

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-212912 | CIV-106461

CalWORKs Change in Earned Income Disregard (EID) and Income Reporting Threshold (IRT) Tier 2

CalSAWS	DOCUMENT APPROVAL HISTORY	
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	Reviewed By	Eligibility Design, Eligibility Build, Client Correspondence Design, Client Correspondence Build, System Test, CW/CF Committee

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/18/2020	1.0	Initial Draft of the artifact	Josias Caveto
12/10/2020	1.1	Added additional NOA SCRs to Assumptions Updated to the forms listed as part of the draft ACL	Nithya Cherreddy

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1 OVERVIEW

Per ACL 19-76 effective on June 1, 2021, the Earned Income Disregard (EID) for CalWORKs (CW) applicant and recipients will increase from \$500 to \$550. Under current system functionality, the net non-exempt income (NNI) used to determine the Assistance Unit's (AU) Maximum Aid Payment (MAP) is calculated by disregarding the first \$500 of disability-based unearned income (DBI).

Per Consortium Request for Policy Clarification (CRPC) #2225, the Tier 2 Income Reporting Threshold (IRT) is based on the Assistance Unit Size rather than the Family Unit Size.

1.1 Current Design

1. The CW Disability Based Earned Income Disregard is \$500.
2. The CW Disability Based Unearned Income Disregard is \$500.
3. The NNI that is used to determine the AU's MAP is calculated by disregarding the first \$500 of the Disability Based Income (DBI) and/or any earned income and 50 percent of any remaining earned income.
4. When calculating the MAP, if the AU has earned income only, the first \$500 and 50 percent of the remaining earned income is disregarded.
5. The CW Tier 2 IRT is calculated based on 130% of the Federal Poverty Level (FPL) values for current year, using the Family Unit Size, which includes both active assistance and non-assistance household members.

1.2 Requests

1. Effective June 1, 2021, update the disregard amounts from \$500 to \$550.
2. Regression test the forms/NOAs which populate Disability Based Unearned Income Disregard, Disability Based Earned Income Disregard values.
3. Update the Tier 2 Income Reporting Threshold (IRT) based on the Assistance Unit Size rather than the Family Unit Size.
4. The CW Tier 2 IRT is calculated per the 130% of FPL, based on the Assistance Unit Size, which includes only active assistance household members.

1.3 Overview of Recommendations

1. Effective June 1, 2021, update the CW Disability Based Earned Income Disregard (CT 335 – AI) from \$500 to \$550.
2. Effective June 1, 2021 update CW Disability Based Unearned Income Disregard (CT 335 – 53) from \$500 to \$550.
3. Regression test the forms/NOAs which populate Disability Based Unearned Income Disregard, Disability Based Earned Income Disregard values.
4. Update the Tier 2 IRT based on the Assistance Unit Size rather than the Family Unit Size.

1.4 Assumptions

1. The impacted cases in which the user has not yet run EDBC with the new EID will be updated through a batch EDBC process, refer to SCR CA 213719/CIV-106463.
2. A SAR 2 form will be generated to inform households of their new IRT.
3. SCRs CA-217804/CIV-107563 will implement correspondence changes due to ACL 19-76E II
4. SCRs CA-222540/CIV-108388 will implement new and revised forms to reflect the Income Disregard Increase to \$550, per Senate Bill 80

2 RECOMMENDATIONS

2.1 Update the CW Disability Based Earned Income Disregard (CT 335 – AI) and CW Disability Based Unearned Income Disregard (CT 335 – 53) to \$550, effective June 1, 2021.

2.1.1 Overview

The Disability Based Earned and Unearned Income shall reflect the new policy (ACL 19-76). The Disability Based Earned Income and Disability Based Unearned income disregard amounts will be updated from \$500 to \$550. the NNI that is used to determine the AU's MAP is calculated by disregarding the first \$550 of DBI and/or any earned income and 50 percent of any remaining earned income

2.1.2 Description of Changes

1. Effective June 1, 2021, update the values from \$500 to \$550 for the following disregard records,
 - a. CW Disability Based Unearned Income Disregard (CT 335 – 53)
 - b. CW Disability Based Earned Income Disregard (CT 335 – AI)

Note: Per ACL 19-76 effective June 1, 2022, the EID values will be increased \$600, this change will be implemented through SCR CA-212913.

2.1.3 Programs Impacted

1. CW, RCA, DV, IN, KG, HP, HT

2.2 Regression test the Forms/NOAs

2.2.1 Overview

The SCR CA-209033, CIV-104383 updated the EID value to \$500 effective June 1st, 2020. This effort is to regression test the forms/NOAs which populate the EID/DBI values.

2.2.2 Description of changes

1. Following is the list of C-IV NOAs to regression test.
 - a. BUDGT_CW_APPROVAL_AR
 - b. BUDGT_CW_APPROVAL_SAR
 - c. BUDGT_CW_RCA_APPROVAL
 - d. BUDGT_CW_RCA_SUPPLEMENT
 - e. BUDGT_CW_SUPPLEMENT_AR

- f. BUDGT_CW_SUPPLEMENT_SAR
 - g. BUDGT_IN_INCOME_DENIAL
 - h. RSN_INCOMEDISREGARD_CHANGE
 - i. RSN_INCOMEDISREGARD_DISC
 - j. RSN_MAP_INCOMEDISREGARD_CHANGE
 - k. RSN_MAP_INCOMEDISREGARD_DISC
2. Following is the list of forms to regression test in CIV
- a. M44-316E
 - b. M44-316SAR
 - c. NA1239AR
 - d. NA1242
 - e. NA200
 - f. NA274_E
 - g. NA281
 - h. NA281A
 - i. NA301_02, NA301_04, NA301_06, NA301_08, NA301_10, NA301_12
 - j. NA303_02, NA303_04, NA303_06, NA303_08, NA303_10, NA303_12
 - k. SAWS2ASAR
 - l. NA816
 - m. NA817
 - n. NA840
 - o. NA845
 - p. CW2218
 - q. NA1239SAR
3. Following is the list of CalSAWS Fragments to test.
- a. BUDGT_CW_APPROVAL_SAR_EN
 - b. BUDGT_CW_NA274G_EN
 - c. NA 1242
 - d. NA200
4. Following is the list of forms to regression test in CalSAWS
- a. M44-316E
 - b. SAWS2ASAR
 - c. NA840
 - d. NOA290
 - e. OPCALCULATION
 - f. WFPI274
 - g. CW2218
 - h. NA274G
 - i. NA1239SAR

2.3 Update the CW Tier 2 IRT based on the Assistance Unit Size rather than the Family Unit Size.

2.3.1 Overview

The CW Tier 2 IRT is calculated based on 130% of Federal Poverty Level (FPL) values for current year. This lookup is based on the Family Unit Size, which includes both active assistance and non-assistance household members.

2.3.2 Description of Changes

1. Update the CW EDBC to determine the Tier 2 IRT by applying the FPL based on the Assistance Unit Size.

Note: The IRT Tier 2 calculation effective prior to 6/2020 (ACL 19-76) is unaffected.

2.3.3 Programs Impacted

CW, RCA

2.4 Automated Regression Test

2.4.1 Overview


Create and update regression test scripts to validate the new Disability Based Earned and Unearned Income Disregard values for the CalWORKs and RCA programs.

