to Removable Cases. The current target date for running the Data Removal batch jobs in the C-IV System is April 16, 2021.
- Remove Case and Person documents stored in the Document Storage system (Alfresco for C-IV, AWS S3 for CalSAWS) for each Removed Case/Person
- Remove Images from the imaging system for each removed case. The one exception is we will retain any Image with a Document Type = Time Limits.

1.4   Assumptions

- The ICT tables are not in scope for this effort as they do not have CASE as a parent table. I.e., Any removal of ICT data would be separate from the Case Data Removal.
- The Removal feature for CalSAWS will first be implemented for the C-IV System. This will be done using the Agile methodology. This design document will be updated as features are deployed to Production at the conclusion of each of our planned three-week Sprints.
- Once the entire Removal feature has been implemented for the C-IV System, we will have a Planning Sprint to determine the necessary modifications to port this functionality to the CalSAWS System
- CalWIN data retention is being implemented by DXC as part of Conversion and will be applied during each CalWIN Wave. The two teams are periodically checking in with each other to make sure both teams are on the same page with regards to overall approach.
- The contents of the CASE_PURGE and RPT_CASE_PURGE tables will be converted from C-IV to CalSAWS as part of the overall Migration conversion effort.
- CalSAWS legal counsel has reviewed details associated with the ongoing county litigation related to opioid addiction and found no impact to the current CalSAWS data retention policy.

2   PROPOSED SOLUTION

2.1   Case Data Removal Process Overview

The removal process will remove dormant data that falls outside of the retention guidelines approved by the Consortium, leaving behind a shell case for those that have been removed. Initially, this process will be built for the C-IV System, given the direct impacts to C-IV conversion cutover activities and the length of time that C-IV has existed (since 2004 for the original four C-IV counties). Future sprints will then transform what was built for C-IV to work in the CalSAWS system, where it will run on some (undetermined) regular schedule as part of the ongoing operations of that System.

2.1.1   Case Data Removal

The following diagram defines the high-level 6-step process to remove a Case in the System:
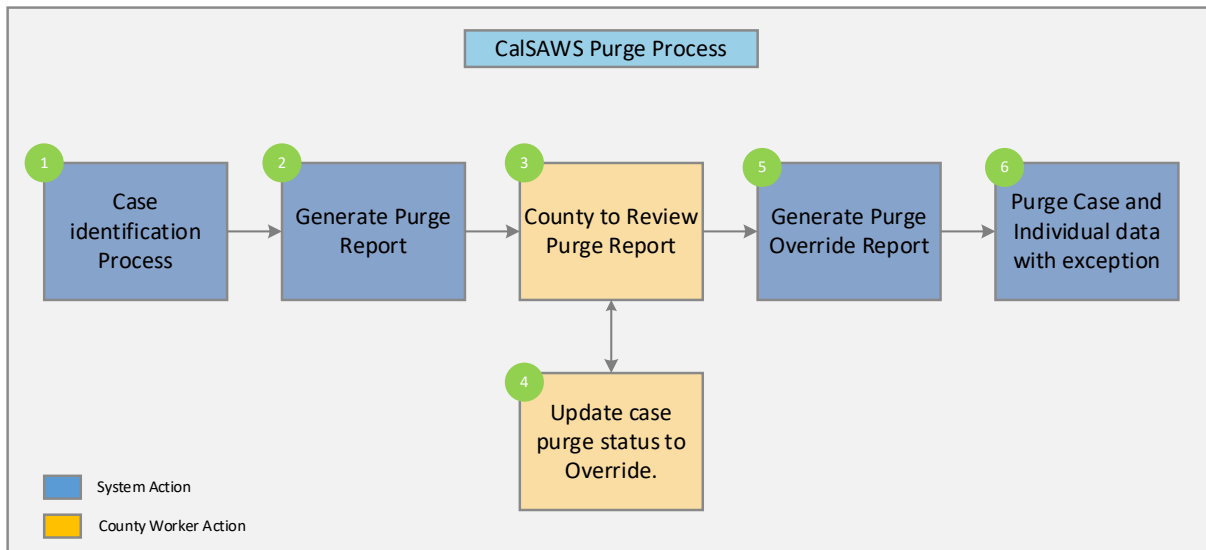
Step 1: Identify a list of removable cases based on the approved retention rules. The details of the case selection criteria are defined in Epic 1 of this document.

Step 2: Generate a report containing list of removable cases selected in step 1 for the counties to review.

Step 3: Counties to review the list and perform step 4 (as needed).

Step 4: If the case needs to be excluded from the remove process, users with appropriate security rights will be able to override this decision

Step 5: Generate a report containing a list of overridden cases. This list will be excluded from the Case Data Removal process.

Step 6: Execute Case Data Remove processes to delete data from database tables following the approved retention rules.

C-IV Application Case Data Removal Status:

- **Identified**: The Case has been identified as one that will have data removed from the System per Data Retention Policies
- **In Process**: The removal of data for this case has begun
- **Override**: Someone has decided to override the System's automated decision to removal this Case's data. The reason for this override will also be captured
- **Complete**: Data has been removed. This is now a Shell Case

Shell Case

While most of the case and individual data will be removed from the database tables, certain information related to the case and the individuals will be retained in the system. This information is called a shell case and will include the following:

1) Serial Number and Case Name will remain unchanged

2) The "All People Associated With the Case" section of the Case Summary page will be retained.
3) Case Confidentiality
4) Companion Case relationship
5) Time Limit data for all people associated to the case. This will include the follow forms:

Form Number	Form Name
CF 377.11A	CalFresh Time Limit Notice for Expiration of Three Consecutive Months for ABAWDs
CF 377.11B	CalFresh Countable Month Letter
CF 377.11C	CalFresh Time Limit for ABAWDs
CF 377.11D	CalFresh Discretionary Exemption for Able-Bodied Adults Without Dependents (ABAWD)
CF 377.11E	CalFresh Able-Bodied Adult Without Dependents (ABAWD) Time Limit Exemption Screening Form
CW 61	Medical Report
CW 215	Notification of Intercounty Transfer
CW 2184	CalWORKs 48 Month Time Limit
CW 2186A	CalWORKs Time Limit Exemption Request
CW 2186B	CalWORKs Time Limit Exemption Determination
CW 2187	Your CalWORKS 48 Month Time Limit
CW 2188	Verification of Aid for the TANF Program
CW 2189	Notice of Your CalWORKs Time Limit at 42nd Month On Aid
CW 2190A	CalWORKs 48-Month Time Limit Extender Request Form
CW 2190B	CalWORKs 48-Month Time Limit Extender Determination Denial Form
CW 2191	Time on Aid Verification for CalWORKs 48-Month / TANF 60-Month Time Limits
CW 2192	Tracking Non-California TANF Assistance for the Time Limits
CW 2208	Your Welfare-To-Work 24-Month Time Clock
M40-107D	Time on Aid To Former CalWORKs Recipient
NA 840	Sanction / Removal from Aid of Participant Notice
NA 845	Removal of Second Parent Notice

