
CalSAWS

California Statewide Automated Welfare System

Design Document

CA-213185 - Add Generate Form button to generate for Ancillary (Work related and Education), Transportation, HSP, HVP, FS Need categories.docx

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Ishrath Khan, Jamie Ng
	Reviewed By	Fiscal and Correspondence Build teams, System Test, Fiscal & Correspondence BAs

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/01/2020	1.0	Initial Revision	Ishrath Khan, Jamie Ng
10/7/2020	1.1	Updates for Design Clarification to sections 2.3.4 & 2.4.3 to add a note for print options	Phong Xiong
10/8/2020	1.1	Updates to mock up to show the correct program type (2.1.2) and design clarification added to 2.1.3	Ishrath Khan
11/17/2020	1.2	Updates to design to remove NA 820 trigger conditions for "Generate form" button on Service Arrangement Detail page	Ishrath Khan

Table of Contents

1	Overview	5
1.1	Current Design	5
1.2	Requests	5
1.3	Overview of Recommendations	6
1.4	Assumptions	6
2	Recommendations	6
2.1	Service Arrangement Detail	6
2.1.1	Overview	6
2.1.2	Service Arrangement Detail Mockup	6
2.1.3	Description of Changes	8
2.1.4	Page Location	10
2.1.5	Security Updates.....	10
2.1.6	Page Mapping	10
2.1.7	Page Usage/Data Volume Impacts	10
2.2	Update NA 821 Population Logic.....	11
2.2.1	Overview	11
2.2.2	Description of Change.....	Error! Bookmark not defined.
2.3	Update NA 823 Population Logic.....	11
2.3.1	Overview	11
2.3.2	Description of Change.....	Error! Bookmark not defined.
2.4	Update NA 820 Population Logic.....	11
2.4.1	Overview	11
2.4.2	Description of Change.....	11
2.5	Regression Test requirements for Correspondence Forms	Error! Bookmark not defined.
2.5.1	Overview	Error! Bookmark not defined.
2.5.2	Description of Changes	Error! Bookmark not defined.
3	Supporting Documents	19
4	Requirements	20
4.1	Project Requirements	20
4.2	Migration Requirements.....	20
5	Migration Impacts.....	21

6 Outreach.....22
7 Appendix.....23

DRAFT

1 OVERVIEW

ACL 19-42 states all clients participating in a WTW activity, including those with and without a WTW plan, may be eligible for the full array of CalWORKs WTW supportive services including Ancillary Services, Transportation, etc.

With the implementation of SCR CA-206249/CIV-101674 (Diaper Benefit Functionality Phase I), users can generate NA 823 when manually issuing diaper allowance using a 'Generate form' button.

SCRs CA 205441 and CA 208155 added new Need Categories of Family Stabilization, Housing Support and Home Visit Program. This document describes the changes needed to implement form generation (NA 823/~~NA 820 NA 821~~) via a new 'Generate form' button for the new need categories specified above as well as some existing need categories like Ancillary -Work related, Ancillary- Education and Transportation. See Fig. 2.1.3 -Trigger conditions for NA 821 & NA 823.

1.1 Current Design

As part of SCR CA-203249/CIV-101674 (Generate the NA 823 when manually issuing diaper allowance), a 'Generate Form' button was added to the Service Arrangement Detail page in CalSAWS to generate the NA 823 if the Need Category is 'Other Supportive Services' and Need Type is 'Diaper Allowance'. It does not generate the NA 823 for 'Ancillary – Work Related', 'Ancillary – Education', Family Stabilization (FS), Housing Support Program (HSP) or Home Visit Program (HVP) or the ~~NA 820 NA 821~~ for 'Transportation', FS Transportation or HVP Transportation.

1.2 Requests

To add a 'Generate Form' Button to Service Arrangement Detail page for the following Need categories:

- Ancillary- Work Related
- Ancillary – Education
- Transportation
- Family Stabilization
- Housing Support Program (HSP)
- Home Visit Program (HVP)
- Family Stabilization – Transportation
- Home Visit Program (HVP) - Transportation

1.3 Overview of Recommendations

For CalSAWS, update the Service Arrangement Detail page to add a new 'Generate Form' button. When the new button is clicked, the system will generate the NA 823/~~NA 820~~ NA 821 as follows:

- Button will generate NA 823 for Ancillary -Work related, Ancillary - Education, HSP, HVP and FS approvals and discontinuances.
- Button will generate ~~NA 820~~ NA 821 for Transportation, FS transportation and HVP transportation approvals discontinuances.

1.4 Assumptions

1. C-IV will adopt the functionality for the "Generate form" button implemented by this SCR post migration. This is an LRS/CalSAWS only SCR,
2. The "Generate form" button is only available on the Service Arrangement Detail page. Hence all forms not generated via Service Arrangement Detail page like NA 823/NA 821 (for denials) will continue to be generated from the Template Repository. (NA 823 / NA 821 denials are currently generated from needs page in C-IV)
3. Additional gaps in population for forms generated in this SCR will be discussed and addressed in future migration SCR CA-51876.
4. ~~There is no change on populations for NA 820 approval for all need categories.~~
5. There is migration form update going on for NA 820 /NA 821. There is no population update for that migration change in this SCR.
6. Existing ~~NA 820~~ / NA 823 batch will continue to be available and run for LA county.

2 RECOMMENDATIONS

2.1 Service Arrangement Detail

2.1.1 Overview

The Service Arrangement detail page allows users to create a service arrangement for a requested supportive service need. This section will describe the updates to generate the NA 823/~~NA 820~~ NA 821 for the need categories specified under the Requests section.

2.1.2 Service Arrangement Detail Mockup

Service Arrangement Detail

*- Indicates required fields

Generate Form

Create Payment Request

Edit

Close

Name: * [Redacted]	Service Arrangement ID: 809111239
------------------------------	---

Need *		
Need Type: Housing Support	Need Category: Home Visit Program (HVP)	Need Status: Met
Need Description:		

Activities			
Type	Status	Begin Date	End Date

Arrangement Details	
Arrangement Period: * From: 10/01/2020 To: 10/08/2020	
Program Type: * Welfare to Work	Aid Code: * 30 - CW-All Other Families (Fed)
Voucher: * No	
Payee: * Welfare to Work Payee	
Employed: * No	
Payee Name: [Redacted]	Payee Address: [Redacted]

Service Type Description	Total *
Housing	100.00

Status History *		
Status	Status Reason	Status Date
Approved	Eligible for service	10/07/2020

Comments:

Generate Form

Create Payment Request

Edit

Close

Last Updated On 10/07/2020 1:40:10 PM By: [277791](#)

This page took 1.93 seconds to load.

Figure 2.1.1 – Service Arrangement Detail- Payment Request (CalSAWS)

Service Arrangement Detail

* - Indicates required fields

Generate Form

Create Valuable Request

Edit

Close

Name: *

Service Arrangement ID:

Need *

Need Type:

[Bus Ticket](#)

Need Category:

Home Visit Program (HVP) -
Transportation

Need Status:

Met

Need Description:

Activities

Type	Status	Begin Date	End Date
------	--------	------------	----------

Arrangement Details

Arrangement Period: *

From: 04/16/2020 To: 04/17/2020

Program Type: *

Welfare to Work

Aid Code: *

32 - CW-TANF-Timed Out (State)

Payee: *

Same as Customer

Employed: *

No

Additional Payee:

Service Type Description

Total *

0.00

Status History *

Status	Status Reason	Status Date
Approved	Eligible for service	04/23/2020

Comments:

Generate Form

Create Valuable Request

Edit

Close

Last Updated On 04/23/2020 2:16:54 PM By: [993268](#)

This [Type 1](#) page took 8.44 seconds to load.

Figure 2.1.1 – Service Arrangement Detail – Valuable Request (CalSAWS)

2.1.3 Description of Changes

Update the Service Arrangement Detail page to add a new 'Generate Form' button. Display the new button in View mode and only when the Need Category is any of the ones listed below, and the status of the service arrangement is 'Approved' or 'Discontinued'. The button will not display on the page when the status is 'Closed' or 'Cancelled'. When the new 'Generate Form' button is clicked, the system will generate the NA 823, NA 820 or NA 821 depending on the Need category, service arrangement status and program.