2.4.2 Description of Changes

1. Create a new test script(s) to verify the updated values for the CalWORKs program.
 - a. **Scenario Details:** Create a new CalWORKs case with an aged or disabled applicant, add a significant amount of earned income and unearned income, run EDBC, and verify that the Disability Based Earned and Unearned Income Disregards reflect the new values.
2. Create or update the existing test script(s) to verify the updated values for the RCA program.
 - a. **Scenario Details:** Create a new RCA case with an aged or disabled applicant, add a significant amount of earned income and unearned income, run EDBC, and verify that the Disability Based Earned and Unearned Income Disregards reflect the new values.

b. Existing script scope reference: "RCA – IRT Tier 2"

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Eligibility	CRPC #2225	 CRPC 2225 - ACL 19-76 and ACL 19-76f

4 REQUIREMENTS

The following requirements will be resolved in order to resolve and achieve the desired outcome

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.16.1.2	The LRS shall include an automated method for implementing mass updates triggered by policy changes or mass participant financial changes, including Social Security or Veterans benefits cost of living adjustments (COLAs)	EID will be updated from \$500 to \$550



California Statewide Automated Welfare System

Design Document

CA-219531 | CIV-107919

Batch EDBC to apply 2021 SSA Cost of Living
Adjustments (COLA)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Tisha Mutreja
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/28/2020	1.0	Initial Draft	Tisha Mutreja
10/26/2020	1.1	Added Enclosures 1 to 4	Tisha Mutreja
10/27/2020	1.2	Added ACIN I-73-20	Tisha Mutreja
11/6/2020	1.3	Added ACWDL 20-20 and Added Targeted Run Date 12/12/2020	Tisha Mutreja
11/9/2020	1.4	Added Medicare Part B value based on DHCS email confirmation	Tisha Mutreja

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1 OVERVIEW

Per ACIN No. I-73-20, the Social Security Administration (SSA) income increased to 1.3 percent for 2021.

Per ACWDL No. 20-20, the monthly Medicare Part B Supplemental Medical Insurance Base premium increased to \$148.50.

Run Batch EDBC to correctly apply the 2021 SSA COLA values.

1.1 Current Design

The Systems stores the customers SSA income and uses the information to evaluate the eligibility for any program.

If a customer is paying the Medicare Part B premium, EDBC uses this amount as a deduction for certain budgets.

CA-219535/CIV-107920 updated the SSA income and Medicare Part B Premium records as per the 2021 SSA COLA ACWDL 20-20 and ACIN I-73-20.

1.2 Requests

CA-219535/CIV-107920 updated the SSA income and Medicare Part B Premium records as per the 2021 SSA COLA ACWDL 20-20 and ACIN I-73-20. Any 2021 EDBC run prior to the update used the previous 2020 values in the EDBC budget. Run Batch EDBC to correctly apply the 2021 SSA COLA values.

1.3 Overview of Recommendations

1. Run Batch EDBC for the targeted Populations on 12/12/2020.
2. Generate lists to aid the counties after Batch EDBC completes.

1.4 Assumptions

1. In CalSAWS/LRS, a standard Journal Entry will be created automatically based on the Sub Type code = 'CT942-SA' – Annual SSA COLAs and Related Changes when the batch is run.
2. In CalSAWS/LRS, when records are inserted in SYS_TRANSACTION in 'All Programs' mode with same Run Reason during Batch Run, 'SSA COLA' Run Reason will display only for one program record instead of all the program records.
3. With SCRs CA-215211 and CIV-106907, Negative Impacts in Batch EDBC were prevented for Medi-Cal Beneficiaries due to Public Health Crisis/Natural Disaster which saves EDBC as 'Read-Only' with Read-Only Reason of "Protection due to Public Health Crisis/Natural Disaster".

2 RECOMMENDATIONS

2.1 Batch EDBC

2.1.1 Overview

CA-219535/CIV-107920 updated the SSA income and Medicare Part B Premium records as per the 2021 SSA COLA ACWDL 20-20 and ACIN I-73-20. Run Batch EDBC to correctly apply the 2021 SSA COLA values.

2.1.2 Description of Change

1. Run Batch EDBC for the targeted Populations on 12/12/2020
 - a. Run Batch EDBC for January 2021 with 'SSA COLA' Run Reason for SSA COLA cases affected by CA-219535/CIV-107920, defined as follows:
 - i. The program type is CalFresh (CF), CalWORKs (CW), General Relief (GR), CAPI, Kin-GAP (KG), Medi-Cal (MC) (Non-MAGI or Mixed MAGI/Non-MAGI), Refugee Cash Aid (RCA), Nutrition Benefit (NB)
Note: Batch EDBC will not be run on AAP, Diversion, and Immediate Need programs, even if the SSA income only data change has been applied. But, Batch EDBC may run these programs due to batch running in All Programs mode (EDBC will be triggered for all the programs in the case).
 - ii. The program contains an active person whose SSA income and/or Medicare Part B Premium amount was modified by CA-219535/CIV-107920.
 - b. Run Batch EDBC for January 2021 with 'SSA COLA' Run Reason for Foster Care cases which are active in that benefit month with a person who had an SSA income modified by CA-219535/CIV-107920.
2. Batch EDBC Exceptions:
 - a. EDBC has been processed since 2021 SSA COLA rate changes with CA-219535/CIV-107920 went live with the 20.12.04 release on 12/04/2020.
 - b. Transitional CalFresh (TCF) programs. However, if another program on the same case is targeted, TCF may be processed as well due to 'All Programs' mode but existing rules preventing changes to TCF will still apply.
 - c. MAGI-only Medi-Cal programs. However, if another program on the same case is targeted, Medi-Cal EDBC may get processed on the MAGI-only Medi-Cal program due to 'All Programs' mode. If Medi-Cal EDBC gets processed, it will use the existing MAGI determination response which is relevant to that benefit

month and will not trigger the new Eligibility Determination Request(EDR) to CalHEERS.

- d. The program is CW, CF, RCA or GR (Annual Agreement) and the RE for the program is due prior to January 01, 2021.
- e. The case has a Semi Annual Reporting (SAR7) packet due in December, 2020 which has a status of 'Generated', 'Sent', 'Received' or 'Incomplete'.

Note: Cases with missing or incomplete SAR7s or RE packets will have EDBC run by the worker or the existing SAR7 Discontinuance or Redetermination Discontinuance batch processes.

- 3. C-IV Only Batch EDBC Exceptions:
 - a. FC programs with a Non-Related Legal Guardianship placement authority with a Probate court established guardianship and the rate level is set to a value other than Schedule A, Schedule B, Age-Based, or Basic.
 - b. FC programs with a Non-Related Legal Guardianship placement authority with a Juvenile court established guardianship and the rate level is set to a value other than Schedule A, Schedule B, Age-Based, Basic, Level Of Care (LOC) 2, LOC 3, or LOC 4.
 - c. FC programs with an Intensive Services Foster Care (ISFC) rate with no Approved or Licensed ISFC License for the duration of the rate within the placement and benefit month.
 - d. FC programs with a Short Term Residential Therapeutic Program (STRTP) rate with no Approved or Licensed STRTP License for the duration of the rate within the placement and benefit month.
 - e. FC programs with a Foster Family Agency (FFA), FFA Treatment, FFA Intensive Programs, Multidimensional Treatment, or FFA Non-Treatment placement with a 'County or FFA ISFC' Standard State Rate and no ISFC State Program Number.
- 4. Generate lists to aid the counties after batch EDBC completes. Refer to section 5 'Outreach' for further details.

2.1.3 Execution Frequency

One Time Change Only.

2.1.4 Key Scheduling Dependencies

No Dependencies.

2.1.5 Data Volume/Performance

There will be approximately 373,000 programs processed in C-IV system and 414,000 programs processes in CalSAWS/LRS. The exceptions from the batch run will be available online through the 'On Request' "Batch

Eligibility Report". Users can run the "Batch Eligibility Report" to see list of cases processed by batch EDBC the previous night.