NA 1276	Welfare-to-Work 24-Month Time Clock Limit Notice
PLAN 106 CIV	Family Plan
PLAN 112 CIV	Care of a Household Member Verification
TEMP CW 2186A	CalWORKs Time Limit Exemption Request
WTW 38	Welfare-To-Work 24-Month Time Clock Notice
WTW 43	Notice Of Your Welfare-To-Work (WTW) 24-Month Time Clock Ending Soon
WTW 44	Welfare To Work (WTW) 24-Month Time Clock Extension Request Form
WTW 45	Welfare To Work (WTW) 24-Month Time Clock Extension Determination
WTW 46	End Of Welfare-To-Work 24-Month Time Clock Review Appointment Letter

6) Journal Entries (stored as a PDF attached to the case)
7) Issuance History (stored as a PDF attached to the case)
8) CH_TRANSACT_INFO, ICT_CIV_CASE, ICT_CIV_PERS table data will be retained. For CH_TRANSACT_INFO, we are currently exploring adding "ON DELETE SET NULL" to the PGM_ID foreign key.

More details about what is retained in Shell Cases will be added to this document during a future Sprint.

2.2 Case Data Removal Identification

2.2.1 Overview

A batch job will identify cases eligible for removal based on the approved record retention guidelines:
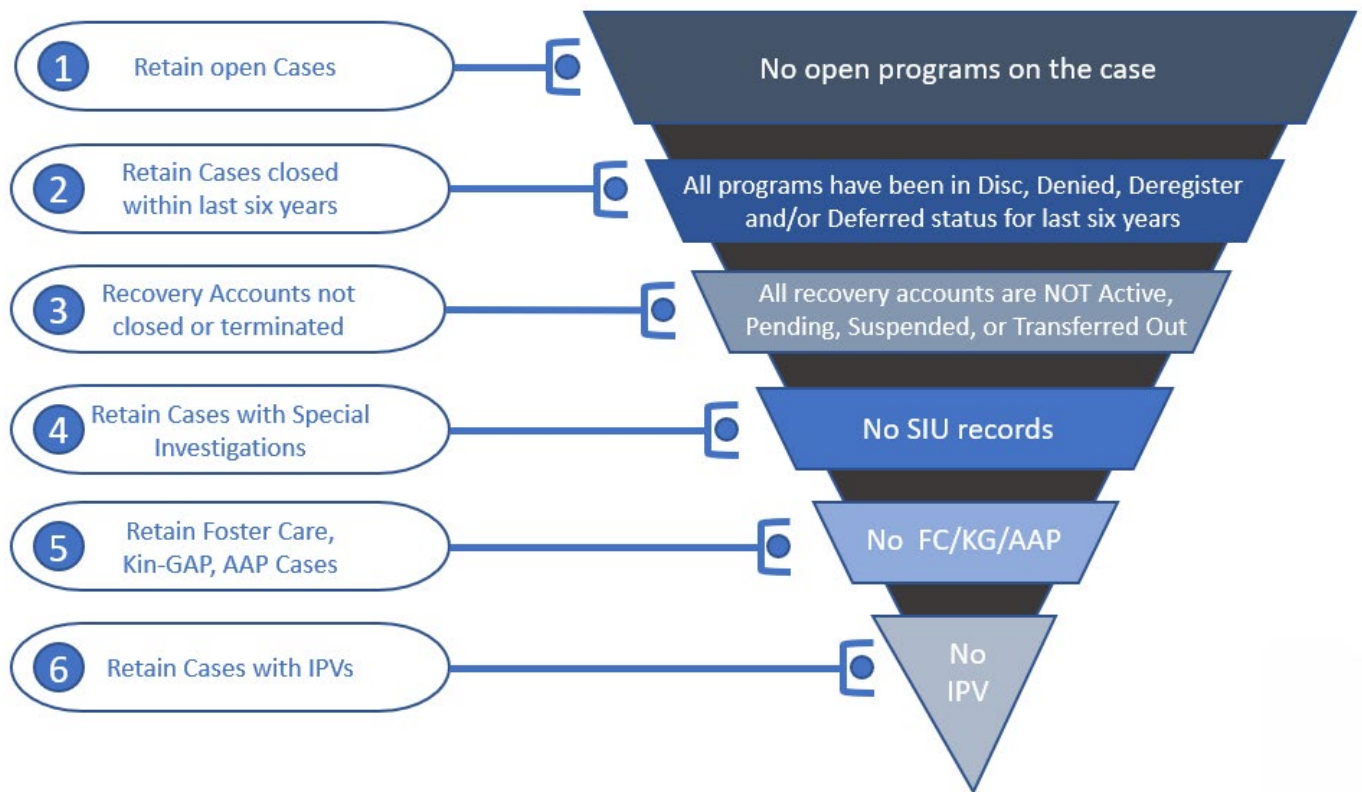
2.2.2 Rules:

Case must meet **all** the following criteria in order to be considered removable:

- The Case must have no open programs
- All programs on the Case must be closed for more than six years. A program is defined as Closed if it is in one of the following statuses:
    - Discontinued (DS)
    - Denied (DE)
    - Deferred (DF)
    - Deregistered (DG)
- If the Case has any recovery accounts, they must all be Closed. Open recovery accounts are defined as any that are currently in one of the following statuses:
    - Active (AC)
    - Transferred Out (TO)
    - Pending (PE)
    - Suspended (SU)

- The Case cannot have any Special Investigation records (regardless of the status of those investigations).
- The Case cannot contain any of the following programs, regardless of status:
  - Foster Care (FC)
  - Kin-GAP (KG)
  - Adoption Assistance (AA)
- The Case cannot have an open Federal or State audit. Federal/State audits are conducted within the first two years of Case closure and it may take up to a year to complete the investigation. Therefore, selecting cases that are closed for more than six years covers this rule without any additional automation.