- Ancillary- Work Related
- Ancillary – Education
- Transportation
- Family Stabilization
- Housing Support Program (HSP)
- Home Visit Program (HVP)
- Family Stabilization – Transportation
- Home Visit Program (HVP) – Transportation

Form/Need Category	Program Type	Service Arrangement is Approved	Service Arrangement is Discontinued
NA 820 (Need-Transportation)	Welfare to Work, REP & Cal-Learn	Form generated from Service Arrangement page	
NA 821 (Need-Transportation)	Welfare to Work, REP & Cal-Learn		Form generated from Service Arrangement page
NA 823 (Need-Ancillaries)	Welfare to Work, REP & Cal-Learn	Form generated from Service Arrangement page	
NA 820 (Need-FSP/HVP Transportation)	'Welfare to Work' & REP (HVP/FS Transportation) 'Cal Learn' (HVP Transportation)	Form generated from Service Arrangement page	
NA 821 (Need- FSP/HVP Transportation)	'Welfare to Work' & REP (HVP/FS Transportation) 'Cal-Learn' (HVP Transportation)		Form generated from Service Arrangement page

NA 823 (Need-FS/HSP/HVP)	'Welfare to Work' & REP (HSP, HVP and Family Stabilization) 'Cal-Learn' (HVP)	Form generated from Service Arrangement page	
-----------------------------	--	---	--

Fig. 2.1.3 -Trigger conditions for NA 821 & NA 823

2.1.4 Page Location

Global: Employment Services

Local: Supportive Services

Task: Service Arrangements

2.1.5 Security Updates

No changes.

2.1.6 Page Mapping

No changes.

2.1.7 Page Usage/Data Volume Impacts

No changes.

DRAFT

2.2 Update NA 821 Form Population Logic

2.2.1 Overview

NA 821 is used to inform the client when they have been discontinued for a Transportation Expense. NA 821 is being updated to generate via the service arrangement page, previously this form did not have any population. This requirement will add population to the form for the new Form generation.

State Form: NA 821 (1/01)

Current Programs: Welfare to Work, Cal-Learn (Transportation)

'Welfare to Work' (HSP, HVP and Family Stabilization-Transportation)

'Cal-Learn, (HVP-Transportation)

New Program:

'REP' (Transportation)

Attached Form(s): NA Back 9 (04/2013)

Forms Category: NOA

Existing Languages:

LRS/CalSAWS: English and Spanish, Armenian, Cambodian, Chinese, Farsi, Korean, Russian, Tagalog, Vietnamese

2.2.2 Updates to Form Generation

Update parameter setting of NA 821 when the form is generated via Generate Form button on Service Arrangement Detail page (See Section 2.1.3)

The parameter setting will be passed from Service Arrangement page by Fiscal.

Required Form Input: Service Arrangement ID, Case Number, Customer Name, Program, Language

2.2.3 Updates to Form Variable Population

When the form is generated via Service Arrangement Detail page, the fields are prepopulated and editable.

When it is generated in template repository, no fields are pre-populated, and they will be editable.

Right side of the NA 821 will prepopulate as follows:

- As of _____ .
- The Welfare to Work Cal-Learn transportation:
 payment increase you asked for is denied.
- Here's why:
- You are already getting as much as the County can pay because:
- the maximum mileage rate is: \$ _____ per _____ .
 - public transportation is available.
 - Cal-Learn transportation is available.
 - Welfare to Work transportation is available.
 - _____ transportation is available
- You are not in an approved Job Welfare to Work
 Cal-Learn activity.
- The transportation you asked for is not needed to attend your approved Welfare to Work Cal-Learn activity:
 _____ .
- Other: _____

You can call your Welfare to Work/Cal-Learn worker if you think this notice is wrong.

Rules: These rules apply. You may review them at your welfare office: MPP Sections 42-750.112, 2, 4. Welf. & Inst. Code 11323.2, 11323.4, 11322.9

Questions? Ask your Worker

State Hearing: If you think this action is wrong, you can ask for a hearing. The back of this page tells how.

- 1 As of 2 _____ .
- Your transportation payment for Job Welfare to Work
 Cal-Learn will stop. 3
- Here's why:
- You are no longer attending an approved
 Job Welfare to Work Cal-Learn activity.
 - You moved out of this County.
 - You went off cash aid.
 - You quit your job.
 - You have been exempted from participation in
 Welfare to Work Cal-Learn.
 - You asked that transportation be stopped.
 - You did not submit your attendance forms for _____ .
 If this information is provided by _____ , this proposed action will be stopped.
 - 6 Other: 7 _____

You can call your Welfare to Work/Cal-Learn worker if you think this notice is wrong.

Rules: These rules apply. You may review them at your welfare office: CalWORKs Implementation Guidelines, Sections VII & XII, Welf. & Inst. Code 11323.2, 11323.4, 11322.9

Variable Name	Comments	Population	Formatting	Template Repository Population	Populates with Form Generation	Editable
1. Discontinued Checkbox	Checkbox will be checked if the Status of the Service Arrangement is Discontinued	Editable when a blank form is generated. Editable when form is generated in the context of a case.	Arial Font 10	N	Y	Y
2. Date	Date will be Service Arrangement Period Status date () Will populate if Discontinued Checkbox is populated.	Editable when a blank form is generated. Editable when form is generated in the context of a case.	Arial Font 10	N	Y	Y
3. Program Checkbox	Program will be from Service Arrangement Program Type Will populate if Discontinued Checkbox is populated. For "REP" program type, populate "Welfare to Work" checkbox	Editable when a blank form is generated. Editable when form is generated in the context of a case.	Arial Font 10	N	Y	Y
4. You move out of this county checkbox	Checked when there is status reason "Transfer to another county"	Editable when a blank form is generated. Editable when form is generated in the context of a case.	Arial Font 10	N	Y	Y

5. You went off cash aid checkbox	Checked when there is status reason "Off Aid"	Editable when a blank form is generated. Editable when form is generated in the context of a case.	Arial Font 10	N	Y	Y
6. Other Checkbox	Checked when there is "Other" status reason under Service Arrangement Detail	Editable when a blank form is generated. Editable when form is generated in the context of a case.	Arial Font 10	N	Y	Y
7. Other	Reason will be Service Arrangement status reason under "Other" Will populate if Other Checkbox is populated.	Editable when a blank form is generated. Editable when form is generated in the context of a case.	Arial Font 10	N	Y	Y

Variables Requiring Translations:

Other – Service Arrangement Status Reason: (Spanish, Armenian, Cambodian, Chinese, Farsi, Korean, Russian, Tagalog, Vietnamese)

Note: Spanish Translation is attached to JIRA. Spanish Translation for the variables was done in SCR CA-212411.

2.2.4 Updates to Document Parameters page

Add 'REP' to Document Parameters page for NA 821 Transportation categories under program drop-down.

2.3 Updates to NA 823 Form

2.3.1 Overview

NA 823 (Ancillary Expenses Approval/Denial NOA) currently generates via Batch (LRS/CalSAWS) for Ancillary Expenses and FS/HSP/HVP.

State Form: NA 823 (08/2000)

Programs: Welfare to Work, REP, Cal-Learn (for Ancillary - Work Related & Ancillary – Education need categories)

‘Welfare to Work’ (for HSP, HVP and Family Stabilization need categories)

‘REP’ (for HVP, Family Stabilization need categories)

‘Cal-Learn’ (for HVP need category)

Attached Form(s): NA Back 9 (04/2013)

Forms Category: NOA

Existing Languages:

LRS/CalSAWS: English and Spanish

2.3.2 Updates to Form Generation -LRS/CalSAWS & C-IV

Update parameter setting of NA 823 Approval when the form is generated via Generate Form button on Service Arrangement Detail page for Ancillary Expenses and FS/HSP/HVP. (See Section 2.1.3)

The parameter setting will be passed from Service Arrangement page by Fiscal.

Required Form Input: ~~Service Arrangement ID, Customer Need ID, Org ID, Foster Care Flag, Case Number, Customer Name, Program, Language~~

Service Arrangement ID, Case Number, Customer Name, Program, Language

2.3.3 Updates to Form Population -LRS/CalSAWS & C-IV

There is 1 updated variable population (#4 Service Type Description) in approval case.

Other field populations (Approval Checkbox/Date/Program Checkbox/Cost/Total) are not updated in this SCR.

As of 2, the County has approved your request for payment of the following items needed for your approved Welfare to Work Cal-Learn activity or to get a job:

Item	Cost
<u>4</u>	\$ <u>5</u>
Total	\$ <u>6</u>

The County may continue to pay for work expenses for up to the first 12 months after you have left aid if you have a job. We will pay only if you need it to keep your job and you cannot get the work expenses paid from somewhere else.

Your payments will be: Advanced to you Paid back to you
 Paid to the store Paid to the school Other: _____

The following items you asked for were not approved for payment:

Item	Item
_____	_____
_____	_____

Here's why:

The cost is not necessary because: _____

You do not need _____ for your Welfare to Work Cal-Learn activity or to get a job because: _____

Rules: These rules apply. You may review them at your welfare office: CalWORKs Implementation Guidelines, Sections VII & XII, Welf. & Inst. Code 11323.2, 11323.4, 11322.9

As of _____, the County has denied your request for payment of the following items for your Welfare to Work Cal-Learn activity or to get a job:

_____	_____
_____	_____
_____	_____

Here's why:

You are not in an approved Welfare to Work Cal-Learn activity.

The cost is not necessary because: _____

You do not need these items for your Welfare to Work Cal-Learn activity or to get a job because: _____

Other: _____

You can call your Welfare to Work/Cal-Learn worker if you think this notice is wrong.