2.1.6 Operational Instructions

1. Run the Data Change Request (DCR) to insert into SYS_TRANSACTION records from recommendation 1a and 1b for January 2021. These records will have a run type code of 'All Programs'.
2. Run the driving query for 2021 State Minimum Wage SCR CA-213270 and CIV-106257.
3. Run Batch EDBC.

Operational Note: The Order of the steps mentioned above matters. Allow each step to complete before moving to the next step.

2.2 C-IV Only: Create DCR for Journal Entry

2.2.1 Overview

In CalSAWS/LRS, a standard Journal Entry will be created automatically based on the Sub Type code = 'CT942-SA' – Annual SSA COLAs and Related Changes when the batch is run. In C-IV, a standard journal will be created by a data change request.

2.2.2 Description of Change

Create a DCR to insert a journal with the following information for each case processed through the one-time batch process. There will be only one journal per case, per benefit month successfully processed.





Journal Category: Eligibility



Journal Type: Batch EDBC

Short Description: Batch EDBC ran for [MONTH/YEAR].

Long Description: Batch EDBC ran for [MONTH/YEAR]. Batch EDBC processed for the [Program Type] for the following reasons: 2021 SSA COLA and related changes

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Eligibility	ACWDL 20-20	 ACWDL 20-20.pdf
2	Eligibility	ACIN No. I-73-20 Social Security Administration Cost of Living Adjustment – Effective January 01, 2021	 ACIN I-73_20.pdf
3	Enclosures	Enclosure 1 2021 SSI-SSP Payment Standards	 Enclosure 1 2021 SSI-SSP Payment Star
4	Enclosures	Enclosure 2 The 2021 In-Kind Support and Maintenance Values for Computing	 Enclosure 2 The 2021 In-Kind Support and h

5	Enclosures	Enclosure 3 The 2021 Resource Limit for both Medi-Cal and Pickle Cases	 Enclosure 3 The 2021 Resource Limit for bo
6	Enclosures	Enclosure 4 The 2020 Pickle Disregard Computation Chart	 Enclosure 4 The 2020 Pickle Disregard Com

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.16.1.2	The LRS shall include an automated method for implementing mass updates triggered by policy changes or mass participant financial changes, including Social Security or Veterans benefits cost of living adjustments (COLAs).	A data change will be implemented to update the income record and Medicare Part B record of a targeted population.
2.16.4.4	The LRS shall include the ability to process a mass update that involves the development of new policy in response to changes in federal, State, and local laws, rules, regulations, ordinances, guidelines, directives, policies, and procedures.	A data change will be implemented to update the income record and Medicare Part B record of a targeted population.

5 OUTREACH

5.1 Lists

Generate lists to aid the counties after batch EDBC completes.

All lists will have the standard list columns to display on the listings.

Standard Columns:

- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker ID

1. **List Name:** Cases with Program Closed by Batch
List Criteria: Cases where this Batch EDBC process closed a program.
Additional Column(s): Program Type, Program Closure Reason
County Action: These are likely the result of household changes or ongoing data collection which was not yet processed through EDBC by the user. Since the purpose of this Batch EDBC process was not to close households, review these cases to verify the closure was accurate.
2. **List Name:** Cases with Person Closed by Batch
List Criteria: Cases where this Batch EDBC process with Active program and closed person.
Additional Column(s): CIN#, Person Name, DOB, Program Type, Person Closure Reason
Note: Person Name Format is <First Name Last Name>
County Action: These are likely the result of household changes or ongoing data collection which was not yet processed through EDBC by the user. Since the purpose of this Batch EDBC process was not to close persons, review these cases to verify the closure was accurate.
3. **List Name:** Cases with Read-Only EDBCs by Batch
List Criteria: Cases where this Batch EDBC resulted in a Read-Only EDBC with all the Read-Only Reasons except the Read-Only Reason of "Protection due to Public Health Crisis/Natural Disaster".
Additional Column(s): Program Type, Read-Only Reason
County Action: Since Batch EDBC could not automatically apply the intended change to these cases, users may process EDBC to apply intended changes, if applicable.
4. **List Name:** Medi-Cal Cases with FPL \$1 under Limit
List Criteria: Cases which have a passed Medi-Cal FPL program with a person receiving SSA, and have a net income that is one dollar under the limit.

County Action: These cases could have passed the FPL program in error due to rounding in the 'Back out' process. Counties can use this list to verify that the income test results are correct, and take action if needed.

5. **List Name:** Cases Skipped by Batch

List Criteria: Cases skipped in the Batch EDBC run.

Additional Column(s): Program Type, Skip Reason

County Action: Since Batch EDBC did not automatically apply the intended change to these cases, users may process EDBC to apply intended changes, if applicable.

The lists will be posted on December 14 after the Batch EDBC process is completed to the following locations:

System	Path
CalSAWS/LRS	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2020>CA-219531
C-IV	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2020>CIV-107919

6 APPENDIX

1. **The Systems:** "The Systems" refers to both CalSAWS/LRS and C-IV Systems. For instance, if the document mentions the below:

- The Systems must add

That implies:

- Both CalSAWS/LRS and C-IV must add



California Statewide Automated Welfare System

Design Document

CA-219535 | CIV-107920

2021 Social Security Title II and Title XVI Cost of
Living Adjustments (SSA COLA)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Tisha Mutreja
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/15/2020	1.0	Initial Draft	Tisha Mutreja
10/23/2020	1.1	Updated DCR criteria. Added Note to List # 1 and 3	Tisha Mutreja
10/26/2020	1.2	Added Enclosures 1 to 4	Tisha Mutreja
10/27/2020	1.3	Added ACIN 1-73-20	Tisha Mutreja
11/4/2020	1.4	Updated SSA Income and Medicare DCR and List criteria to include program and program person status check	Tisha Mutreja
11/6/2020	1.5	Added ACWDL 20-20	Tisha Mutreja
11/9/2020	1.6	Added Medicare Part B value based on DHCS email confirmation	Tisha Mutreja
11/30/2020	1.7	Updated List #1 and 3 to add additional columns	Tisha Mutreja
12/11/2020	1.8	Updated section 2.5 to correct the typo to January 2021	Tisha Mutreja

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1 OVERVIEW

Per ACIN No. I-73-20, the Social Security Administration (SSA) increased to 1.3 percent for 2021.

Per ACWDL No. 20-20, the monthly Medicare Part B Supplemental Medical Insurance Base premium increased to \$148.50. The information for the Effective SSI/SSP Cash Grant Levels for Determining Pickle Eligibility from January 1, through December 31, 2021, and the 2021 Pickle Disregard Computation Chart were provided.

Current Design

The Systems store the income information of the customers and use the income information to evaluate the eligibility for any program.

Customer's Social Security Administration (SSA) income is updated every year based on the new SSA income increase rate effective the month of January of that year. As Federal Poverty Level (FPL)-related budgets also use this updated SSA income information and the new FPL increase rate is not effective until the month of April for FPL budgets, The Systems use a 'Backout Multiplier' to account for the difference. The Backout Multiplier holds the current year's SSA income increase rate value. When handling FPL budgets, The Systems take the current SSA income amount and divides it with the Backout Multiplier (CT335_A2_SSA_INCOME_INCREASE_MULTIPLIER) which results in the SSA income amount being equal to the previous SSA income amount. It undoes the updated SSA rates for FPL-related budgets for benefit months January, February, and March.

DHCS provides the 'Pickle Disregard Computation Chart'. The Systems use this chart to determine the disregard amount for Pickle applicants and eligible persons.