  Please Note there are multiple types of audits that can be conducted on a case; and not every audit is necessarily captured in Cal SAWS. This could end up being a potential Override reason when that functionality is designed.
- The Case cannot have any Intentional Program Violations. The following types of IPV sanctions are considered:
  - Child Support IPV (06)
  - Cal Fresh IPV (24)

2.2.3 Case Data Removal Identification Report

The purpose of this report is to provide counties a list of which cases have been identified by the System as those that will have data removed during the next deletion batch ruin. The Report will be split into multiple sheets for counties with over 1M rows. Some highlights of items included in this report:

- Identification Date is the date the Case was selected for removal having met all the requirements outlined above.
- Closure Month represents the month the case program was closed (i.e., Denied, Discontinued, Deregistered, or Deferred).
- When possible, the Aid Code for the program in question will be displayed on the Report. This column is populated using the same method as the Aid Code that is displayed on the Case Summary page. For example, Medi-Cal aid codes exist at the person level and are not displayed on the Case Summary page. The same is true this report: All MC programs listed on the report will have the Aid Code blank.

- Navigation to the Report: Homepage > Reports > Scheduled > Case Activity > Title 'Case Data Removal Identification Report'

Case Data Removal Identification Report

Merced
Run Date: SEP-12-20 04:18 PM
Batch Date: 09/11/2020

Case Removals – Page 1

Row Count		Case Count

Case Number	Case Name	Program	Aid Code	Status	Closure Month	Primary Applicant	Identification Date

2.2.4 Batch Jobs

A new process (PB00P800) will be created to identify cases that can be removed . This module will search the C-IV database to identify data removal cases and insert into the purge table with an initial status of 'Identified'.

- A new database table called CASE_PURGE will store the case ID and purge status, along with other information required for auditing and reporting.
- A new batch process (PB00P800) will execute the core SQL to identify cases and insert them into the purge table.
- After PB00P800, the Report Load Job – PB00R800 – is run to load the RPT_CASE_PURGE Table to facilitate Report Creation for each County.
  - The Identification Report as shown above is created by PBxxR801 Jobs for each of the 39 C-IV Counties.

2.2.5 Batch job Schedule

Specifics related to run frequency and schedule date/time will be determined during a later phase of the project. The present run frequency for PB00R800 and PBxxR801 is monthly on 11th of each month. Initially, PB00P800 ran on September 11, 2020 and all future runs will be determined at a later date (no earlier than the first run of the Deletion batch in the C-IV System, which is currently targeted for April 16, 2021)

2.2.6 Restart Logic
See section 2.5.6

2.3   Case Data Removal Override

2.3.1   Case Data Removal Override Report

The purpose of this report is to provide counties a list of which cases have been overrode by users. The report will also display the Override Reason of why these cases should not have any case data removed on them. This report will contain each column contained in the Identification reports with three additional columns. The following bullets detail each of the additional columns on the Override report:

- Override Reason represents the reason for the Override, based on the agreed upon set of reasons across each County. These reasons are all situations that cannot be automatically identified by the System.
  - The current Override reasons:
    - Board of Supervisors Decision
    - Hearing/Court Order
    - Pending Litigation
    - Under QA/QC Review
- Override Date represents the date the County Staff member switched the Data Removal Status from Identified to Override on the Case Data Removal detail page.
- Worker ID represents the ID of the County Staff member that switched the status from Identified to Override on the Case Data Removal detail page.

Navigation to the Report: Homepage > Reports > Scheduled > Case Activity > Title 'Case Data Removal Override Report'

	A	B	C	D	E	F	G	H	I	J	K
1											
2			**Case Data Removal Override Report**								
3											
4											
5	Merced										
6	Run Date: SEP-12-20 04:18 PM										
7	Batch Date: 09/11/2020										
8											
9											
10	Case Data Overrides – Page 1						Row Count	Case Count			
11											
12											
13	Case Number	Case Name	Program	Aid Code	Status	Closure Month	Primary Applicant	Identification Date	Override Reason	Override Date	Worker ID
14											
15											
16											
17											
18											
19											
20											
21											
22											

2.3.2   Batch Jobs

The batch job (PB00P800) identifies cases that can be removed. This module will search the C-IV database to identify data removal cases and insert into the purge table with an initial status of 'Identified'

- The CASE_PURGE table will store the case ID and purge status, along with other information required for auditing and reporting.
- The batch job (PB00P800) will execute the core SQL to identify cases and insert them into the CASE_PURGE table.
- After PB00P800, the Report Load Job – PB00R800 – is run to load the RPT_CASE_PURGE Table to facilitate Report Creation for each County.
- The Override Report as shown above is generated by the PBxxR802 Jobs for each of the 39 C-IV Counties. It will load the RPT_CASE_PURGE table cases that have a status of Override and populate the Override report in the application.

2.3.3 Batch job Schedule

Specifics related to run frequency and schedule date/time will be determined during a later phase of the project. The present run frequency for PB00R800, PBxxR801, and PBxxR802 is monthly on 11th of each month. Initially, PB00P800 ran on September 11, 2020 and all future runs will be determined at a later date (no earlier than the first run of the Deletion batch in the C-IV System, which is currently targeted for April 16, 2021).

2.3.4 Restart Logic

See section 2.5.6

2.4 Case Data Removal Online Page changes

2.4.1 Case Summary Page updates

For cases that have been identified for Case Data Removal only, the Case Summary page will now show Case Data Removal Status changes as we progress from Identified to Complete in the deletion process.

C-IV Application Case Data Removal Status:
- **Identified**: The Case has been identified as one that will have data removed from the System per Data Retention Policies
- **In Process**: The removal of data for this case has begun. This status will only be set once the Case Data Removal process has started on the case through the deletion batch process. Once this Status has been set, the user cannot Override it.
- **Override**: Someone has decided to override the System's automated decision to remove this Case's data. The reason for this override will also be captured.
    - o Please reference section 2.3.1 for the listing of current Override Reason Codes.

- **Complete**: Data has been removed. This is now a Shell Case. This status will only be set once the Case Data Removal process has completed on the case through the deletion batch process. Once this Status has been set, the user cannot Override it.