Rules: These rules apply. You may review them at your welfare office: CalWORKs Implementation Guidelines, Sections VII & XII, Welf. & Inst. Code 11323.2, 11323.4, 11322.9

Variable Name	Comments	Population	Formatting	Template Repository Population	Populates with Form Generation	Editable
4. Service Type Description		Editable when a blank form is generated. Pre-populated and static when form is generated via batch. Pre-populated and editable when form is generated via	Arial Font 10	N	Y	Y

		Generate Form button.				
--	--	-----------------------	--	--	--	--

2.3.4 Updates to Print options

The print options checked below will be available for this form.

PRINT BLANK TEMPLATE	PRINT LOCALLY WITHOUT SAVE	PRINT LOCALLY AND SAVE	PRINT CENTRALLY AND SAVE	REPRINT LOCALLY AND SAVE	REPRINT CENTRALLY AND SAVE
Y	Y	Y	Y	Y	Y

Note: The PRINT LOCAL WITHOUT SAVE option is only available when printing a blank template. The PRINT AND SAVE options are only available when printing a document containing case or resource information.

2.4 Updates to NA 820 Form

2.4.1 Overview

NA 820 (Transportation Approval NOA) currently generates via Batch (LRS/CalSAWS). It is used to inform the client when they have been approved for a Transportation Expense.

State Form: NA 820 (01/01)

Programs: Welfare to Work, Cal Learn (for Transportation), REP

'Welfare to Work' (for HVP – transportation and Family Stabilization – transportation)

'REP' (for HVP – transportation and Family Stabilization – transportation)

'Cal Learn, (for HVP – transportation)

Attached Form(s): NA Back 9 (04/2013)

Forms Category: NOA

Existing Languages:

LRS/CalSAWS: English and Spanish

2.4.2 Updates to Form Generation – LRS/CalSAWS & C-IV

Update parameter setting of NA 820 when the form is generated via Generate Form button on Service Arrangement Detail page (See Section 2.1.3)

The parameter setting will be passed from Service Arrangement page by Fiscal.

Required Form Input: Service Arrangement ID, Case Number, Customer Name, Program, Language

2.4.3 Updates to Print Options

The print options checked below will be available for this form.

PRINT BLANK TEMPLATE	PRINT LOCALLY WITHOUT SAVE	PRINT LOCALLY AND SAVE	PRINT CENTRALLY AND SAVE	REPRINT LOCALLY AND SAVE	REPRINT CENTRALLY AND SAVE
Y	Y	Y	Y	Y	Y

Note: The PRINT LOCAL WITHOUT SAVE option is only available when printing a blank template. The PRINT AND SAVE options are only available when printing a document containing case or resource information.

2.5 Regression Test requirements for Correspondence Forms

2.5.1 Overview

Generate Form button is added to existing NA 823, NA 820 and NA 821 generation conditions. Currently NA 823 (Approval) and NA 820 is generated by batch in LRS and NA 821 is generated from template repository.

2.5.2 Description of Change

Regression Test NA 823 (Approval) / NA 820 to confirm if they continue to populate same fields as they did in batch after generation conditions are added in Section 2.1.3 in this SCR. The regression testing should include Spanish Variable Population.

Forms	Need Categories	Trigger
NA 823 (Approval)	Ancillary – Work Related Ancillary – Education	Batch (PB19R1958)

	Family Stabilization Housing Support Program (HSP) Home Visit Program (HVP)	
NA-820	Transportation Family Stabilization – Transportation Home Visit Program (HVP) – Transportation	Batch (PB19R1957)

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.6	The LRS shall produce notices, NOAs, forms, letters, stuffers, and flyers, either generated by the LRS or initiated by COUNTY-specified Users, that may be sent to an applicant, participant, caregiver, sponsor, authorized representative, Vendor, landlord, and/or any other public or private individual or agency.	The system change request will update the Service Arrangement Detail page to generate the NA 823 for the approval and discontinuance of diaper allowance.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	How Requirement Met

5 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?
CA-203594	Fiscal	Currently, in CalACES, the NA 823 batch job generates the form only for 'Ancillary – Work Related', 'Ancillary – Education', or 'Transportation'. In C-IV, the NA 823 generates from the Service Arrangement Detail page for 'Ancillary – Work Related' or 'Ancillary – Education' and the NA 820 or NA 821 generates for Transportation.	As part of SCR CA-203249 CIV-101674 (Generate the NA 823 when manually issuing diaper allowance), a 'Generate Form' button was added to the Service Arrangement Detail page in CalACES to generate the NA 823 if the Need Category is 'Other Supportive Services' and Need Type is 'Diaper Allowance'. It does not generate the NA 823 for 'Ancillary – Work Related', 'Ancillary – Education', or the NA 820 or NA 821 for 'Transportation'.	–	No

DRAFT

DRAFT

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-200686

DDCR 3084: MB 14-03 - Update Family Fee from
Daily Rate to Monthly

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Gillian Noelle Bendicio
	Reviewed By	Long Nguyen, Getnet Beyene, Michael Wu, Robert Untalan, Christine Altavilla, Shilpa Suddavanda

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/08/2020	.1	Initial Revision	Gillian Noelle Bendicio
11/05/2020	1.1	Content Revision: Update CCRR 100 references to CSF 141	Gillian Noelle Bendicio

Table of Contents

1	Overview	5
	1.1 Current Design.....	5
	1.2 Requests.....	5
	1.3 Overview of Recommendations.....	5
	1.4 Assumptions	5
2	Recommendations.....	6
	2.1 Child Care Payment Calculation List.....	6
	2.1.1 Overview	6
	2.1.2 Child Care Payment Calculation List Mockup	6
	2.1.3 Description of Changes	6
	2.1.4 Page Location	7
	2.1.5 Security Updates.....	7
	2.1.6 Page Mapping.....	7
	2.1.7 Page Usage/Data Volume Impacts	7
	2.2 Child Care Customer Reporting Detail.....	8
	2.2.1 Overview	8
	2.2.2 Child Care Customer Reporting Detail Mockup.....	8
	2.2.3 Description of Changes	9
	2.2.4 Page Location	10
	2.2.5 Security Updates.....	10
	2.2.6 Page Mapping.....	10
	2.2.7 Page Usage/Data Volume Impacts	11
	2.3 Child Care Payment Calculation Detail.....	11
	2.3.1 Overview	11
	2.3.2 Child Care Payment Calculation Detail Mockup.....	12
	2.3.3 Description of Changes	13
	2.3.4 Page Location	14
	2.3.5 Security Updates.....	14
	2.3.6 Page Mapping.....	15
	2.3.7 Page Usage/Data Volume Impacts	15
3	Supporting Documents	16
4	Requirements.....	17

4.1	Project Requirements.....	17
4.2	Migration Requirements.....	17
5	Migration Impacts	18
6	Outreach.....	19
7	Appendix.....	20

1 OVERVIEW

Effective July 1, 2014, a new family fee schedule takes into effect and applies to both existing and new families in the Child Care (CC) program. Families will be assessed either a flat full-time monthly fee or part-time fee based on hours of care certified for the month, income, and family size.

1.1 Current Design

The LRS/CalSAWS has been updated to include the provisions in Management Bulletin 14-03 through CA-210493. As per MB 14-03, the Daily Family Fee is valid until one of the following factors have occurred: Intake, Data Change or Redetermination. The system will not allow the worker to use the Daily Family Fee rate beginning July 1, 2014.

1.2 Requests

The LRS/CalSAWS will need to be updated to allow the worker to use the Daily Family Fee rate when calculating the CC benefits that the system case is entitled to.

1.3 Overview of Recommendations

1. Update the Child Care Payment Calculation List page to allow a worker to choose a benefit month and prevent them from adding a payment calculation record when there is no eligibility record applicable on the benefit month.
2. Update the Child Care Payment Calculation Detail to allow the worker to choose the type of family fee to apply and use the fee in the calculation.
3. Update the Child Care Reporting Detail to make sure the request month falls between an eligibility period.

1.4 Assumptions

1. Page components that were not mentioned in this SCR will retain their current functionality.
2. The CSF 141 (previously CCRR 100) has been migrated over to the LRS/CalSAWS prior to this SCR.
3. The CSF 141 is only available for C-IV counties.

2 RECOMMENDATIONS

2.1 Child Care Payment Calculation List

2.1.1 Overview

The Child Care Payment Calculation List is accessed by navigating to a child certificate record by going to the Child Certificate Detail page and clicking the 'View Payment Calculation List' button on View mode. This page allows the worker to view all CC payment calculation records linked to the Child Care Certificate. It will also allow the worker to add new CC payment calculation records as well as edit them.

2.1.2 Child Care Payment Calculation List Mockup

Child Care Payment Calculation List

[Images](#) [Close](#)

- **Benefit Period** - Benefit Period must be a valid period on the Eligibility section.