EDBC compares the customer's income to the SSI/SSP payment standard amounts to evaluate the eligibility for certain budgets like '250% Working Disabled'.

Most beneficial logic is applied when CalFresh (CF), CalWORKs (CW), Immediate Need (IN), or Refugee Cash Assistance (RCA) EDBC is run for a mid-period month. As part of the most beneficial logic, if the countable amount of an existing income has increased, the system will instead use the previously counted, lower income value.

If a customer is paying the Medicare Part B premium, EDBC uses this amount as a deduction for CF program budgets.

Requests

1. With the 2021 SSA Cost of Living Adjustment (COLA), SSA has approved a 1.3 percent increase for SSA benefits. This causes an increase in the income for a customer who is currently receiving the SSA benefits. Income information stored in The Systems for these customers will be updated to address the increase.
2. The 2021 SSA COLA published SSA income increase rate is 1.3%. The current value of the 'Backout Multiplier' does not match with the updated rate increase and needs to be updated.
3. With the 2021 SSA COLA information, DHCS provided the updated The 2020 Pickle Disregard Computation Chart effective 01/01/2021. The Systems Pickle values will be updated to match the new chart.
4. With the 2021 SSA COLA, SSI/SSP payment standards are updated. The Systems will be updated to match the new SSI/SSP payment standards.
5. With the 2021 SSA COLA, income would increase for the customer who is currently receiving SSA. As this income increase is predicted, most beneficial logic will not be triggered.
6. The 2021 Medicare Part B Premium changed from \$144.60 to \$148.50. Medicare Part B Premium amounts stored in The Systems for these customers will be updated to address the increase.

Overview of Recommendations

1. Apply a data change to add the new SSA income and SSI income amount effective 01/01/2021 for a person receiving SSA and SSI income in continuing EDBC-based programs.
2. The 2021 SSA COLA published SSA income increase rate is 1.3%. Update the value of the 'Backout Multiplier' to match the rate increase.
3. Update The Systems Pickle values to match the 'Pickle Disregard Computation Chart' effective 01/01/2021.
4. Update The Systems to match the new SSI/SSP payment standards.
5. Income would increase for the customer who is currently receiving SSA. As this income increase is predicted, most beneficial logic will not be triggered.
6. Update Medicare Part B Premium amounts stored in The Systems for these customers to \$148.50 to address the increase.

7. Create a Journal entry to document the data changes for SSA Income and Medicare Part B Premium amounts.
8. Generate lists for the counties after the data change is run.

Assumptions

1. The Systems do not maintain the Pickle In-kind and Support Maintenance (ISM) values.
2. The resource limit for both Medi-Cal and Pickle eligibility will remain the same (\$2,000 for one person and \$3,000 for two persons).
3. Medicare Part A premium amount is not relevant to SSA COLA. Existing Medicare Part A records in the database are entered by the user and will not be updated by this data change.
4. Other than what is referenced in this document, all EDBC-based program eligibility determination logic remains unchanged.
5. For Mixed Households (MAGI/Non-MAGI), when EDBC runs on Medi-Cal, it will run against the latest MAGI eligibility.
6. There are no changes to Forms or NOAs as a result of this SCR. If the SSA COLA adjustment results in a decrease or loss of benefits, the system will leverage existing negative change NOA logic to notify participants.
7. OPA of SSI/SSP and SSI Only for CF program will be updated with the new SSI Income amounts with SCR CA-219543 and CIV-108152 with a priority release in Feb 2021.

2 RECOMMENDATIONS

Data Change to Apply the New SSA Income Amount

2.1 Overview

The new SSA income amount has increased by 1.3% effective 01/01/2021. Apply a data change to add the new SSA income amount effective 01/01/2021 for a person receiving SSA income in continuing EDBC-based programs.

2.2 Description of Changes

1. Identify SSA income records with all of the following:
 - a. The income category is Social Security
 - b. The income amount detail has a begin date on or after 01/01/2020 but before 01/01/2021
 - c. The Reported Amount is not \$0
 - d. The income amount detail has no end date (high-dated)

- e. The income record has either \$0 or no value in both the "Income Adjustment" and "Unreported Amount" fields
- f. The participant should be non-hidden and non-duplicate

And either of the following:

- a. The participant with the eligible income record is Active, Pending or Ineligible on an Active, Pending or Ineligible EDBC-based program* on or after 01/01/2021

Or

- b. The participant is Denied or Discontinued on below mentioned EDBC-based program* within the rescission period

Program	Rescission Period
Medi-Cal	90
CalFresh	30
Immediate Need	30
Diversion	30
CalWORKs	30
CAPI	30
FC/KG/AAP	90
GA/GR	30
RCA	30

Note: The rescission period is the amount of time the user normally rescinds a denied or discontinued case instead of a reapplication.

* For reference, these are the EDBC-based programs: Adoption Assistance Program (AAP), Cash Assistance Program for Immigrants (CAPI), CF program, CW program, Diversion program, Foster Care (FC) program, IN program, Kin-GAP (KG) program, Medi-Cal (MC) program, RCA program, General Assistance/General Relief (GA/GR) program, Approved Relative Caregiver (ARC) program, Transitional CalFresh (TCF) program

2. End date the identified high-dated SSA income record effective 12/31/2020.
3. Create a new SSA income record for the person identified in #1 with a copy of the 2020 record and update the following values:
 - a. Begin date: 01/01/2021
 - b. Amount: increase the identified 2020 amount by 1.3% (multiplying by 1.013) and round down to the nearest whole dollar.

c. Change Reason: COLA

d. Reported Date: Implementation Date of the SCR

Note: The verification status will be the same as the verification status of the identified 2020 record.

4. Create a Journal Entry for cases where an associated non-hidden, non-duplicate person had the data change applied to their SSA income record based on recommendation 2.1.2.1

The Journal Entry will be displayed as follows on Journal Detail page:

Journal Category: All

Journal Type: Basic Information

Short Description: SSA COLA Income Record Update

Long Description: The system updated at least one SSA income record for this case in accordance with the 2021 SSA COLA.

Note: There will be one journal entry per case.

2..3 Programs Impacted

EDBC-based programs: AAP, CAPI, CF, CW, Diversion, FC, IN, KG, MC, RCA, GA/GR, ARC, TCF

2..4 Estimated Number of Records Impacted/Performance

~455,000 income records impacted in CalSAWS/LRS and ~488,000 income records impacted in C-IV.

Backout Multiplier

2..1 Overview

The SSA COLA will not be applied to certain Medi-Cal programs until the 2021 Federal poverty levels (FPLs) are updated, typically in April. The Federal Poverty Level (FPL) related budgets use the updated SSA income information and the new FPL increase rate is not effective until the month of April for FPL budgets. The System uses a 'Backout Multiplier' to account for the difference.

The following categories will trigger the backout logic:

- a) FPL Percent Programs
- b) Aged and Disabled
- c) Medicare Premium Payment Programs

2..2 Description of Changes

1. Update the 'Backout Multiplier'(CT335_A2)
 - a. Set the 'Backout Multiplier'(CT335_A2) value to 1.013 for year 2021.
 - b. Set the 'Backout Multiplier'(CT335_A2) value to 1.00 for year 2022 and after. EDBC will use this value effective 01/01/2022 until the next SSA COLA changes are applied.
2. Update the "SSA COLA Adjustment End Month Number"(CT335_A5) and the "SSA MPPP COLA Adjustment End Month Number"(CT335_A6) in the code tables as below
 - a. End date the current records of CT335_A5 and CT335_A6 to '12/31/2020'.
 - b. Add new high-dated records for CT335_A5 and CT335_A6 with begin date of '01/01/2021' and value of '12' (December). This will allow the 'Backout Multiplier' from Recommendation 2.1 to be applied until the 2021 FPL limits are updated in the system.