2.4.2 Case Data Removal Status on Case Summary Page

The C-IV Case Summary page will now show a Case Data Removal Status, which will be a hyperlink to display the current status in the Case Data Removal process. This link will also take you to the Case Data Removal Detail page when clicked.

The following image represents the Identified Data Removal Status on the Case Summary page for a County Staff member that does not have rights to edit the Data Removal Status.

The following image represents the Identified Data Removal Status on the Case Summary page for a County Staff member that has rights to edit the Data Removal Status. The Case must also have a removal status of 'Identified' or 'Override' for this Edit button to appear.

The following image represents the Override Data Removal Status on the Case Summary page for a County Staff member that has rights to edit the Data Removal Status. The Case must also have a removal status of 'Identified' or 'Override' for this Edit button to appear.

2.4.3 Case Data Removal Detail page

The Case Data Removal Detail page is where County Staff members with the appropriate rights can update the Status from 'Identified' to 'Override', or back to 'Identified' from 'Override'. If the Status on this detail page is changed from the original Status of 'Identified' (as determined by the Data Removal Identification batch job) to the 'Override' status, the case will be excluded from having any case data removed. If the status is left in 'Identified' status, the case will have case data removed once the Deletion Batch is executed [Note that the run date of the first execution of the Deletion Batch is currently TBD, no earlier than January 2021].

Security Group for Edit functionality:

The Case Data Removal Detail page Edit functionality is accessible for users who are joined to the new 'Case Data Removal Edit' security group. This also applies to the Edit button on Case Summary, next to the status, for those cases having a Case Data Removal status of 'Identified' or 'Override'. The 'Case Data Removal Edit' group, which contains the 'CaseDataRemovalEdit' right, is not assigned to any security role. The local Security Administrators will need to add the approved users to this new security group.

The following image represents the Case Data Removal Detail page in Read Only mode when left in 'Identified' status.

The following image represents the Case Data Removal Detail page in Edit Mode when left in 'Identified' status.

The following image represents the Case Data Removal Detail page in Edit Mode when changing from 'Identified' status to 'Override' status. This status change allows the 'Override Reason' field to display (see Section 2.3.1 for a list of Override Reasons).

The following image represents the Case Data Removal Detail page in Edit Mode when the status has already been updated to 'Override'. The County Staff member will be able to see the Override Date the Override was made in addition to the Worker ID that made the change.

2.5 Data Deletion Process

The Case data deletion process includes a series of batch jobs that will process each of the cases that are Identified for data deletion. A series of batch processes and procedures are executed to delete the Case and Person related data from the database tables. The list of database tables that are identified for deletion is loaded into the configuration tables (described in detail in technical design document) with parent and child relationships and appropriate keys to identify unique data. The process reads the configuration tables and will traverse through the relationship to find the leaf node (lowest child). Once the leaf node is identified, it starts deleting the data and moves up the hierarchy until the data from parent table is deleted. An example of the parent and child relationship (tree structure) and traversing logic is defined in the following diagram.
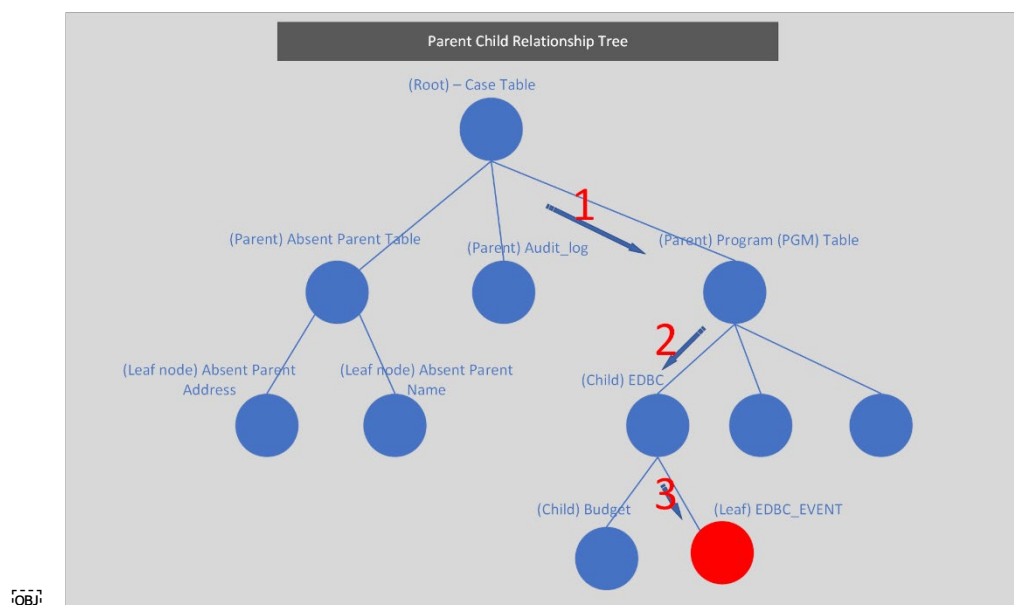
The above diagram represents the parent and child relationship of database tables in a tree structure. This structure is used to traverse through the branches to find the children (leaf node) to start deleting the data. The highlighted steps in red describe how the deletion leaf node logic identifies the child tables at a high level.

1) When a Case is selected from the CASE_PURGE table, Program IDs associated to the Case are selected from the PGM table
2) Based on the Program ID, appropriate records from the EDBC table are selected
3) As we traverse through the EDBC tables, the EDBC_EVENT table is a leaf node, and hence the data from EDBC_EVENT table can be deleted
4) After deleting the data, the logic flow is moved up to find the next child and the leaf node

A new batch process (section 2.5.2) will be created to delete the case data from the database tables. This module will perform the following steps to remove the data:

- Pick up a Case from the CASE_PURGE table and re-verify the Case to confirm it is still valid for removal. The re-verification is completed by executing all the validations steps identified in process PB00P800, section 2.2.2 Rules of this document.
- Once the Case is verified to still meet all the deletion criteria, the Case Data Removal Status is updated to 'In Process' and the PDF creation module is called to create PDF files for Journal Entries and Issuance history data.
- Upon successful creation of PDFs, the data deletion module is called to delete the data from identified tables.
- Upon successful deletion of Case data, the process updates the Case Data Removal Status to 'Complete' and will begin processing the next Case for deletion.