Search Results Summary Results 1 - 7 of 7

[Add](#)

<input type="checkbox"/>	Child's Name	Provider	Benefit Month	Amount Issued	Creation Date
<input type="checkbox"/>	Name, Child	899288802 Org Name	04/2020		06/30/2020
	Name, Child	899288802 Org Name	11/2019	300.35	12/13/2019

[Remove](#)

Benefit Period: * [Add](#)

[Images](#) [Close](#)

Figure 2.1.1 – Child Care Payment Calculation List

2.1.3 Description of Changes

1. Add the mandatory date field 'Benefit Period' on the left of the 'Add' button as shown on Figure 2.1.1. The date format will be 'mm/dd/yyyy'.
 - a. The date entered in this field will be used to prepopulate the 'Benefit Month' field on the Child Care Payment Calculation Detail page.
2. Add a new targeted validation to ensure that the new CC payment calculation detail record falls within the date range of the Child Care eligibility record.

- a. Validation Message: 'Benefit Period – Benefit Period must be a valid period on the Eligibility section.'
- b. The Child Care eligibility record is found on the Child Care Program Detail page.

2.1.4 Page Location

- **Global: Child Care**
- **Local: Case Summary**
- **Task: Child Care Certificates → Child Care Certificates List → Child Care Certificate Detail → Child Care Payment Calculation List**

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping

2. Security Groups

Security Group	Group Description	Group to Role Mapping

2.1.6 Page Mapping

Add the Benefit Period field to the page mapping for this page.

2.1.7 Page Usage/Data Volume Impacts

No impact to this section.

2.2 Child Care Customer Reporting Detail

2.2.1 Overview

The Child Care Customer Reporting Detail page is accessible when a CSF 141 form has been generated and sent through the Child Care Certificate page. This page will allow the worker to add a payment calculation record when the accessed customer reporting record is marked completed by answering 'Yes' on the County Completeness Determination and Reimbursement Eligibility Determination sections.

2.2.2 Child Care Customer Reporting Detail Mockup

Child Care Customer Reporting Detail

*- Indicates required fields

Add Payment Calculation

Edit

Close

- **Request Month** - Request Month must be a valid period on the Eligibility section.

Request Month:

04/01/2020

Certificate Id:

[808703367](#)

County Completeness Determination	This Report
Does the information on the CSF 141 alone or combined with the information from previously submitted CSF 141 for the same service month, equal a complete and correct CSF 141? *	Yes

Reimbursement Eligibility Determination	This Report
1. Were the Child Care Services needed? *	Yes
2. Was the customer participating in a county-approved activity during the hours of care? *	Yes
3. Are all other eligibility requirements satisfied? *	Yes

Report Status History		
Status	Date	Updated by
Reviewed	06/30/2020	284593
Received	05/14/2020	258735
Sent	03/25/2020	186481
Generated	03/22/2020	203459

Add Payment Calculation

Edit

Close

Figure 2.2.1 – Child Care Customer Reporting View Mode

Child Care Customer Reporting Detail

* - Indicates required fields

Save and Add Payment Calculation

Save and Return

Cancel

- **Request Month** - Request Month must be a valid period on the Eligibility section.

Request Month:

04/01/2020

Certificate Id:

[808703367](#)

County Completeness Determination	This Report
Does the information on the CSF 141 alone or combined with the information from previously submitted CSF 141 for the same service month, equal a complete and correct CSF 141? *	Yes ▾

Reimbursement Eligibility Determination	This Report
1. Were the Child Care Services needed? *	Yes ▾
2. Was the customer participating in a county-approved activity during the hours of care? *	Yes ▾
3. Are all other eligibility requirements satisfied? *	Yes ▾

Report Status History		
Status	Date	Updated by
Reviewed	06/30/2020	284593
Received	05/14/2020	258735
Sent	03/25/2020	186481
Generated	03/22/2020	203459

Save and Add Payment Calculation

Save and Return

Cancel

Figure 2.2.2 – Child Care Customer Reporting Edit Mode

2.2.3 Description of Changes

1. Add a new targeted validation to the Child Care Customer Reporting Detail page to ensure that the new CC payment calculation detail record falls within the date range of the Child Care eligibility record.

- a. Validation Message: 'Request Month – Request Month must be a valid period on the Eligibility section.'
- b. **View Mode:** This will be triggered by clicking the 'Add Payment Calculation' button.
- c. **Edit Mode:** This will be triggered by clicking the 'Save and Add Payment Calculation' button.
- d. The Child Care eligibility record is found on the Child Care Program Detail page.

2.2.4 Page Location

- **Global: Child Care**
- **Local: Reporting**
- **Task: Child Care Customer Reporting**

2.2.5 Security Updates

3. Security Rights

Security Right	Right Description	Right to Group Mapping

4. Security Groups

Security Group	Group Description	Group to Role Mapping

2.2.6 Page Mapping

No impact to this section.

2.2.7 Page Usage/Data Volume Impacts

No impact to this section.

2.3 Child Care Payment Calculation Detail

2.3.1 Overview

The Child Care Payment Calculation Detail page is accessible through the Child Payment Calculation List and the Child Care Customer Reporting (for create mode only) pages. This page allows the worker to calculate the CC benefit that the child is entitled to using the certified hours of care, household size, and income. This page will be updated to apply the Family Fee stated in MB 14-03.

2.3.2 Child Care Payment Calculation Detail Mockup

Child Care Payment Calculation Detail

*- Indicates required fields

Images Accept Edit Close

Funding Source: Stage 1	Benefit Month: * 06/2020	Creation Date: 06/12/2020	Family Fee Monthly Rate: Full Time
Child Name: Child Name	Provider: 899188589 Org Name	Calculate using: * Least Rate	Employed: * Yes

Certified Care

Care Type	Rate Type	Provider Rate	RMR	Month Units	Total
Full Time	Monthly	\$584.00	\$800.70	1.0	\$584.00
Part Time	Monthly	\$541.50	\$567.03	0.0	\$0.00

Monthly Amount

Rate Sub-Total:	\$	584.00
Actual Amount Charged by the Provider:	\$	584.00
Part Time Family Fee:	\$0.00 / Month	- 0.00
Full Time Family Fee:	\$392.00 / Month	- 392.00
Materials/Registration Fee:	+	0.00
Disallowed Provider Vacation/Holiday Amount:	-	0.00
Sub-Total:	=	192.00
Total Amount Previously Authorized:	-	<u>0.00</u>
Overpayment Adjustment:	-	<u>0.00</u>
Authorized Amount:	=	192.00
Overpayment:	\$	0.00

Images Accept Edit Close

Figure 2.3.1 – Child Care Payment Calculation Detail View Mode (prior to accepting the benefit amount)

Child Care Payment Calculation Detail

*- Indicates required fields

Funding Source: Stage 1	Benefit Month: * 04/2020	Creation Date: 06/30/2020	Family Fee Monthly Rate: Full Time ▾
Child Name: Child Name	Provider: 899288802 Org Name	Calculate using: * Least Rate ▾	Employed: * Yes ▾

Certified Care						
Care Type	Rate Type	Provider Rate	RMR	Month Units	Total	
Part Time	Hourly	\$5.00	\$2.51	<input type="text" value="0.0"/>	\$0.00	
Full Time	Weekly	\$200.00	\$112.73	<input type="text" value="0.0"/>	\$0.00	

Additional Care						
Care Type	Rate Type	Provider Rate	RMR	Month Units	Total	
<input type="button" value="Add Rate"/>						

Monthly Amount			
Rate Sub-Total:		\$	0.00
Actual Amount Charged by the Provider:		\$	<input type="text" value="0.00"/>
Part Time Family Fee:	\$251.00 / Month	-	0.00
Full Time Family Fee:	\$502.00 / Month	-	502.00
Materials/Registration Fee:		+	<input type="text" value="0.00"/>
Disallowed Provider Vacation/Holiday Amount:		-	<input type="text" value="0.00"/>
Sub-Total:		=	(502.00)
Total Amount Previously Authorized:		-	<u>0.00</u>
Overpayment Adjustment:		-	0.00
Authorized Amount:		=	0.00
Overpayment:		\$	0.00

Figure 2.3.2 – Child Care Payment Calculation Detail Edit Mode

2.3.3 Description of Changes

1. Update the 'Benefit Month' field to be uneditable as shown in Figure 2.3.2. The data will be populated by either the Benefit Month selected on the Child Care Payment List page or the Request Month of the Child Care Reporting Detail record for the CSF 141. The population is dependent on where the Child Care Payment Calculation Detail page is accessed.