Note: According to ACWDL 20-20, the SSA COLA will not be applied to certain Medi-Cal programs until the Federal Poverty Levels are updated, typically in April. The values, CT335_A5 and CT335_A6 will be updated to '3' (March) once the 2021 FPL limits are updated in the system. Changing this value back to 3 will allow the full SSA Income amount to be applied beginning in the 04/2021 Benefit month, without the 'Backout Multiplier'.

2..3 Programs Impacted

Medi-Cal

2..4 Performance Impacts

N/A

Pickle Disregard Computation

2..1 Overview

Pickle disregard for 2021 will be applied to the system.

2..2 Description of Change

1. Update the Pickle Disregard Computation Chart (CT1790_01) with the 2020 Pickle Multiplier values available in ACWDL 20-20 Enclosure #4 "The 2020 Pickle Disregard Computation Chart" effective 01/01/2021.

Note: The chart is titled with the year 2020 because the COLA disregard relates to individuals who were terminated from SSI/SSP in 2020.

2..3 Programs Impacted

Medi-Cal

2..4 Performance Impacts

N/A

SSI, SSP, and Total Payment Standard Amounts

2..1 Overview

The SSI, SSP and total payment standard amounts will be applied to the system.

2..2 Description of Change

1. Update the SSI, SSP and total payment standard amounts for Individual and Couple effective 01/01/2021 (CT963). Refer to the 'Independent Living Arrangement' table of the ACWDL 20-20 Enclosure #1 "2021 SSI-SSP Payment Standards" for values.

2..3 Programs Impacted

Medi-Cal

2..4 Performance Impacts

N/A

SSA Income COLA Mid-Period/Change Reason Logic

2..1 Overview

The SSA Income COLA will apply existing SSA income for mid-period/change reason logic.

2..2 Description of Change

1. **C-IV only:** Update the EDBC logic to allow the SSA Income COLA to apply existing SSA income in mid-period months by suppressing most-beneficial logic for those income types for January 2021 (CT335_SA).
2. **CalSAWS/LRS only:** Update the EDBC logic to allow the SSA Income COLA to apply existing SSA income by suppressing the Change Reason logic for January 2021 (CT335_S1 and CT335_S2).

2..3 Programs Impacted

Programs subject to mid-period/change reason logic.

Note: EDBC-based programs: CAPI, CF, CW, Diversion, IN, RCA, GA/GR, TCF

2..4 Performance Impacts

N/A

Data Change to Apply the Medicare Part B Premium Amount

2..1 Overview

The Medicare Part B Premium amount increased to \$148.50 effective 01/01/2021.

2..2 Description of Change

1. Identify the Medicare Part B Premium records with all of the following:
 - a. The Medicare Part B Premium amount is \$144.60
 - b. The Begin date of the Medicare Part B Premium record has a begin date on or after 01/01/2020 but before 01/01/2021
 - c. The Medicare Part B Premium record does not have an end date (high-dated)
 - d. The participant should be non-hidden and non-duplicate

And either of the following:

- a. The participant with Medicare Premium Part B record is Active, Pending or Ineligible on an Active, Pending or Ineligible EDBC-based program* on or after 01/01/2021

Or

- b. A participant is Denied or Discontinued on below mentioned EDBC-based program* within the rescission period

Program	Rescission Period
Medi-Cal	90
CalFresh	30

Note: The rescission period is the amount of time the user normally rescinds a denied or discontinued case instead of a reapplication.

* For reference, these are the EDBC-based programs: CF, MC, TCF

Note: If there is more than one high dated Medicare Part B Premium record for the same person, do not apply the data change.

2. Apply the data change to the identified records with the following actions:
 - a. Duplicate the existing record
 - b. End date the existing record 12/31/2020
 - c. Set the begin date of the new record to 01/01/2021
 - d. Set the Medicare Part B amount on the new record to 148.50
 - e. Set the verification status of the new record the same as the verification status of previously existing record.
 - f. Change Reason: COLA
 - g. Reported Date: Implementation Date of the SCR
3. Create a Journal Entry for cases where an associated non-hidden, non-duplicate person had the data change applied to their Medicare based on recommendation 2.6.2.1

The Journal Entry will be displayed as follows on Journal Detail page:

Journal Category: All

Journal Type: Basic Information

Short Description: SSA COLA Medicare Premium Record Update

Long Description: The system updated at least one Medicare Premium record for this case in accordance with the 2021 SSA COLA.

Note: There will be one journal entry per case.

2..3 Programs Impacted

EDBC-based programs: CF, MC, TCF

2..4 Estimated Number of Records Impacted /Performance

~226,000 records impacted in CalSAWS/LRS and ~252,000 records impacted in C-IV.







Lists

2..1 Description of Change

Lists will be generated after the data change is run in recommendation 2.1 and 2.6.

Refer to section 5 'Outreach' for further details.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Eligibility	ACWDL 20-20	 ACWDL 20-20.pdf
2	Eligibility	ACIN No. I-73-20 Social Security Administration Cost of Living Adjustment – Effective January 01, 2021	 ACIN I-73_20.pdf
3	Enclosures	Enclosure 1 2021 SSI-SSP Payment Standards	 Enclosure 1 2021 SSI-SSP Payment Star
4	Enclosures	Enclosure 2 The 2021 In-Kind Support and Maintenance Values for Computing	 Enclosure 2 The 2021 In-Kind Support and N
5	Enclosures	Enclosure 3 The 2021 Resource Limit for both Medi-Cal and Pickle Cases	 Enclosure 3 The 2021 Resource Limit for bo
6	Enclosures	Enclosure 4 The 2020 Pickle Disregard Computation Chart	 Enclosure 4 The 2020 Pickle Disregard Com

4 REQUIREMENTS

Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.16.1.2	The LRS shall include an automated method for implementing mass updates triggered by policy changes or mass participant financial changes, including Social Security or Veterans benefits cost of living adjustments (COLAs).	A data change will be implemented to update the income record and Medicare Part B record of a targeted population.
2.16.4.4	The LRS shall include the ability to process a mass update that involves the development of new policy in response to changes in federal, State, and local laws, rules, regulations, ordinances, guidelines, directives, policies, and procedures.	A data change will be implemented to update the income record and Medicare Part B record of a targeted population.

5 OUTREACH

Lists

Lists will be generated after the data change is run in recommendation 2.1 and 2.6.

All lists will display the standard list columns.

Standard Columns:

- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker ID

1. **List Name:** Individuals whose SSA Income was not updated

List Criteria: List includes an individual that meets the following criteria -

- a. Program and Program Person Status is Active, Pending or Ineligible on at least one of the identified EDBC-based programs* on or after 01/01/2021

* EDBC-based programs: AAP, CAPI, CF, CW, Diversion, FC, IN, KG, MC, RCA, GA/GR, ARC, TCF

- b. Is a non-hidden and non-duplicate person
Note: If an individual is hidden on one case but non-hidden on another case, they will be considered on the list criteria as well
- c. Does not have a "UP" Role
- d. Has an SSA income detail record that was not changed by the 2021 SSA COLA data change
 - i. The income category is Social Security
 - ii. The income amount detail has a begin date on or after 01/01/2021 but before 01/01/2020
 - iii. The income amount detail has no end date (high-dated) or is end dated on or after 01/01/2021
 - iv. The "Reported Amount" is not \$0 or "Unreported Amount" or "Income Adjustment" amount have non-zero values.
 - v. The income amount detail is not updated by staff_id*

*Technical Note: staff_id for CalSAWS/LRS = '92' and for C-IV = '90'

Note: This list will not bring back records where the "Reported Amount" is \$0 and "Income Adjustment" or "Unreported Amount" is blank based on County feedback from 2020 SSA COLA.