2.5.1 PDF Creation Batch Job - PB00P802

The PDF batch process will write each of the records for the Issuance and Journal History to a separate file for each case and store them to the file server. For cases that have historic information, these PDF files will be accessible on the Case Data Removal Detail page as hyperlinks. These hyperlinks will appear on the page after the case data deletion process has processed the case (reference section 2.3.3 for Batch Deletion Schedule). Further information and examples of each PDF type can be found below in section 2.6.

2.5.2 Data Deletion Batch Job - PB00P801

Data Deletion is an Oracle procedure that physically deletes the data from the database tables for a given Case. The procedure uses configuration tables, defined in the below section, to traverse through the tree to find the leaf node, build the delete SQL statement based on the table key to uniquely identify the data, and execute the

SQL statement to physically delete the data. Once the data is deleted from the table, it moves up in the hierarchy to find the next leaf and repeat the process.

2.5.3 Configuration table

The data deletion logic will be driven by two configuration tables. The first configuration table lists the immediate child of the root and the second table contains children of the parent and their level, as noted in section 2.5. The details of these configuration tables are defined in a technical configuration document.

2.5.4 Exception Logging

A standard batch framework is used to log all exceptions encountered in the data deletion process. These exceptions will be monitored as part of standard batch operations. Depending on the reason for the exception, Defects or Changes will be logged and tracked in Jira.

2.5.5 Deletion Logging Mode

The batch deletion process will have an option to turn the deletion logging on or off by passing a parameter in the main batch job. When the logging mode is on, the data deletion module will start logging every action performed in the function, including table name where data is being deleted with the Case ID, Person ID and other key columns to identify a unique record in the table.

2.5.6 Batch Restart

The Batch Restart functionality leverages the existing CalSAWS Restart Framework, which will automatically send a series of summary statistics to the log file upon completion of the module. These statistics include the time the module was started, the time the module finished, the total time taken for the module to run, how many times the module has been restarted (due to critical exceptions in earlier runs), the number of records processed, the number of records skipped (due to non-critical, warning-level exceptions), and the class type of any exception that caused the last run of the module to stop prematurely. When the deletion job launches in restart mode both the deletion batch job and PDF generation job will treat each case that was not fully processed as an 'Identified' case and each process will rerun from the beginning step on that case again.

The batch program launch method retrieves the data to be processed and repositions the result set in restart mode. The result set retrieved will be used in a batch rerun to pull in the restart-mode data correctly. The execution method implements the business logic for each record retrieved during the launch method and increments a counter to track the number of records successfully processed. The 'initializeVariablesForRestart' and

'saveVariablesForRestart' methods store and retrieve the record counter that tracks the location of the last successful commit.

2.6 PDF Generation

The initial steps of the Batch Deletion process are to check each case originally identified for deletion still meets the criteria. If so, the System will generate PDFs to capture any Journal and Issuance History prior to deleting any case data. If there is no data for the PDF in question (e.g., if no Issuance History exists for a case), then no PDF will be generated. The generation of each PDF file will be processed through a batch job (reference section 2.5.1.1 for the batch jobs) that will retrieve data from the following C-IV pages per PDF type.

2.6.1 Issuance History PDF

This PDF will retrieve the same data from the Issuance Search Detailed Results Page for every issuance record on that case. An example of the Issuance History PDF is shown below:

The County, Date Created, Case Number and Case Name will display at the top portion of the document for each file generated.

Issuance History

San Bernardino
Date created: 11-09-2020 5:01 PM

| Case Number | A000002 |
| Case Name | Case Name |

The data in this PDF is identical to the Issuance Search Detailed Results page. When in the PDF you can search for each data element and it will be highlighted throughout the document as shown below, for Control Number.

Find
A61130012

Previous   Next

Control Number	Payee	Program	Month	Category	Method	Issue Date	Status Date	Status	Amount
A64510012	John, Smith	CalFresh	10/2008	Supplemental Benefit	EBT	12/04/2008	12/04/2008	Issued	$154.00
A64510012	John, Smith	CalFresh	11/2008	Supplemental Benefit	EBT	12/04/2008	12/04/2008	Issued	$533.00
A64510012	John, Smith	CalFresh	12/2008	Supplemental Benefit	EBT	12/04/2008	12/04/2008	Issued	$533.00
A580012	John, Smith	Welfare to Work	11/2005	Service Payment	Warrant	08/02/2006	08/23/2006	Paid	$101.22
A61240012	John, Smith	CalFresh	03/2006	Monthly Benefit	EBT	03/01/2006	02/22/2006	Issued	$363.00
A61220012	John, Smith	CalWORKs	03/2006	Monthly Benefit	EBT	03/01/2006	02/22/2006	Issued	$540.00
A390012	John, Smith	Welfare to Work	01/2006	Service Payment	Warrant	02/08/2006	02/16/2006	Paid	$40.50
A61160012	John, Smith	CalFresh	02/2006	Monthly Benefit	EBT	02/01/2006	01/25/2006	Issued	$363.00
A61130012	John, Smith	CalWORKs	02/2006	Monthly Benefit	EBT	02/01/2006	01/25/2006	Issued	$540.00
A360012	John, Smith	Welfare to Work	12/2005	Service Payment	Warrant	01/11/2006	01/20/2006	Paid	$25.50
A61050012	John, Smith	CalWORKs	01/2006	Monthly Benefit	EBT	01/01/2006	12/21/2005	Issued	$600.00
A61070012	John, Smith	CalFresh	01/2006	Monthly Benefit	EBT	01/01/2006	12/21/2005	Issued	$373.00
A340012	John, Smith	Welfare to Work	11/2005	Service Payment	Warrant	12/14/2005	12/20/2005	Paid	$40.50
A6960012	John, Smith	CalWORKs	12/2005	Monthly Benefit	EBT	12/01/2005	11/22/2005	Issued	$600.00
A6990012	John, Smith	CalFresh	12/2005	Monthly Benefit	EBT	12/01/2005	11/22/2005	Issued	$373.00
A310012	John, Smith	Welfare to Work	10/2005	Service Payment	Warrant	11/17/2005	11/23/2005	Paid	$40.50

All data elements within the document are searchable using the 'Find' option within the PDF application, as shown above.