2. Add the 'Family Fee Monthly Rate' dropdown field as shown on Figures 2.3.1 and 2.3.2.
 - a. The dropdown options are:
 - i. Part Time
 - ii. Full Time
 - b. This field will only display when the Family Fee is associated to the Benefit Month. This can be checked with the Child Care Eligibility record applicable for the benefit month and the Child Care Certificate associated to the CC payment calculation. The CC eligibility record will need to show a Family Fee for full time and part time and the 'Waive Family Fee' field is set to 'No'. The CC Certificate needs to display 'Yes' on the 'Apply Family Fee to this Certificate' field.
3. Update the multiplier for the 'Part Time Family Fee' and 'Full Time Family Fee' line items under the Monthly Section per family fee type as shown in Figure 2.3.2. The type of family fee applied is dependent on the type selected by the worker under the 'Family Fee Monthly Rate' dropdown.

2.3.4 Page Location

- **Global: Child Care**
- **Local: Reporting**
- **Task: Child Care Reporting Detail → Child Care Reporting List → Child Care Reporting Detail → Child Care Payment Calculation Detail**

2.3.5 Security Updates

5. Security Rights

Security Right	Right Description	Right to Group Mapping

6. Security Groups

Security Group	Group Description	Group to Role Mapping

Security Group	Group Description	Group to Role Mapping

2.3.6 Page Mapping

Add the Family Fee Monthly Rate field to the page mapping.

2.3.7 Page Usage/Data Volume Impacts

No impact to this section.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.28.2.18.1	<p>The LRS shall include functionality to support child care services, for the following:</p> <ul style="list-style-type: none"> a. Child care provider information; b. Referrals; c. Alert notices and NOA s; d. Tracking of activity and authorizations by child and case; e. Tracking of payments issued; f. Alternative Payment Program (APP) information; and g. Tracking and control of child care provider payment requests. 	<p>The Payment Calculation pages have been updated to allow the application of a Monthly Family Fee.</p>

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

5 MIGRATION IMPACTS

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

6 OUTREACH

7 APPENDIX

CalSAWS

California Statewide Automated Welfare System

Design Document

SCR 214032 – Mark Document Received
Imaging Inbound Web Service

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jennifer Kim
	Reviewed By	[individual(s) from build and test teams that reviewed document]

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
6/02/2020	1.0	Initial Draft	Jennifer Kim

DRAFT

Table of Contents

1	Overview	4
1.1	Current Design	4
1.2	Requests	4
1.3	Overview of Recommendations	4
1.4	Assumptions	4
	Recommendations.....	5
1.5	Mark Document Received Inbound Webservice.....	5
1.5.1	Overview	5
1.5.2	Description of Change.....	5
1.5.3	Execution Frequency	9
1.5.4	Key Scheduling Dependencies.....	9
1.5.5	Counties Impacted	9
1.5.6	Data Volume/Performance.....	9
1.5.7	Interface Partner	9
1.5.8	Failure Procedure/Operational Instructions	9
2	Supporting Documents	10
3	Requirements	11
3.1	Migration Requirements.....	11
4	Migration Impacts.....	11
5	Outreach.....	11
6	Appendix.....	12

1 OVERVIEW

This SCR addresses the Mark Document Received Inbound Web Service to complete the following actions in CalSAWS: update the scan indicator to 'YES' and Scan Date for all system-generated, barcoded documents and subsequently, attempt to mark time-sensitive documents as 'RE' - Received and additionally, if a SAR7 or QR7 form, 'RR' - Reviewed- Ready to Run EDBC. The CalSAWS Imaging System leverages this call when a barcoded document has been fully indexed, categorized and in the 'Pre-Archive Processing Queue'.

The Mark Document Received Web Service will be invoked for all system-generated barcoded documents (both time and non-time-sensitive forms), excluding NO CASE Identified and CASE Specified Barcoded Coversheet Separator Forms.

1.1 Current Design

There is no established web service between the CalSAWS Imaging System and CalSAWS to update the scan indicator to 'YES' and Scan Date for all system-generated, barcoded documents and to subsequently, attempt to mark time-sensitive documents as 'RE' - Received and additionally, if a SAR7/QR7 form, 'RR' - Reviewed- Ready to Run EDBC in CalSAWS.

1.2 Requests

1. Create a new Mark Document Received Inbound Web Service for the CalSAWS Imaging System to update the scan indicator to 'YES' and Scan Date for all system-generated, barcoded documents and subsequently, attempt to mark time-sensitive documents as 'RE' - Received and additionally, if a SAR7/QR7 form, 'RR' - Reviewed- Ready to Run EDBC in CalSAWS. This call is invoked when the document has been fully indexed, categorized and in the 'Pre-Archive Processing Queue' in the CalSAWS Imaging System.

1.3 Overview of Recommendations

1. Create a new Mark Document Received Inbound Web Service to update the scan indicator to 'YES' and Scan Date for all system-generated, barcoded documents and subsequently, attempt to mark time-sensitive documents as 'RE' - Received and additionally, if a SAR7/QR7 form, 'RR' - Reviewed- Ready to Run EDBC in CalSAWS.

1.4 Assumptions

1. Imaging has updated documentations, such as their design documents, to invoke the Mark Document Received Web Service for all system-generated barcoded documents (both time and non-time-sensitive forms).
2. Per SCR CA-48386, CalSAWS had implemented some logic to mark Form PA2418B as 'Received' by matching it to its due month and program because it lacked a barcode. Additionally, if multiple matches of the form were found,

CalSAWS marked all of them as 'Received'. However, since Form PA2418B is now barcoded, we do not need to implement such logic around this form.

3. This design will not be implementing retry mechanisms or addressing system outage scenarios for the inbound web service.

RECOMMENDATIONS

1.5 Mark Document Received Inbound Webservice

1.5.1 Overview

All system-generated, barcoded documents that have been fully indexed and categorized will be routed to the 'Pre-Archive Processing Queue' in the Imaging System. The Mark Document Received Web Service will be invoked from the Pre-Archive Processing Queue of the Imaging System.

The Mark Document Received Inbound Web Service will be invoked for all system-generated, barcoded documents:

1. for a barcode value associated to non-time-sensitive forms OR
2. for a barcode value associated to time-sensitive, non-SAR7/QR7 forms OR
3. for a barcode value associated to SAR7/QR7 forms.

*The Mark Document Received Web Service will be invoked for all system-generated barcoded documents (both time and non-time-sensitive forms), excluding NO CASE Identified and CASE Specified Barcoded Coversheet Separator Forms.

1.5.2 Description of Change

1. Create a DBCR to update the GENERATE_DOC table with the following change:
 - a. Add a new "Scan Date" Column – This new column represents the date when the Scan Indicator is set to 'YES'.
2. Create a 'Mark Document Received' Web Service, in which the Imaging System sets the scan indicator to 'YES' and updates the Scan Date for all system-generated, barcoded documents and subsequently, attempts to mark time-sensitive documents as 'RE' - Received and additionally, if a SAR7/QR7 form, 'RR' - Reviewed- Ready to Run EDBC.
 - a. Using the provided barcode value in the request parameter, retrieve the corresponding GENERATE_DOC record with the matching 2D barcode. If the scan indicator is not currently set to 'YES', update the SCAN_IND to 'YES' and SCAN_DATE to the System Date.
 - b. Look for a CUST_RPT record associated with the GENERATE_DOC record identified above. If a record does not exist, the web service

action is complete. If one exists, find the CUST_RPT_PGM_TYPE record(s) associated with the CUST_RPT record. Retrieve the latest status record for each CUST_RPT_PGM_TYPE record. If the latest status is not in the following list, insert a new status record with a value of 'RE'- Received for each record in the CUST_RPT_PGM_TYPE table:

- 'RE'- Received,
- 'NA'- Not Applicable,
- 'RD'- Reviewed,
- 'CC'-Completed,
- 'CE'- Complete- EDBC Accepted and
- 'RR'- Reviewed- Ready to Run EDBC

Do not respond with an error code if status record is already marked as one of the statuses in the bullet points above. If the document is a SAR7 or QR7, refer to the 'No Change' value from the request parameter. If the value is 'true', set the STAT_DETL_CODE to 'NC' (No Change). If the document is not SAR7/QR7 OR the 'No Change' value is NOT true, then set the STAT_DETL_CODE column to 'AR' (Action Required).

Set the Status Date Column to match the Received Date Value received in the request parameter. If the Received Date Value is a future date, default this date to the System Date.

- c. For each CUST_RPT_PGM_TYPE record updated in step b. above, if the document is a SAR7/QR7, refer to the 'No Change' SAR7 value from the request parameter. If the value is 'true', insert a new status record with a value of 'RR'- Reviewed, Ready to Run EDBC. Set the Status Date Column to the System Date. Set the STAT_DETL_CODE column to 'NC' (No Change). If the value is 'false', skip this step.
3. Update the 'SAR7 No Change Batch EDBC Sweep Trigger Job' (PB19E458) to include SAR7 status records created via the new Mark Document Received Web Service invoked by the CalSAWS Imaging Solution. Currently, this job triggers EDBC for SAR7 Forms set as 'Reviewed, Ready to Run EDBC' for forms received through the Kofax and YBN Web Services only. Include the new Hyland-initiated Mark Document Received Web Service in the list of services this job will process.
 4. Update the 'QR7 No Change Batch EDBC Sweep Trigger Job' (PB19E457) to include QR7 status records created via the new Mark Document Received Web Service invoked by the CalSAWS Imaging Solution. Currently, this job triggers EDBC for QR7-LA Forms set as 'Reviewed, Ready to Run EDBC' for forms received through the Kofax and YBN Web Services only. Include the new Hyland-initiated Mark Document Received Web Service in the list of services this job will process.
 5. Perform Integration Testing with the interface partner.