Additional Columns:

- Begins on or after 01/01/2021
- Begins before 01/01/2020
- SSA End Dated
- Adjusted Amount > \$0
- Unreported Amount > \$0
- Program Type
- Household Status
Note: A blank "Household Status" means there is no existing high-dated household record associated with the individual
- CIN#
- Person Name
Note: Person Name Format is <First Name Last Name>
- DOB

County Action: Counties can use this list to verify that SSA income amounts are correct and take action if needed.

2. **C-IV only: List Name:** Non-Automated EDBC Program Types with updates

List Criteria: Cases where both the following conditions are true:

- a. The data change has been applied by Recommendation 2.1.
- b. Case contains at least one program, that is not run by batch: AAP, CAPI, General Assistance, ARC.

Additional column:

- Program Type
- Reported Amount
- Inheritance
- Person Name

Note: Person Name Format is <First Name Last Name>

County Action: Counties can review cases and run EDBC to apply updated SSA Income amounts.

3. **List Name:** Individuals whose Medicare was not updated

List Criteria: List includes an individual that meets the following criteria -

- a. Program and Program Person Status is Active, Pending or Ineligible on at least one of the identified EDBC-based programs* on or after 01/01/2021
* EDBC-based programs: MC, CF, TCF
- b. Is a non-hidden and non-duplicate person
Note: If an individual is hidden on one case but non-hidden on another case, they need to be considered on the list
- c. Does not have a "UP" Role
- d. Has Medicare Part B Premium record that was not changed by the 2021 SSA COLA data change
 - i. The Medicare Part B Premium record has no end date (high-dated) or is end dated on or after 01/01/2021
 - ii. The Medicare Part B Premium record has a begin date on or after 01/01/2021 but before 01/01/2020
 - iii. The individual had more than one high-dated Medicare Part B premium record.
 - iv. The Medicare Part B Premium record is not updated by staff_id*

*Technical Note: staff_id for CalSAWS/LRS = '92' and for C-IV = '90'

Additional Columns:

- Part B Medicare Amount
- Part B Medicare Payment Method
- Begins on or after 01/01/2021
- Begins before 01/01/2020
- Medicare End Dated
- Duplicate Medicare
- Program Type
- CIN#
- Person Name

Note: Person Name Format is <First Name Last Name>

- DOB

County Action: Counties can use this list to verify that Medicare Premium Amounts are correct and take action if needed.

4. **List Name:** Individuals who did not receive RSDI COLA

List Criteria: List includes an active non-hidden and non-duplicate individual on a an active Medi-Cal program in January 2021 or later where there is an SSA income record and where the questions answered are as below:

- i. Since April 1977, has this person received or has been entitled to receive both RSDI and SSI/SSP in the same month? is "Yes"
- ii. Has this person been discontinued from SSI/SSP? is "Yes"

- iii. Has this person received a RSDI COLA increase in any month since SSI/SSP was discontinued? is "No".

Additional Columns:

- CIN#
- Person Name
Note: Person Name Format is <First Name Last Name>
- DOB

County Action: Counties can review this list to ensure that the answer to the question "Has this person received a RSDI COLA increase in any month since SSI/SSP was discontinued ?" is correct and make any updates is needed.

The lists will be posted to the following locations on December 07,2020:

System	Path : Date
CalSAWS	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2020>CA-219535
C-IV	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2020>CIV-107920

6 APPENDIX

1. **The Systems:** "The Systems" refers to both CalSAWS/LRS and C-IV Systems. For instance, if the document mentions the below:

- The Systems must add

That implies:

- Both CalSAWS/LRS and C-IV must add



Case Data Removal

CalSAWS	DOCUMENT APPROVAL HISTORY	
	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
9/10/2020	1.10	Updated Upcoming Sprint features and removed all CR references from Supporting Documents section	Michael Wright
9/15/2020	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
1/4/2021	1.19	Updated document to contain Sprint 7 features	Michael Wright
1/5/2021	1.20	Added technical section	Pradeep Goel

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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:
 - Retain cases that currently have open recovery accounts

- Retain cases associated with a Special Investigation, Criminal, or Civil Litigation record for three years after the final claim is submitted for federal reimbursement.
- Retain all cases that include one of the following programs, regardless of status:
 - Adoptions Assistance
 - Foster Care
 - Kin-GAP
- Retain all cases currently under Federal, State, or County Audit until the audit(s) have been resolved.
- 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:
 - Lists of all database tables that will have records retained.
 - 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.