2.6.2 Journal History PDF

This PDF will retrieve the same data from the Journal Detail page results for each journal entry on that case. An example of the Journal History PDF is shown below:

Journal History

San Bernardino
Date created: 11-09-2020 5:01 PM

Case Number	A000002
Case Name	Case Name

The Journal History PDF contains data for each of the sections listed below

Entry Date	Entry type	Short Description	Long Description	Append Journal Entry	Worker ID	Method of Contact
05/17/2020	Activity	Updated Spousal Support Agreement/Modification Date for end dated Spousal Support Income/Expense.	The Spousal Support Agreement/Modification Date for Johanna Casillas Spousal Support Income/Expense record that ended prior to 1/1/2019, was updated to the same date as the begin date from a one-time data change.	Program(s) reassigned: MC: Previous Worker 36LS75HH	A6LS75HHZ2	Verbal
03/06/2009	Document	MC 176S - Medi-Cal Status Report	Created by batch process		A034Z2	Verbal
03/02/2009	Notice of Action	NOA - Discontinuance			A6LS75HHZ2	Verbal
03/02/2009	Narrative	MC - Alert 6006	Case discontinued as customer has nother case in San Bernardino County and Riverside County. Child never received aid under this case number.	Program(s) reassigned: MC: Previous Worker 36LS75HH	A6LS75HHZ2	Verbal
03/02/2009	Narrative	MC - Case DISC/ open on another case	Child Raymond is open on another case here and in Riverside County. Child has never received aid under this case number. Negative action completed for 10/2008-03/2009.	Program(s) reassigned: MC: Previous Worker 36LS75HH	A6LS75HHZ2	Verbal
01/14/2009	Document	ADM 101 CIV - New Worker Letter	36LS7590		A6LS7590Z2	Verbal
01/14/2009	Assignment	Assignment Worker Initiated	Program(s) reassigned: MC: Previous Worker 36LS75HH		A6LS7590Z2	Verbal
01/08/2009	Conversion	FSWR registration created	SB County FSET Program has been waived effective 01/01/09. FSET Work Registration end dated 12/31/08, corresponding FSWR Work Registration created effective 01/01/09		A6LS75HHZ2	Verbal
01/08/2009	Conversion	FSWR registration created	SB County FSET Program has been waived effective 01/01/09. FSET Work Registration end dated 12/31/08, corresponding FSWR Work Registration created effective 01/01/09		A6LS75HHZ2	Verbal

The County, Date Created, Case Number and Case Name will display at the top portion of the document for each file generated.

Journal History

San Bernardino
Date created: 11-09-2020 5:01 PM

Case Number	A000002
Case Name	Case Name

Find ×

03/02/2009

[Previous] [Next]

An example of an Entry Date that can be used to search throughout the PDF

Entry Date	Entry type	Short Description	Long Description	Append Journal Entry	Worker ID	Method of Contact
05/17/2020	Activity	Updated Spousal Support Agreement/Modification Date for end dated Spousal Support Income/Expense.	The Spousal Support Agreement/Modification Date for Johanna Casillas Spousal Support Income/Expense record that ended prior to 1/1/2019, was updated to the same date as the begin date from a one-time data change.	Program(s) reassigned: MC: Previous Worker 36LS75HH	A6LS75HHZ2	Verbal
03/06/2009	Document	MC 176S - Medi-Cal Status Report	Created by batch process		A034Z2	Verbal
03/02/2009	Notice of Action	NOA - Discontinuance			A6LS75HHZ2	Verbal
03/02/2009	Narrative	MC - Alert 6006	Case discontinued as customer has nother case in San Bernardino County and Riverside County. Child never received aid under this case number.	Program(s) reassigned: MC: Previous Worker 36LS75HH	A6LS75HHZ2	Verbal
03/02/2009	Narrative	MC - Case DISC/ open on another case	Child Raymond is open on another case here and in Riverside County. Child has never received aid under this case number. Negative action completed for 10/2008-03/2009.	Program(s) reassigned: MC: Previous Worker 36LS75HH	A6LS75HHZ2	Verbal
01/14/2009	Document	ADM 101 CIV - New Worker Letter	36LS7590		A6LS7590Z2	Verbal
01/14/2009	Assignment	Assignment Worker Initiated	Program(s) reassigned: MC: Previous Worker 36LS75HH		A6LS7590Z2	Verbal
01/08/2009	Conversion	FSWR registration created	SB County FSET Program has been waived effective 01/01/09. FSET Work Registration end dated 12/31/08, corresponding FSWR Work Registration created effective 01/01/09		A6LS75HHZ2	Verbal
01/08/2009	Conversion	FSWR registration created	SB County FSET Program has been waived effective 01/01/09. FSET Work Registration end dated 12/31/08, corresponding FSWR Work Registration created effective 01/01/09		A6LS75HHZ2	Verbal

2.6.3 History PDF Hyperlinks in the C-IV Application

The PDF files behind the hyperlink targets will be stored on the AWS S3 storage after the PB00P802 job completes per each case. Each file will be unique and will exclusively contain journal and issuance history data specific to the case processed. The file names, as created on the file storage, are generated as follows:

- journalEntry.pdf
- issuance.pdf

They are stored in the following folder structure:

- CasePurge/[county name]/[case_id]/journalEntry.pdf
- CasePurge/[county name]/[case_id]/issuance.pdf

The Journal and Issuance History PDF hyperlinks will display on the Case Data Removal Detail page if there is data to export from the C-IV database for the case. These hyperlinks will display in the application only after the case deletions batch process has completed for a given case. The following screenshot shows where each hyperlink will display on the Detail page.

2.7 What's Next

The following is a list of pending scope that will be developed in the upcoming sprints. These sprints will focus on implementing the change for C-IV counties. Changes required to accommodate LRS will be implemented in future releases.

Sprint #	Sprint Scope	Start Date	End Date
Sprint 7	Delete from ABSENT_PARENT, JOURNAL_ENTRY and their child tables	12/7/2020	1/8/2021
Sprint 8	Delete from GENERATE_DOC and dependencies, Delete Alfresco Document files	1/11/2021	1/29/2021
Sprint 9	Delete from PGM_DETL and CASE tables with their dependencies	2/1/2021	2/19/2021
Sprint 10	Delete from CASE_PERS and Delete images associated with data removal cases	2/22/2021	3/12/2021
Sprint 11	Automation of DB Optimization Process (Index rebuild, compute status, etc.)	3/15/2021	4/2/2021

3   REQUIREMENTS

3.1   Project Requirements

DDID	Description	Notes
CIV-105446	Monthly Batch job - case data removal – Discontinued / Inactive cases.	The scope of this DDID is covered in SCR-107763.
CA-208415	Monthly Batch job - case data removal - Discontinued / Inactive cases.	