Table 1 – Mark Document Received Request Parameters

Mark Document Received – REQUEST			
FIELD NAME	TYPE	COMMENTS	REQUIRED
barcodeNumber	String	The barcode number on system-generated barcoded documents and represents the 2D barcode UID.	Y
noChangeSAR7	Boolean	Indicates whether a SAR7/QR7 document should be automatically marked as 'RR'- Reviewed- Ready to Run EDBC.	N
receivedDate	Date ("MM/DD/YYYY")	User-input date that is set at the point of scanning. It is normally set to the date the worker receives the document. If the user inputs a future date, please default to the System Date.	Y

Table 4 – Mark Document Received - FAILED WEB SERVICE OPERATIONS

HTTP Response Code	Field Name	Value	COMMENTS
Error codes are intended for backend processes and will not be displayed for end-users.			

400	responseCode	400	Return HTTP response code 400 if there is a tech failure because the required data attribute was not supplied.
	errorMessage	"\${Field Name} Must Be Supplied."	
404	responseCode	404	Return HTTP response code 404 if the required data attribute cannot be found in the CalSAWS System.
	errorMessage	"\${Field Name} Not Found."	
422	responseCode	422	Return HTTP response code 422 if there is a problem with the request for the required data attribute and the Integration Server is unable to process it.
	errorMessage	"\${Field Name} Is an Unprocessable Entity."	
500	responseCode	500	Return HTTP response code 500 if there is an unknown internal server error that

	errorMessage	"Internal Server Error."	occurred while trying to process the request.
--	--------------	--------------------------	---

1.5.3 Execution Frequency

The Mark Document Received Web Service is invoked real-time in the Imaging System when documents have been fully indexed, categorized and in the 'Pre-Archive Processing Queue'.

1.5.4 Key Scheduling Dependencies

N/A

1.5.5 Counties Impacted

Counties utilizing the CalSAWS Imaging System will be impacted. C-IV, LRS and CalWIN Counties will be impacted in phases in that order.

1.5.6 Data Volume/Performance

N/A

1.5.7 Interface Partner

CalSAWS Imaging System

1.5.8 Failure Procedure/Operational Instructions

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

DRAFT

2 SUPPORTING DOCUMENTS

None

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2198	<p>The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to perform the following functions when a system generated barcode is recognized by the imaging solution:</p> <ul style="list-style-type: none"> 1) Perform a CalSAWS Software lookup of Form Name, Form Number, Case Name, Case Number, and Document Type 2) Check the barcode against the case information entered during the scan mode <ul style="list-style-type: none"> 2a) Not applicable to multi-case scan mode 3) If the document is time sensitive (tracked), mark the document as received in the CalSAWS Software <ul style="list-style-type: none"> 3a) If the barcode is not recognized, time sensitive (tracked) documents are reviewed by designated staff to confirm the barcode 	None	<p>1. This design creates a Mark Document Received Web Service, in which the Imaging System will request to set the scan indicator to 'YES' for all system-generated barcoded documents and subsequently, attempt to mark time-sensitive documents as 'RE' - Received and 'RR' - Reviewed- Ready to Run EDBC in CalSAWS. The web service will send the document's 'Barcode Number' and 'Received Date' and if applicable, the 'No Change SARZ' status to validate the request.</p>

4 MIGRATION IMPACTS

None

5 OUTREACH

None

6 APPENDIX

None

DRAFT

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-216739

Medi-Cal Renewals Listing Report

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Esequiel Herrera-Ortiz
	Reviewed By	Ravneet Bhatia; Thao Ta

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
08/31/2020	1.0	Initial Version	Esequiel Herrera-Ortiz
09/08/2020	1.1	Updates made per Build, ST, QA, BA review.	Esequiel Herrera-Ortiz
10/21/2020	2.0	Updated the Renewal Action definition in section 2.1.3.6.e. I removed the Auto Authorized option as this is not possible for delinquent renewals. I also updated the Renewal option description.	Esequiel Herrera-Ortiz

Table of Contents

1	Overview	4
	1.1 Current Design.....	4
	1.2 Requests.....	4
	1.3 Overview of Recommendations.....	5
	1.4 Assumptions	5
2	Recommendations.....	6
	2.1 Medi-Cal Renewals Listing Report	6
	2.1.1 Overview	6
	2.1.2 Medi-Cal Renewals Listing Report Mockup.....	6
	2.1.3 Description of Change.....	6
	2.1.4 Report Location	19
	2.1.5 Counties Impacted	19
	2.1.6 Security Updates.....	19
	2.1.7 Report Usage/Performance	19
3	Supporting Documents	20
4	Requirements.....	21
	4.1 Project Requirements.....	21
	4.2 Migration Requirements.....	21
5	Migration Impacts	22
6	Outreach.....	23
7	Appendix.....	24

1 OVERVIEW

The Medi-Cal Renewals Listing Report is a daily scheduled report that captures the latest information of the entire population of cases that have a Medi-Cal RE due. Four versions of the report are generated daily.

Version 1 – Generates for the next RE Due Month.

Version 2 – Generates for the current RE Due Month.

Version 3 – Generates for the prior RE Due Month.

Version 4 – Generates for two months prior RE Due Month.

This document describes the changes that will be made to the existing Medi-Cal Renewals Listing Report in order to aid in the daily process of Medi-Cal line operations workload.

1.1 Current Design

The report population is any Medi-Cal program which has a Medi-Cal renewal (RE) due in a given month, whether (1) the RE was processed or (2) is to be processed through RE packet tracked in LRS or (3) the RE has been Auto-Authorized by an LRS CalHEERS interface batch.

The report does not provide adequate columns needed to assist workers with the daily processing of Medi-Cal renewals and for related Medi-Cal operations.

The report does not provide information on delinquent REs.

1.2 Requests

Update the Medi-Cal Renewals Listing Report to add additional information that will assist line staff in the processing of Medi-Cal renewals. Further, the enhancements will make the report more useful for managers and supervisors, by providing them additional data and timeframes to control the processing of renewals at the office, unit, and worker level. With the proposed recommendations, line staff will be better equipped to identify renewals that have already been dispositioned and renewals that require additional follow-up at any given time.

The report which generates for the current RE Due Month will now include a new sheet which captures delinquent REs.

1.3 Overview of Recommendations

1. Remove the column named 'Office Number' from all sheets. The existing 'Office Name' column is adequate.
2. Add the following columns to the 'Details Report' sheet.
 - Packet Received Date
 - Discontinuance Date
 - Soft Pause
 - Deemed Eligible Child DOB
 - MC 355 Due Date
 - MC 355 Reminder Sent Date
 - MC 355 Status
 - MC 355 Action Date
 - Latest Imaged Document Date
3. Add a new sheet which will capture Delinquent REs for the version of the report that generates for the current RE Due month.
4. Add the Former Foster Youth (FFY) Renewal Packet to the list of Renewal packets captured under the column 'Packet Type'.
5. Update the current logic for the 'Renewal Action' column to include two new options. These two new options were previously captured under 'No Packet':
 - 'No Packet-MSP SSI' if all active program persons are being aided under MSP aid code 80 and all active program persons are receiving SSI. This case requires additional follow-up by eligibility staff.
 - 'No Packet-Aid Code 38' if all active program persons are being aided under aid code 38. This case requires additional follow-up by eligibility staff.
6. Exclude Transitional Medi-Cal (TMC) cases from the listing if the entire household is being aided under TMC.

1.4 Assumptions

1. The report's system logo will be updated during the re-platform effort.

2 RECOMMENDATIONS

2.1 Medi-Cal Renewals Listing Report

2.1.1 Overview

This section will outline only the updates that will be made to the Medi-Cal Renewals Listing Report.

2.1.2 Medi-Cal Renewals Listing Report Mockup

 Medi-Cal Renewals Listing Report			
Los Angeles			
Run Date: AUG-12-20 11:02 PM			
Redet Due Month: 09/2020			
Summary Report			
Total Cases			
	1	2	2
Office Name	Renewals (Mailed Out)	No Renewal Packet (Not Mailed Out)	Renewals Auto-Authorized
002 Glendale	1	2	2

*Note the mockup is attached in the Supporting Documents section.

*Note: The production version of the report might have small variances in cosmetics due to the possible need to accommodate data or changes which are introduced by the reporting tool.