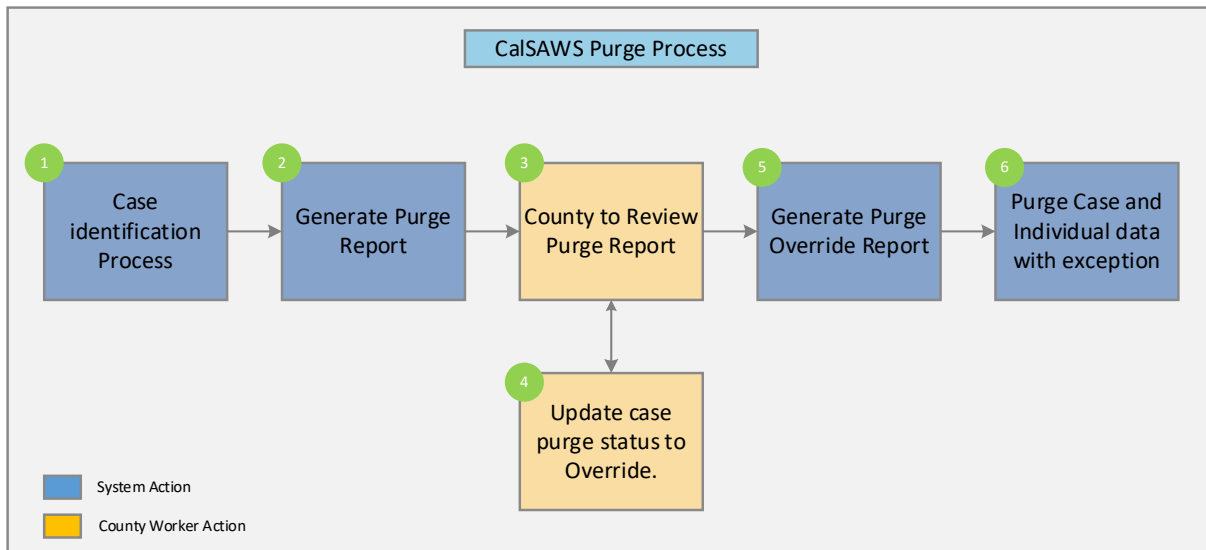
2 PROPOSED SOLUTION

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

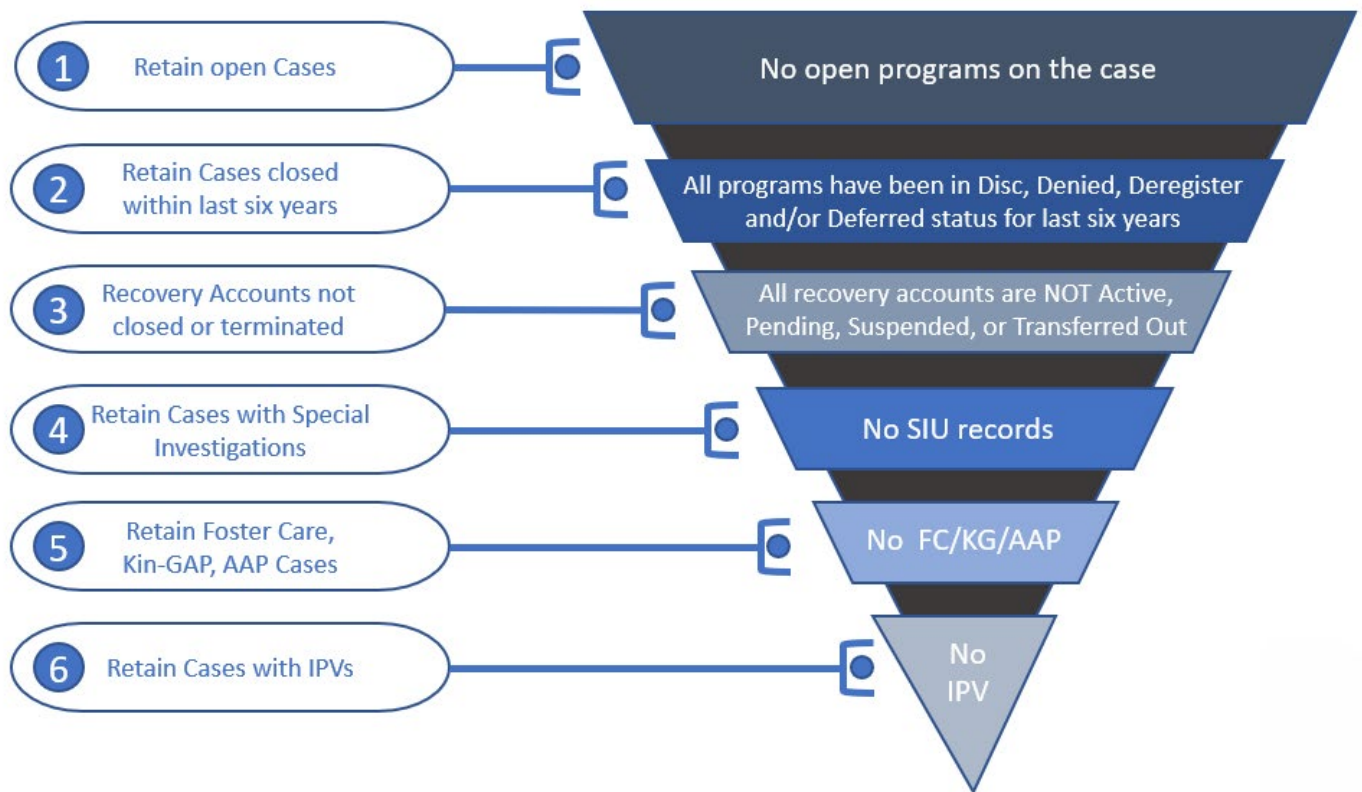
- 6) Journal Entries (stored as a PDF attached to the case)
- 7) Issuance History (stored as a PDF attached to the case)
- 8) ADDR, PERS_ADDR, CH_TRANSACTION_INFO, ICT_CIV_CASE, ICT_CIV_PERS table data will be retained. For CH_TRANSACTION_INFO, we are currently exploring adding "ON DELETE SET NULL" to 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 run. 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'

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

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 override 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'

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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.
 - 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 screenshot displays the C-IV Case Summary page for San Bernardino. The top navigation bar includes links for Journal, Tasks, Help, Page Mapping, and Log Out. A blue banner indicates 'Read Only Mode with a Removal Status link to the Detail Page'. The left sidebar lists various case management functions, with 'Case Summary' selected. The main content area shows the 'Case Summary' for a specific case. The 'Case Name' is 'Case Name' and the 'County' is 'San Bernardino'. The 'Data Removal Status' is 'Identified' (a hyperlink) and the 'Identification Date' is '08/14/2020'. Below this, a 'Companion Cases' section shows two entries, each with a checkbox and a 'Remove' button. An 'Add' button is also present in the bottom right of the companion cases section.

Case Name	County
Case Name	San Bernardino

Data Removal Status	Identification Date
Identified	08/14/2020

Companion Cases	
Case Number	Case Name
<input type="checkbox"/>	Case Name
<input type="checkbox"/>	Case Name

Remove Add

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.

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 screenshot shows the 'Case Data Removal Detail' page in 'Read Only Mode on Detail page in Identified Status'. The page header includes the 'G-IV San Bernardino' logo and navigation links for Journal, Tasks, Help, Page Mapping, and Log Out. The main navigation bar lists various modules: Case Info, Eligibility, Empl. Services, Child Care, Resource Databank, Fiscal, Special Units, Reports, Document Control, and Tools. The left sidebar contains a 'Case Summary' section with a search bar and buttons for 'Go', 'Person Search', 'Imaging Workflow', 'EBT Account Search', and 'Case Copy List'. The main content area displays the 'Case Data Removal Detail' for a case with the status 'Identified' and an 'Identification Date' of '08/14/2020'. A red asterisk indicates required fields. A blue tooltip at the bottom right states: 'Edit Button will only be displayed on this Detail page and on the Case Summary page based on the logged in user security rights'. The page includes 'Edit' and 'Close' buttons for the status and the tooltip.

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

C-IV
San Bernardino

Journal Tasks Help Page Mapping Log Out

Case Info Eligibility Empl. Services Child Care Resource Databank Fiscal Special Units Reports Document Control Tools

Case Summary

Case Number: **Go**

Person Search

Imaging Workflow

EBT Account Search

Case Copy List

Case Data Removal Detail

*- Indicates required fields

Data Removal Status: *

Identified

Identification Date

08/14/2020

Save and Return Cancel

Save and Return Cancel

This Type 1 page took 0.27 seconds to load.

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).

C-IV
San Bernardino

Journal Tasks Help Page Mapping Log Out

Case Info Eligibility Empl. Services Child Care Resource Databank Fiscal Special Units Reports Document Control Tools

Case Summary

Case Number: **Go**

Person Search

Imaging Workflow

EBT Account Search

Case Copy List

Case Data Removal Detail

*- Indicates required fields

Data Removal Status: *

Override

Override Reason: *

Select...

Board of Supervisors Decision

Hearing/Court Order

Pending Litigation

Under QA/QC Review

Identification Date

08/14/2020

Save and Return Cancel

Save and Return Cancel

This Type 1 page took 0.27 seconds to load.

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.

Journal

Tasks

Help

Page Mapping

Log Out

C-IV

San Bernardino

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Document Control

Tools

Case Summary

Case Number:

Go

Person Search

Imaging Workflow

EBT Account Search

Case Copy List

Case Data Removal Detail

* - Indicates required fields

Save and Return

Cancel

Data Removal Status: *

Override Reason:

Override

Board of Supervisors Decision

Identification Date

08/14/2020

Override Date

10/01/2020

Worker ID

1234ABCD

Save and Return

Cancel

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.

Parent Child Relationship Tree

```

graph TD
    Root["(Root) - Case Table"]
    Root --- AP["(Parent) Absent Parent Table"]
    Root --- AL["(Parent) Audit_log"]
    Root --- PPGM["(Parent) Program (PGM) Table"]
    AP --- AP_A["(Leaf node) Absent Parent Address"]
    AP --- AP_N["(Leaf node) Absent Parent Name"]
    PPGM --- EDBC["(Child) EDBC"]
    PPGM --- C1[" "]
    PPGM --- C2[" "]
    EDBC --- Budget["(Child) Budget"]
    EDBC --- EDBC_EVENT["(Leaf) EDBC_EVENT"]
    style EDBC_EVENT fill:#ff0000
    linkStyle 1 stroke:#ff0000,stroke-width:2px
    linkStyle 2 stroke:#ff0000,stroke-width:2px
    linkStyle 3 stroke:#ff0000,stroke-width:2px
  
```

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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 Batch Process Load Balancing

The PDF creation and case deletion processes each work in single modules. For the April 2021 C-IV run, there are approximately 1.78 million cases up for purge with their respective program records to be processed. Using a single flow to process this many cases will take a significant amount of time and is not feasible. To process a large volume of cases in a reasonable window, we have added a multi- threading capability for both the PDF creation and the case deletion modules.