4   MIGRATION IMPACTS

It was determined to start with building a C-IV Case Data Removal process first, due to the large amount of data that would get removed from that database. Deletion of a large amount of data will help with the conversion cutover window when C-IV migrates to CalSAWS. The current timeline of the planned Sprints has been confirmed to dovetail nicely with the Conversion timeline.

5   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
107763	SCR	Create Case Data Removal Functionality	
107825	SCR	Implement Case Data Removal Sprint 1 Features	
107834	SCR	Implement Case Data Removal Sprint 2 Features	
107924	SCR	Implement Case Data Removal Sprint 3 Features	
107957	SCR	Implement Case Data Removal Sprint 4 Features	

108104	SCR	Implement Case Data Removal Sprint 5 Features	
108106	SCR	Implement Case Data Removal Sprint 6 Features	
108107	SCR	Implement Case Data Removal Sprint 7 Features	
108215	SCR	Data Change - Sutter County - Override 2014 cases from data removal per BOS	
220458	SCR (CalSAWS)	Create CASE_PURGE table and Codes Table references to align with C-IV	

CalSAWS

California Statewide Automated Welfare System

Design Document

CIV-108203

Activate Disaster CalFresh Services for Madera,
Mendocino, Napa, San Bernardino, Siskiyou,
and Shasta Counties

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Connor O'Donnell
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/27/2020	1.0	Initial Draft	Connor O'Donnell

Table of Contents

1 OVERVIEW

Due to the recent wildfires in California, the Disaster CalFresh program will be activated in Madera, Mendocino, Napa, San Bernardino, Siskiyou, and Shasta County.

1.1 Current Design

SCR #28945 (Release 7.05) added functionality to allow C-IV System County to provide Disaster Services through the System Application. When Disaster Services are turned on for a County, workers can:

1. Issue Disaster Services pre-embossed EBT cards provided by the EBT Vendor (FIS).
2. Issue Disaster Benefits via a Manual EDBC with a run reason of Disaster Services and an immediacy of Rush. These EDBCs are not factored into the previous potential benefit calculations of future EDBCs.

1.2 Requests

Madera, Mendocino, Napa, San Bernardino, Siskiyou, and Shasta Counties have been in a state of emergency due to the recent Creek Fire, Oak fire incident, Glass Fire, 2020 El Dorado Fire, Slater Fire, and Zogg Fire since September 2020. The State has received Federal Approval for D-SNAP benefits for Madera Mendocino, Napa, San Bernardino, Siskiyou, and Shasta County residents.

For Madera, Mendocino, Napa, San Bernardino, Siskiyou, and Shasta Counties, Disaster Services (D-SNAP) will run from 11/16/2020 thru 11/20/2020.

Commented [AF1]: Napa? Shasta?

Commented [CO2R1]: Added

1.3 Overview of Recommendations

1) Activate Disaster Services in the C-IV System for Madera, Mendocino, Napa, San Bernardino, Siskiyou, and Shasta County starting 11/16/2020.

2) Post an announcement on the C4Yourself Home Page regarding the Disaster Services for CalFresh.

3) Add the following case flags for Madera, Mendocino, Napa, San Bernardino, Shasta, and Siskiyou Counties if they do not have one created:
   a. Madera: 2020 Creek Fire
   b. Mendocino: Oak Fire Incident
   c. Napa: Glass Fire DCF
   d. San Bernardino: 2020 El Dorado Fire
   e. Siskiyou: Slater Fire
   f. Shasta: Zogg Fire

1.4 Assumptions

1. Validate FIS has turned on DFSP and SDFSP EBT Benefit Types

2 RECOMMENDATIONS

2.1 Disaster Services – C-IV

2.1.1 Overview

Update the C-IV System to allow Disaster CalFresh to be administered by Madera, Mendocino, Napa, San Bernardino, Siskiyou, and Shasta Counties.

2.1.2 Description of Changes

1. Add the following Disasters in the C-IV system
   a. Creek Fire
      i. Disaster Name: Creek Fire
      ii. County: Madera
      iii. Benefit Begin Date: 09/04/2020
      iv. Benefit End Date: 10/03/2020
      v. Application Begin Date: 11/16/2020
      vi. Application End Date: 11/20/2020
      vii. Processing End Date: 12/02/2020
   b. 2020 El Dorado Fire
      i. Disaster Name: 2020 El Dorado Fire
      ii. County: San Bernardino
      iii. Benefit Begin Date: 09/05/2020
      iv. Benefit End Date: 10/04/2020
      v. Application Begin Date: 11/16/2020
      vi. Application End Date: 11/20/2020
      vii. Processing End Date: 12/02/2020
   c. Oak Fire Incident
      i. Disaster Name: Oak Fire Incident
      ii. County: Mendocino
      iii. Benefit Begin Date: 09/07/2020
      iv. Benefit End Date: 10/06/2020
      v. Application Begin Date: 11/16/2020
      vi. Application End Date: 11/20/2020
      vii. Processing End Date: 12/02/2020
   d. Glass Fire DCF
      i. Disaster Name: Glass Fire DCF
      ii. County: Napa
      iii. Benefit Begin Date: 09/27/2020
      iv. Benefit End Date: 10/26/2020
      v. Application Begin Date: 11/16/2020
      vi. Application End Date: 11/20/2020
      vii. Processing End Date: 12/02/2020
   e. Slater Fire

5

     i. Disaster Name: Slater Fire
     ii. County: Siskiyou
     iii. Benefit Begin Date: 09/08/2020
     iv. Benefit End Date: 10/07/2020
     v. Application Begin Date: 11/16/2020
     vi. Application End Date: 11/20/2020
     vii. Processing End Date: 12/02/2020
   f. Zogg Fire
     i. Disaster Name: Zogg Fire
     ii. County: Shasta
     iii. Benefit Begin Date: 09/27/2020
     iv. Benefit End Date: 10/26/2020
     v. Application Begin Date: 11/16/2020
     vi. Application End Date: 11/20/2020
     vii. Processing End Date: 12/02/2020

2.2 Disaster Services - C4Yourself

2.2.1 Overview

Update C4Yourself to allow Disaster CalFresh to be administered by Madera, Mendocino, Napa, San Bernardino, Siskiyou, and Shasta counties.