2.1.3 Description of Change

1. Update all sheets to exclude programs where every active program person is aided under the Transitional Medi-Cal (TMC) program. This is determined by one of the TMC aid codes.

Code-184	Short Description
39	39 - Initial TMC-Full
3T	3T - Initial TMC-ESO/Pregnancy
59	59 - Continuing TMC-Full

Code-184	Short Description
5T	5T - Continuing TMC-ESO/Pregnancy

2. Include the following renewal packet as a Medi-Cal renewal packet type:

Code-329	Short Description
FY	Former Foster Youth Packet

This change will be reflective on all sheets when displaying packet related information.

3. Make the following updates to the 'Summary Report' sheet.
 - a. Update the header to be in the following format. Currently the header only includes a single line which displays the report title and system logo. This is to make the header on all sheets the same format.

Line	Field Name	Field Description
1	System Logo and Report Title	The system logo followed by the report title. See the attached mockup in the Supporting Documents section for reference.
2	County Name	The county name for which the report was generated for. Format: [County Name]
3	Run Date	The date the report was ran on. Format: Run Date: MON-DD-YY HH:MM AM/PM
4	Redet Due Month	The reporting month the data was captured for. Format: Redet Due Month: MM/YYYY

- b. Remove the 'Office Number' column from the sheet.
 - c. Update the 'No Renewal Packet (Not Mailed Out)' count column to include the REs with a Renewal Action of 'No Packet – MSP SSI' and 'No Packet – Aid Code 38'. This update should be reflected in the 'Total Cases' total located above the column.
4. Make the following updates to the 'Office Summary Report' sheet.
 - a. Remove the 'Office Number' column from the sheet.
 - b. Update the 'Packet Submit Month' column to be formatted in date format rather than character string format. This allows users to use date filters which provides chronological ordering rather

than alphanumerical order. This should also provide filters which are collapsed by year, month and day.

Format: MM/YYYY

- c. The existing Renewal Action column will be updated to include two new Renewal Action types: **'No Packet – MSP SSI'** and **'No Packet – Aid Code 38'**. The two new renewals types should be included in the 'Total Cases' total located at the top of the sheet.

Field Name	Field Description
Renewal Action	<p>Displays the renewal action of the program as of the report run date. Values will be one of the following five:</p> <ul style="list-style-type: none"> • 'Auto-Authorized' – No packet was sent out (there is no packet information available) and the RE Due Date was advanced by e-hit through batch. • 'No Packet - MSP SSI' – No packet was sent out and all active program persons are being aided under MSP SSI aid code 80 and all active program persons are receiving SSI. • 'No Packet – Aid Code 38' - No packet was sent out and every active program person is being aided under aid code 38. • 'No Packet' – No packet was sent out for the RE Due month and there was not an e-hit Auto-Authorization and the program does not meet the requirements for 'No Packet – MSP SSI' or 'No Packet – Aid Code 38'. • 'Renewal' – There is a RE Due Date in the report month and there is packet information available for the RE Due Date

- 5. Make the following updates to the 'Details Report' Sheet.
 - a. The 'Office Number' column will be removed from the sheet.
 - b. The Packet Type column will now include 'Former Foster Youth Packet' as a possible value.
 - c. Add the following columns to the sheet.

Field Name	Field Description
Packet Received Date	Displays the latest received date of the renewal packet associated to the RE due month.

	Format: MM/DD/YYYY
Discontinued Effective Date	Displays the effective date of the discontinuance for any discontinuance which is effective. Format: MM/DD/YYYY The field will be blank if the program has not been discontinued or if an approved rescission has been applied to the program.
Discontinued Action Date	Displays the latest action date related to the program's discontinuance or denial. Format: MM/DD/YYYY The field will be blank if the program has not been discontinued / denied or if an approved rescission has been applied to the program.
Soft Pause	Displays 'Y' if any individual in the case is under Soft Pause in the latest Determination of Eligibility Response (DER) else the column will display 'N'. The Soft Pause will only be determined by any DER which has a Benefit Month \geq the RE Due Month minus 1 Month. If multiple DERs are found with a Benefit Month \geq RE Due Month minus 1 Month, then the one with the greatest created on date will be chosen.
Deemed Eligible Child DOB	Displays the birth date of the youngest active deemed eligible (DE) child on the program. Format: MM/DD/YYYY This field will be blank if the program has no active DE Child.
MC 355 Due Date	Displays the due date of the last generated MC 355 for the program. The report will only search for MC 355s which have a generated date \geq RE Due Month minus 2 months. Format: MM/DD/YYYY The field will be blank if no record exists.
MC 355 Reminder Sent Date	Displays the date the latest MC 355 Reminder Notice was sent for the program. The report will only search for MC 355 Reminder Notices which have a generated date \geq RE Due Month minus 2 months. Format:

	MM/DD/YYYY The field will be blank if no record exists.
MC 355 Status	Displays the status of the latest MC 355 generated for the program. The report will only search for MC 355s which have a generated date >= RE Due Month minus 2 months. The field will be blank if no record exists. Possible Values (Category 10540): <ul style="list-style-type: none"> • Pending • Sent • Complete • Incomplete • Not Applicable Note: The above listed are the current possible status values for the MC 355, but the report logic will not restrict the data to these values. If later status is introduced the report will automatically pick up the new value.
MC 355 Action Date	The date the status was applied to the MC 355. The field will be blank if no record exists. Format: MM/DD/YYYY
Latest Imaged Document Date	Displays the most recent date the latest MC 355 or Non-Standard document/verification was imaged. The date will be stored in such a way that it will no longer update if one of the following conditions is true. <ul style="list-style-type: none"> • The current packet status is 'Complete-EDBC Accepted and the RE Date has advanced • The current packet status is Incomplete, and the document/verification was received more than 100 days from the last day of the RE Due Month. • The current packet status is 'Reviewed-Ready to Run EDBC' and the program Status is Active, or the latest program application event is Discontinued. Format: MM/DD/YYYY The field will be blank if no record exists.

*Technical Note – All date columns should be in date format and can be sorted in chronological order.

d. The following existing columns will be updated all follows:

Field Name	Field Description
Renewal Action	<p>Displays the renewal action of the case as of the report run date. Values will be one of the following five:</p> <ul style="list-style-type: none"> • Auto-Authorized – No packet was sent out (there is no packet information available) and the RE Due Date was advanced by e-hit through batch. • No Packet - MSP SSI – No packet was sent out and all active program persons are being aided under MSP SSI aid code 80 and all active program persons are receiving SSI. • No Packet – Aid Code 38 - No packet was sent out and every active program person is being aided under aid code 38. • No Packet – No packet was sent out for the RE Due month and there was not an e-hit Auto-Authorization and the program does not meet the requirements for 'No Packet – MSP SSI' or 'No Packet – Aid Code 38.' • Renewal – There is a RE Due Date in the report month and there is packet information available for the RE Due Date
Packet Status	<p>Displays the current status of the renewal packet as of when the report was generated. Possible statuses include (Category: 258):</p> <ul style="list-style-type: none"> • Sent • Received • Incomplete • Reviewed – Ready to Run EDBC • Error • Generated • Complete – EDBC Accepted • Not Applicable <p>Note: The report will not restrict based on these values. If a later customer report status is introduced, the report will automatically display the value.</p>

	<p>If no packet information exists, then the column will reflect the same value as the Renewal Action column. Possible values are:</p> <ul style="list-style-type: none"> • Auto-Authorized • No Packet - MSP SSI • No Packet – Aid Code 38 <p>No Packet</p>
--	---

e. Update the logic for the static 'Total No Packet' total as follows:

Total Field	Field Description
Total No Packet	<p>Total count of all cases that have a Renewal Action of:</p> <ul style="list-style-type: none"> • No Packet • No Packet - MSP SSI • No Packet – Aid Code 38

6. Create a new sheet titled 'Delinquent REs Report'. See the attached mockup in the supporting documents for reference. The report will have the following characteristics:

- The sheet will only be populated and be available when the report is generated for the current RE Due month.
- The sheet will have the following header:

Line	Field Name	Field Description
1	System Logo and Report Title	The system logo followed by the report title. See the attached mockup in the Supporting Documents section for reference.
2	County Name	The county name for which the report was generated for. Format: [County Name]
3	Run Date	The date the report was ran on. Format: Run Date: MON-DD-YY HH:MM AM/PM
4	Redet Due Month	The reporting month the data was captured for. Format: Redet Due Month: MM/YYYY

c. The sheet will capture the following base population:

Program Status	Condition
Active	<ul style="list-style-type: none"> • Program is Medi-Cal • Program Status is 'Active'