The initial step is to determine the number of threads needed and pass that number in at job launch to enable the concurrent processing of cases. This allows a single module to replicate and generate new threads for concurrent processing. The threading capability will avoid duplicate processing of the same cases by multiple threads, enable concurrent uploads to the file server, and allow concurrent updates at the Oracle database level. The step-by-step flow for each threading process is outlined below.

PDF Generation threading procedure steps:

1. The PDF generation job will accept a job property called "numOfThreads". If the numOfThreads is set to zero, then the batch framework will automatically use all threads available. The plan, however, is to set the numOfThreads to 250.
2. Initiate PDF creation thread (repeat until maximum # of threads reached to the limit), processing Cases in Identified status
3. At the start of each thread, update the case data removal status to "PI" (PDF creation is in process).
4. Upon successful completion of the thread, update the case data removal status to "PC" (PDF complete).
 - a. If a PDF was generated and successfully written to the S3 storage, set the respective Forms Status Identifier (one for journal, one for issuance) to "Y"
 - b. If there is no data to generate the respective PDF, the Forms Status Identifier is set to "E" (for empty)
 - c. If an error occurs in the generation of a PDF, then the appropriate Forms Status Identifier (there is one for issuance, one for journal) is set to "N". In addition, the Case Data Removal status stays "PI". At the conclusion of all threads, the "PI" will be changed back to Identified for future reprocessing.
5. Upon completion of a thread, pick up another case and repeat steps 2-5.

Case Data Deletion threading procedure steps:

1. The case data deletion job will accept a job property called "numOfThreads". If the numOfThreads is set to zero, then the batch framework will automatically use all threads available. The plan, however, is to set the numOfThreads to 250.

2. Initiate Case Data deletion thread (repeat until maximum # of threads reached to the limit), processing Cases in PDF Complete status
3. Initiate case data deletion procedure (PL/SQL), setting the status to In Process.
4. Upon successful completion of the thread, update the status to "CP", deletion completed.
 - a. If an error occurs in the deletion of Case, then the Case Data Removal status stays "IP". At the conclusion of all threads, the "IP" will be changed back to "PC" for future reprocessing.
5. Upon completion of a thread, pick up another case and repeat steps 2-4.

2.5.4 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.

2.5.5 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.

2.5.6 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.

2.5.7 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:



San Bernardino

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

Issuance History

Case Number	A000002
Case Name	Case Name

The Issuance History PDF captures each section from the Issuance Search Detailed Results page by Case Number

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
A6950012	John, Smith	CalWORKs	11/2005	Supplemental Benefit	EBT	11/01/2005	11/02/2005	Issued	\$600.00

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



San Bernardino

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

Issuance History

Find

A61130012

Previous

Next

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.

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:



San Bernardino

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

Case Number	A000002
Case Name	Case Name

Journal History

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.



San Bernardino

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

Case Number	A000002
Case Name	Case Name

Journal History

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.

The screenshot shows the C-IV application interface for San Bernardino. The top navigation bar includes links for Journal, Tasks, Help, Page Mapping, and Log Out. The main content area is titled 'Case Data Removal Detail' and contains a 'Data Removal Status' section with a 'Complete' status. Below this, there are fields for 'Identification Date' (09/11/2020) and 'Completion Date' (10/21/2020). Two hyperlinks, 'Journal History' and 'Issuance History', are displayed. Blue callout boxes provide context: one states 'There is no Edit functionality once the status is In Process or Complete', another states 'Completion Date section will display once all case data deletions have completed on the case', and a third states 'Each link will only display if there is either a Journal history or an Issuance history on the case'.

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 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 DELETE PROCESS TECHNICAL DESIGN

The case purge process is driven primarily off the CASE_PURGE and the CASE_PURGE_DEL_TABLE_CONF tables. The Case Purge table identifies the list of cases to be deleted from the C-IV database tables and the Case Purge Configuration table identifies the list of tables where case data will be deleted. The tables logical structure is as follows:

Case Purge table structure:

CASE_PURGE				
 ID	NUMBER	NN (PK)	(IX2)	
 CASE_ID	NUMBER	NN (FK)	(AK0,IX6)	
SELECT_DATE	DATE	NN		
START_DATE	DATE		(IX3)	
COMPL_DATE	DATE		(IX4)	
STAT_CODE	VARCHAR2 (3 Byte)		(IX5)	
OVERRD_DATE	DATE		(IX8)	
 OVERRD_STAFF_ID	NUMBER	(FK)	(IX7)	
OVERRD_RSN_CODE	VARCHAR2 (3 Byte)		(IX1)	
CREATED_BY	VARCHAR2 (30 Byte)	NN		
UPDATED_BY	VARCHAR2 (30 Byte)	NN		
CREATED_ON	TIMESTAMP(6)	NN		
UPDATED_ON	TIMESTAMP(6)	NN		
ISSUANCE_FORMS_STAT_IDENTIF	VARCHAR2 (1 Byte)			
ISSUANCE_FORMS_URL	VARCHAR2 (500 Byte)			
JOURNAL_FORMS_STAT_IDENTIF	VARCHAR2 (1 Byte)			
JOURNAL_FORMS_URL	VARCHAR2 (500 Byte)			

CASE_PURGE_DEL_TABLE_CONF:

CASE_PURGE_DEL_TABLE_CONF	
TABLE_GRP	VARCHAR2 (50 Byte)
DEL_SEQ	INTEGER
PARENT_TABLE	VARCHAR2 (50 Byte)
CHILD_TABLE	VARCHAR2 (50 Byte)
DML_ACTION	VARCHAR2 (2 Byte)
FOREIGN_KEY	VARCHAR2 (50 Byte)
CHILD_TABLE_KEY	VARCHAR2 (50 Byte)
DML_QUERY	VARCHAR2 (500 Byte)

As part of the deletion process, two batch jobs (PB00P801 and PB00P802) along with a PL/SQL stored procedure have been developed, as defined in section 2.5.1 and 2.5.2. The batch job (PB00P801) picks up all the cases that are identified for deletion (CASE_PURGE) and calls the PL/SQL stored procedure for each case to delete the case/person data from the database tables. The procedure uses the configuration table, list of tables where case/person data can be deleted, to drive the deletion process as defined in section 2.5.

The attached spreadsheet contains two tab pages – Delete Tables and Do not Delete Tables. The first tab page contains list of tables configured in CASE_PURGE_DEL_TABLE_CONF table for data deletion. The second tab page contains the list of tables where case/person data will be retained. For example – Time tracking data.



Delete Tables.xlsx

4 REQUIREMENTS

4.1 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.	

5 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.

6 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	
108108		Implement Case Data Removal Sprint 8 Features	
108109	SCR	Implement Case Data Removal Sprint 9 Features	
108110	SCR	Implement Case Data Removal Sprint 10 Features	
108111	SCR	Implement Case Data Removal Sprint 11 Features	
108215	SCR	Create CASE_PURGE table and Codes Table references to align with C-IV	
220458	SCR (CalSAWS)	Create CASE_PURGE table and Codes Table references to align with C-IV	