2.2.2 Description of Changes

1. Remove incomplete Disaster CalFresh applications from C4Yourself.
2. Add the following Disasters in C4Yourself
  a. Creek Fire
     i. Disaster Name: Creek Fire
     ii. County: Madera
     iii. Benefit Begin Date: 09/04/2020
     iv. Benefit End Date: 10/03/2020
     v. Application Begin Date: 11/16/2020
     vi. Application End Date: 11/20/2020
     vii. Processing End Date: 12/02/2020
  b. Oak Fire Incident
     i. Disaster Name: Oak Fire Incident
     ii. County: Mendocino
     iii. Benefit Begin Date: 09/07/2020
     iv. Benefit End Date: 10/06/2020
     v. Application Begin Date: 11/16/2020
     vi. Application End Date: 11/20/2020
     vii. Processing End Date: 12/02/2020

      c. Glass Fire DCF
          i. Disaster Name: Glass Fire DCF
          ii. County: Napa
          iii. Benefit Begin Date: 09/27/2020
          iv. Benefit End Date: 10/26/2020
          v. Application Begin Date: 11/16/2020
          vi. Application End Date: 11/20/2020
          vii. Processing End Date: 12/02/2020
      d. 2020 El Dorado Fire
          i. Disaster Name: 2020 El Dorado Fire
          ii. County: San Bernardino
          iii. Benefit Begin Date: 09/05/2020
          iv. Benefit End Date: 10/04/2020
          v. Application Begin Date: 11/16/2020
          vi. Application End Date: 11/20/2020
          vii. Processing End Date: 12/02/2020
      e. Slater Fire
          i. Disaster Name: Slater Fire
          ii. County: Siskiyou
          iii. Benefit Begin Date: 09/08/2020
          iv. Benefit End Date: 10/07/2020
          v. Application Begin Date: 11/16/2020
          vi. Application End Date: 11/20/2020
          vii. Processing End Date: 12/02/2020
      f. Zogg Fire
          i. Disaster Name: Zogg Fire
          ii. County: Shasta
          iii. Benefit Begin Date: 09/27/2020
          iv. Benefit End Date: 10/26/2020
          v. Application Begin Date: 11/16/2020
          vi. Application End Date: 11/20/2020
          vii. Processing End Date: 12/02/2020

3. Add the following announcement in C4Yourself.
    a. Announcement Begin Date: 11/16/2020
    b. Announcement End Date: 11/20/2020
    c. English – "Attention Madera, Mendocino, Napa, San Bernardino, Siskiyou, and Shasta County residents affected by the wildfires. Disaster CalFresh benefits may be available to your household if you meet the qualifications. You may contact the local County office at the following phone numbers: Madera County (559)675-2300, Mendocino County (877)327-1677, Napa County (707)253-4511, San Bernardino County (909)335-3334, Siskiyou County (530)841-2700, Shasta County (877)652-0731. Please be sure to leave your best contact information to schedule an interview."
    d. Spanish – "Atención a los residentes de los condados de Madera, Mendocino, Napa, San Bernardino, Siskiyou y Shasta afectados por los incendios forestales. Los beneficios de

CalFresh para desastres pueden estar disponibles para su hogar si usted cumple con los requisitos. Puede ponerse en contacto con la oficina local del condado a los siguientes números de teléfono: Madera (559)675-2300, Mendocino (877)327-1677, Napa (707)253-4511, San Bernardino (909)335-3334, Siskiyou (530)841-2700, Shasta (877)652-0731. Por favor, asegúrese de dejar su mejor información de contacto para programar una entrevista."

2.3 Case Flags

2.3.1 Overview

Add case flags for Madera, Mendocino, Napa, San Bernardino, Siskiyou, and Shasta counties to help identify cases affected by their respective fires.

2.3.2 Description of Change

1. Add the following case flags to Madera, Mendocino, Napa, San Bernardino, Siskiyou, and Shasta County.
   a. Madera County: 2020 Creek Fire
      i. Title: 2020 Creek Fire
      ii. Category: Reporting
      iii. Type: State
      iv. Contact Person: 90
      v. Begin Date: 11/16/2020
      vi. End Date: 11/20/2020
      vii. Description: 2020 Creek Fire Evacuee
   b. Mendocino County: Oak Fire Incident
      i. Title: Oak Fire Incident
      ii. Category: Reporting
      iii. Type: State
      iv. Contact Person: 90
      v. Begin Date: 11/16/2020
      vi. End Date: 11/20/2020
      vii. Description: Oak Fire Incident Evacuee
   c. Napa County: Glass Fire DCF
      i. Title: Glass Fire DCF
      ii. Category: Reporting
      iii. Type: State
      iv. Contact Person: 90
      v. Begin Date: 11/16/2020
      vi. End Date: 11/20/2020
      vii. Description: Glass Fire DCF Evacuee

Commented [AF3]: Napa and Shasta are missing from this list

Commented [CO4R3]: Added

Commented [AF5]: Should the year 2020 be part of this? See the 2020 El Dorado Fire flag

Commented [CO6R5]: Yes it should, fixed it in the header of that section as well.

d. San Bernardino County: 2020 El Dorado Fire
    i. Title: 2020 El Dorado Fire
    ii. Category: Reporting
    iii. Type: State
    iv. Contact Person: 90
    v. Begin Date: 11/16/2020
    vi. End Date: 11/20/2020
    vii. Description: 2020 El Dorado Fire Evacuee
e. Siskiyou County: Slater Fire
    i. Title: Slater Fire
    ii. Category: Reporting
    iii. Type: State
    iv. Contact Person: 90
    v. Begin Date: 11/16/2020
    vi. End Date: 11/20/2020
    vii. Description: Slater Fire Evacuee
f. Shasta County: Zogg Fire
    i. Title: Zogg Fire
    ii. Category: Reporting
    iii. Type: State
    iv. Contact Person: 90
    v. Begin Date: 11/16/2020
    vi. End Date: 11/20/2020
    vii. Description: Zogg Fire Evacuee