	<ul style="list-style-type: none"> RE Due Month is less than The Reporting month.
Pending	<ul style="list-style-type: none"> Program is Medi-Cal Program Status is 'Pending' RE Due Month is prior to the current report month Program was Discontinued with a reason is 'Failed to Complete Redetermination' or 'Failed to Complete Determination'.
Discontinued	<ul style="list-style-type: none"> Program is Medi-Cal Program status is 'Discontinued' RE Due Month is prior to current report month Program status reason is 'Failed to Complete Redetermination' or 'Failed to Complete Determination' from RE Due Month to 3 Months. RE Packets status after discontinued event date from RE Due Month to 3 months equals 'Incomplete' and/or MC 355 or Non-Standard Document/Verification received after discontinued event date from RE Due Month to 3 months; or RE Packets status after discontinued event date from RE Due Month to 3 months equals 'Received' or 'Reviewed-Ready to Run EDBC'. Note: Discontinued record must no longer be picked up on month 4 after RE Due Month.
Denied	<ul style="list-style-type: none"> Program is Medi-Cal Program status is 'Denied' RE Due Month is prior to current report month; Program was Denied from RE Due Month to 3 Months; Program was previously Discontinued for 'Failed to Complete Redetermination' or 'Failed to Complete Determination' from RE Due Month to 3 months; and

	<ul style="list-style-type: none"> • RE Packets status after denied event date from RE Due Month to 3 months equals 'Incomplete' and/or MC 355 or Non-Standard Document/Verification received after denied event date from RE Due Month to 3 months; or • RE Packets status after denied event date from RE Due Month to 3 months equals 'Received' or 'Reviewed-Ready to Run EDBC'. • Note: Denied record must no longer be picked up on month 4 after RE Due Month.
--	---

d. The sheet will include the following totals at the top of the sheet.

Total Field	Field Description
Total Cases	Count of all cases captured in the sheet.
Total Renewals	Total count of all cases that have a Renewal Action of 'Renewal'.
Total No Packet	Total count of all cases that have a Renewal Action of: <ul style="list-style-type: none"> • No Packet • No Packet - MSP SSI • No Packet – Aid Code 38
Total Auto-Authorized	Total count of all cases that have a Renewal Action of 'Auto-Authorized'.

e. The sheet will provide the following columns

Field Name	Field Description
Renewal Action	Displays the renewal action of the program as of the report run date. Values will be one of the following five: <ul style="list-style-type: none"> • 'No Packet - MSP SSI' – No packet was sent out and all active program persons are being aided under MSP SSI aid code 80 and all active program persons are receiving SSI.

	<ul style="list-style-type: none"> • 'No Packet – Aid Code 38' - No packet was sent out and every active program person is being aided under aid code 38. • 'No Packet' – No packet was sent out for the RE Due month and there was not an e-hit Auto-Authorization and the program does not meet the requirements for 'No Packet – MSP SSI' or 'No Packet – Aid Code 38'. • 'Renewal' – There is an outstanding RE for a prior month and there is packet information available for the outstanding RE.
Office Name	The office name associated to the program assigned worker as of the report run date. If no worker is assigned, then the last known worker will be displayed.
Unit	The unit number associated to the program assigned worker as of the report run date. If no worker is assigned, then the last known worker information will be used.
Worker ID	The worker ID assigned to the program as of the report run date. If no worker is assigned, then the last known worker information will be used.
Case Name	The case name of the case.
Case Number	The case number of the case.
Primary Lang	The primary language of the primary applicant.
Home Phone	The most recent home phone number of the program person. This column will be blank if no record exists.
Other Phone	The most recent phone number of the program person that is not the Home phone number. This column will be blank if no record exists.
Packet Type	The latest redetermination packet type sent out to the program person. Possible Values: <ul style="list-style-type: none"> • Former Foster Youth Packet

	<ul style="list-style-type: none"> • LTC MC RE Packet • MAGI MC Packet • Mixed MC RE Packet • MC 604 IPS Packet • MC RE Packet • MSP Packet • Non-MAGI Screening Packet • Pre-ACA MC RE Packet <p>This column will be blank if no record exists.</p>
Packet Sent Date	<p>Displays earliest date the renewal packet was sent.</p> <p>Format: MM/DD/YYYY</p> <p>This column will be blank if no packet has been sent.</p>
Packet Received Date	<p>Displays the latest received date related to the renewal packet associated to the RE due month.</p> <p>Format: MM/DD/YYYY</p> <p>This column will be blank if no record exists.</p>
Packet Submit Month	<p>Displays the month in which the renewal packet was due to be submitted.</p> <p>Format: MM/YYYY</p> <p>This column will be blank if no record exists.</p>
Packet Status	<p>Displays the current status of the renewal packet as of when the report was generated. Possible statuses include (Category: 258):</p> <ul style="list-style-type: none"> • Sent • Received • Incomplete • Reviewed – Ready to Run EDBC • Error • Generated • Complete – EDBC Accepted • Not Applicable <p>Note: The report will not restrict based on these values. If a later customer report status is introduced, the report will automatically display the value.</p>

	<p>If no packet information exists, then the column will reflect the same value as the Renewal Action column. Possible values are:</p> <ul style="list-style-type: none"> • Auto-Authorized • No Packet - MSP SSI • No Packet – Aid Code 38 • No Packet
Packet Status Date	<p>Displays the status date of the Packet Status that is being displayed. This column will be blank if no packet information exists.</p>
Reminder Notice Date	<p>The date the latest reminder was sent to the program person. This column will be blank if no reminder notice was sent.</p>
Current Program Status	<p>The current program status of the program.</p>
Discontinued / Denied Effective Date	<p>Displays the latest effective date related to the program's discontinuance or denial. Format: MM/DD/YYYY The field will be blank if the program has not been discontinued or if an approved rescission has been applied to the program.</p>
Discontinued / Denied Action Date	<p>Displays the latest action date related to the program's discontinuance or denial. Format: MM/DD/YYYY The field will be blank if the program has not been discontinued / denied or if an approved rescission has been applied to the program.</p>
RE Due Month	<p>The RE Due month of the delinquent RE. Format: MM/YYYY</p>
Soft Pause	<p>Displays 'Y' if any individual in the case is under Soft Pause in the latest Determination of Eligibility Response (DER) else the column will display 'N'.</p> <p>The Soft Pause will only be determined by any DER which has a Benefit Month \geq the RE Due Month minus 1 Month. If multiple DERs are found with a Benefit Month \geq RE Due Month</p>

	minus 1 Month, then the one with the greatest created on date will be chosen.
Deemed Eligible Child DOB	Displays the birth date of the youngest active deemed eligible (DE) child on the program. Format: MM/DD/YYYY This field will be blank if the program has no active DE Child.
MC 355 Due Date	Displays the due date of the last MC 355 generated for the program, which was generated for the program. The report will only search for MC 355s which have a generated date >= RE Due Month minus 2 months. Format: MM/DD/YYYY The field will be blank if no record exists.
MC 355 Reminder Sent Date	Displays the date the latest MC 355 Reminder Notice was sent for the program. The report will only search for MC 355 Reminder Notices which have a generated date >= RE Due Month minus 2 months. Format: MM/DD/YYYY The field will be blank if no record exists.
MC 355 Status	Displays the status of the last MC 355 generated for the program. The report will only search for MC 355s which have a generated date >= RE Due Month minus 2 months. The field will be blank if no record exists. Possible Values (Category 10540): <ul style="list-style-type: none"> • Pending • Sent • Complete • Incomplete • Not Applicable Note: The above listed are the current possible status values for the MC 355, but the report logic will not restrict the data to these values. If later status is introduced the report will automatically pick up the new value.
MC 355 Action Date	The date the status was applied to the MC 355. The field will be blank if no record exists. Format: MM/DD/YYYY
Latest Imaged Document Date	Displays the most recent date the latest MC 355 or Non-Standard document/verification was imaged. The date will be stored in such a

	<p>way that it will no longer update if one of the following conditions is true.</p> <ul style="list-style-type: none"> • The current packet status is 'Complete-EDBC Accepted and the RE Date has advanced • The current packet status is Incomplete, and the document/verification was received more than 100 days from the last day of the RE Due Month. • The current packet status is 'Reviewed-Ready to Run EDBC' and the program Status is Active, or the latest program application event is Discontinued. <p>Format: MM/DD/YYYY The field will be blank if no record exists.</p>
--	--

2.1.4 Report Location

- **Global: Reports**
- **Local: Scheduled**
- **Task: Case Activity**

2.1.5 Counties Impacted

This report is specific for LA County but can be made available to other counties upon request.

2.1.6 Security Updates

No updates will be made to the report's security.

2.1.7 Report Usage/Performance

The report usage will remain the same.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Reports	Medi-Cal Renewals Listing Report Mockup	 Medi-Cal Renewals Listing Report Mock

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.24.2.1	LRS shall produce reports daily, weekly, monthly, quarterly, semi-annually, annually, and as needed, as specified by COUNTY.	This report satisfies a need to generate a report in a scheduled manner with information specified by the county.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

5 MIGRATION IMPACTS

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

6 OUTREACH

N/A

7 APPENDIX

N/A